

**PUBLIC NOTICE OF A MEETING FOR
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS**

DATE OF MEETING: Friday, May 10, 2024

Time: 8:00 a.m.

The meeting of the State of Nevada Board of Psychological Examiners (Board) will be conducted and may be attended through a remote technology system (video- or teleconference). To participate remotely, individuals are invited to enter the meeting from the Zoom website at <https://us06web.zoom.us/j/84140102567>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID: **841 4010 2567**. (The Board office recommends that individuals unfamiliar with ZOOM should visit the website in advance to familiarize themselves with the format by viewing the online tutorials and reading the FAQs. To learn more about Zoom, go to <https://zoom.us>.) The meeting may also be attended at the Board office, 3080 South Durango Drive, Suite 102, Las Vegas, Nevada, 89117.

The Board will accept public comment via email. Those wishing to make public comment should email their public comments to the Board office at nbop@govmail.state.nv.us. Written public comments must be received prior to the start of the meeting and will be forwarded to the Board for their consideration. Public comments will be included in the public record (meeting minutes) but will not necessarily be read aloud during the meeting. In compliance with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law), the Board is precluded from taking action on items raised by public comment which are not already on the agenda.

The Board may take items out of order, combine items for consideration, and items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and end of the meeting. The public may provide comment on any matter whether or not that matter is a specific topic on the agenda. However, prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment on that item. (NRS 233B.126) Public comment that is willfully disruptive is prohibited, and individuals who willfully disrupt the meeting may be removed from the meeting. (NRS 241.030(5)(b)). The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030). Once all items on the agenda are completed, the meeting will adjourn.

AGENDA

1. Call To Order/Roll Call to Determine the Presence of a Quorum.

2. Public Comment. Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

3. Minutes. (For Possible Action) Discussion and Possible Approval of the Minutes of the State of Nevada Board of Psychological Examiners' April 12, 2024, Meeting

4. Financials

- (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

5. Legislative Update

(For Possible Action) Report, Discussion and Possible Action on Legislative Activities, including the work of Interim Committees, of the Nevada Legislature, the Legislative Counsel Bureau, and any position or action the Board may take on or in response to Bills that have been signed into Law, Legislative Bills, and Bill Draft Requests that the Board is tracking, following, or that may impact the Board and its Operations.

6. Board Needs and Operations

- A. Report from the Nevada Psychological Association.
- B. Report From the Executive Director on Board Office Operations.

7. (For Possible Action) Discussion and Possible Action on Pending Consumer Complaints:

- A. Complaint #19-0626
- B. Complaint #23-0612
- C. Complaint #23-0801
- D. Complaint #23-0905

- E. Complaint #23-0918
- F. Complaint #24-0103
- G. Complaint #24-0312(1)
- H. Complaint #24-0312(2)
- I. Complaint #24-0313
- J. Complaint #24-0501

8. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. The Board May Convene in Closed Session to Receive Information Regarding Applicants, Which May Involve Considering the Character, Alleged Misconduct, Professional Competence or Physical or Mental Health of the Applicant (NRS 241.030). All Deliberation and Action Will Occur in an Open Session. *Note: Applicant names are listed on the agenda to allow the Board to discuss applicants when necessary to move the applicant through the licensure process. The listing of an applicant's name on the agenda indicates only that an application for licensure/registration has been received. It does not mean that the application has been approved or that the applicant must appear at the meeting in order for the applicant's application to move forward through the licensure process. If an applicant needs to attend the meeting for the Board to take action, the applicant will be notified in writing prior to the meeting. Please, direct questions or comments regarding licensure applications to the Board office.*

PSYCHOLOGISTS

| | | | |
|----------------------|----------------------------|-------------------|------------------|
| Dalea Alawar | Ramona Burroughs | Megan Farnsworth | Chia-Chi Hu |
| Mary Lou Ancheta | Jonathan Campos | Karen Fitzgerald | Clairissa Hunter |
| Robert Antonacci | DeAnn Cary | Nichole Flowers | Rachel Irish |
| Onyinyechi Anukem | Hu Chia-Chi | Judy Fluor Runels | Tina Jimenez |
| Erick Arguello | Filippo Cieri | Gratia Foerster | Saira Jhorn |
| Cheryl Arutt | David Contreras | Stephen Francis | Deborah Johnson |
| Quintin Bailey | Steven Covelluzzi | Gila Frank | Lori Johnson |
| Rachel Bangit | Lindsay Coyle | Vanessa Fuentes | Samantha Johnson |
| John Barona | Candy Crawford | Maiken Gale | Margaret Jones |
| Cortney Beasley | Pegeen Cronin | Gina Gallivan | Natalie Jones |
| Kimberly Bergman | Nicola De Paul | Elena Gavrilova | Ta Tanisha Jones |
| Debra Berry-Malmberg | Kendra Devor | Teresa George | Kayla Kaiser |
| Leah Bonilla | Adrienne DiFabio | Matthew Gibbons | William Kaiser |
| Sarah Brennan | Mark Dillon | Peter Grover | Carolynne Karr |
| RaeLynn Brister | Shannon Dillon | Lisa Gunderson | Patricia Keeler |
| Laura Brown | Elizabeth Dimovski-Jackson | Michelle Haines | Daphne Kendricks |
| Robert Burr | Alana Duschane | Dehnad Hakimi | Kristopher Kern |
| | Christopher Estep | | Christine Kim |

Donald Kincaid
John King
Monica Larson
Timothy Law
George Lazo
Micol Levi-Minzi
Karen Levine
Angela Lewis
Jessica Liberman
George Lough
Vanessa Ma
James Madero
Cheryl Malinowski
James Maltzahn
Alexandra Matthews
Serena Mazzola
Jessica McClintock

Paul McLaughlin
Viola Mejia
Samuel Montano
Alexandra Montesi
Luzviminda Morrow
Jonine Nazar-Biesman
Mary Nelson
Jacki Nesbitt
Ana Ochoa
Stephanie Orbon
So Park
Kathryn Pesch
Daniel Pott-Pepperman
Kilynda Ray
Rachelle Rene
Eric Rosmith
Keri Ross

Taraneh Rostami
Benjamin Rubin
Malia Sanchez
Riddhi Sandil
Mary Schuberg
Lauren Schwarz
Sarah Sexton
Sarah Sharp
David Shoup
Nancy Small
Katelyn Steele
Tricia Steeves
Robert Stephenson
Tony Strickland
Amy Swope
David Tatera
Matthew Tatum

Alicia Tolerico
Donna Truong
John Tsanadis
Lee Underwood
Christine Vaughan
Michael Villanueva
Ina Von Ber
Ann Watters
Jessica Weis
Michael Whitman
Andre Wielemaker
Jennifer Wilcox
Michele Wilkens
Christine Winter
Elisa Youngblood
Gordon Zilberman

PSYCHOLOGICAL ASSISTANTS

Jeffrey Aguiar
Mary Lou Ancheta
Rachel Ballard
Tracy Basile
Ramy Bassioni
Brian Broomand
Andrew Buchanan
Candis Carswell
Rosy Chavez-Najera
Taylor Chille
Ashley Colson
Althea Cook
Jessica Crellin

Kaleb Cusack
Emerson Epstein
Evan Fertel
Jacqueline Friar
Grady Gallagher
Michelle Gaston
Cori Gold
Milagro Gonzalez
Kimberly Gray
Jennifer Grimes-Vawters
Tarramaz Harris
Joseph Henrich
Akiko Hinds

Bernadette Hinojos
Kelly Humphreys
Courtney Hutchinson
Kayla Kaiser
Richelle Konczak
Dorota Krotkiewicz
Taylor Levine
Angela Lewis
Anna Lujan-Sondgroth
James Maltzahn
Alexandra Miguel
Desiree Misanko
Luzviminda Morrow

Blake Oldfield
Dylana Pierce
Eric Prince
Leilani Puentes
Shannon Rojas
Farnaz Samavi
Coreen Schwartz Starr
Sharon Simington
Katherine Stypulkowski
Heather Thompson
Christine Vaughan
Marijo Villano
Andre Wielemaker

PSYCHOLOGICAL INTERNS

Lorraine Apodaca
Shannon Colon
Mario De Souza
Sussan Fung
Paola Garcia Betancourt
Michelle Gaston

Daniel Gonzalez
Tiffany Hunter
Jessica Jensen
Lauren Johnson
Shalini Kabeer
Erica Marino

Michael McNamara
Sherley Pierre
Ruby Sharma
Barbara Sommer
Megan Tedrow
Candice Thomas

Miriam Vela-Sanchez
Richard Warmke
Charlotte Watley
Rachel Wiggins

PSYCHOLOGICAL TRAINEES

Marissa Alvarez
Vanni Arcaina
Glenn Blessington
Adaaze Chike-Okoli
Kieffer Christianson
Anna Cole
Aimee D'Errico
Erin Dunn
Jacqueline Eddy

Kinsey Ellis
Michael Fensken
Kaelyn Griffin
Michelle Harden
Brandon Hunley
Madison Hurley
Todd Jennings
Cynthia Johnston
Jordan Kaye

Haeun Lee
Julia Maranville
Nicole Martinez
Michael McNamara
Sara Moore
Karisa Deandra Odrunia
Ananda Peixoto-Couto
Bianca Reaves
Melanie Rede

Shannon Sagert
Christine Salva
Mary Smirnova
Madison Thomasson
Teresa Walker
Jessica Woodyatt

- (For Possible Action) Discussion and Possible Action on the ATEAM's recommendation to approve Bianca Reaves application to register as a Psychological Trainee.

9. (For Possible Action) Discussion and Possible Action to:

- **Provide the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee with the Authority to Approve Applicants it Reviews, and**
- **Approve Revisions to the ATEAM policy.**

10. (For Possible Action) Discussion and Possible Action to Approve revisions to the Board's Policies and Procedures for Psychological Assistant, Psychological Intern, and Psychological Trainee Application and Registration.

11. (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board's Endorsement Policy to Further Clarify the Expedited Process for Certain Applicants who apply for Licensure by Endorsement.

12. (For Possible Action) Discussion and Possible Action to Make a Determination on and Policy Regarding Interjurisdictional Supervision Practice.

13. (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board's Employment and Staff Performance Review Policies.

14. (For Possible Action) Discussion and Possible Action to Approve Proposed Board Investigator Performance Review Evaluation Tool.

15. (For Possible Action) Discussion and Possible Action to Approve the Executive Director's Vacation Request.

16. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates.

- The next regular meeting of the Nevada Board of Psychological Examiners is currently scheduled for Friday, June 7, 2024, beginning at 8:00 a.m.

17. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)

18. Public Comment - Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

19. (For Possible Action) Adjournment

The Board may recess for lunch for approximately one hour, at a time to be determined.

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If such arrangements are necessary, please contact the board office at (702) 276-0926 no later than 4 p.m. on Thursday, May 9, 2024.

For supporting materials, visit the Board's website at <https://psyexam.nv.gov/> or contact the Board office by telephone (702-276-0926), e-mail (nbop@govmail.state.nv.us), or in writing at Board of Psychological Examiners, 3080 South Durango Drive, Suite 102, Las Vegas, Nevada 89117.

In accordance with NRS 241.020, this public meeting notice was properly posted at or before 8 a.m. on Tuesday, May 7, 2024, at the following locations:

- Board office located at 3080 South Durango Drive, Suite 102, Las Vegas, NV 89117;
- Nevada Public Notice website: <https://notice.nv.gov/>; and
- Board's website at https://psyexam.nv.gov/Board/2024/2024_BOARD_MEETINGS/.

In addition, this public meeting notice has been sent to all persons on the Board's meeting notice list, pursuant to NRS 241.020(3)(c).

**PUBLIC NOTICE OF A MEETING FOR
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS
MEETING MINUTES**

April 12, 2024

1. Call to Order/Roll Call to Determine the Presence of a Quorum.

The meeting of the Nevada State Board of Psychological Examiners was called to order by President Whitney Owens, Psy.D., at 8:04 a.m. on April 12, 2024 online via "Zoom" and physically at the office of the Board of Psychological Examiners, 3080 S. Durango Drive, Suite 102, Las Vegas, Nevada 89117.

Roll Call: Board President, Whitney Owens, Psy.D.; members, Monique Abarca, LCSW; Lorraine Benuto, Ph.D.; Stephanie Holland, Psy.D.; Catherine Pearson, Ph.D.; Stephanie Woodard, Psy.D. were present at roll call. Soseh Esmaeili, Ph.D., was absent. Despite the one-member absence at roll call, there was a quorum of the Board members.

Also present were Deputy Attorney General (DAG) Harry Ward; Kevin Doty; Board Investigators Dr. Gary Lenkeit and Dr. Sheila Young; Executive Director Laura Arnold; Administrative Director Sarah Restori; members of the public: Dr. Teri Belmont, Dr. Shera Bradley, Dr. Amanda DeVillez, Yvonne Fritz, Donald Hoier, Brian Joseph, Dr. Brian Lech, Sabrina Schnur, Dr. Jodi Thomas, Brent Vogel, Dr. Andre Wielemaker, and Dr. Marie Zayas. Board investigator Sheila Young and member of the public Dr. Brian Lech later joined the meeting.

2. Public Comment. Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

President Dr. Owens stated that those who would like to make public comment call 1-669-900-6833 and using the meeting ID number 872 8424 3088. She reminded those who participate in public comment are limited to three minutes per person, and the public comment is reserved for comment only. It will not be used as a platform for questions and answers. If members of the public have a statement that is longer than three minutes, she asked that they please submit a statement in writing and the Board will include it in the written materials that are posted. If the public has questions for which they would like answers, she asked that they please email the Board office at

nbop@govmail.state.nv.us.

Dr. Jodi Thomas provided comment regarding the increase in renewal fees that was to be addressed in Agenda Item 4 (Renewal Fee increase). She started by acknowledging the increase in operating costs everywhere. She wanted the Board to consider the increase in difficulty for those to get licensed in Nevada with the EPPP-2, and this fee increase adding an additional difficulty.

There was no other public comment.

3. (For Possible Action) Public Hearing to Solicit Comments on a Regulation Proposed for Adoption (Legislative Counsel Bureau File Numbers R095-23 and R002-24); Possible Action to make Revisions to and/or Forward any/all the Proposed Regulations to the Legislative Counsel Bureau in Accordance with NRS Chapter 233B. (See Public Notice for Information on the Draft Regulations – Attachment A)

- A. R095-23 – Responds to AB244 by providing definitions for psychological examinations, testing, and evaluation, as well as adding a provision to NAC 641.234 regarding the disclosure of psychological test material; Revises NAC 641.136 to comply with AB267's cultural competency CE requirements.

Dr. Lenkeit thanked those that provided input toward making these changes. He said the goal was to be brief but specific so as to not delay this further by going back to LCB. He started by stating "protected psychological test data" has replaced what was there before which was just "test materials". Next, there is a section that talks about the ethical principles and references the specific code number. It was pointed out to him that APA ethical codes change often and therefore their regulation would have to change based on that. They decided to put the code reference and not the specific code. With regard to test data being disclosed to a designated psychologist, to hold for the possibility of others who are not psychologists who might be involved in this process, he added NRS statues to include more specificity on who would need to be registered based on the NRS statues he included.

Dr. Shera Bradley started by asking if they were in the workshop period regarding this regulation. Dr. Owens confirmed this is a public hearing. Dr. Bradley went on to ask about test data and how this conflicts with NRS 629 and the client's right to access their data. She went on to state the NAC is going to state you must release to a designated psychologist but that is not consistent with NRS 629. She stated it seems the Board is writing regulations that contradict the law.

Executive Director stated that these revisions are in response to AB244. Dr. Lenkeit responded by stating they are trying to be specific as to what is being released and to whom because test materials cannot be released to anyone because they are copyrighted materials. He stated, in terms of releasing materials as noted in NRS 629, that seems to

be a general statement that you have to release information. And the Board is trying to be specific on how and when.

Dr. Benuto stated it is important that they do not put their state in a position where there is a possibility of the release of test information as a mechanism to protect test security. Dr. Owens stated that is the intention of this.

Dr. Bradley stated her concern is that the language states the psychologist shall not release these items and as soon as you write on the materials, it turns it into test data and not releasing these things is in conflict with NRS 629 to not release test data. She stated if you follow what the Board is saying, you could be breaking the law. If you follow the law, the Board can bring you up against a complaint.

DAG Ward stated this is a gray area. He cannot recommend nor can the Board recommend to a licensee not to violate a statute or regulation and not to violate ethics.

Dr. Owens clarified that LCB looks to see if changes in regulations conflict with other regulations and law. DAG Ward stated yes, the burden is on LCB.

Dr. Brian Lech stated he liked the language in the earlier draft that made the distinction of the APA code. He stated he does not know what to tell them about test data and the release of test data, and the strong legislative preference to have people have the right to access their data.

Dr. Owens clarified that Dr. Lech's concern is about the word data and how that's being used in one context, versus another. Dr. Lech stated he is not sure what protected psychological data is at this point. Dr. Lenkeit stated this is just about testing, not progress notes and the intention is to not release test materials.

Dr. Belmont stated there is some source that talks about where test data becomes test material. Dr. Lenkeit stated that is APA ethics code 9.04.

Dr. Bradley asked what if a psychiatrist has training in testing and they are asking for it. Test publishers do not require psychologists as the only ones who can buy and use testing.

Dr. Woodard asked if DAG Ward would help distinguish the difference between statutory regulations as well as regulatory guidance because she believes in her experience that statutes will always supersede regulations and regulatory guidance. She stated she does not know if it is possible to capture all of the potential within regulatory language.

DAG Ward stated Dr. Woodard is correct, you cannot capture all the specifics in regulatory language. Statutes are the hierarchy, and there may be some conflicts and these are the gray areas.

Dr. Woodard stated she brings this up because they want to make sure that any regulation that is passed by this body would be able to be interpreted in a way the intention behind the regulation stated in record so one way to codify that so that future boards and board members have that information if a complaint should come before them as it relates to this regulation.

Dr. Pearson stated she feels there is more work that needs to be done since things can still feel less clear while also balancing the issue of getting this document out there for psychologists.

Dr. Woodard stated the issue they are running into is the specificity of the language. One of the solutions for the Board to consider is going back and moving towards less specific language, and where there is nuance, this could be relegated to regulatory guidance. She states part of her hesitation to move forward with the regulation, is that its clear that in the effort to find clarify, it has become more complicated. She stated one way to keep from trying to get it perfect, is to determine what belongs in regulation and what could go elsewhere so that they can provide clear guidance to the licensees as the intention behind this.

Dr. Owens suggested clarifying section 3 from psychological data to be replaced with "psychological test data" and match what is in item 6 and then in section 6 take out "to these terms in section 9.04 and section 9.11" and just reference the ethics code. She went on to suggest creating further guidelines that coincide with the code of conduct and ethics, and iron out the nuances but not in the regulations.

Dr. Benuto and Dr. Holland agreed with these changes and ideas. Dr. Woodard stated there is nothing that would prohibit the Board from bringing that policy back through the Board for review and approval. Dr. Lenkeit stated some decision should be made. Dr. Woodard stated she would like to move forward with a vote to move these changes to LCB.

There being no further comment, Dr. Owens closed the hearing.

On motion by Lorraine Benuto, second by Stephanie Woodard, the Nevada Board of Psychological Examiners approved adopting the changes and revisions to R095-23 and return to Legislative Counsel Bureau for further review and revision. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

- B. R002-24 – Revises various NAC Chapter 641 provisions relating to Psychologists' supervision of Psychological Assistants, Psychological Interns, and Psychological Trainees.

Dr. DeVillez asked for clarification regarding the 15 hours of CEs. She wanted to know if that is during a specific time period or just as long as someone has been licensed.

Dr. Owens started by saying public comment is for comments and not questions, but her question will be clarified as they go through the provisions. She stated LCB captured what they were recommending, which is in order to supervise students who either have 15 hours of CEs, a semester or equivalent determined by the board of supervised supervisory experience as a psychological assistant, intern, or trainee, formal graduate level course in supervision, or any combination thereof that can be evaluated by the Board. She explained that the 15 hours of continuing education could be over any period of time as long as you have 15 continue education credits related to supervision. It did not need to be contained in any one period of time.

Dr. Owens went on to address subsection 3 of the revision. The Board had written a supervisor of record may employ a nested supervision model, which is supervision of a non-licensed psychological trainee or psychological intern by an unlicensed psychological intern or psychological assistant not to exceed a total of four full time equivalent supervisees up to 40 hours in a work week. She stated the intention of this was to create some language that would help supervisees have some flexibility in how many trainees they are able to supervise using a typical 40 hour work week. She went on to state that, the way LCB wrote it, it says a supervisor shall not use a nested model of supervision described in subsection 3 for the supervision of more than 4 psychological interns or psychological trainees in total or authorize a psychological assistant or psychological intern under his or her supervision to supervise the psychological intern or psychological training for more than 40 hours in a week. Dr. Owens states that was not the intention of what the Board is trying to write.

Dr. Woodard suggested adding a period after the psychological assistant and just split the two parts up and make them two separate statements to help clarify. DAG Ward informed that the Board does have the authority to punctuate it or add or delete language for clarification. Dr. Woodard added that it could be helpful to break specific sections or regulatory language with the model language and also underneath in plain language to explain what the intent is so that the drafters can take that intent into consideration.

Dr. Owens suggested the following recommended changes to subsection 5 and NAC 641.161: A., a supervisor of record may employ a nested supervision model, and B. a supervisor of record employing a nested supervision model shall not exceed the equivalent of a total of four full time equivalent supervisees, and C., full time equivalent is defined as a 40-hour work week. The Board agreed with these changes.

Dr. Owens suggested the following changes to subsection 4, stating a supervisor who uses a nested model of supervision described in subsection 3 shall at least once each week provide supervision to a psychological assistant or psychological intern, providing supervision pursuant to paragraph A or B, subsection 3 as applicable.

Dr. Owens noted that the language in subsection 2B and 2C is fine. She said

subsection A would be changed to state that a psychologist shall not supervise more than the equivalent of a total of 4 full time supervisees. In Subsection B, full-time is defined as 40 hours in a work week. She also stated that the LCB also made revisions to the instance of the absence of a supervisor of record – that there is a policy and procedure in place to create a designee – and she stated she believes LCB did capture that.

Executive Director clarified that they are going to be revising section 4 of their draft. She also stated the Board's efforts to remove the binary language were rejected. She added that she and Dr. Kinsora were trying to clarify the term psychometrist. They would have to revise the statute first and then circle back to that definition.

There being no further comment, Dr. Owens closed the hearing.

On motion by Lorraine Benuto, second by Stephanie Woodard, the Nevada Board of Psychological Examiners approved adopting R002-24 with the recommended changes and to return those changes to the Legislative Counsel Bureau for further review. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

4. (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Public Notice – Attachment B); and Possible Action to Forward the Proposed Regulation to a Hearing at a Future Meeting of the Nevada Board of Psychological Examiners in Accordance with NRS Chapter 233B.

- Renewal Fees - revising NAC 641.019 to increase biennial renewal fees from \$600 to \$650.

Other than Dr. Jodi Thomas's public comment during Agenda item 2, there was no further comment. Dr. Owens closed the workshop.

On motion by Lorraine Benuto, second by Stephanie Woodard, the Nevada Board of Psychological Examiners approved forwarding the proposed renewal fees revising NAC 641.019 to a hearing at a future meeting of the Board. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

5. Minutes. (For Possible Action) Discussion and Possible Approval of the Minutes of the State of Nevada Board of Psychological Examiners' March 8, 2024, Meeting.

On motion by Stephanie Holland, second by Catherine Pearson, the Nevada Board of Psychological Examiners approved the minutes of the Board's

meeting on March 8, 2024. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

6. Financials

- A. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

The Executive Director presented the Treasurer's report. As of March 31, 2024, the checking account balance was \$272,142.25. The Board continues to operate on the \$161,500.00 in net revenue from the first and second biennium quarter deferred income distributions, and the nearly \$52,500.00 from other deferred revenue distributions such as late renewals, new licensures, and registrations that are allocated to the third biennium quarter (January – June 2024).

The savings account balance, which is the Board's reserve account, was \$105,080.48. With the end of March 2024 being three quarters of the way through FY 2024, the Board is just under 69% of budgeted expenditures and a little over 98% of expected revenue – most of which is the deferred income allocated to this biennium quarter.

The Board's bookkeeper, Michelle Fox, verified and validated the information being provided in this Treasurer's report.

No questions or comments were presented by the Board.

On motion by Stephanie Woodard, second by Stephanie Holland, the Nevada Board of Psychological Examiners approved the Treasurer's Report for Fiscal Year 2024. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

- B. (For Possible Action) Discussion and Possible Action to Approve revisions to the Budget for Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

The Executive Director presented the Budget Revisions report. She stated that despite overall expenditures being under budget, there are a few line items that are a little over budget. Those were primarily payroll taxes with the new role, the office move and some furniture needs, and fees we pay to the LCB for the regulations work they have been doing. As a result, she made some adjustments to expenditures that are far under budget to distribute to and bring those over-budget items within what has been budgeted. The items highlighted in orange were decreased and distributed to items highlighted in green. Overall, the budget is in good shape – overperforming all around.

On motion by Lorraine Benuto, second by Stephanie Woodard, the Nevada Board of Psychological Examiners approved the Budget Revisions for Fiscal

Year 2024. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

- C. (For Possible Action) Discussion and Possible Action to Approve payment of the Board's ASPPB Dues in the Amount of \$2,429.00.

The ASPPB annual membership dues are due. While the invoice is dated January 18, 2024, the Board office had not received that invoice and, realizing that in early April, the executive director reached out the ASPPB to inquire about our invoice. In response, the ASPPB forwarded the Nevada Board's invoice on April 8, 2024, and the Board office has advised the ASPPB it would submit payment after receiving Board approval during this meeting.

The cost is \$350 + \$3.00 for each licensee. At the time the ASPPB generated the invoice, the Board had 693 licensees.

On motion by Lorraine Benuto, second by Catherine Pearson, the Nevada Board of Psychological Examiners approved payment of \$2,429 for the Board's ASPPB Membership Dues. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

- D. (For Possible Action) Discussion and Possible Action to Approve payment for Dr. Whitney Owens' CLEAR (Council on Licensure, Enforcement, and Regulation) training.

Dr. Owens stated that the Board hired her to become an investigator once her role as Board President ends. To become an investigator, she has to take the CLEAR training which should not be more than \$700. Dr. Lenkeit shared that the CLEAR training is a two-day training that gives training on how to do investigations from top to bottom. Dr. Young shared that a deeper understanding of administrative law that you get from the CLEAR training is very valuable.

On motion by Stephanie Woodard, second by Lorraine Benuto, the Nevada Board of Psychological Examiners approved payment not more than \$700 for Dr. Whitney Owens' CLEAR (Council on Licensure, Enforcement, and Regulation) training. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

- E. (For Possible Action) Discussion and Possible Action to Approve a Contract for a Hearing Officer for Complaint #19-0626 and Complaint #24-0103 in an amount not to exceed \$10,000.

DAG Ward informed he cannot advise the Board and reminded that the Board has recused itself from this matter. DAG Ward has not reviewed the contract since he

cannot advise the Board, and Senior Kevin Doty is available for any questions from the Board regarding this contract.

Dr. Owens clarified that the goal is to approve the monies for a hearing officer to resolve this case, and the actual hearing officer will be determined by the attorney and DAG Ward. DAG Ward confirmed this. DAG Ward went on to state this is approving a generic contract where there is no hearing officer named. Opposing counseling has referred two additional hearing officers and the DAG's office is going through them, but a hearing officer has not yet been chosen.

There were no questions for Mr. Doty regarding the contract.

On motion by Monique Abarca, second by Stephanie Holland, the Nevada Board of Psychological Examiners approved a Contract for a Hearing Officer for Complaint #19-0626 and Complaint #24-0103 in an amount not to exceed \$10,000. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

7. Legislative Update

(For Possible Action) Report, Discussion and Possible Action on Legislative Activities, including the work of Interim Committees, of the Nevada Legislature, the Legislative Counsel Bureau, and any position or action the Board may take on or in response to Bills that have been signed into Law, Legislative Bills, and Bill Draft Requests that the Board is tracking, following, or that may impact the Board and its Operations.

The Executive Director shared the following Legislative Updates. She informed that R051-23 is the Board's response to Executive Order 2023-23, and as indicated in her table, she had submitted the approved draft to the LCB with all of the documentation that the LCB required. After she updated and included this table in the meeting materials, she received word that R051-23 will be included in the Legislative Commission's April 18, 2024, meeting. She informed she will be available during that meeting in the event the Commission has any questions about it.

Moving on to R095-23, which is the response to AB244, the Board had a hearing on that draft during its March meeting and again earlier during this meeting. The Joint Interim Standing Committee on Health and Human Services included R095-23 during its March 11, 2024, meeting, which she attended in the event they had any questions, which they did not.

Finally, the Board's proposed revisions to some of its supervision regulations and its effort to address the definition of a psychometrist is R002-24, on which the Board just held a hearing, and which the Joint Interim Standing Committee on Health and Human Services included during its April 8, 2024, meeting. The Executive Director attended

that meeting in the event the committee had any questions, which they did not.

8. Board Needs and Operations.

A. Report from the Nevada Psychological Association.

There was no report from the NPA.

B. Report From the Executive Director on Board Office Operations.

The Executive Director presented the Board's office statistic spreadsheet. She informed that the Board licensed 4 new Psychologists in March and received 13 applications for licensure, making March the busiest month of the fiscal year so far for applications. The Board received 3 applications for Psychological Assistant registration, and 2 applications for Psychological Trainee registration.

She went on to state that at the end of March, the Board had 702 active licensees and 111 active applications. As for those they register – the psychological assistants, psychological interns, and psychological trainees – there are a total of 75 that are registered and 29 active applications, the breakdown of those being provided under Current Applications and Registrations.

She shared that she revised a prior visual she created related to the Board's licensees to show the growth in the number of licensees biennium over biennium. She has updated that visual to show the number of new licensees to date this biennium, and also to provide some additional data that compares our application and licensure pace this fiscal year compared to FY23.

As of April 10, 2024, the Board has 703 active licensees, and 118 active applications.

In FY23, the Board received a total of 86 applications. The applications received so far in FY24 (so far being as of April 10, 2024) is 77. In FY23, the Board issued 49 new licenses. As of April 10, 2024, the Board has issued 40 new licenses in FY24. Based on those numbers, the Board can expect to exceed in FY24 both the number of applications it received and new licenses issued in FY23.

The Administrative Director, Ms. Restori, provided an update. She stated the Board is fully settled into the Las Vegas Board office and things are running smoothly there. Since moving in, the Board office has already had several prospective licensees stop by the office inquiring about the licensure process. One of the larger projects that she has been working on has involved carefully going through all of the boards many files and banker boxes, such as board meeting files, closed application files, expired files, and many other misc. loose documents, and determining what can be marked for purging based on the Boards records retention policy.

Dr. Owens shared when she joined the Board 8 years ago, there was a lot of confusion about the application process, the time from application to licensure was long and the Board office had a lot of complaints at that time. She stated based on the data that the Executive Director shared, the time from application to licensure has dramatically decreased, and licensees have increased. She stated the Board is doing a very good job at reducing barriers to licensure and creating a smoother process which can be seen from the data the Executive Director prepares.

9. (For Possible Action) Discussion and Possible Action on Pending Consumer Complaint.

DAG Ward started by sharing that once a month he meets with the Board Investigators and the executive director and reviews the complaints that are listed on the agenda. He stated these meetings are not bound by the open meeting law. He stated the public can ask questions and he can try to address these.

A. Complaint #19-0626

DAG Ward informed that the Board has approved a contract for a hearing officer.

B. Complaint #23-0612

DAG Ward stated he will be sending a follow-up letter regarding language on a website.

C. Complaint #23-0801

DAG Ward stated that Dr. Young will continue to monitor language used on the respondent's website.

D. Complaint #23-0905

DAG Ward stated that this matter has been referred to the MFT Board and they may have to do some additional monitoring or may be suggesting to the Board to have this matter dismissed.

E. Complaint #23-0918

DAG Ward informed this is an ongoing and continued investigation. DAG Ward stated he may draft a complaint and notice of hearing in the matter which may be reviewed by DAG's colleagues before it is sent out.

F. Complaint #24-0103

DAG Ward stated he is seeking a hearing officer and this Board has approved a generic contract for a hearing officer.

G. Complaint #24-0312(1)

DAG Ward stated that Dr. Lenkeit received a referral from the MFT Board and this matter is under investigation.

H. Complaint #24-0312(2)

DAG Ward reminded that the Board received two complaints in one day and this is why the two complaints are labeled in such a way. He went on to say he is waiting for a response from the respondent.

I. Complaint #24-0313

DAG Ward stated this is an ongoing investigation by Dr. Lenkeit.

10. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. The Board May Convene in Closed Session to Receive Information Regarding Applicants, Which May Involve Considering the Character, Alleged Misconduct, Professional Competence or Physical or Mental Health of the Applicant (NRS 241.030). All Deliberation and Action Will Occur in an Open Session.

The following applicants were recommended for approval of licensure contingent upon completion of licensure requirements: Rachelle Rene, Kilynda Ray, Gratia Foerster, Mary Nelson, Gina Gallivan, Cheryl Malinowski, David Contreras, Robert Stephenson, Cheryl Arutt, Amy Swope, Lisa Gunderson, Riddhi Sandil, Lauren Schwarz, DeAnn Cary, Angela Lewis, Matthew Tatum, Jonine Nazar-Biesman, Tina Jimenez, Christine Vaughan, and Leah Bonilla.

On motion by Stephanie Woodard, second by Lorraine Benuto, the Nevada Board of Psychological Examiners approved the following applicants for licensure contingent upon completion of licensure requirements: Rachelle Rene, Kilynda Ray, Gratia Foerster, Mary Nelson, Gina Gallivan, Cheryl Malinowski, David Contreras, Robert Stephenson, Cheryl Arutt, Amy Swope, Lisa Gunderson, Riddhi Sandil, Lauren Schwarz, DeAnn Cary, Angela Lewis, Matthew Tatum, Jonine Nazar-Biesman, Tina Jimenez, Christine Vaughan, and Leah Bonilla. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

A. (For Possible Action) Discussion and Possible Action on Dr. Andre Wielemaker's Application to Retake the EPPP-2.

Dr. Owens stated that Dr. Wielemaker has applied to retake the EPPP-2 a fourth time. She noted that he passed the EPPP-1 in October 2023 and the Nevada State Exam on January 5th, and that all three of his attempts at the EPPP-2 were very close to passing. Dr. Owens stated that Dr. Wielemaker's application to retake the EPPP2 includes his explanation of how he intends to approach his scheduled study program, practice test, coaching, study groups, and areas of focus. She said that Dr. Wielemaker is very clear on what he needs to do to study and how he needs to study, and it appears that he has a solid plan. There being no questions or concerns for Dr. Wielemaker, Dr. Owens asked for a motion to approve Dr. Wielemaker's application.

On motion by Lorrain Benuto, second by Catherine Pearson, the Nevada Board of Psychological Examiners approved Dr. Andre Wielemaker's Application to Retake the EPPP-2. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

11. (For Possible Action) Discussion and Possible Action to Approve revisions to the Board's Policies and Procedures for Psychological Assistant, Psychological Intern, and Psychological Trainee Application and Registration.

The Executive Director presented the Board's Policy and Procedure for this item. She stated as part of the Board's ongoing effort to keep policies up to date with regulation and practice, she reviewed the policies and procedures for applications for the registration of psychological assistants, psychological interns, and psychological trainees. The various revisions noted throughout the policies:

- Added NAC and/or NRS citations where appropriate
- Created more active, less passive, language, to help with better readability
- Provided various points of clarity
- Ensured consistency in references to applicants / registered throughout
- Aligned with practice or suggested revisions for efficiency –
- Otherwise created consistency in and eliminated discrepancies from the various portions of the 3 policies that overlap with each other

The executive director went on to state she intends to re-review these policies once R002-24 is approved by the Board and then by the LCB, as there will be some changes in reference to, for example, supervisor qualifications. At that time, the Board can also move forward in creating the supervisor handbook, which the Board previously approved her being able to do, to align with the R002-24 and the updated policies.

Dr. Owens requested that those applicants who have been approved through the ATEAM not have to then be approved through the Board. She requested this item be on the next month's Board meeting agenda. DAG Ward stated the Board can delegate this authority as long as its all done in open meeting law.

The Board postponed further action on the proposed revisions to the policies and procedures for registering Psychological Assistants, Psychological Interns, and Psychological Trainees until the Board takes action to approve the ATEAM's authority to approve applicants.

12. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates.

The next regular meeting of the Nevada Board of Psychological Examiners is currently scheduled for Friday, May 10, 2024, beginning at 8:00 a.m.

13. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)

There were no requests for future Board Meeting agenda items.

14. Public Comment - Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

There was no public comment.

15. (For Possible Action) Adjournment

There being no further business before the Board, President Dr. Owens adjourned the meeting at 10:47 a.m.

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: May 10, 2024

ITEM:

4 - (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

SUMMARY:

As of April 30, 2024, the checking account balance was \$ 249,986.60. The Board continues to operate on the \$161,500.00 in net revenue from the first and second biennium quarter deferred income distributions, and the nearly \$52,500.00 from other deferred revenue distributions such as late renewals, new licensures, and registrations that are allocated to the third biennium quarter (January – June 2024).

The savings account balance, which is the Board's reserve account, was \$ 105,083.92.

With the end of April 2024 being 5/6 of the way through FY 2024, the Board is just about 77.5% of budgeted expenditures and almost 100% of expected revenue – most of which is the deferred income allocated to this biennium quarter.

The Board's bookkeeper, Michelle Fox, has verified and validated the information being provided in this Treasurer's report.

NV State Board of Psychological Examiners
Budget to Actual - Fiscal Year 2024

4/30/24

| | | FY24 Budgeted Amount | FY24 Actual | % actual to budget | | FY23-2 Biennial-Q1 January 2023-June 2023 Actual | FY24-1 Biennial-Q2 July 2023-December 2023 Actual | FY24-2 Biennial-Q3 January 2024 - June 2024 Budgeted | FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted |
|-------------------------|---|----------------------|---------------------|--------------------|--|--|---|--|---|
| INCOME | | | | | | | | | |
| | | | | | | | | | |
| Deferred Revenue | | | | | | | | | |
| | Renewals - 7/1/23 and 1/1/24 | 161,460.66 | 161,460.66 | 100.00% | Renewals 23-24 biennium (1/1/23) | 80,730.33 | 80,730.33 | 80,730.33 | 80,730.33 |
| | Late Renewals - 7/1/23 | 31,639.96 | 31,639.96 | 100.00% | Late Renewals 23-24 biennium (7/1/23) | | 15,819.98 | 15,819.98 | 15,819.98 |
| | New Licensure and Registrations | 20,823.25 | 20,823.25 | 100.00% | New Licensure, Registrations, Reinstatements | | 6,233.25 | 14,589.99 | 18,389.98 |
| | | | | | | | | | |
| Regular Revenue | 23-24 Biennium Q4 New Licensure and Registrations | | | | | | | | 1,800.00 |
| | | | | | | | | | |
| | Applications | | | | | | | | |
| | Psychologist Application | 12,500.00 | 13,309.09 | 106.47% | | 10,001.18 | 6,586.36 | 5,913.64 | 6,000.00 |
| | PA Application | 3,500.00 | 2,475.83 | 70.74% | | 2,474.49 | 1,860.53 | 1,639.47 | 1,750.00 |
| | Intern Application | 1,100.00 | 1,385.03 | 125.91% | | 465.30 | 615.30 | 484.70 | 500.00 |
| | Trainee Application | 900.00 | 765.30 | 85.03% | | 2,420.40 | 155.10 | 744.90 | 450.00 |
| | Reinstatement/Reactivation | 400.00 | 302.95 | 75.74% | | | | | |
| | Non-Resident Consultant | 600.00 | 911.80 | 151.97% | | 400.00 | 302.95 | 297.05 | 300.00 |
| | CE App Fee | 540.00 | 761.34 | 140.99% | | 822.75 | 331.54 | 208.46 | 300.00 |
| | | | | | | | | | |
| | Other | | | | | | | | |
| | Late Fees | | | | | 3,600.00 | 0.00 | 0.00 | 0.00 |
| | Psychologist State Exam | 12,000.00 | 10,620.48 | 88.50% | | 7,372.56 | 6,326.06 | 5,673.94 | 6,000.00 |
| | New and Duplicate License | 1,750.00 | 1,705.89 | 97.48% | | 872.67 | 1,150.00 | 600.00 | 850.00 |
| | Verification of Licensure | 250.00 | 385.31 | 154.12% | | 81.33 | 161.77 | 88.23 | 100.00 |
| | Cost Recovered (Disciplinary) | | 350.00 | | | 0.00 | 350.00 | 0.00 | 0.00 |
| | Interest, Misc | 35.00 | 35.07 | 100.20% | | 17.38 | 17.61 | 17.50 | 25.00 |
| Total Income | | \$247,498.87 | \$246,931.96 | 99.77% | Income | \$ 109,241.01 | \$ 120,640.78 | \$ 126,808.19 | \$ 133,015.29 |

| Payroll Expenses | | FY24 Budgeted Amount | FY24 Actual | % actual to budget | | FY23-2 Biennial-Q1 January 2023-June 2023 Actual | FY24-1 Biennial-Q2 July 2023-December 2023 Actual | FY24-2 Biennial-Q3 January 2024 - June 2024 Budgeted | FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted |
|--------------------|--|----------------------|-------------------|--------------------|--|--|---|--|---|
| | Board Salary/Per Diem | 9,000.00 | 5,700.00 | 63.33% | | 3,750.00 | 3,450.00 | 5,550.00 | 4,500.00 |
| | Executive Director (net) | 50,000.00 | 39,581.11 | 79.16% | | 27,181.81 | 23,420.09 | 26,579.91 | 30,600.00 |
| | Administrative Director (net) | 16,700.00 | 6,900.26 | 41.32% | | | | 16,700.00 | 25,000.00 |
| | Staff Salary (Part-Time) | 4,500.00 | 3,977.05 | 88.38% | | 798.83 | 2,037.70 | 3,500.00 | 0.00 |
| | Staff Benefits | 2,000.00 | 0.00 | 0.00% | | 0.00 | 0.00 | 2,000.00 | 3,750.00 |
| | Investigator Salary | 12,000.00 | 10,428.90 | 86.91% | | 4,273.31 | 5,722.05 | 6,277.95 | 6,500.00 |
| | Workers Compensation | 1,000.00 | 583.71 | 58.37% | | 604.52 | 402.48 | 597.52 | 500.00 |
| | PERS | 32,000.00 | 23,323.04 | 72.88% | | 9,137.96 | 14,374.84 | 16,000.00 | 17,500.00 |
| | Payroll Taxes (SS, Medicare) | 12,500.00 | 13,241.54 | 105.93% | | 8,642.42 | 3,351.75 | 6,648.25 | 5,000.00 |
| | Other Payroll Expenses | 875.00 | 730.00 | 83.43% | | 320.00 | 430.00 | 445.00 | 450.00 |
| | Total Payroll | 140,575.00 | 104,465.61 | 74.31% | | 54,708.85 | 53,188.91 | 84,298.63 | 93,800.00 |
| Operating Expenses | | FY24 Budgeted Amount | FY24 Actual | % actual to budget | | FY23-2 Biennial-Q1 January 2023-June 2023 Actual | FY24-1 Biennial-Q2 July 2023-December 2023 Actual | FY24-2 Biennial-Q3 January 2024 - June 2024 Budgeted | FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted |
| | Out of State | 6,500.00 | 3,809.66 | 58.61% | | 2,590.32 | 2,718.11 | 3,781.89 | 3,500.00 |
| | Meals | | | | | | | | |
| | Lodging | | | | | | | | |
| | Airfare | | | | | | | | |
| | In-State Travel | 1,000.00 | 884.98 | 88.50% | | | 402.27 | 597.73 | 1,500.00 |
| | Supplies | 750.00 | 706.94 | 94.26% | | 340.28 | 316.01 | 433.99 | 375.00 |
| | Office Expense (Office Furniture, Shredding, Office Equipment) | 4,750.00 | 4,546.66 | 95.72% | | 484.18 | 2,591.39 | 1,408.61 | 1,000.00 |
| | Print-Copy | 50.00 | 27.35 | 54.70% | | 0.00 | 18.91 | 81.09 | 350.00 |
| | Copy Lease | 1,400.00 | 1,131.12 | 80.79% | | 554.26 | 678.12 | 721.88 | 750.00 |
| | Rent | 17,600.00 | 15,858.45 | 90.10% | | 5,572.30 | 5,572.30 | 10,915.00 | 8,500.00 |
| | Postage | 200.00 | 196.95 | 98.48% | | 3.18 | 81.80 | 118.20 | 300.00 |
| | DoIt Web SV | 1,200.00 | 933.76 | 77.81% | | 624.75 | 574.56 | 625.44 | 500.00 |
| | Telephone & Internet | 1,700.00 | 1,558.28 | 91.66% | | 862.99 | 815.07 | 884.93 | 625.00 |
| | Software & Database | 3,500.00 | 2,721.20 | 77.75% | | 3,566.14 | 1,278.61 | 2,221.39 | 3,500.00 |
| | Legal & Professional Fees | 30,000.00 | 23,226.38 | 77.42% | | 4,001.65 | 12,177.48 | 17,822.52 | 17,500.00 |
| | Tort Claim | 1,200.00 | 1,105.90 | 92.16% | | 0.00 | 0.00 | 1,000.00 | 0.00 |

| | | | | | | | | | |
|--|---|----------------------|---------------------|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Professional Services (Auditor, Bookkeeper, Lobbyist) | 27,500.00 | 24,144.35 | 87.80% | | 10,213.00 | 13,205.50 | 14,294.50 | 17,500.00 |
| | Dues & Reg (ASPPB, Conf, Continuing Ed) | 5,000.00 | 2,989.00 | 59.78% | | 3,328.00 | 0.00 | 5,000.00 | 4,000.00 |
| | Admin Services (LCB) | 1,350.00 | 1,050.00 | 77.78% | | 73.84 | 0.00 | 500.00 | 500.00 |
| | Banking Fees | 100.00 | 66.49 | 66.49% | | 76.38 | 29.49 | 70.51 | 125.00 |
| | PayPal Fees (against regular revenue) | 1,000.00 | 859.38 | 85.94% | | 589.55 | 452.80 | 547.20 | 500.00 |
| | Miscellaneous Expense | 1,000.00 | 997.98 | 99.80% | | 0.00 | 0.00 | 1,500.00 | 250.00 |
| | Uncategorized Expense | 250.00 | | | | 451.10 | 0.00 | 500.00 | 150.00 |
| | Total Expenses | \$106,050.00 | \$86,814.83 | 81.86% | | \$33,381.92 | \$40,962.42 | \$63,074.88 | \$61,475.00 |
| | | | | | | | | | |
| | Total Expenses + Payroll | \$246,625.00 | \$191,280.44 | 77.56% | | \$88,090.77 | \$94,151.33 | \$147,373.51 | \$155,275.00 |
| | Total Income | \$ 247,498.87 | \$246,931.96 | 99.77% | | \$ 109,241.01 | \$ 120,640.78 | \$ 126,808.19 | \$ 133,015.29 |
| | Final Balance | \$873.87 | \$55,651.52 | | | | | | |
| | | | | | Balance | \$21,150.24 | \$26,489.45 | -\$20,565.32 | -\$22,259.71 |
| | | | | | Adjustment | -\$20,000.00 | -\$25,000.00 | \$21,500.00 | \$23,500.00 |
| | | | | | | | | | |
| | | | | | Final Balance | \$1,150.24 | \$1,489.45 | \$934.68 | \$1,240.29 |

May 3, 2024

Statement of Financial Position

As April 30, 2024

Nevada Board of Psychological Examiners

As verified by Michelle Fox .

The following accounts have been reconciled for the month of April 2024 and all transactions reviewed for accuracy.

Main Checking Account per bank statement dated 04/30/2024 -\$249,986.60

Savings Account per bank statement dated 04/30/2024-\$105,083.92

Michelle Fox

NV State Board of Psychological Examiners

Balance Sheet As of April 30, 2024

| | TOTAL |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1100 Cash in Bank | 249,986.60 |
| 3309 Savings | 105,083.92 |
| Total Bank Accounts | \$355,070.52 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 0.00 |
| Total Accounts Receivable | \$0.00 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| 12100 Inventory Asset | 0.00 |
| 1400 Prepaid Expenses | 1,108.00 |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$1,108.00 |
| Total Current Assets | \$356,178.52 |
| Other Assets | |
| 1300 Deferred outflows of resources | 0.00 |
| Total Other Assets | \$0.00 |
| TOTAL ASSETS | \$356,178.52 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 1106 Accounts Payable | 0.00 |
| Total Accounts Payable | \$0.00 |
| Other Current Liabilities | |
| 2100 Federal Income Withholding | 2,273.68 |
| 2100 Payroll Liabilities | 1,992.06 |
| 2107 Federal Taxes (941/944) | 142.53 |
| 2108 PERS | 31,371.60 |
| NV Unemployment Tax | 0.00 |

NV State Board of Psychological Examiners

Balance Sheet As of April 30, 2024

| | TOTAL |
|--|----------------------|
| Total 2100 Payroll Liabilities | 33,506.19 |
| 2101 Federal FICA Withholding | 0.00 |
| 2102 Federal Medicare Withhold | 0.00 |
| 2105 Employment Security | 0.00 |
| 2110 Direct Deposit Liabilities | 0.00 |
| 2200 Unearned Revenue | 0.00 |
| 2300 Liability | -971.08 |
| 2301 Payroll Liabilities-Pers | 0.00 |
| 2302 Accrued PTO | 0.00 |
| 2450 Deferred inflow-pension | 0.00 |
| 2455 Net pension liability | 0.00 |
| 2600 Deferred Revenue | -121,072.03 |
| 2700 Direct Deposit Payable | 0.00 |
| Total Other Current Liabilities | \$ -86,263.24 |
| Total Current Liabilities | \$ -86,263.24 |
| Total Liabilities | \$ -86,263.24 |
| Equity | |
| 3000 Opening Bal Equity | 1,315.04 |
| 3900 2550 Fund Balance | 434,724.43 |
| Net Income | 6,402.29 |
| Total Equity | \$442,441.76 |
| TOTAL LIABILITIES AND EQUITY | \$356,178.52 |

NV State Board of Psychological Examiners

Profit and Loss

July 2023 - April 2024

| | TOTAL |
|--|---------------------|
| Income | |
| 4010 Psychologist Application | |
| 40100 Psychologist Application | 13,309.09 |
| 40101 PA Application | 2,475.83 |
| 40102 Intern Application | 1,385.03 |
| 40103 Trainee Application | 765.30 |
| Total 4010 Psychologist Application | 17,935.25 |
| 4015 Psychologist State Exam | 10,620.48 |
| 4020 Psych Biennial | 167,781.44 |
| 40201 Prorated Psych Biennial | 17,309.93 |
| 40203 Reinstatement of Psych | 1,426.11 |
| Total 4020 Psych Biennial | 186,517.48 |
| 4025 Psychologist Licensing Fee | 500.00 |
| 40251 New License | 1,175.00 |
| 40252 Change/Duplicate/Reinstatement | 30.89 |
| Total 4025 Psychologist Licensing Fee | 1,705.89 |
| 4028 Registration Fee | 154.43 |
| 40281 Psych Asst fee | 5,228.47 |
| 40282 Psych Intern Fee | 231.63 |
| 40283 Psych Trainee | 154.45 |
| Total 4028 Registration Fee | 5,768.98 |
| 4030 Non-Resident Consultant | 911.80 |
| 4040 CE App Fee | 86.78 |
| 4045 Verification of Licensure | 385.31 |
| 4055 Continuing Education | 674.56 |
| 4075 Restitution of Legal Costs | 350.00 |
| 4999 Interest | 35.07 |
| Total Income | \$224,991.60 |
| GROSS PROFIT | \$224,991.60 |
| Expenses | |
| 307910 7210 Dolt Web SVb | 933.76 |
| 5100 Board Sal | 5,700.00 |
| 5175 Board Staf | |
| 51752 Executive Assistant | 290.90 |
| 51753 Investigator Salary | 13,351.00 |
| Total 5175 Board Staf | 13,641.90 |
| 5250 Workers Compensation | 583.71 |
| 5300 PERS | 19,259.84 |

NV State Board of Psychological Examiners

Profit and Loss

July 2023 - April 2024

| | TOTAL |
|---------------------------------------|------------------|
| 6100 Out of State Travel | 2,607.22 |
| 6106 Air Tvl | 1,067.17 |
| 6110 Out of State Travel Misc Costs | 135.27 |
| Total 6100 Out of State Travel | 3,809.66 |
| 6200 In State Travel | 686.00 |
| 6250 Air Tvl | 198.98 |
| Total 6200 In State Travel | 884.98 |
| 7015 Supplies | 706.94 |
| 70202 Office Furniture | 950.00 |
| Total 7015 Supplies | 1,656.94 |
| 7020 Office Expense | 3,334.70 |
| 7040 Print-Copy | 27.35 |
| 7050 Rent | 15,858.45 |
| 85100 Shredding | 261.96 |
| Total 7020 Office Expense | 19,482.46 |
| 7100 Postage | 196.95 |
| 7200 Utilities | 105.38 |
| 7290 Telephone | 1,166.93 |
| 72902 Internet | 285.97 |
| Total 7290 Telephone | 1,452.90 |
| Total 7200 Utilities | 1,558.28 |
| 7500 Copy Lease | 1,131.12 |
| 7770 Software | 1,938.50 |
| 7777 Database | 782.70 |
| 8000 Legal & Professional Fees | 27,332.28 |
| 8050 Prof Servs | 10,726.85 |
| 8055 Lobbyist | 10,417.50 |
| Total 8050 Prof Servs | 21,144.35 |
| 8250 Dues & Reg | 560.00 |
| 8255 Membership | 2,429.00 |
| Total 8250 Dues & Reg | 2,989.00 |
| 8500 Admin Serv | |
| 8520 LCB | 1,050.00 |
| Total 8500 Admin Serv | 1,050.00 |
| 9001 Banking Fees | 53.49 |
| 9002 Bank Crgs | 13.00 |
| Total 9001 Banking Fees | 66.49 |
| 90100 Miscellaneous Expense | 997.98 |

NV State Board of Psychological Examiners

Profit and Loss

July 2023 - April 2024

| | TOTAL |
|---|---------------------|
| 9100 Payroll Expenses | 730.00 |
| 9110 Company Contributions | |
| Retirement | 11,661.52 |
| Total 9110 Company Contributions | 11,661.52 |
| 9130 Wages | 72,124.38 |
| Taxes | |
| 9111 Federal Taxes (941/944) | 6,538.87 |
| NV Unemployment Tax | 0.00 |
| Total Taxes | 6,538.87 |
| Total 9100 Payroll Expenses | 91,054.77 |
| PayPal Fees | 1,572.20 |
| Total Expenses | \$217,767.87 |
| NET OPERATING INCOME | \$7,223.73 |
| Other Income | |
| 3390 Refund | -821.44 |
| Total Other Income | \$ -821.44 |
| NET OTHER INCOME | \$ -821.44 |
| NET INCOME | \$6,402.29 |

NV State Board of Psychological Examiners

Item 4

General Ledger

April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|------------------------|---------------------|-----|--------------------------------|---|-------------------------------------|-----------|------------|
| 3309 Savings | | | | | | | |
| | Beginning Balance | | | | | | 105,080.48 |
| 04/30/2024 | Deposit | | Interest | | 4999 Interest | 3.44 | 105,083.92 |
| Total for 3309 Savings | | | | | | \$3.44 | |
| 1100 Cash in Bank | | | | | | | |
| | Beginning Balance | | | | | | 272,142.25 |
| 04/01/2024 | Expense | | Stephanie Holland, Psy.D. | | 5100 Board Sal | -300.00 | 271,842.25 |
| 04/02/2024 | Expense | | Michelle Fox | | 8050 Prof Servs | -142.50 | 271,699.75 |
| 04/03/2024 | Expense | | Target | Office trash bags | 7015 Supplies | -23.83 | 271,675.92 |
| 04/03/2024 | Expense | | | | 7020 Office Expense:85100 Shredding | -66.96 | 271,608.96 |
| 04/08/2024 | Expense | | Office of the Attorney General | | 8000 Legal & Professional Fees | -4,004.49 | 267,604.47 |
| 04/09/2024 | Deposit | | Myra Thompson | | 4045 Verification of Licensure | 20.00 | 267,624.47 |
| 04/10/2024 | Expense | | Fire Pro Mobile | Service - office fire extinguisher | 7020 Office Expense | -20.00 | 267,604.47 |
| 04/11/2024 | Deposit | | | | -Split- | 1,556.28 | 269,160.75 |
| 04/11/2024 | Tax Payment | | IRS | Tax Payment for Period: 03/01/2024-03/31/2024 | 2100 Federal Income Withholding | -3,260.41 | 265,900.34 |
| 04/11/2024 | Expense | | PERS | | 5300 PERS | -5,202.66 | 260,697.68 |
| 04/12/2024 | Expense | | Bank of America | | 9001 Banking Fees:9002 Bank Crgs | -1.00 | 260,696.68 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Pay Period: 03/29/2024-04/11/2024 | 2700 Direct Deposit Payable | -1,795.66 | 258,901.02 |
| 04/12/2024 | Expense | | Bank of America Credit Card | | -Split- | -1,091.22 | 257,809.80 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Pay Period: 03/29/2024-04/11/2024 | 2700 Direct Deposit Payable | -1,575.15 | 256,234.65 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Pay Period: 03/29/2024-04/11/2024 | 2700 Direct Deposit Payable | -653.72 | 255,580.93 |
| 04/15/2024 | Deposit | | | | -Split- | 450.00 | 256,030.93 |
| 04/17/2024 | Expense | | QuickBooks Payroll Service | | 9100 Payroll Expenses | -75.00 | 255,955.93 |
| 04/17/2024 | Expense | | Amazon | Large envelopes for Board office | 7015 Supplies | -22.74 | 255,933.19 |
| 04/17/2024 | Deposit | | | | -Split- | 1,301.56 | 257,234.75 |
| 04/19/2024 | Expense | | ASPPB | ASPPB membership fees | 8250 Dues & Reg:8255 Membership | -2,429.00 | 254,805.75 |
| 04/19/2024 | Expense | | Canon Financial Services, Inc. | | 7500 Copy Lease | -113.25 | 254,692.50 |
| 04/19/2024 | Expense | | | | 7200 Utilities | -44.31 | 254,648.19 |
| 04/23/2024 | Deposit | | | | -Split- | 575.51 | 255,223.70 |
| 04/23/2024 | Expense | | Kathleen Laxalt | | 8050 Prof Servs:8055 Lobbyist | -1,041.75 | 254,181.95 |
| 04/24/2024 | Expense | | Information Technology | | 307910 7210 Dolt Web SVb | -16.24 | 254,165.71 |
| 04/24/2024 | Deposit | | | | -Split- | 1,107.38 | 255,273.09 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Pay Period: 04/12/2024-04/25/2024 | 2700 Direct Deposit Payable | -328.30 | 254,944.79 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Pay Period: 04/12/2024-04/25/2024 | 2700 Direct Deposit Payable | -1,795.68 | 253,149.11 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Pay Period: 04/12/2024-04/25/2024 | 2700 Direct Deposit Payable | -1,575.14 | 251,573.97 |
| 04/26/2024 | Expense | | Mihata Holdings, LP | | 7020 Office Expense:7050 Rent | -1,500.00 | 250,073.97 |
| 04/29/2024 | Expense | | Bank of America | | 9001 Banking | -1.00 | 250,072.97 |

NV State Board of Psychological Examiners

Item 4

General Ledger
April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|---------------------|-----|-----------------------|-----------------------------|--|-------------------|-----------------|
| | | | | | Fees:9002 Bank Crgs | | |
| 04/30/2024 | Expense | | Cox Communications | | 7200 Utilities:7290 Telephone:72902 Internet | -61.99 | 250,010.98 |
| 04/30/2024 | Expense | | | | 6100 Out of State Travel | -24.38 | 249,986.60 |
| Total for 1100 Cash in Bank | | | | | | \$ - 22,155.65 | |
| 1400 Prepaid Expenses | | | | | | | |
| Beginning Balance | | | | | | | 1,108.00 |
| Total for 1400 Prepaid Expenses | | | | | | | |
| 2100 Payroll Liabilities | | | | | | | |
| Beginning Balance | | | | | | | 1,992.06 |
| Total for 2100 Payroll Liabilities | | | | | | | |
| 2107 Federal Taxes (941/944) | | | | | | | |
| Beginning Balance | | | | | | | 142.53 |
| Total for 2107 Federal Taxes (941/944) | | | | | | | |
| 2108 PERS | | | | | | | |
| Beginning Balance | | | | | | | 27,903.16 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | PERS - Company Contribution | 2700 Direct Deposit Payable | 403.85 | 28,307.01 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | PERS | 2700 Direct Deposit Payable | 463.26 | 28,770.27 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | PERS - Company Contribution | 2700 Direct Deposit Payable | 463.26 | 29,233.53 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | PERS | 2700 Direct Deposit Payable | 403.85 | 29,637.38 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | PERS - Company Contribution | 2700 Direct Deposit Payable | 403.85 | 30,041.23 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | PERS - Company Contribution | 2700 Direct Deposit Payable | 463.26 | 30,504.49 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | PERS | 2700 Direct Deposit Payable | 403.85 | 30,908.34 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | PERS | 2700 Direct Deposit Payable | 463.26 | 31,371.60 |
| Total for 2108 PERS | | | | | | \$3,468.44 | |
| NV Unemployment Tax | | | | | | | |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| Total for NV Unemployment Tax | | | | | | \$0.00 | |
| Total for 2100 Payroll Liabilities with subs | | | | | | \$3,468.44 | |
| 2600 Deferred Revenue | | | | | | | |
| Beginning Balance | | | | | | | - 121,072.03 |
| Total for 2600 Deferred Revenue | | | | | | | |
| 2700 Direct Deposit Payable | | | | | | | |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Direct Deposit | 1100 Cash in Bank | -1,795.66 | -1,795.66 |

NV State Board of Psychological Examiners

General Ledger

April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|---------------------|-----|------------------|-----------------------------------|-----------------------------|------------|------------|
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Direct Deposit | 1100 Cash in Bank | -653.72 | -2,449.38 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Pay Period: 03/29/2024-04/11/2024 | -Split- | 1,795.66 | -653.72 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Direct Deposit | 1100 Cash in Bank | -1,575.15 | -2,228.87 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Pay Period: 03/29/2024-04/11/2024 | -Split- | 1,575.15 | -653.72 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Pay Period: 03/29/2024-04/11/2024 | -Split- | 653.72 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Pay Period: 04/12/2024-04/25/2024 | -Split- | 1,575.14 | 1,575.14 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Direct Deposit | 1100 Cash in Bank | -1,575.14 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Pay Period: 04/12/2024-04/25/2024 | -Split- | 1,795.68 | 1,795.68 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Direct Deposit | 1100 Cash in Bank | -1,795.68 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Pay Period: 04/12/2024-04/25/2024 | -Split- | 328.30 | 328.30 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Direct Deposit | 1100 Cash in Bank | -328.30 | 0.00 |
| Total for 2700 Direct Deposit Payable | | | | | | \$0.00 | |
| 2100 Federal Income Withholding | | | | | | | |
| Beginning Balance | | | | | | | 2,920.82 |
| 04/11/2024 | Tax Payment | | IRS | Federal Taxes (941/943/944) | 1100 Cash in Bank | -3,260.41 | -339.59 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 366.81 | 27.22 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 505.23 | 532.45 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 590.81 | 1,123.26 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 590.77 | 1,714.03 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 54.40 | 1,768.43 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 505.25 | 2,273.68 |
| Total for 2100 Federal Income Withholding | | | | | | \$ -647.14 | |
| 2300 Liability | | | | | | | |
| Beginning Balance | | | | | | | -971.08 |
| Total for 2300 Liability | | | | | | | |
| 3000 Opening Bal Equity | | | | | | | |
| Beginning Balance | | | | | | | 1,315.04 |
| Total for 3000 Opening Bal Equity | | | | | | | |
| 3900 2550 Fund Balance | | | | | | | |
| Beginning Balance | | | | | | | 434,724.43 |
| Total for 3900 2550 Fund Balance | | | | | | | |
| 4055 Continuing Education | | | | | | | |
| Beginning Balance | | | | | | | 674.56 |
| Total for 4055 Continuing Education | | | | | | | |
| 4010 Psychologist Application | | | | | | | |
| 40100 Psychologist Application | | | | | | | |
| Beginning Balance | | | | | | | 11,308.76 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 11,463.86 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 11,618.96 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 11,774.06 |
| 04/11/2024 | Deposit | | | Psych App fee refund | 1100 Cash in Bank | -155.10 | 11,618.96 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 11,774.06 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 11,929.16 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 12,084.26 |
| 04/11/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 12,239.36 |
| 04/15/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 150.00 | 12,389.36 |
| 04/15/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 150.00 | 12,539.36 |
| 04/17/2024 | Deposit | | | Psych App Extension fee | 1100 Cash in Bank | 154.43 | 12,693.79 |
| 04/23/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 150.00 | 12,843.79 |

NV State Board of Psychological Examiners

General Ledger

April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|------|------------------------|-------------------|------------|------------|
| 04/24/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 12,998.89 |
| 04/24/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 13,153.99 |
| 04/24/2024 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 13,309.09 |
| Total for 40100 Psychologist Application | | | | | | \$2,000.33 | |
| 40101 PA Application | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 40101 PA Application | | | | | | | 2,475.83 |
| 40102 Intern Application | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 40102 Intern Application | | | | | | | 1,079.93 |
| 04/15/2024 | Deposit | | | PI App fee | 1100 Cash in Bank | 150.00 | 1,229.93 |
| 04/17/2024 | Deposit | | | PI App fee | 1100 Cash in Bank | 155.10 | 1,385.03 |
| Total for 40102 Intern Application | | | | | | \$305.10 | |
| 40103 Trainee Application | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 40103 Trainee Application | | | | | | | 765.30 |
| Total for 4010 Psychologist Application | | | | | | \$2,305.43 | |
| 4015 Psychologist State Exam | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/11/2024 | Deposit | | | SE App fee | 1100 Cash in Bank | 206.64 | 9,796.88 |
| 04/17/2024 | Deposit | | | SE App fee | 1100 Cash in Bank | 205.90 | 10,002.78 |
| 04/17/2024 | Deposit | | | SE App fee | 1100 Cash in Bank | 205.90 | 10,208.68 |
| 04/17/2024 | Deposit | | | SE App fee | 1100 Cash in Bank | 205.90 | 10,414.58 |
| 04/24/2024 | Deposit | | | SE App fee | 1100 Cash in Bank | 205.90 | 10,620.48 |
| Total for 4015 Psychologist State Exam | | | | | | \$1,030.24 | |
| 4020 Psych Biennial | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 4020 Psych Biennial | | | | | | | 167,781.44 |
| 40201 Prorated Psych Biennial | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 40201 Prorated Psych Biennial | | | | | | | 16,453.06 |
| 04/17/2024 | Deposit | | | New licensure | 1100 Cash in Bank | 211.79 | 16,664.85 |
| 04/23/2024 | Deposit | | | New Licensure | 1100 Cash in Bank | 218.12 | 16,882.97 |
| 04/24/2024 | Deposit | | | New Licensure | 1100 Cash in Bank | 213.48 | 17,096.45 |
| 04/24/2024 | Deposit | | | New Licensure | 1100 Cash in Bank | 213.48 | 17,309.93 |
| Total for 40201 Prorated Psych Biennial | | | | | | \$856.87 | |
| 40203 Reinstament of Psych | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 40203 Reinstament of Psych | | | | | | | 1,177.07 |
| 04/11/2024 | Deposit | | | Psych Reactivation fee | 1100 Cash in Bank | 249.04 | 1,426.11 |
| Total for 40203 Reinstament of Psych | | | | | | \$249.04 | |
| Total for 4020 Psych Biennial with subs | | | | | | \$1,105.91 | |
| 4025 Psychologist Licensing Fee | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 4025 Psychologist Licensing Fee | | | | | | | 500.00 |
| 40251 New License | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 40251 New License | | | | | | | 1,075.00 |
| 04/17/2024 | Deposit | | | New license cert | 1100 Cash in Bank | 25.00 | 1,100.00 |
| 04/23/2024 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,125.00 |
| 04/24/2024 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,150.00 |
| 04/24/2024 | Deposit | | | New license | 1100 Cash in Bank | 25.00 | 1,175.00 |
| Total for 40251 New License | | | | | | \$100.00 | |
| 40252 Change/Duplicate/Reinstatement | | | | | | | |
| 04/17/2024 | Deposit | | | Name change | 1100 Cash in Bank | 30.89 | 30.89 |

NV State Board of Psychological Examiners

General Ledger

April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|---------------------|-----|----------------------------|--|------------------------------------|----------|----------|
| Total for 40252 Change/Duplicate/Reinstatement | | | | | | \$30.89 | |
| Total for 4025 Psychologist Licensing Fee with subs | | | | | | \$130.89 | |
| 4028 Registration Fee | | | | | | | |
| Beginning Balance | | | | | | | 154.43 |
| Total for 4028 Registration Fee | | | | | | | |
| 40281 Psych Asst fee | | | | | | | |
| Beginning Balance | | | | | | | 4,919.61 |
| 04/11/2024 | Deposit | | | PA Reg fee | 1100 Cash in Bank | 154.43 | 5,074.04 |
| 04/17/2024 | Deposit | | | PA Reg fee | 1100 Cash in Bank | 154.43 | 5,228.47 |
| Total for 40281 Psych Asst fee | | | | | | \$308.86 | |
| 40282 Psych Intern Fee | | | | | | | |
| Beginning Balance | | | | | | | 231.63 |
| Total for 40282 Psych Intern Fee | | | | | | | |
| 40283 Psych Trainee | | | | | | | |
| Beginning Balance | | | | | | | 123.56 |
| 04/11/2024 | Deposit | | | PT Reg fee | 1100 Cash in Bank | 30.89 | 154.45 |
| Total for 40283 Psych Trainee | | | | | | \$30.89 | |
| Total for 4028 Registration Fee with subs | | | | | | \$339.75 | |
| 4030 Non-Resident Consultant | | | | | | | |
| Beginning Balance | | | | | | | 811.80 |
| 04/23/2024 | Deposit | | | NRC App fee | 1100 Cash in Bank | 100.00 | 911.80 |
| Total for 4030 Non-Resident Consultant | | | | | | \$100.00 | |
| 4040 CE App Fee | | | | | | | |
| Beginning Balance | | | | | | | 55.89 |
| 04/11/2024 | Deposit | | | CE App fee | 1100 Cash in Bank | 30.89 | 86.78 |
| Total for 4040 CE App Fee | | | | | | \$30.89 | |
| 4045 Verification of Licensure | | | | | | | |
| Beginning Balance | | | | | | | 304.13 |
| 04/09/2024 | Deposit | | Myra Thompson | NV License Verification | 1100 Cash in Bank | 20.00 | 324.13 |
| 04/11/2024 | Deposit | | | NV License Verif | 1100 Cash in Bank | 20.59 | 344.72 |
| 04/11/2024 | Deposit | | | NV License Verif | 1100 Cash in Bank | 20.59 | 365.31 |
| 04/23/2024 | Deposit | | | NV License Verification | 1100 Cash in Bank | 20.00 | 385.31 |
| Total for 4045 Verification of Licensure | | | | | | \$81.18 | |
| 4075 Restitution of Legal Costs | | | | | | | |
| Beginning Balance | | | | | | | 350.00 |
| Total for 4075 Restitution of Legal Costs | | | | | | | |
| 4999 Interest | | | | | | | |
| Beginning Balance | | | | | | | 31.63 |
| 04/30/2024 | Deposit | | Interest | Interest Earned | 3309 Savings | 3.44 | 35.07 |
| Total for 4999 Interest | | | | | | \$3.44 | |
| 307910 7210 Dolt Web SVb | | | | | | | |
| Beginning Balance | | | | | | | 917.52 |
| 04/24/2024 | Expense | | Information Technology | NV Information Technology Bill Payment | 1100 Cash in Bank | 16.24 | 933.76 |
| Total for 307910 7210 Dolt Web SVb | | | | | | \$16.24 | |
| 9100 Payroll Expenses | | | | | | | |
| Beginning Balance | | | | | | | 655.00 |
| 04/17/2024 | Expense | | QuickBooks Payroll Service | INTUIT * DES:QBooks Pay ID:8724093 PSYCHOLGIC CO ID:XXXXX56346 CCD | INDN:NV BOARD OF 1100 Cash in Bank | 75.00 | 730.00 |

NV State Board of Psychological Examiners

Item 4

General Ledger

April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|---------------------|-----|------------------|--|-----------------------------|------------|-----------|
| Total for 9100 Payroll Expenses | | | | | | \$75.00 | |
| 9110 Company Contributions | | | | | | | |
| Retirement | | | | | | | |
| Beginning Balance | | | | | | | 9,927.30 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Employer Retirement Contribution | 2700 Direct Deposit Payable | 463.26 | 10,390.56 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Employer Retirement Contribution | 2700 Direct Deposit Payable | 403.85 | 10,794.41 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Employer Retirement Contribution | 2700 Direct Deposit Payable | 403.85 | 11,198.26 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Employer Retirement Contribution | 2700 Direct Deposit Payable | 463.26 | 11,661.52 |
| Total for Retirement | | | | | | \$1,734.22 | |
| Total for 9110 Company Contributions | | | | | | \$1,734.22 | |
| 9130 Wages | | | | | | | |
| Beginning Balance | | | | | | | 62,214.58 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,647.21 | 64,861.79 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,307.69 | 67,169.48 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,307.69 | 69,477.17 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,647.21 | 72,124.38 |
| Total for 9130 Wages | | | | | | \$9,909.80 | |
| Taxes | | | | | | | |
| 9111 Federal Taxes (941/944) | | | | | | | |
| Beginning Balance | | | | | | | 5,681.03 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Medicare Employer | 2700 Direct Deposit Payable | 33.46 | 5,714.49 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Medicare Employer | 2700 Direct Deposit Payable | 38.39 | 5,752.88 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | Social Security Employer | 2700 Direct Deposit Payable | 143.08 | 5,895.96 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Social Security Employer | 2700 Direct Deposit Payable | 58.78 | 5,954.74 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Medicare Employer | 2700 Direct Deposit Payable | 13.75 | 5,968.49 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | Social Security Employer | 2700 Direct Deposit Payable | 164.13 | 6,132.62 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Medicare Employer | 2700 Direct Deposit Payable | 33.47 | 6,166.09 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Social Security Employer | 2700 Direct Deposit Payable | 22.04 | 6,188.13 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Medicare Employer | 2700 Direct Deposit Payable | 5.16 | 6,193.29 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Medicare Employer | 2700 Direct Deposit Payable | 38.38 | 6,231.67 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | Social Security Employer | 2700 Direct Deposit Payable | 164.12 | 6,395.79 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | Social Security Employer | 2700 Direct Deposit Payable | 143.08 | 6,538.87 |
| Total for 9111 Federal Taxes (941/944) | | | | | | \$857.84 | |
| NV Unemployment Tax | | | | | | | |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |

NV State Board of Psychological Examiners

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|---------------------|-----|---------------------------|---|-----------------------------|-------------|-----------|
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/12/2024 | Payroll Check | DD | Sarah J. Restori | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/12/2024 | Payroll Check | DD | Laura M. Arnold | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sarah J. Restori | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Laura M. Arnold | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| Total for NV Unemployment Tax | | | | | | \$0.00 | |
| Total for Taxes | | | | | | \$857.84 | |
| Total for 9100 Payroll Expenses with subs | | | | | | \$12,576.86 | |
| 5100 Board Sal | | | | | | | |
| Beginning Balance | | | | | | | 5,400.00 |
| 04/01/2024 | Expense | | Stephanie Holland, Psy.D. | Stephanie Holland Bill Payment | 1100 Cash in Bank | 300.00 | 5,700.00 |
| Total for 5100 Board Sal | | | | | | \$300.00 | |
| 5175 Board Staf | | | | | | | |
| 51752 Executive Assistant | | | | | | | |
| Beginning Balance | | | | | | | 290.90 |
| Total for 51752 Executive Assistant | | | | | | | |
| 51753 Investigator Salary | | | | | | | |
| Beginning Balance | | | | | | | 12,047.50 |
| 04/12/2024 | Payroll Check | DD | Gary C. Lenkeit | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 948.00 | 12,995.50 |
| 04/26/2024 | Payroll Check | DD | Sheila G. Young | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 355.50 | 13,351.00 |
| Total for 51753 Investigator Salary | | | | | | \$1,303.50 | |
| Total for 5175 Board Staf | | | | | | \$1,303.50 | |
| 5250 Workers Compensation | | | | | | | |
| Beginning Balance | | | | | | | 583.71 |
| Total for 5250 Workers Compensation | | | | | | | |
| 5300 PERS | | | | | | | |
| Beginning Balance | | | | | | | 14,057.18 |
| 04/11/2024 | Expense | | PERS | TRANSFER NV BOARD OF PSYCHOLO:Public Employee's Re Confirmation# XXXXX92682 | 1100 Cash in Bank | 5,202.66 | 19,259.84 |
| Total for 5300 PERS | | | | | | \$5,202.66 | |
| 6100 Out of State Travel | | | | | | | |
| Beginning Balance | | | | | | | 2,582.84 |
| 04/30/2024 | Expense | | | CHECKCARD 0429 TST* NOT YOUR AVERAGE J BOSTON MA XXXXX4641XXXXXXXXXX8200 XXXXXXXXXXXX484434 | EAST CKCD 5812 | 24.38 | 2,607.22 |
| Total for 6100 Out of State Travel | | | | | | \$24.38 | |
| 6106 Air Tvl | | | | | | | |
| Beginning Balance | | | | | | | 1,067.17 |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|---------------------|-----|---------------------|---|-----------------------------------|------------|-----------|
| Total for 6106 Air Trl | | | | | | | |
| 6110 Out of State Travel Misc Costs | | | | | | | |
| Beginning Balance | | | | | | | 135.27 |
| Total for 6110 Out of State Travel Misc Costs | | | | | | | |
| Total for 6100 Out of State Travel with subs | | | | | | \$24.38 | |
| 6200 In State Travel | | | | | | | |
| Beginning Balance | | | | | | | 686.00 |
| Total for 6200 In State Travel | | | | | | | |
| 6250 Air Trl | | | | | | | |
| Beginning Balance | | | | | | | 198.98 |
| Total for 6250 Air Trl | | | | | | | |
| Total for 6200 In State Travel with subs | | | | | | | |
| 7015 Supplies | | | | | | | |
| Beginning Balance | | | | | | | 660.37 |
| 04/03/2024 | Expense | | Target | Office trash bags | 1100 Cash in Bank | 23.83 | 684.20 |
| 04/17/2024 | Expense | | Amazon | Large envelopes for Board office | 1100 Cash in Bank | 22.74 | 706.94 |
| Total for 7015 Supplies | | | | | | \$46.57 | |
| 70202 Office Furniture | | | | | | | |
| Beginning Balance | | | | | | | 950.00 |
| Total for 70202 Office Furniture | | | | | | | |
| Total for 7015 Supplies with subs | | | | | | \$46.57 | |
| 7020 Office Expense | | | | | | | |
| Beginning Balance | | | | | | | 3,377.09 |
| 04/10/2024 | Expense | | Fire Pro Mobile | CHECKCARD 0409 FIRE PRO MOBILE XXXXX2341XXXXXXXXXX0046 XXXXXXXXXX238587 | LAS VEGAS NV 1100 Cash in Bank | 20.00 | 3,397.09 |
| | | | | CKCD 7393 | | | |
| 04/23/2024 | Deposit | | | Refund - Mountain Alarm | 1100 Cash in Bank | -62.39 | 3,334.70 |
| Total for 7020 Office Expense | | | | | | \$ -42.39 | |
| 7040 Print-Copy | | | | | | | |
| Beginning Balance | | | | | | | 27.35 |
| Total for 7040 Print-Copy | | | | | | | |
| 7050 Rent | | | | | | | |
| Beginning Balance | | | | | | | 14,358.45 |
| 04/26/2024 | Expense | | Mihata Holdings, LP | TRANSFER NV BOARD OF PSYCHOLO:Mihata Holdings Confirmation# XXXXX98970 | 1100 Cash in Bank | 1,500.00 | 15,858.45 |
| Total for 7050 Rent | | | | | | \$1,500.00 | |
| 85100 Shredding | | | | | | | |
| Beginning Balance | | | | | | | 195.00 |
| 04/03/2024 | Expense | | | Stericycle, Inc. Bill Payment | 1100 Cash in Bank | 66.96 | 261.96 |
| Total for 85100 Shredding | | | | | | \$66.96 | |
| Total for 7020 Office Expense with subs | | | | | | \$1,524.57 | |
| 7100 Postage | | | | | | | |
| Beginning Balance | | | | | | | 196.95 |
| Total for 7100 Postage | | | | | | | |
| 7200 Utilities | | | | | | | |
| Beginning Balance | | | | | | | 61.07 |
| 04/19/2024 | Expense | | | NV ENERGY SOUTH DES:NPC PYMT ID:XXXXXXXXXX12081 INDN:NEVADA BOARD OF PSYCHO CO ID:XXXXX45330 CCD | 1100 Cash in Bank | 44.31 | 105.38 |

NV State Board of Psychological Examiners

Item 4

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|---------------------|-----|--------------------------------|---|---|------------|-----------|
| Total for 7200 Utilities | | | | | | \$44.31 | |
| 7290 Telephone | | | | | | | |
| Beginning Balance | | | | | | | 1,023.08 |
| 04/12/2024 | Expense | | Bank of America | Zoom Credit Card | 1100 Cash in Bank | 143.85 | 1,166.93 |
| Total for 7290 Telephone | | | | | | \$143.85 | |
| 72902 Internet | | | | | | | |
| Beginning Balance | | | | | | | 223.98 |
| 04/30/2024 | Expense | | Cox Communications | CHECKCARD 0429 COX LAS VEGAS COMM SV 3993 NV XXXXX1641XXXXXXXXXX7949 XXXXXXXXXXXX484434 | 800-234-CKCD 4899 1100 Cash in Bank | 61.99 | 285.97 |
| Total for 72902 Internet | | | | | | \$61.99 | |
| Total for 7290 Telephone with subs | | | | | | \$205.84 | |
| Total for 7200 Utilities with subs | | | | | | \$250.15 | |
| 7500 Copy Lease | | | | | | | |
| Beginning Balance | | | | | | | 1,017.87 |
| 04/19/2024 | Expense | | Canon Financial Services, Inc. | Canon Financial Services Bill Payment | 1100 Cash in Bank | 113.25 | 1,131.12 |
| Total for 7500 Copy Lease | | | | | | \$113.25 | |
| 7770 Software | | | | | | | |
| Beginning Balance | | | | | | | 1,879.52 |
| 04/11/2024 | Deposit | | | Adobe | 1100 Cash in Bank | -19.99 | 1,859.53 |
| 04/11/2024 | Deposit | | | Adobe | 1100 Cash in Bank | 19.99 | 1,879.52 |
| 04/11/2024 | Deposit | | | Adobe | 1100 Cash in Bank | 19.99 | 1,899.51 |
| 04/12/2024 | Expense | | Bank of America | Jotform Credit Card | 1100 Cash in Bank | 19.00 | 1,918.51 |
| 04/12/2024 | Expense | | Bank of America | Adobe Credit Card | 1100 Cash in Bank | 19.99 | 1,938.50 |
| Total for 7770 Software | | | | | | \$58.98 | |
| 7777 Database | | | | | | | |
| Beginning Balance | | | | | | | 782.70 |
| Total for 7777 Database | | | | | | | |
| 8000 Legal & Professional Fees | | | | | | | |
| Beginning Balance | | | | | | | 23,327.79 |
| 04/08/2024 | Expense | | Office of the Attorney General | NV Attorney General - AG Bill Payment | 1100 Cash in Bank | 4,004.49 | 27,332.28 |
| Total for 8000 Legal & Professional Fees | | | | | | \$4,004.49 | |
| 8050 Prof Servs | | | | | | | |
| Beginning Balance | | | | | | | 10,584.35 |
| 04/02/2024 | Expense | | Michelle Fox | Zelle payment to for Conf# vfatg3ogo | Michelle Fox "Invoice No. 372 4-2-2024"; 1100 Cash in Bank | 142.50 | 10,726.85 |
| Total for 8050 Prof Servs | | | | | | \$142.50 | |
| 8055 Lobbyist | | | | | | | |
| Beginning Balance | | | | | | | 9,375.75 |
| 04/23/2024 | Expense | | Kathleen Laxalt | Kathleen Laxalt Bill Payment | 1100 Cash in Bank | 1,041.75 | 10,417.50 |
| Total for 8055 Lobbyist | | | | | | \$1,041.75 | |
| Total for 8050 Prof Servs with subs | | | | | | \$1,184.25 | |
| 8250 Dues & Reg | | | | | | | |
| Beginning Balance | | | | | | | 560.00 |

NV State Board of Psychological Examiners

Item 4

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April 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---------------------------------------|---------------------|-----|-----------------|---|--|------------|----------|
| Total for 8250 Dues & Reg | | | | | | | |
| 8255 Membership | | | | | | | |
| 04/19/2024 | Expense | | ASPPB | ASPPB membership fees | 1100 Cash in Bank | 2,429.00 | 2,429.00 |
| Total for 8255 Membership | | | | | | \$2,429.00 | |
| Total for 8250 Dues & Reg with subs | | | | | | \$2,429.00 | |
| 8500 Admin Serv | | | | | | | |
| 8520 LCB | | | | | | | |
| Beginning Balance | | | | | | | 1,050.00 |
| Total for 8520 LCB | | | | | | | |
| Total for 8500 Admin Serv | | | | | | | |
| 9001 Banking Fees | | | | | | | |
| Beginning Balance | | | | | | | 53.49 |
| Total for 9001 Banking Fees | | | | | | | |
| 9002 Bank Crgs | | | | | | | |
| Beginning Balance | | | | | | | 11.00 |
| 04/12/2024 | Expense | | Bank of America | External transfer fee - 3 Day - XXXXX0498 | 04/11/2024 Confirmation: 1100 Cash in Bank | 1.00 | 12.00 |
| 04/29/2024 | Expense | | Bank of America | External transfer fee - 3 Day - XXXXX5682 | 04/26/2024 Confirmation: 1100 Cash in Bank | 1.00 | 13.00 |
| Total for 9002 Bank Crgs | | | | | | \$2.00 | |
| Total for 9001 Banking Fees with subs | | | | | | \$2.00 | |
| 90100 Miscellaneous Expense | | | | | | | |
| Beginning Balance | | | | | | | 89.60 |
| 04/12/2024 | Expense | | Bank of America | U-Haul - Board Office Move | 1100 Cash in Bank | 428.77 | 518.37 |
| | | | Credit Card | | | | |
| 04/12/2024 | Expense | | Bank of America | Lunch - Board Office Move | 1100 Cash in Bank | 35.86 | 554.23 |
| | | | Credit Card | | | | |
| 04/12/2024 | Expense | | Bank of America | Lodging - ED Board Office Move | 1100 Cash in Bank | 226.00 | 780.23 |
| | | | Credit Card | | | | |
| 04/12/2024 | Expense | | Bank of America | Gas - Board Office Move | 1100 Cash in Bank | 93.03 | 873.26 |
| | | | Credit Card | | | | |
| 04/12/2024 | Expense | | Bank of America | Gas - Board Office Move | 1100 Cash in Bank | 99.72 | 972.98 |
| | | | Credit Card | | | | |
| 04/12/2024 | Expense | | Bank of America | Gas - Board Office Move | 1100 Cash in Bank | 25.00 | 997.98 |
| | | | Credit Card | | | | |
| Total for 90100 Miscellaneous Expense | | | | | | \$908.38 | |
| PayPal Fees | | | | | | | |
| Beginning Balance | | | | | | | 1,416.24 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.67 | 1,422.91 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,428.81 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,434.71 |
| 04/11/2024 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 1.41 | 1,436.12 |
| 04/11/2024 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 5.11 | 1,441.23 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,447.13 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,453.03 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,458.93 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 1.41 | 1,460.34 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 1.11 | 1,461.45 |
| 04/11/2024 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 9.18 | 1,470.63 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,476.53 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 1.21 | 1,477.74 |
| 04/11/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,483.64 |
| 04/17/2024 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 5.88 | 1,489.52 |
| 04/17/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.65 | 1,496.17 |
| 04/17/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.65 | 1,502.82 |
| 04/17/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.88 | 1,508.70 |

NV State Board of Psychological Examiners

General Ledger

April 2024

Item 4

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|-----------------------|------------------|-----|------|------------------|-------------------|----------|----------|
| 04/17/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,514.60 |
| 04/17/2024 | Deposit | | | Deferred PP fees | 1100 Cash in Bank | 7.57 | 1,522.17 |
| 04/17/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 7.68 | 1,529.85 |
| 04/17/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 1.57 | 1,531.42 |
| 04/24/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,537.32 |
| 04/24/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,543.22 |
| 04/24/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 1,549.12 |
| 04/24/2024 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.65 | 1,555.77 |
| 04/24/2024 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 7.62 | 1,563.39 |
| 04/24/2024 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 8.81 | 1,572.20 |
| Total for PayPal Fees | | | | | | \$155.96 | |
| 3390 Refund | | | | | | | |
| Beginning | | | | | | | |
| Balance | | | | | | | -821.44 |
| Total for 3390 Refund | | | | | | | |

Regulation Revisions Table

| <u>Legislative File No.</u> | <u>Description</u> | <u>Status</u> |
|-----------------------------|-------------------------------|---|
| R051-23 | EO2023-003 Response | NBOPE Hearing and approval on 2/9/2024; Hearing of the Joint Interim Standing Committee on health and Human Services on 2/16/2024 – no questions regarding R051-23; Board approval of R051-23 forwarded to LCB with required documents on 3/14/2024, following the Board's approval of the 2/9/2024 meeting minutes. <i>4/18/2024 Legislative Commission Hearing – Approved.</i> Uploaded to NBOPE website |
| R095-23 | AB244 Response | LCB draft provided to Board office on 2/6/2024; Board hearing on R095-23 during 3/8/2024 meeting – hearing continued to 4/12/2024 meeting; Hearing of the Joint Interim Standing Committee on health and Human Services on 3/11/2024 – no questions regarding R095-23. 4/12/2024 Board hearing – approved revisions, which were forwarded to LCB; LCB had suggested revision to address potential conflict with HIPPA; LCB revisions noticed for Board hearing during 6/7/2024 meeting. |
| R002-24 | Supervision and Psychometrist | LCB draft provided to Board office on 3/5/2024; Hearing of the Joint Interim Standing Committee on health and Human Services on 4/8/2024 – no questions regarding R002-24; Board hearing conducted during 4/12/2024 meeting. Provided LCB with Board's requested revisions 4/17/2024. Meeting with LCB on 4/22/2024 regarding additional questions; Board President provided email explanations / answers for their questions; LCB revisions noticed for Board hearing during the 6/7/2024 meeting. |

| | | |
|-----------------------|---|---|
| R084-24 | Biennial Renewal and Reinstatement Fee Increase | Workshop conducted during April 12, 2024, Board meeting; request sent to the LCB for draft and file number on 4/17/2024. LCB Draft number assigned 4/17/2024 and draft provided on 5/3/2024; Noticed for hearing during 6/7/2024 Board meeting. |
| Chapter 641 - Updated | | LCB states that the updated version of Chapter 641 with revisions that had been approved when they began the reconciliation will be available for review the week of May 6. |

| | | 6/24 | 5/24 | 4/24 | 3/24 | 2/24 | 1/24 | 12/23 | 11/23 | 10/23 | 9/23 | 8/23 | 7/23 | FY24 Totals |
|---------------------------------|-----------------------|------|------|------|------|------|------|-------|-------|-------|------|------|------|----------------|
| Psychologists | Licenses Issued | | | 6 | 4 | 2 | 0 | 5 | 3 | 9 | 6 | 6 | 5 | 46 |
| | Applications Received | | | 16 | 13 | 12 | 4 | 8 | 7 | 5 | 4 | 11 | 6 | 86 |
| Psychological Assistants | Registrations Issued | | | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 6 | 7 | 3 | 20 |
| | Applications Received | | | 0 | 3 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 7 | 15 |
| Psychological Interns | Registrations Issued | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 3 |
| | Applications Received | | | 2 | 0 | 0 | 3 | 0 | 0 | 1 | 0 | 2 | 0 | 8 |
| Psychological Trainees | Registrations Issued | | | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 4 |
| | Applications Received | | | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Non-Resident Consultants | Registrations Issued | | | 1 | 1 | 0 | 3 | 1 | 1 | 1 | 0 | 0 | 1 | 9 |
| Background Checks | Reviewed | | | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 1 | 4 |
| Continuing Education | Applications Reviewed | | | 1 | 5 | 1 | 4 | 0 | 3 | 2 | 3 | 4 | 0 | 23 |
| State Exams | Administered | | | 6 | 6 | 7 | 3 | 1 | 1 | 8 | 9 | 6 | 6 | 53 |
| Complaints | Received | | | 0 | 3 | 2 | 1 | 1 | 3 | 2 | 2 | 2 | 4 | 20 |
| | Informal | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | |
| Totals | | 0 | 0 | 34 | 37 | 25 | 21 | 17 | 21 | 30 | 32 | 43 | 35 | 295 |

Licenses:

| | |
|----------|-----|
| Active | 709 |
| Inactive | 59 |
| Expired | 292 |

Current Applications and Registrations:

| | APP | REG |
|--------------------------|------------|------------|
| Psychologists | 121 | |
| Psychological Assistants | 10 | 37 |
| Psychological Interns | 12 | 8 |
| Psychological Trainees | 4 | 30 |

Nevada Board of Psychological Examiners Board Meeting Staff Report

DATE: May 10, 2024

ITEM:

9 - (For Possible Action) Discussion and Possible Action to:

- provide the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee with the Authority to Approve Applicants it Reviews, and
- Approve Revisions to the ATEAM policy.

SUMMARY:

Under current practice, the Board's ATEAM reviews applications for equivalency and either:

- Recommends approval to the Board (with or without contingencies), or
- Denies the application (subject to appeal to the Board)

During the April 12, 2024, Board meeting, the Board inquired about the propriety of having the ATEAM recommend application approval to the Board as opposed to the ATEAM having the authority to simply approve applications, with or without contingencies, and avoid what seemed to be an unnecessary second step. Upon confirmation from Board counsel that the Board had the authority to vest the ATEAM with the authority to approve applications rather than recommending approval to the Board, that revision to the Board's ATEAM Policy providing that authority is before the Board for approval. Upon further review of the ATEAM Policy in that context and in reference to the ATEAM's practices, additional revisions are being proposed that:

- Offer more active, and less passive, language
- Provide points of clarity
- Ensure consistency in how the Policy refers to applicants and those who are registered
- Align with practice or suggested adjustments in practice for efficiency
- Are overall conforming changes



**NEVADA STATE
BOARD OF PSYCHOLOGICAL EXAMINERS**
**Application Tracking Equivalency and Mobility (ATEAM)
Committee Procedure**

Purpose

In accordance with ~~Nevada state law~~ (NRS Chapter 641), this procedure describes the process by which the Application Tracking Equivalency and Mobility (ATEAM) Committee ("ATEAM") shall function. The ATEAM is a committee of the Nevada State Board of Psychological Examiners (Board) and shall function as a public body, including compliance with Nevada's Open Meeting Law.

Definitions

1. Appeal - A written request by an applicant to contest a decision made by the Committee regarding his/her application.
2. APA - American Psychological Association.
3. APPIC - Association of Psychology Postdoctoral and Internship Centers.
4. ASPPB - Association of State and Provincial Psychology Boards.
5. Designation - Applies to psychology doctoral programs that have been reviewed by the ASPPB/National Register Joint Designation Committee and have been found to meet the designation criteria.
6. PLUS - Psychology Licensure Universal System. A service that ASPPB provides, outside of the Mobility Program, to assist participating member boards with streamlining their licensure process.
7. Postdoctoral Supervised Experience - Work as a psychology trainee completed following the completion of all requirements for the doctoral degree by an appropriate institution of higher education and completed under the direct supervision of a licensed psychologist qualified to offer the services provided.
8. Practicum - An organized, sequential series of supervised experiences of increasing complexity, serving to prepare the graduate student for the internship under the supervision of licensed psychologists and other clinicians.
9. Pre-doctoral (doctoral) Supervised Experience - Work as a psychology trainee completed after the preponderance of the academic coursework and other requirements have been fulfilled. This could be a psychology internship as distinguished from practicum experience.

10. Primary Source - The source from which the document originates.
11. Primary Source Verification - Verification of a practitioner's credentials based upon evidence obtained from the issuing source of the credential. See Appendix A.
12. Professional Work Experience - Work as a psychologist completed following the issuance of a license, certificate or registration, issued at the independent level and based on a doctoral degree, which included, but was not limited to, applied or direct-client services.
13. Psychological Trainee - Includes graduate students in a psychology program, and individuals completing supervised work experience toward licensure.
14. Regional Accreditation - Regional accreditation applies to entire academic institutions and not to specific academic programs. There are six regional accrediting bodies in the United States, and each is authorized to accredit institutions in specific states, divided by geographic region: Middle States Commission on Higher Education; New England Association of Schools and Colleges; North Central Association Commission on Accreditation and School Improvement; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.
15. Residency - Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty-student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video conferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements.
16. Staff – The Board's employees, including full-time employees, part-time employees, and consultants.
17. Transcript - A record of a student's academic performance, including but not limited to a list of course work and earned grades, issued by the institution of learning where the course work was completed. The transcript must contain sufficient information to determine when the courses were taken, including the term and year.
18. Written Notification - Correspondence transmitted by mail, facsimile, or electronic medium.

Procedure

I. Mission Statement. The Board of Psychological Examiners cares about the mental and behavioral health of ~~our~~ *its* clients, patients, and communities. The Board understands the risks associated with psychological practice and ~~we~~ *works* to hold ~~our~~ *its* profession accountable to the public by establishing education, training and practice standards and providing ~~our~~ *its* licensees with the guidance needed to practice according to the law, professional ethics, and clinical best practices. The Board is guided by the values of efficiency, transparency, fairness, and equity in service of the public's interest.

II. Purpose of ATEAM Committee

1. The ATEAM Committee shall:

- a. Review *and make determinations on* applications for licensure submitted by ~~individuals~~ *those* who completed *a doctoral and/or supervised experience training program* ~~a training program~~ that was not accredited by the American Psychological Association and determine whether the content of the *applicant's doctoral and/or supervised experience training program* ~~courses and the supervised practical, internship, field or laboratory training taken by an applicant~~ are equivalent to a program accredited by the American Psychological Association;
- b. Review *and make determinations on* applications for licensure by endorsement *submitted by those* who are licensed *for less than five years* in states that are not considered substantially equivalent to the State of Nevada's licensure requirements and *whose doctoral education and supervised training experience are* not *accredited by the American Psychological Association* ~~aligned with national standards of accreditation~~ *and determine whether the applicant's doctoral education and supervised training experience are equivalent to a program accredited by the American Psychological Association*¹;
- c. *Review and make determinations on applications for registration as a psychological assistant, psychological intern, or psychological trainee by those who are completing or have completed a doctoral or training program that was not accredited by the American Psychological Association and determine whether the content of the applicant's educational courses and/or supervised experience are equivalent to a program accredited by the American Psychological Association; and*

¹ *See the Board's Licensure by Endorsement Policy for additional information.*

- d. Oversee the Board office policies and procedures for tracking the progress of all applications for licensure with the aim of balancing maximal efficiency with ensuring qualifications of applicants in the best interest of the public.; and
 - e. Make *any* recommendations to the ~~full~~ Board *it may deem appropriate or warranted accordingly*.
2. Disclaimer. As each applicant's education and training is unique to the individual, the *ATEAM's* review ~~completed by the ATEAM~~ *of each application that comes before it* is ~~done~~ *undertaken* on an individual basis, while aligning with national standards of accreditation and *the* Nevada Revised Statutes.

III. ~~Review of APA-Accreditation Equivalency~~ *Review and Evaluation*

1. Eligibility for Review.
 - a. ~~An individual applicant is~~ *Applicants for licensure or registration are* eligible for ATEAM review if they *are completing or* have completed *an educational /* training program not accredited by the American Psychological Association (APA), but believe that their curriculum, course content and supervised practice, internship, field or laboratory training is equivalent to a program accredited by APA.
 - b. *Applicants who are licensed for less than five years in states that are not considered substantially equivalent to the State of Nevada's licensure requirements and whose doctoral education and supervised training experience are not accredited by the American Psychological Association.*
2. Requirements for Review. ~~To qualify for an evaluation for equivalency by the ATEAM, a~~ An applicant must submit an *application for licensure or registration* and *submit the information required to the* ~~a completed~~ Psychology Licensure Universal System (PLUS) through the PLUS portal *before the ATEAM undertakes an equivalency review*.
3. Evaluation Review Process.
 - a. An individual applicant for licensure as a psychologist who completed a *doctoral and/or supervised* training program not accredited by the American Psychological Association (APA) must establish to the satisfaction of the Board that the program (including required curriculum, course content and supervised practical, internship, field or laboratory training) was/is equivalent to an *APA-accredited* program. ~~accredited by APA. The applicant has 3 options to establish equivalency (See NAC 641.061—641.062):~~

-
- ~~i. Obtain a review of their program by the Association of State and Provincial Psychology Boards (currently not available)~~
 - ~~i. Obtain a review by a director of clinical training of a doctoral program that is accredited by APA (and approved by the Board of Psychological Examiners) or their designee (as approved by the Board)~~
 - ~~ii. Obtain a review by the ATEAM~~
- b. An individual applicant for registration as a psychological assistant, psychological intern, or psychological trainee who is completing or has completed a doctoral and/or supervised training program not accredited by the American Psychological Association (APA) must establish to the satisfaction of the Board that the program (including required curriculum, course content and supervised practical, internship, field or laboratory training) was/is equivalent to an APA-accredited program.*
- c. The ATEAM shall conduct a review of and make a determination on the applications that come before it for licensure and for registration as a psychological assistant, psychological intern, or psychological trainee.*
- i. In addition to completing the PSY/PRO PLUS application, applicants will ~~need to supply their reviewers or~~ the ATEAM with copies of course syllabi, program handbooks, course catalogs (or web links) and other proof that their program aligned/s with APA accreditation. The focus of the review will differ depending on when an individual applicant for licensure graduated *or will be graduating*.
 - 1) If ~~an applicant the individual~~ graduated before January 1, 2018, their review *of that applicant* will be made ~~against~~ *based on* the education requirements ~~listed~~ *stated* in NAC 641.061. The *Board office will provide the individual applicant with* ~~will be provided~~ a copy of a worksheet/checklist from the Board to ~~aid them~~ *assist* in organizing their materials for equivalency review. The review will align with the APA's Guidelines and Principles of Accreditation in effect before January 1, 2018.
 - 2) If the individual graduated on or after January 1, 2018, their review *of that applicant* will be made ~~against~~ *based on* the education requirements ~~listed~~ *stated* in NAC 641.062. The *Board office will provide the individual applicant with* ~~will be provided~~ a copy of a worksheet/checklist from the Board to ~~aid them~~ *assist* in organizing their materials for equivalency review. The review will align with the APA's current Standards of Accreditation.

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- ii. Once the ~~individual applicant's~~ PSY/PRO ~~application report~~ is complete and ~~the applicant has they've~~ submitted supporting ~~program equivalency~~ documentation ~~of their program's equivalency~~ (including an outside reviewer's recommendation if applicable) to the Board office, ~~their~~ application will be assigned to an ATEAM committee member who is a Licensed Psychologist. The committee member will conduct a preliminary review and present ~~their~~ findings ~~from that review to the committee~~ at the next scheduled ATEAM meeting. The committee member may contact the applicant to request additional information or seek clarification at any time in the review process. The applicant will be invited to attend ATEAM committee meetings ~~in which when they're that applicant's~~ application is on the agenda for discussion. For each application, ~~and as more fully addressed below~~, the ~~ATEAM~~ committee may vote:
 - 1) to approve the application as equivalent;
 - 2) to approve ~~the application pending contingent on~~ remediation of deficiencies;
 - 3) to deny the application as not equivalent; or
 - 4) to seek additional information and/or clarification before making a determination.
 - d. Applicants will be notified in writing of the ~~ATEAM~~ committee's decision. An ~~individual applicant~~ whose application is denied will be advised of the procedures to remediate deficiencies or appeal the committee's decision.
4. Equivalency Evaluation Outcomes. Upon completion of the Equivalency Evaluation Review process, the ATEAM will determine one of the following outcomes of an application.
- a. Approval. The applicant has met all statutory and regulatory requirements for eligibility for licensure ~~or registration~~ in the State of Nevada.
 - i. If ~~the application is for licensure as a Psychologist in Nevada, applicant has applied to become a licensed psychologist,~~ the applicant is approved for licensure contingent on the ~~requirements for licensure being satisfied and~~ payment of licensure fees.
 - ii. If ~~the application is for registration as a psychological assistant, psychological intern, or psychological trainee, applicant has applied to become a psychological assistant,~~ the applicant is approved ~~to submit a supervision plan~~ to begin accruing ~~applicable supervised experience hours for post-doctoral year.~~ ~~contingent on the requirements for~~

registration being satisfied and payment of registration fees.

~~Supervised hours cannot begin to accrue until fees have been paid to the board office.~~

- b. Approval ~~with~~ *contingent on* Remediation. The applicant has met most of the requirements for eligibility for licensure in the State of Nevada, but may need to complete additional coursework or supervision hours to meet the eligibility requirements.
 - i. *The determination of the remediation required for licensure or registration shall be determined in the sole discretion of the ATEAM committee.*
 - ii. *The Board's Executive Director will notify the* Applicant ~~is notified~~ via ~~US mail and~~ email ~~by the Executive Director of the Board of the ATEAM's remediation requirements~~ specific steps for remediation in ~~order to be eligible~~ for licensure or registration.
 - iii. Applicants will be required to *satisfy the ATEAM's remediation requirements* ~~remediate deficits~~ within one year of *being notified of those requirements.* ~~notification by the ATEAM Committee.~~
 - iv. If remediation cannot be completed to the satisfaction of the ATEAM Committee within one year of notification, the applicant will be required *to re-apply with the Board for licensure or registration, which includes* submitting a new PLUS application, ~~and~~ paying the application fees in effect at the time of re-application, and meeting all eligibility requirements in effect ~~on the date~~ *at the time* of re-application.
- c. Grounds for Denial. The applicant does not meet requirements for licensure in the State of Nevada and the deficiencies fall outside of what can be reasonably remediated. For example:
 - i. An applicant who has a doctoral degree in *psychology, but not in experimental* ~~(not~~ clinical, counseling or school psychology, *and* would need to enter into a formal respecialization program rather than taking informal practica or courses outside of formal oversight or a training program;
 - ii. An applicant *who* completed an exclusively online program;
 - iii. An applicant who failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies *identified* above;
 - iv. There is evidence of fraud or misrepresentation of *the applicant's* qualifications;

- v. An applicant *who* failed to comply with all applicable statutory and regulatory rules related to the practice of psychology;

The Board's Executive Director will notify the applicant ~~is denied is notified via US mail and email by the Director of the Board of~~ *the* specific deficiencies *resulting in the application being denied by the ATEAM and of the applicant's ability to appeal that decision to the Board and recommendations for future steps by the board.*

- d. ~~Application Deficits~~ *Requests for Additional Information and/or Clarification.*
 - i. If *there are* details about an ~~applicant's'~~ application *that are* ~~is~~ unclear, the ~~Board~~ *ATEAM* retains the right to request any additional information *and/or clarification* to determine if the applicant meets ~~all~~ the requirements for licensure *or registration*.
 - ii. The *Board's Executive Director will notify* the Applicant ~~is notified via US mail and email by the Executive Director of the Board of~~ *the* specific information *and/or clarification* that is required for completion of the Equivalency Evaluation, *and, to the extent the circumstances require, the time within which to provide that information.*
 - iii. *If the applicant provides the information and/or clarification the ATEAM requests, the ATEAM shall further review the application for equivalency in reference to that additional information and/or clarification and make a determination on the application as set forth in subsections (a), (b), and (c) of the Equivalency Evaluation Outcomes section.*
 - iv. ~~Applicant has (What amount of time?) to complete application deficits. If applicant fails to complete the application deficits or respond to board requests for provide the~~ additional information *and/or clarification the ATEAM requests within the time required or otherwise prior to the application's expiration, the Board's Executive Director will inform the* applicant ~~will be informed of the Board's intent of the Board to close the application due to lack of response. Applicant will be informed (What amount of time?) days before application will be closed due to lack of response or lack of completion of file from the applicant. If no response is received, the file will be closed at the following Board meeting.~~
- e. Appealing the ATEAM's Decision
 - i. ~~Appeals shall be considered by the NVBOPE full board.~~

- ii. Applicants who are denied *ATEAM* approval may file an appeal *of that decision to the Board* by submitting the appropriate form to the *NVBOPE Board* Office. ~~The appeal must be received by the staff~~ within 90 days of ~~when the date of~~ the *Board's Executive Director's notification to the Applicant of the ATEAM's decision is dated.* ~~letter of notice regarding denial.~~
- iii. An appeal must be based on the contention that the ATEAM erred in its decision based on the information submitted in the application and supporting documentation as of the applicant's last review. Additions or changes to the applicant's record may not be made on appeal but may be submitted to the ATEAM for reconsideration. An appeal may include written arguments regarding misapplication of standards or misinterpretation of information or documentation.
- iv. Nothing contained in the ATEAM Policies shall entitle any applicant to a hearing on his or her application. An applicant and/or his/her attorney may submit arguments in writing so long as they are reasonable in length.
- v. The decision of the NVBOPE Board will be final.
- vi. The NVBOPE Board may conduct its reviews by electronic means or correspondence. The NVBOPE Board will be provided only the information that was available to the ATEAM when it made its original decision. The NVBOPE Board may make the following decisions:
 - 1) Affirm the Mobility Committee's decision;
 - 2) Reverse the Mobility Committee's decision and issue a certificate;
 - 3) Send back to the ATEAM with a request to the applicant for additional information or the ATEAM to consider.

PLACEHOLDERS – FUTURE CONSIDERATION AND INCLUSION

IV. Review of Foreign Education/Training Equivalency Evaluation - National Register of Health Service Psychologists Foreign Degree evaluation (R114-19)

- 1. Description of Review
- 2. Eligibility Requirements for Equivalency Evaluation
- 3. Primary Source Verification
- 4. Evaluation Review Process

5. Possible Outcomes
6. Application Deficits and Remediation
7. Appeals Process

~~V. Licensure by Endorsement Equivalency Review and Evaluation~~

- ~~1. Eligibility for Review~~
- ~~2. Evaluation Review Process~~
- ~~3. Equivalency Evaluation Outcomes~~
 - a. ~~Approval~~
 - b. ~~Approval, with Remediation~~
 - c. ~~Grounds for Denial~~
- ~~4. Application Deficits~~
- ~~5. Appealing ATEAM's Decision~~

VI. ATEAM Committee History

1. In December of 2016, a regulation was developed that allowed the Board to establish a subcommittee to review the academic credentials of an applicant and present a recommendation to the Board.
2. At the February 10, 2017 Board meeting, the committee was established to assist in reviewing, and evaluating the applications of individuals who did not earn their doctoral degrees from an APA accredited program.
3. At the March 13, 2018, committee meeting, it was decided to name the evaluation committee ATEAM, an acronym standing for "Application Tracking Equivalency and Mobility." At the December 14, 2018, Board meeting, the ATEAM was expanded to evaluate and monitor the licensure by endorsement language and specific needs necessary.

~~VII. Appendix~~

VIII. Review and Revision

| | | |
|-----------|--------------------|---|
| v1 | | |
| v2 | September 15, 2020 | |
| <i>v3</i> | <i>TBD</i> | <i>Revised to include procedures for referral to ATEAM Committee and to clarify the ATEAM's authority</i> |

Appendix A: Primary Source Verification

1. Primary Source Verification refers to the verification by the ASPPB Mobility staff of credentials based upon evidence obtained from the issuing source of the credential. Credentials verified include but are not limited to education, training, examination, licensure and registration, certification, and work experience.
2. The following is a list of commonly verified credentials and the verification procedures:
 - a. Regional Accreditation of the doctoral degree-granting institution is verified through the appropriate accrediting body
 - b. APA Accreditation of doctoral programs status is verified through official documentation provided by APA;
 - c. ASPPB/National Register Designation of doctoral program status is verified through official documentation directly with ASPPB/National Register;
 - d. Degrees from foreign colleges or universities will be deemed to be equivalent as verified by a member organization of the National Association of Credential Evaluation Services (NACES), or by another ASPPB recognized foreign credential evaluation service;
 - e. Examination for Professional Practice in Psychology (EPPP) scores are verified with ASPPB;
 - f. All licensure history and status will be verified directly with the issuing licensing board
 - g. Work History Verification form is received directly from the attestor. ASPPB will contact the attestor directly to verify the information is accurate and was completed by the attestor;
 - h. Internship Verification Form is received directly from the internship director. ASPPB will contact the director directly to verify the information is accurate and was completed by the director;
 - i. Postdoctoral Supervised Experience Form is received directly from the supervisor. ASPPB will contact the supervisor directly to verify the information is accurate and was completed by the supervisor; Disciplinary history is verified directly with the ASPPB Disciplinary Data System;
 - j. American Board of Professional Psychology (ABPP) status is verified with ABPP directly; and
 - i. Graduate degree transcripts are sent directly by the degree-granting institution to ASPPB in a sealed envelope with appropriate institutional seals.
 - ii. Any additional documents as determined by ASPPB

Appendix B: Applicant Review Checklist

1. ~~The following are needed for completion of the~~ *The following are required* for ATEAM Review *of* an Application:
 - a. ~~Application. Information Sheet – This~~ *The Board's application* form may be found on the Board's website. It is available as an online form or can be downloaded. The form must be completed and sent to the Board Office with the \$150 application fee.
 - b. PLUS Application. *The Board requires a PLUS application Recognized by the Board as the required application* for *Psychological Trainees*, Psychological Interns, Psychological Assistants and Psychologists. This application consists of ~~multiple~~ portions that can be completed online and ~~any~~ *other* portions that require primary source verification ~~that will~~ *to* be completed through the PLUS.
 - i. ~~Below are the required portions of the PLUS application that must be completed prior to review by the ATEAM.~~
 - 1) ~~Verification of Doctoral Program~~
 - 2) ~~Course Description~~
 - 3) ~~Practicum Training~~
 - 4) ~~Pre-Doctoral Internship Verification (if applicable)~~
 - 5) ~~Postdoctoral verification (if applicable)~~
2. ~~The following are needed for completion of the~~ *The ATEAM may require the following for its* ~~For ATEAM~~ Review *of* an Application:
 - a. Supervised Practice Plan (SPP) and work agreement. The *completed* SPP and work agreement *are required of all psychological trainees, psychological interns, and psychological assistants, and* must be submitted directly to the Board office. ~~This form is requested of all psychological intern, and psychological assistant applicants upon receipt of the information sheet.~~
 - b. Any additional information ~~as requested by the~~ ATEAM *may request prior to or after review* as it relates to the applicant's training or education.
 - c. ~~Upon review of the above items, the ATEAM may request additional information from supervisors or applicants regarding missing or unclear information.~~

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: May 10, 2024

ITEM:

10 - (For Possible Action) Discussion and Possible Action to Approve revisions to the Board's Policies and Procedures for Psychological Assistant, Psychological Intern, and Psychological Trainee Application and Registration.

SUMMARY:

As part of the Board's ongoing effort to keep policies up to date with regulation and practice, the executive director reviewed the policies and procedures for applications and the registration of psychological assistants, psychological interns, and psychological trainees. The various revisions noted throughout the policies:

- Add NAC or NRS citations where appropriate
- Create more active, and less passive, language
- Provide points of clarity
- Ensure consistency in their references to applicants and those who are registered
- Align with practice or suggested adjustments in practice for efficiency
- Create consistency in and eliminated discrepancies from the various portions of the 3 policies that overlap with each other
- Ensure the policies does not contradict the ATEAM's ability to make determinations on applications per the revised ATEAM procedure policy.

These policies will require re-review once R002-24 is approved by the Board and then by the LCB, as there will be sections that require changes and/or clarification. At that time, the Board will also be creating a supervisor handbook to align with the R002-24 and the updated policies.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Psychological Assistant (Post-Doctoral) Application and Registration Policy *and Procedure*

Purpose

The Nevada State Board of Psychological Examiners ("Board") has ~~established~~ *adopted* this policy and ~~any~~ accompanying forms and procedures to establish the process for application and registration as a psychological assistant.

Procedure

1. General

- a. A person who wishes to obtain any postdoctoral supervised experience that is required for licensure as a psychologist must register with the Board as a psychological assistant. (NRS 641.226, *NAC 641.151*)
- b. Unless otherwise approved by the Board, a person may be registered as a psychological assistant only after providing proof of having:*
 - i. graduated from a doctoral program that is accredited by the American Psychological Association or is equivalent to an APA-accredited program. Accredited institutions may also include:*
 - 1. In the United States, all institutions which are regionally accredited by regulatory bodies approved by the Council for Higher Education Accreditation and the United States Department of Education;*
 - 2. In Canada, all institutions holding membership in the Association of Universities and Colleges of Canada; or*
 - 3. In any other country, all institutions accredited by the respective official organization having such authority.*
 - ii. completed not less than 2,000 supervised hours as a psychological intern in an internship that is accredited by the American Psychological Association (APA) or that otherwise complies with Nevada Administrative Code (NAC) Chapter 641, and specifically NAC 641.080, such as that of the Association of Psychology Postdoctoral and Internship Centers (APPIC).*
- c. Eligible candidates must register as a psychological assistant under the license of a Nevada psychologist who will serve as the primary supervisor. *A psychological assistant may not provide P*psychological services ~~may not be provided by a psychological assistant~~ unless ~~they are~~ *the psychological assistant is properly* supervised and registered ~~properly~~.

- d. *Psychological assistant* candidates are encouraged to apply for registration once *they have met* all requirements for the doctoral degree ~~have been met~~ [641.151] and *have found and secured* a supervisor ~~found~~. Registration ~~shall~~ *can* take a minimum of three weeks to complete and may take eight weeks or more.
- e. It is the *psychological assistant candidate's* responsibility to ensure all provisions of Nevada state laws and regulations, as well as this policy *and accompanying procedures*, have been met and approved by the Board *and/or its designee* ~~office~~ prior to providing psychological services and accruing training hours.

2. Application.

- a. *Those who wish to apply to register* ~~The application for registration~~ as a psychological assistant may *submit their applications* ~~be submitted~~ online, by mail, or in person at the Board office. *A \$150 application fee must accompany* the application ~~must be accompanied by the application fee of \$150~~.
- b. Upon ~~approval by~~ the Board office *'s approval of the psychological assistant candidate's application*, the ~~applicant~~ *Board office shall provide the psychological assistant with* ~~shall be provided~~ a registration number, *after which the psychological assistant* ~~and~~ may begin providing services and accruing training hours. Should a *psychological assistant* candidate's application indicate the need for referral to the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee, registration shall not be ~~issued~~ ~~approved~~ and hours shall not be accrued until the *ATEAM Committee reviews and approves the application, and the psychological assistant candidate has otherwise satisfied the requirements for registration.* ~~is approved by the Committee.~~ *Additional information regarding the Board's ATEAM Committee and its Procedures is provided below and is available in the Board's written Application Tracking Equivalency and Mobility (ATEAM) Committee Procedure.*
- c. Registration requires submission of information and/or documents including, but not limited to:
 - i. *Verification of Credentials including, but not limited to, education, internship experience, conduct, and character references;*
 - ii. Verification of fingerprinting, generally in the form of a dated receipt from a recognized fingerprinting provider;
 - iii. Fingerprinting / background check waiver;
 - iv. Registration fee (\$150) for the initial registration of a psychological assistant (~~Note—~~ the registration fee is separate from the application fee);

- v. Supervised Practice Plan (SPP);
 - vi. Employment Agreement; and
 - vii. Any other documents or information the Board deems necessary to make a determination of eligibility for registration, ~~—This~~ *which* may include, but is not limited to, educational transcripts, course guides, and/or course syllabi.
- d. *Psychological assistant* ~~€~~ candidates:
- i. *whose applications do not require ATEAM review and approval* shall be provided a 60-day grace period to complete *the process of credential verification through the* Psychology Licensure Universal System (PLUS) report *and, if necessary, for the return of their background check results; and*
 - ii. *whose applications have received ATEAM review and approval but have not yet satisfied the background check requirements shall be provided a 60-day grace period for the return of their background check results.*
- If a psychological assistant who is provided a 60-day grace period fails* ~~Failure~~ to complete and submit the *PLUS* report *and/or satisfy the background check requirements* within *the grace period* ~~that time~~, that psychological assistant's registration may *be suspended.* ~~result in suspension of the registration.~~ The Board office may provide an extension to the grace period when appropriate.
- e. *If, U*pon receipt of the application, PLUS report, or background check report, ~~if~~ any potentially disqualifying information is found, the registration may be suspended until a determination *on that information* is made. Such determination may require referral to the ATEAM Committee and/or Board. Examples of reasons for suspension of registration and/or referral to the ATEAM/Board include, but are not limited to:
- i. Educational program is not accredited by the American Psychological Association (APA) ~~or is not equivalent to an accredited program;~~
 - ii. Insufficient internship training and/or supervised hours; and/or
 - iii. A significant finding on the background check report.
- f. Suspension of registration *prohibits a psychological assistant from providing any services or accruing any training hours* ~~means no services may be provided nor training hours accrued~~ until the matter is resolved and the *Board office notifies the psychological assistant accordingly.* ~~is applicant notified by the Board office.~~

3. Registration Packet Defined.

- a. *Credential Verification / PLUS Report.* The Board shall verify the educational program, internship, and professional references through PLUS, administered by the Association of State and Provincial Psychology Boards (ASPPB). *The psychological assistant candidate is responsible for any* ~~Any~~ costs associated with the use of PLUS. ~~are the responsibility of the applicant.~~
- b. *Background Check / Fingerprinting.* In accordance with Nevada state law (NRS 641.226), all *psychological assistant candidates* ~~applicants~~ are required to pass a criminal background check.
 - i. Fingerprints shall be taken at an approved location and at the candidate's own expense.
 - 1. Fingerprints taken in Nevada are generally submitted electronically to the Nevada Department of Public Safety (NDPS) by the agency taking the fingerprints.
 - 2. Applicants having their fingerprints taken outside of Nevada will be provided a fingerprint card and are responsible for submitting the fingerprint card and fee to the NDPS.
 - ii. A fingerprinting waiver (provided by the Board Office) and proof that the fingerprints were sent to the Nevada Department of Public Safety (NDPS) ~~must be submitted to the Board office before registration will be completed.~~ Without proof of fingerprinting, registration cannot be completed *with a grace period pending until the Board office's receipt of the final background check report, which generally takes 4 to 8 weeks from fingerprint submission.* ~~has been received by the Board office. Such reports generally take 4-8 weeks.~~
 - iii. A background check that reflects a finding of an arrest, conviction, or registration on the sexual offender's registry shall be reviewed by the Board's background check review *panel* ~~team~~ in accordance with established procedures.
- c. *Supervised Practice Plan (SPP).* *Psychological assistant candidates shall submit a completed Supervised Practice Plan, by which the psychological assistant candidate and the supervisor acknowledge the training requirements.* ~~The SPP documents acknowledgement by the supervisee and supervisor of training requirements.~~
- d. *Employment Agreement (641.153).*
 - i. *The Board requires an* employment agreement ~~is required~~ to ensure *that* appropriate standards are in place for the supervision of the *psychological assistant*, that the supervisor is qualified, and that the supervisor and *psychological assistant* have agreed to terms relating to salary, supervision, and workload.

- ii. An employment agreement must acknowledge that *the psychological assistant's* ~~such~~ employment complies with *the Board's adopted regulations* ~~adopted by the Board~~ relating to the practice of psychological assistants.
- iii. A psychological assistant is entitled to be paid a fixed wage on a periodic basis and may not be paid based on the number of clients treated or assessed, the amount of money reimbursed by an insurance plan, or a percentage of the fees received. A psychological assistant may not receive fees for professional services except as the agent of the employing supervisor or agency.

4. Supervision

- a. A psychological assistant shall be employed by the supervisor. If not employed by the supervisor, the *psychological assistant* ~~supervisee~~ must be subject to the control and direction of a supervisor who is affiliated with the same agency or institution at which the *psychological assistant* ~~supervisee~~ works. Evidence of the supervisor's contractual relationship with the ~~facility~~ *agency or institution* must be submitted to the Board *along with the SPP and employment agreement*.
- b. A ~~S~~*supervisor*s *of psychological assistants* shall:
 - i. Employ methods of proper and diligent oversight of a psychological assistant ~~who is~~ under ~~his/her~~ their supervision to meet ~~his/her~~ their ethical and legal responsibilities. Such methods must include the implementation of policies and procedures that ensure the accessibility of the supervisor to the psychological assistant commensurate with the *psychological assistant's* professional developmental level. ~~of the psychological assistant~~.
 - ii. Maintain primary responsibility for the *psychological assistant's* treatment plan ~~of~~ *for* each client and patient the *psychological assistant* ~~treated~~ or assessed ~~sd by the psychological assistant~~.
 - iii. Review and sign all clinical documentation, including, but not limited to, reports, treatment plans, and progress notes for all services *the psychological assistant* provides ~~sd by the psychological assistant~~, including, but not limited to, those services for which reimbursement will be sought under the State Plan for Medicaid.
 - iv. Be available to the psychological assistant while the psychological assistant is providing services to a client or patient. A supervisor shall arrange for the availability of another appropriate licensed medical or behavioral health provider to be on site in the case of the *supervisor's* absence ~~of the supervisor~~.

- v. Provide a full-time psychological assistant with at least 1 hour of face-to-face individual supervision each week or a proportional level of supervision for a part-time psychological assistant.
 - c. *Supervisor* Qualifications.
 - i. *A psychological assistant's* ~~The~~ primary supervisor ~~of a psychological assistant~~ must:
 1. have been licensed by the Board for at least three (3) years. Any exception must be approved by the Board; *and*
 2. *have* had training in clinical supervisor (e.g., continuing education courses, independent study, formal coursework).
 - d. The Board does not preapprove supervisors and does not assist with finding a supervisor for a candidate.
 - e. Change of supervision. Any change of supervisor must be submitted to the Board Office with a new SPP and employment agreement. The requested change may be referred to the Board for approval at the Executive Director's discretion.
 - f. Where applicable, the term "supervisor," as used in this procedure and Nevada Administrative Code, includes primary and secondary supervisors.
5. Expiration or Withdrawal of Application
- a. *An* application *to register* as a psychological assistant is valid for two years.
 - b. An application *to register* ~~for registration~~ as a psychological assistant shall be deemed withdrawn and all fees forfeited if registration is not completed within 2 years after the date on which the Board first received the application materials.
 - c. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of ~~the~~ reapplication.
6. Expiration and/or Renewal of Application/Registration (NAC 641.151)
- a. Once registered as a psychological assistant, registration is valid for one year after the date of registration. A candidate may indicate upon initial application that the registration is for two years. This must be noted on the SPP and, if applicable, the employment agreement.
 - b. To renew registration *for an additional year beyond the initial registration period* ~~for a second year~~, the psychological assistant shall, *on or before the expiration of the registration:*
 - i. submit a request, in writing, to the Board office *that includes* ~~The request must include~~ confirmation that the supervisor of record, supervised practice plan, and employment agreement will not change;

- ii. *Pay the \$150 registration renewal fee pursuant to NAC 641.019; and*
- iii. *Provide any other information the Board may require to complete the renewal.*

Requests *to renew registration for an additional year beyond the initial registration period* ~~for a second year of registration~~ shall be processed by the Board Office but may be referred to the Board at the Executive Director's discretion.

- ~~c. To renew registration for a third year, the psychological assistant shall submit a request, in writing, to the Board office. Requests for a third year of registration shall be processed by the Board Office but may be referred to the Board for approval at the Executive Director's discretion.~~
- d. Where renewal would result in *a psychological assistant* ~~the candidate~~ being registered for more than three years, *Board approval is required.* ~~of the Board must be sought.~~
- e. A *psychological assistant candidate* who has obtained the required amount of postdoctoral supervised experience in another jurisdiction, but has not completed the other requirements for licensure as a psychologist, must register as a psychological assistant. *Unless otherwise approved by the Board,* registration under those circumstances ~~Such registration~~ shall not be approved if it would cause the psychological assistant to be registered for more than 2 years ~~unless otherwise approved by the Board.~~

7. Requirements for Licensure as a Psychologist

- a. Supervised Hours. To be considered for licensure, a psychological assistant shall accrue not less than 1,750 supervised hours. The Board shall monitor progress through the submission and review of quarterly hour logs. Logs may be submitted electronically, by mail, or in person at the Board office.
- b. Exams
 - i. EPPP Part-1. Candidates may take the EPPP Part-1 at any time as a registered psychological intern or psychological assistant. Contact the Board office to request access to register for the exam.
 - ii. EPPP Part-2. Candidates who have passed the EPPP Part-1 and are a registered psychological assistant may request access to register for the EPPP Part-2.
 - iii. Nevada State Examination in Psychology (Jurisprudence and Ethics). Registered psychological assistants who have accrued at least 1,400 of the required 1,750 training hours may apply to take the state exam. *Qualifying psychological assistants will need to* contact the Board office for information.

8. *A psychological assistant candidate's* Failure to register may result in ~~the following~~:
 - a. any hours accrued in Nevada prior to registration not being ~~may not be~~ accepted for licensure; *and*
 - b. ~~The~~ Board ~~may take~~ action against a candidate for unlicensed practice in the state and the supervising psychologist for supporting unlicensed activity.

Revision History

Adopted August 13, 2021; *revised TBD*

Addendums

1. Addendum A - Employment Contract Guidelines

ADDENDUM A – Employment Contract Guidelines

1. An [employment] contract serves as the foundation for establishing the supervisory relationship by specifying the roles, tasks, responsibilities of supervisee and supervisor and performance expectations of the supervisee (Bernard & Goodyear, 2014; Osborn & Davis, 2009; Thomas, 2007, 2010).
2. Content
 - a. Content, method, and context of supervision— logistics, roles, and processes
 - i. who is the primary supervisor, who are the secondary supervisors (if any)
 - ii. When will supervision be held
 - iii. In addition to individual supervision, what other methods of supervision shall be utilized (group, didactics)
 - b. Roles and expectations of the supervisee and the supervisor, and supervisee goals and tasks.
 - i. When is the supervisor available
 - ii. What are the clinical and non-clinical responsibilities of the supervisee
 - iii. What are the hours the supervisee will be expected in the office
 - iv. What are the training goals of the supervisee
 - c. Criteria for successful completion and processes of evaluation with sample evaluation instruments and competency documents.
 - i. How will you evaluate your supervisee's progress?
 - ii. How will you determine competency of your supervisee?
 - iii. This is Not needed for the board, but should be a part of your contract for informed consent of your student
 - d. Payment contract (Required)
 - i. What will your supervisee be paid for their work.
 - ii. What are the policies of your organization for time off, vacation, medical leave, and how your supervisee can request time off.

See the "APA Guidelines for Clinical Supervision in Health Service Psychology" for additional information.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Psychological Intern Application and Registration *Policy and Procedures*

Purpose

The Nevada State Board of Psychological Examiners ("Board") has adopted this policy, and ~~any~~ accompanying forms and procedures to establish the process for application and registration as a psychological intern.

Procedure

1. General

- a. A person who is in a doctoral training program in psychology approved by the Board in both subject matter and extent of training and who wishes to engage in a predoctoral internship pursuant to the requirements of the training program may register with the Board as a psychological intern. (*NRS 641.226, NAC 641.1515*)
- b. ~~The procedures described in this document refer to those candidates wishing to register as a psychological intern.~~ Registration *as a psychological intern* is not mandatory unless participating in a federally-regulated internship program. (*NAC 641.1515*)
- c. The Board recommends participation in an internship program ~~that which~~ is accredited by the American Psychological Association (APA). An internship that is not APA-accredited must include training that complies with Nevada Administrative Code (NAC) Chapter 641, and specifically NAC 641.080, such as that of the Association of Psychology Postdoctoral and Internship Centers (APPIC).
- d. *Unless otherwise approved by the Board, a person may be registered as a psychological intern only after providing proof of being currently enrolled in a doctoral program that is accredited by the American Psychological Association or is equivalent to an APA-accredited program. Accredited institutions may also include:*
 - i. *In the United States, all institutions which are regionally accredited by regulatory bodies approved by the Council for Higher Education Accreditation and the United States Department of Education;*
 - ii. *In Canada, all institutions holding membership in the Association of Universities and Colleges of Canada; or*
 - iii. *In any other country, all institutions accredited by the respective official organization having such authority.*

- e. Eligible candidates wishing to register as a psychological intern must do so under the license of a Nevada psychologist who will serve as the primary supervisor. Any activity or service performed by a psychological intern must be performed under the supervision of a psychologist in accordance with *the Board's adopted* regulations ~~adopted by the Board~~.
- f. Candidates are encouraged to apply for registration once all requirements have been met and a supervisor found. Registration *can* takes a minimum of ~~two~~ *three* weeks to complete and may take eight weeks or more.
- g. It is the *psychological intern candidate's* responsibility ~~of the candidate~~ to ensure all provisions of Nevada state laws and regulations, as well as ~~this document~~ *this policy and accompanying procedures*, have been met and approved by the Board *and/or* ~~their~~ *its* designee prior to providing psychological services and accruing training hours.

2. Application.

- a. *Those who wish to apply to register* ~~The application for registration~~ as a psychological intern may *submit their applications* ~~be submitted~~ online, by mail, or in person at the Board office. *A \$150 application fee must accompany* the application. ~~must be accompanied by the application fee of \$150.~~
- b. Upon ~~approval by~~ the Board office *'s approval of the psychological intern candidate's application*, the ~~applicant~~ *Board office shall provide the psychological intern with* ~~shall be provided~~ a registration number, *after which the psychological intern* ~~and~~ may begin providing services and accruing training hours. Should a *psychological intern* candidate's application indicate the need for referral to the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee, registration shall not be ~~issued~~ *approved and hours shall not be accrued* until ~~approved by the~~ *Committee the ATEAM Committee reviews and approves the application, and the psychological intern candidate has otherwise satisfied the requirements for registration. Additional information regarding the Board's ATEAM Committee and its Procedures is provided below and is available in the Board's written Application Tracking Equivalency and Mobility (ATEAM) Committee Procedure.*
- c. Registration requires submission of information and/or documents including, but not limited to:
 - i. Verification of Credentials including, but not limited to, education, conduct, and character references;
 - ii. Verification of fingerprinting, generally in the form of a dated receipt from a recognized fingerprinting provider;
 - iii. Fingerprinting / background check waiver;

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- iv. Registration fee (\$75) for the initial registration of a psychological intern
~~(Note—~~the registration fee is separate from the application fee);
 - v. Supervised Practice Plan (SPP);
 - vi. Employment Agreement;
 - vii. Training Program Verification Form; and
 - viii. Any other documents or information the Board deems necessary to make a determination of eligibility for registration, *which* ~~This~~ may include, but is not limited to, educational transcripts, course guides, and/or course syllabi.
- d. *Psychological intern* ~~C~~candidates:
- i. *Whose applications do not require ATEAM review and approval* shall ~~have 60 days~~ *be provided a 60-day grace period* to complete the process of credential verification through the Psychology Licensure Universal System (PLUS) report *and, if necessary, for the return of their background check results; and*
 - ii. *whose applications have received ATEAM review and approval but have not yet satisfied the background check requirements shall be provided a 60-day grace period for the return of their background check results.*
- If a psychological intern who is provided a 60-day grace period fails* ~~Failure~~ *to complete and submit the PLUS report and/or satisfy the background check requirements within the grace period that time, that psychological intern's registration may be suspended. result in-* ~~suspension of the registration.~~ The Board office may provide *an extension to the grace period when* ~~additional time as~~ appropriate.
- e. ~~If, U~~ Upon receipt of the application, PLUS report, or background check report, ~~if~~ any potentially disqualifying information is found, the registration may be suspended until a determination *on that information* is made. Such determination may require referral to the ATEAM Committee and/or Board. Examples of reasons for suspension of registration and/or referral to the ATEAM/Board include, but are not limited to:
- i. Educational program is not accredited by the American Psychological Association (APA); and/or
 - ii. A significant finding ~~occurs~~ on the background check report.
- f. ~~In the case of a s~~ Suspension of registration *prohibits a psychological intern from providing any services or accruing any training hours* ~~no services should be provided nor training hours accrued~~ until the matter is resolved and the *Board office notifies the psychological intern accordingly.* ~~applicant notified by the Board office.~~

3. Registration Packet Defined.

- a. Credential Verification / PLUS Report. The Board shall verify the educational program and professional references through PLUS, administered by the Association of State and Provincial Psychology Boards (ASPPB). *The psychological intern candidate is responsible for any* costs associated with the use of PLUS ~~are the responsibility of the applicant.~~
- b. Background Check / Fingerprinting. In accordance with Nevada state law (NRS 641.226), all *psychological intern candidates* ~~applicants~~ are required to pass a criminal background check.
 - i. Fingerprints shall be taken at an approved location and at the candidate's own expense.
 1. Fingerprints taken in Nevada are generally submitted electronically to the Nevada Department of Public Safety (NDPS) by the agency taking the fingerprints.
 2. Applicants having their fingerprints taken outside of Nevada will be provided a fingerprint card and are responsible for submitting the fingerprint card and fee to the NDPS.
 - ii. A fingerprinting waiver (provided by the Board Office) and proof that the fingerprints were sent to the Nevada Department of Public Safety (NDPS) must be submitted to the Board office before registration will be completed. Without proof of fingerprinting, registration cannot be completed *with a grace period pending until the Board office's receipt of the* final background check report ~~has been received by the Board office, which. Such reports~~ generally takes 4-8 weeks *from fingerprint submission.*
 - iii. A background check that reflects a finding of an arrest, conviction, or registration on the sexual offender's registry shall be reviewed by the Board's background check review *panel* ~~team~~, in accordance with established procedures.
- c. Supervised Practice Plan (SPP). *Psychological intern candidates shall submit a completed Supervised Practice Plan, by which the psychological intern candidate and the supervisor acknowledge the training requirements.* ~~The SPP documents acknowledgement by the supervisee and supervisor of training requirements.~~
- d. Employment Agreement (641.153).
 - i. *The Board requires* an employment agreement ~~is required~~ to ensure *that* appropriate standards are in place for the supervision of the *psychological* intern, that the supervisor is qualified, and that the supervisor and *psychological* intern have agreed to terms relating to salary, supervision, and workload.

- ii. An employment agreement must acknowledge that *the psychological intern's* ~~such~~ employment complies with *the Board's adopted* regulations ~~adopted by the Board~~ relating to the practice of psychological interns.
- iii. A psychological intern is entitled to be paid a fixed wage on a periodic basis and may not be paid based on the number of clients treated or assessed, the amount of money reimbursed by an insurance plan, or a percentage of the fees received. A psychological intern may not receive fees for professional services except as the agent of the employing supervisor or agency.
- e. Training Program Verification Form. The *psychological intern candidate's Director of Clinical Training (DCT) must complete* the Training Program Verification Form ~~must be completed by the Director of Clinical Training (DCT)~~. The form is used to verify that the candidate is ready to continue training ~~as well as~~ *and that* ~~to verify that~~ the training program meets the minimum internship standards.

4. Supervision

- a. A psychological intern shall be employed by the supervisor. If not employed by the supervisor, the ~~supervisee~~ *psychological intern* must be subject to the control and direction of a supervisor who is affiliated with the same agency or institution at which the *psychological intern* ~~supervisee~~ works. Evidence of the supervisor's contractual relationship with the ~~facility~~ *agency or institution* must be submitted to the Board *along* with the SPP and employment agreement.
- b. ~~A s~~*S*upervisors *of psychological interns* shall:
 - i. Employ methods of proper and diligent oversight of a psychological intern ~~who is~~ under ~~his/her~~ their supervision to meet ~~his/her~~ their ethical and legal responsibilities. Such methods must include the implementation of policies and procedures that ensure the accessibility of the supervisor to the psychological intern commensurate with the *psychological intern's* professional developmental level ~~of the psychological intern~~.
 - ii. Maintain primary responsibility for the *psychological intern's* treatment plan ~~of for~~ each client and patient *the psychological intern* ~~treated or assessed~~ *sd by the psychological intern*.
 - iii. Review and sign all clinical documentation, including, but not limited to, reports, treatment plans and progress notes, for all services *the psychological intern* ~~provides~~ *sd by the psychological intern*, including, but not limited to, those services for which reimbursement will be sought under the State Plan for Medicaid.

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- iv. Be available to the psychological intern while the psychological intern is providing services to a client or patient. A supervisor shall arrange for the availability of another appropriate licensed medical or behavioral health provider to be on site in the case of the *supervisor's* absence ~~of the supervisor~~.
 - v. Provide *regularly scheduled* supervision ~~in a regularly scheduled manner~~ and ensure that ~~the~~ *psychological* interns:
 - 1. Have ~~ves~~ access to consultation and supervision while clinical services are being provided; and
 - 2. Receive ~~s~~ not less than 4 hours per week of supervision, including not less than 2 hours per week of face-to-face individual supervision by one or more doctoral-level licensed psychologists who are involved in an ongoing supervisory relationship with the *psychological* intern and have primary professional responsibility for the cases on which face-to-face individual supervision is provided.
 - c. *Supervisor* Qualifications. *A psychological intern's* primary supervisor ~~of a psychological intern~~ must:
 - i. Be licensed by the Board to practice psychology. Any exception must be approved by the Board; and
 - ii. Have had training in clinical supervision (e.g., continuing education courses, independent study, formal coursework).
 - d. The Board does not preapprove supervisors and does not assist with finding a supervisor for a candidate.
 - e. Change of supervision. Any change of supervisor must be submitted to the Board Office with a new SPP and employment agreement. The requested change may be referred to the Board for approval at the Executive Director's discretion.
 - f. Where applicable, the term "supervisor," as used in this procedure and Nevada Administrative Code, includes primary and secondary supervisors.
5. Expiration or Withdrawal of Application
- a. *An application to register* as a psychological intern is valid for two years.
 - b. An application *to register* ~~for registration~~ as a psychological intern shall be deemed withdrawn and all fees forfeited if registration is not completed within 2 years after the date on which the Board first received the application materials.
 - c. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of ~~the~~ reapplication.

6. Expiration and/or Renewal of Application/Registration

- a. Once registered as a psychological intern, registration is valid for two years after the date of registration and may not be renewed unless otherwise approved by the Board.
- b. To renew registration *for an additional year* beyond the initial two years~~-registration, the psychological intern registrant~~ must, on or before the expiration of the registration:
 - i. Submit a request, in writing, to the Board office *that includes* ~~The request must include~~ confirmation that the supervisor of record, supervised practice plan, and employment agreement will not change;
 - ii. Pay the ~~registration fee of~~ \$75 *registration renewal fee pursuant to NAC 641.019 for the additional year*; and
 - iii. ~~Submit~~ *Provide* any other information ~~requested by~~ the Board *may* required to complete the renewal.

Requests *to renew registration beyond the initial registration period for a second year of registration* shall be processed by the Board Office but may be referred to the Board at the Executive Director's discretion.

- c. ~~After~~ *A* psychological intern *who* has obtained the required amount of predoctoral supervised experience, ~~he/she~~ may not apply ~~for to~~ *renewal of* registration as a psychological intern.
- ## 7. Requirements for Licensure as a Psychologist
- a. Supervised Hours. To be considered for licensure, *and unless otherwise approved by the Board, a candidate shall accrue*:
 - i. ~~A psychological intern shall accrue~~ not less than 2,000 supervised hours *as a psychological intern; and*
 - ii. ~~A psychological assistant shall accrue~~ not less than 1,750 supervised hours *as a psychological assistant.*
 - b. Exams
 - i. EPPP Part-1. Candidates may take the EPPP Part-1 at any time as a registered psychological intern or psychological assistant. *The candidate will need to* contact the Board office to request access to register for the exam.
 - ii. EPPP Part-2. Candidates who have passed the EPPP Part-1 and are a registered *psychological assistant* may request access to register for the EPPP Part-2.
 - iii. Nevada State Examination in Psychology (Jurisprudence and Ethics). Registered *psychological assistants* who have accrued at least 1,400 of the required 1,750 training hours may apply to take the state exam. *Qualifying psychological assistants will need to* contact the Board office for information.

8. *If a psychological intern candidate is required, but fails, to register as a psychological interns, it may result in the following:*
 - a. *any hours accrued in Nevada prior to registration not being may not be accepted for licensure; and*
 - b. *The Board may take action against a candidate for unlicensed practice in the state and the supervising psychologist for supporting unlicensed activity.*

Revision History

Adopted: October 8, 2021; *revised TBD*

Addendums

1. Addendum A - Employment Contract Guidelines

ADDENDUM A – Employment Contract Guidelines

1. An [employment] contract serves as the foundation for establishing the supervisory relationship by specifying the roles, tasks, responsibilities of supervisee and supervisor and performance expectations of the supervisee (Bernard & Goodyear, 2014; Osborn & Davis, 2009; Thomas, 2007, 2010).
2. Content
 - a. Content, method, and context of supervision— logistics, roles, and processes
 - i. who is the primary supervisor, who are the secondary supervisors (if any)
 - ii. When will supervision be held
 - iii. In addition to individual supervision, what other methods of supervision shall be utilized (group, didactics)
 - b. Roles and expectations of the supervisee and the supervisor, and supervisee goals and tasks.
 - i. When is the supervisor available
 - ii. What are the clinical and non-clinical responsibilities of the supervisee
 - iii. What are the hours the supervisee will be expected in the office
 - iv. What are the training goals of the supervisee
 - c. Criteria for successful completion and processes of evaluation with sample evaluation instruments and competency documents.
 - i. How will you evaluate your supervisee's progress?
 - ii. How will you determine competency of your supervisee?
 - iii. This is Not needed for the board, but should be a part of your contract for informed consent of your student
 - d. Payment contract (Required)
 - i. What will your supervisee be paid for their work.
 - ii. What are the policies of your organization for time off, vacation, medical leave, and how your supervisee can request time off.
3. See the "APA Guidelines for Clinical Supervision in Health Service Psychology" for additional information.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Psychological Trainee Application and Registration Policy *and Procedure*

Purpose

The Nevada State Board of Psychological Examiners ("Board") has established this policy and **any** accompanying forms and procedures to establish the process for application and registration as a psychological trainee.

Procedure

1. General

- a. A person who is in a doctoral training program in psychology approved by the Board in both subject matter and extent of training and who wishes to perform professional activities or services under the supervision of a psychologist may register with the Board as a psychological trainee. (*NRS 641.226*)
- b. ~~The procedures described in this document refer to those candidates wishing to register as a psychological trainee.~~ Registration *as a psychological trainee* is not mandatory *unless participating in a federally-regulated program.* ~~although~~
- c. *The Board recommends* ~~It is advised~~ that training programs follow the guidelines recommended by the American Psychological Association (APA).
- d. Unless otherwise approved by the Board, a person may be registered as a psychological trainee only after providing proof ~~that he/she is~~ *of being* currently enrolled on at least a part-time basis to obtain a doctoral degree from a program ~~which~~ *that* is accredited by the American Psychological Association or is ~~an~~ equivalent *to an APA-accredited* program. Accredited institutions may also include:
 - i. In the United States, all institutions which are regionally accredited by regulatory bodies approved by the Council for Higher Education Accreditation and the United States Department of Education;
 - ii. In Canada, all institutions holding membership in the Association of Universities and Colleges of Canada; or
 - iii. In any other country, all institutions accredited by the respective official organization having such authority.
- e. Eligible candidates wishing to register as a psychological trainee must do so under the license of a Nevada psychologist who will serve as the primary supervisor. Any activity or service performed by a psychological trainee must be performed under the supervision of a psychologist in accordance with *the Board's adopted* regulations ~~adopted by the Board.~~

- f. Candidates are encouraged to apply for registration once all requirements have been met and a supervisor found. Registration *can* take a minimum of ~~two~~ *three* weeks to complete and may take eight weeks or more.
- g. It is the *psychological trainee candidate's* responsibility ~~of the candidate~~ to ensure all provisions of Nevada state laws and regulations, as well as ~~this document~~ *this policy and accompanying procedures*, have been met and approved by the Board office prior to providing psychological services and accruing training hours.

2. Application.

- a. *Those who wish to apply to register* ~~The application for registration~~ as a psychological trainee may *submit their applications* ~~be submitted~~ online, by mail or in person at the Board office. *A \$150 application fee must accompany* the application ~~must be accompanied by the application fee of \$150.~~
- b. Upon ~~approval by~~ the Board office *'s approval of the psychological trainee candidate's application*, the ~~applicant~~ *Board office shall provide the psychological trainee with* ~~shall be provided~~ a registration number, *after which the psychological trainee* ~~and~~ may begin providing services and accruing training hours. Should a *psychological trainee* candidate's application indicate the need for referral to the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee, registration shall not be approved *and hours shall not be accrued* until ~~registration is recommended by~~ the *ATEAM* Committee *reviews and approves the application, and the psychological trainee candidate has otherwise satisfied the requirements for registration.* *Additional information regarding the Board's ATEAM Committee and its Procedures is provided below and is available in the Board's written Application Tracking Equivalency and Mobility (ATEAM) Committee Procedure.*
- c. Registration requires submission of information and/or documents including, but not limited to:
 - i. Verification of Credentials including, but not limited to, education, conduct, and character references;
 - ii. Verification of fingerprinting, generally in the form of a dated receipt from a recognized fingerprinting provider;
 - iii. Fingerprinting / background check waiver;
 - iv. Registration fee (\$30) for the initial registration of a psychological trainee (~~Note—the registration fee is separate from the application fee~~);
 - v. Supervised Practice Plan (SPP);

vi. Employment Agreement;

vii. *Training Program Verification Form; and*

viii. Any other documents or information the Board deems necessary to make a determination of eligibility for registration, *which* ~~This~~ may include, but is not limited to, educational transcripts, course guides, and/or course syllabi.

d. *Psychological trainee candidates:*

- i. *Whose applications do not require ATEAM review and approval shall be provided a 60-day grace period for the return of their background check results; and*
- ii. *Whose applications have received ATEAM review and approval but have not yet satisfied the background check requirements shall be provided a 60-day grace period for the return of their background check results.*

If a psychological trainee who is provided a 60-day grace period fails to satisfy the background check requirements within the grace period, that psychological trainee's registration may be suspended. The Board office may provide an extension to the grace period when appropriate.

e. ~~If, U~~ Upon receipt of the application or background check report, ~~if~~ any potentially disqualifying information is found, the registration may be suspended until a determination *on that information* is made. Such determination may require referral to the ATEAM Committee and/or Board. Examples of reasons for suspension of registration and/or referral to the ATEAM/Board include, but are not limited to:

- i. Educational program is not accredited by the American Psychological Association (APA) or is not equivalent to an accredited program; and/or
- ii. A significant finding on the background check report.

f. ~~In the case of a s~~ Suspension of registration *prohibits a psychological trainee from providing any services or accruing any training hours* ~~no services should be provided nor training hours accrued~~ until the matter is resolved and the ~~applicant notified by the~~ Board office *notifies the psychological trainee accordingly.*

3. Registration Packet Defined.

- a. Background Check / Fingerprinting. In accordance with Nevada state law (NRS 641.226), all *psychological trainee candidates* ~~applicants~~ are required to pass a criminal background check.

-
- i. Fingerprints shall be taken at an approved location and at the candidate's own expense.
 1. Fingerprints taken in Nevada are generally submitted electronically to the Nevada Department of Public Safety (NDPS) by the agency taking the fingerprints.
 2. Applicants having their fingerprints taken outside of Nevada will be provided a fingerprint card and are responsible for submitting the fingerprint card and fee to the NDPS.
 - ii. A fingerprinting waiver (provided by the Board Office) and proof that the fingerprints were sent to the Nevada Department of Public Safety (NDPS) must be submitted to the Board office before registration will be completed. Without proof of fingerprinting, registration cannot be completed *with a grace period pending until the Board office's receipt of the* final background check report ~~has been received by the Board office. Such reports,~~ *which* generally take 4-8 weeks *from fingerprint submission.*
 - iii. A background check that reflects a finding of an arrest, conviction, or registration on the sexual offender's registry shall be reviewed by the Board's background check review ~~panel~~*team*, in accordance with established procedures.
- b. Supervised Practice Plan (SPP). *Psychological trainee candidates shall submit a completed Supervised Practice Plan, by which the psychological trainee candidate and the supervisor acknowledge the training requirements.* ~~The SPP documents acknowledgement by the supervisee and supervisor of training requirements.~~
- c. Employment Agreement (641.153).
- i. *The Board requires* an employment agreement ~~is required~~ to ensure appropriate standards are in place for the supervision of the *psychological* trainee, that the supervisor is qualified, and that the supervisor and *psychological* trainee have agreed to terms relating to salary, supervision, and workload.
 - ii. An employment agreement must acknowledge that *the psychological trainee's* ~~such~~ employment complies with *the Board's* regulations ~~adopted by the Board~~ relating to the practice of psychological trainees.
 - iii. A psychological trainee *who is paid* is entitled to be paid a fixed wage on a periodic basis and may not be paid based on the number of clients treated or assessed, the amount of money reimbursed by an insurance plan, or a percentage of the fees received. A psychological trainee may not receive fees for professional services except as the agent of the employing supervisor or agency.

4. Supervision

- a. A psychological trainee shall be employed by the supervisor. If not employed by the supervisor, the ~~supervisee~~ *psychological trainee* must be subject to the control and direction of a supervisor who is affiliated with the same agency or institution at which the ~~supervisee~~ *psychological trainee* works. Evidence of the supervisor's contractual relationship with the ~~facility~~ *agency or institution* must be submitted to the Board *along* with the SPP and employment agreement.
- b. ~~A~~*s* Supervisors *of psychological trainees* shall:
 - i. Employ methods of proper and diligent oversight of a psychological trainee ~~who is~~ under ~~his/her~~ their supervision to meet ~~his/her~~ their ethical and legal responsibilities. Such methods must include the implementation of policies and procedures that ensure the accessibility of the supervisor to the psychological trainee commensurate with the *psychological trainee's* professional developmental level ~~of the psychological trainee~~.
 - ii. Maintain primary responsibility for the *psychological trainee's* treatment plan ~~of~~ *for* each client and patient *the psychological trainee* treat~~ed~~ or assess~~ed by the psychological trainee~~.
 - iii. Review and sign all clinical documentation, including, but not limited to, reports, treatment plans and progress notes, for all services *the psychological trainee* provid~~ed by the psychological trainee~~, including, but not limited to, those services for which reimbursement will be sought under the State Plan for Medicaid.
 - iv. Be available to the psychological trainee while the psychological trainee is providing services to a client or patient. A supervisor shall arrange for the availability of another appropriate licensed medical or behavioral health provider to be on site in the case of the *supervisor's* absence ~~of the supervisor~~.
 - v. Provide *regularly scheduled* supervision ~~in a regularly scheduled manner~~ and ensure that ~~the~~ *psychological* trainees:
 1. Ha~~ve~~*ves* access to consultation and supervision while clinical services are being provided; and
 2. Receiv~~e~~*es* at least 1 hour per week of face-to-face individual supervision for every 10 hours of *a psychological trainee's* placement ~~of the psychological trainee~~ at ~~his/her~~ *the* assigned training site.
- c. *Supervisor* Qualifications. *A psychological trainee's* ~~The~~ primary supervisor ~~of a psychological trainee~~ must:

- i. Be licensed by the Board to practice psychology. Any exception must be approved by the Board; and
 - ii. Have had d training in clinical supervision (e.g., continuing education courses, independent study, formal coursework).
 - d. The Board does not preapprove supervisors and does not assist with finding a supervisor for a candidate.
 - e. Change of supervision. Any change of supervisor must be submitted to the Board Office with a new SPP and employment agreement. The requested change may be referred to the Board for approval at the Executive Director's discretion.
 - f. Where applicable, the term "supervisor," as used in this procedure and Nevada Administrative Code, includes primary and secondary supervisors.
5. Expiration or Withdrawal of Application
- a. *An* application *to register* as a psychological trainee is valid for two years.
 - b. An application *to register* ~~for registration~~ as a psychological trainee shall be deemed withdrawn and all fees forfeited if registration is not completed within 2 years after the date on which the Board first received the application materials.
 - c. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of ~~the~~ reapplication.
6. Expiration and/or Renewal of Application/Registration (NAC 641.151)
- a. Once registered as a psychological trainee, registration is valid for two years after the date of registration. Registration may be renewed once for a two-year period and for a second renewal period of 1 year.
 - b. To *renew* ~~apply for renewal of the~~ registration beyond the initial two years *registration*, the *psychological trainee* ~~registrant~~ must, on or before the expiration of the registration:
 - i. Submit a request, in writing, to the Board office *that includes* ~~The request must include~~ confirmation that the supervisor of record, supervised practice plan, and employment agreement will not change; ~~and~~
 - ii. *Pay the \$30 registration renewal fee pursuant to NAC 641.019; and*
 - iii. ~~Submit~~ *Provide* any other information ~~requested by~~ the Board *may* required to complete the renewal.
 - c. Registration as a psychological trainee may not be renewed if the renewal would cause the psychological trainee to be registered as a psychological trainee for more than 5 years unless otherwise approved by the Board.

7. Requirements for Licensure as a Psychologist

- a. Supervised Hours. To be considered for licensure, and unless otherwise approved by the Board, ~~the~~ *a* candidate shall accrue:
 - i. not less than 2,000 supervised hours as a psychological intern; and
 - ii. not less than 1,750 supervised hours as a psychological assistant.
- b. Exams
 - i. EPPP Part-1. Candidates may take the EPPP Part-1 at any time as a registered psychological intern or psychological assistant. *The candidate will need to* contact the Board office to request access to register for the exam.
 - ii. EPPP Part-2. Candidates who have passed the EPPP Part-1 and are a registered *psychological assistant* may request access to register for the EPPP Part-2.
 - iii. Nevada State Examination in Psychology (Jurisprudence and Ethics). Registered *psychological assistants* who have accrued at least 1,400 of the required 1,750 training hours may apply to take the state exam. *Qualifying psychological assistants will need to* contact the Board office for information.

Revision History

Adopted: October 8, 2021; *revised TBD*

Addendums

1. Addendum A - Employment Agreement Guidelines

ADDENDUM A – Employment Agreement Guidelines

1. An [employment] agreement serves as the foundation for establishing the supervisory relationship by specifying the roles, tasks, responsibilities of supervisee and supervisor and performance expectations of the supervisee (Bernard & Goodyear, 2014; Osborn & Davis, 2009; Thomas, 2007, 2010).
2. Content
 - a. Content, method, and context of supervision— logistics, roles, and processes
 - i. who is the primary supervisor, who are the secondary supervisors (if any)
 - ii. When will supervision be held
 - iii. In addition to individual supervision, what other methods of supervision shall be utilized (group, didactics)
 - b. Roles and expectations of the supervisee and the supervisor, and supervisee goals and tasks.
 - i. When is the supervisor available
 - ii. What are the clinical and non-clinical responsibilities of the supervisee
 - iii. What are the hours the supervisee will be expected in the office
 - iv. What are the training goals of the supervisee
 - c. Criteria for successful completion and processes of evaluation with sample evaluation instruments and competency documents.
 - i. How will you evaluate your supervisee's progress?
 - ii. How will you determine competency of your supervisee?
 - iii. This is Not needed for the board, but should be a part of your contract for informed consent of your student
 - d. Payment contract (Required)
 - i. What will your supervisee be paid for their work.
 - ii. What are the policies of your organization for time off, vacation, medical leave, and how your supervisee can request time off.
3. See the "APA Guidelines for Clinical Supervision in Health Service Psychology" for additional information.

Nevada Board of Psychological Examiners Board Meeting Staff Report

DATE: May 10, 2024

ITEM:

11 - (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board's Endorsement Policy to Further Clarify the Expedited Process for Certain Applicants who apply for Licensure by Endorsement.

SUMMARY:

As part of the Board's ongoing effort to keep policies up to date with regulation and practice, and in light of information the Board President recently forwarded to the Board office regarding the ASPPB's requirements of jurisdictions who accept a Certificate of Professional Qualification (CPQ) from the ASPPB as verification of the information it verifies, the Board's Licensure by Endorsement Policy was revised to clarify and specify which applicants are eligible for the expedited application and licensure process, and how the expedited application process is applied to those applicants. In particular, applicants who are eligible for the expedited application process are those who have:

- a Certificate of Professional Qualification (CPQ) in Psychology¹
- a National Register of Health Science Psychologists (NR) Credential;
- an American Board of Professional Psychology (ABPP) Credential; and/or
- been continuously and actively licensed in good standing in one or more jurisdictions for 20 or more years

Because the CPQ, NR, and ABPP each provide verification of information that is different from the others (the CPQ verifying the most information, and the ABPP verifying the least), the information the Board seeks from those applicants would depend on the credential they hold. For an applicant who holds more than one credential, the information the Board would seek from that applicant would be based on the credential that verifies the most information (i.e., if an applicant holds both a CPQ and an NR credential, the Board's request for information would be based on the CPQ credential).

For applicants who have been continuously and actively licensed in good standing for 20 years or more, the Board would require that the applicant fill out an applicant form in which the

¹ As a regulatory board that accepts the CPQ as evidence that licensure requirements related to education, supervised experience and examinations are satisfied, the Board has an agreement with the ASPPB not to impose additional requirements on CPQ holders except for locally requirement assessments.

applicant provides abbreviated information regarding education, supervised experience, and employment history, and would only be required to provide verification of licensure.

Regardless of what qualifies an applicant for the expedited application process, all applicants are required to submit to a background check, provide character references, sign required waivers, and pass the Nevada State Exam.

Licensure by Endorsement Credentials Checklist

Certificate of Professional Qualification (CPQ):

Verification of:

- Education (doctoral degree)
- Predoctoral Supervised experience
- Postdoctoral supervised experience
- EPPP examination
- Licensure (no history of disciplinary action)
- Employment/practice minimum 5 years

<https://www.asppb.net/page/CPQ>

National Register of Health service Psychologists (NR):

Verification of:

- Education (doctoral degree)
- Predoctoral Supervised experience
- Post-doctoral Supervised experience
- Licensure (any disciplinary action subject to further review)
- Examination

<https://www.nationalregister.org/apply/credentialing-requirements/>

American Board of Professional Psychologists (ABPP):

Verification of:

- Education (doctoral degree)
- Predoctoral Internship
- Licensure

<https://abpp.org/application-information/general-requirements/>



NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Licensure by Endorsement Policy

Purpose

The Nevada State Board of Psychological Examiners ("Board") has established this policy, and any accompanying forms and procedures, to establish procedures for individuals seeking licensure by endorsement.

Definitions

1. Endorsement. Licensure by Endorsement refers to the licensing of an individual who holds a corresponding valid, active, and unrestricted license as a psychologist in a state or territory of the United States or the District of Columbia, and ~~has~~ possesses qualifications that are equal to or substantially similar to the qualifications required for licensure in Nevada.
2. Jurisdiction. For the purposes of this document, jurisdiction refers to a state or territory of the United States or the District of Columbia.
3. ATEAM refers to the Application Tracking Equivalency and Mobility Committee of the Board. The ATEAM seeks to ensure the requirements for licensure in the state of Nevada have been met.
4. For the purposes of this document, a training program is completed within the United States if the program is completed within the geographic boundaries of the United States, Puerto Rico, the United States Virgin Islands or any territory or insular possession subject to the jurisdiction of the United States.

Procedure

1. General
 - a. Licensure by endorsement is meant to be an expedited application process ~~which~~ *that* takes into account a candidate's licensure in another jurisdiction and the length of time the candidate has been licensed while *also* ensuring *compliance with* ~~the provisions of~~ Nevada laws and regulations. ~~have been met.~~
 - b. The application for licensure may be submitted online, by mail or in person at the Board office. *A \$150 application fee must accompany* the application. ~~must be accompanied by the application fee of \$150.~~
2. Application Requirements. Upon application, *the Board office shall provide* the *licensure* candidate ~~shall be provided~~ information regarding the ~~necessary~~ steps

for completion of licensure. Those steps include, but are not limited to, the following:

- a. PLUS. The Psychology Licensure Universal System ("PLUS") is an online system used to collect information about the applicant, including education, training, experience, conduct, and professional references. Such information may be subject to primary source verification. (See Addendum A for additional information). PLUS is administered by the Association of State and Provincial Psychological Boards ("ASPPB"). Any costs associated with the use of PLUS are the responsibility of the applicant.
 - b. Background Check / Fingerprinting. In accordance with Nevada state law (NRS 641.226), all applicants are required to pass a criminal background check.
 - i. Background check reports generally take 4-8 weeks for receipt by the Board office.
 - ii. Fingerprints shall be taken at an approved location and at the licensure candidate's own expense. Fingerprints taken in Nevada are generally submitted electronically to the Nevada Department of Public Safety (NDPS) by the agency taking the fingerprints. Applicants having their fingerprints taken outside of Nevada will be provided a fingerprint card and are responsible for submitting the fingerprint card and fee to the NDPS.
 - iii. A background check that reflects a finding of an arrest, conviction, or registration on the sexual offender's registry shall be reviewed in accordance with *the Board's* established procedures.
 - c. Submission of any other documents or information the Board deems necessary to make a determination of eligibility for licensure; and
 - d. Payment of any fees established by the Board for application, licensure, and issuance of a license. Licensure fees are prorated based on the *Board's* ~~\$600~~ renewal fee assessed to licensed psychologists. *The Board renews licensing on a biennial basis (every two years).* The biennial licensing period is ~~are two years and run from~~ from January 1 of an odd-numbered year through December 31 of the *following* ~~next~~ even-numbered year.
3. Licensure Requirements. ~~To show~~ Compliance with licensure requirements *requires that* a *licensure candidate* ~~applicant must~~ submit, in a manner determined by the Board, proof that the *candidate* ~~applicant~~:
- a. Holds a doctorate degree in psychology from a graduate program that is accredited by the American Psychological Association (APA) or is a *program*

that is substantially equivalent *to an APA-accredited* program. The program must also be regionally accredited.

- b. Has at least 2 years of supervised experience. Supervised experience shall generally include:
 - i. an internship in which the applicant earned 2,000 supervised training hours *with* ~~and~~ 4 hours per week supervision (*at least A minimum of 2 hours of which are per week must be are* individual supervision); and
 - ii. a postdoctoral experience in which the applicant has earned 1,750 supervised training hours and 1 hour per week of individual supervision.
- c. Has obtained a score of 500 or higher on the Examination for Professional Practice in Psychology (EPPP).
 - i. The Board may waive the EPPP Part-1 for an applicant who has at least 10 years' licensed experience.
 - ii. Applicants who currently possess a doctoral-level license in another jurisdiction that was issued prior to November 1, 2020, may not be required to take the EPPP Part-2.¹
- d. Has passed the Nevada State Examination in Jurisprudence and Ethics in a manner prescribed by the Board. All applicants are required to take the Nevada State Exam. There is a fee of \$200 to take the exam.

** Should a candidate's application indicate the need for review by the ATEAM, administration of the Nevada State Examination may be delayed until the review is completed.
- e. *If licensed in another jurisdiction*, holds an active license in good standing in another jurisdiction in which the applicant currently holds a license as a psychologist. See below for information related to holders of an inactive license.
- f. Has not been disciplined, held civilly or criminally liable for malpractice, had a license to engage in the practice of psychology suspended or revoked, been refused a license to engage in the practice of psychology, and/or does not have any disciplinary action pending concerning their license to engage in the practice of psychology by the corresponding regulatory authority of the

¹ By action of the Board dated November 13, 2020: "the EPPP Part-2 will be required for all new applicants who are not otherwise licensed as of November 1, 2020."

District of Columbia or any state or territory in which the applicant currently holds or has held a license as a psychologist.

4. Expedited Applications.

- a. There will be an expedited application process for licensure applicants who have:*
 - i. a Certificate of Professional Qualification (CPQ) in Psychology²*
 - ii. a National Register of Health Science Psychologists (NR) Credential;*
 - iii. an American Board of Professional Psychology (ABPP) Credential; and/or*
 - iv. been continuously and actively licensed in good standing in one or more jurisdictions for 20 or more years*
- b. Applicants for licensure from candidates who hold and provide verification of a CPQ, NR, and/or ABPP credential will not be required to provide information that those credentials verify, so long as the Board receives verification from the credentialing agency(ies) of the credential(s) they hold.*
- c. Applicants for licensure from candidates who have been continuously and actively licensed in good standing in one or more jurisdictions for 20 or more years will be required to:*
 - i. complete an application form that provides:*
 - 1. abbreviated information regarding education, supervised experience, and employment; and*
 - 2. information regarding any personal/professional conduct history.*

² *As a regulatory board that accepts the CPQ as evidence that licensure requirements related to education, supervised experience and examinations are satisfied, the Board has an agreement with the ASPPB not to impose additional requirements on CPQ holders except for locally requirement assessments.*

ii. provide verification of continuous and active licensure in good standing in the jurisdiction(s) in which they are licensed.

d. All applicants for licensure by endorsement who are eligible for an expedited application process are required to submit to a background check, provide character references, sign certain required waivers, and pass the Nevada State Exam.

5. Review for Equivalency and Referral to ATEAM. Applications *from licensure candidates who are licensed in one or more jurisdictions but do not qualify for an expedited application review process* shall be reviewed for compliance with the *State of Nevada's* licensing requirements, ~~of the state of Nevada as detailed below as follows³: The requirements for licensure in another jurisdiction are subject to change and, as a result, requirements of other jurisdictions are subject to change without prior notice.~~

a. **Substantially Similar Licensure Requirements** refers to a jurisdiction whose qualifications are substantially similar to the qualifications required for issuance of a license in Nevada (referred to as "green" jurisdictions). This includes, but is not limited to, education and training.

- i. Such applicants shall be referred to an abbreviated PLUS process and are subject to the approval of the Board. Generally, green applicants shall not require review by the ATEAM.
- ii. Green jurisdictions include Arkansas, Georgia, Hawaii, Kansas, Louisiana, Mississippi, New Jersey, New York, Tennessee (Health Service Provider only), Texas, and Washington DC.

b. **Substantially Equivalent Licensure Requirements** refers to a jurisdiction whose qualifications are substantially equivalent to the qualifications required for issuance of a license in Nevada (referred to as "yellow" jurisdictions). To be substantially equivalent, an applicant shall have attended an APA-accredited graduate program and completed a pre-doctoral internship with at least 1,500 training hours and a postdoctoral training with at least 1,500 training hours for a total of 3,000 hours.

- i. Such applicants shall be referred to an abbreviated PLUS process, may be referred to the ATEAM, and are subject to the approval of the

³ *Because the requirements for licensure in other jurisdictions are subject to change, the requirements for consideration of applicants licensed in other jurisdictions are also subject to change without prior notice.*

Board. Applicants shall not require review by the ATEAM under the following circumstances:

1. Has been licensed for at least 5 years, has had no disciplinary action or other adverse action taken against them, and accrued not less than 1,500 hours in each of the internship and postdoctoral years; and/or
 2. Has been licensed for at least 20 years; and/or
 3. Possesses any of the following credentials: National Register of Health Science Psychologists Credential, American Board of Professional Psychology (ABPP) Credential, or Certificate of Professional Qualification (CPQ) in Psychology.
- ii. Yellow jurisdictions include Alaska, Colorado, Connecticut, Idaho, Iowa, Maine, Maryland, Massachusetts, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Oklahoma (Health Service Psychologists only), Oregon, Pennsylvania, Rhode Island, South Carolina, Washington, Wisconsin, and Wyoming.
- c. **Not Substantially Equivalent Licensure Requirements** refers to any jurisdiction whose qualifications are NOT substantially equivalent to the qualifications required for issuance of a license in Nevada (referred to as “red” jurisdictions).
- i. Such applicants shall be referred to the full PLUS process, may be referred to the ATEAM, and are subject to the approval of the Board.
 - ii. Red applications may be subject to the review and recommendations of the ATEAM if the applicant did not complete a doctoral program, the doctoral program was not APA-accredited, or an appropriate number of internship or postdoctoral training hours were not achieved.
 - iii. Applicants shall not require review by the ATEAM under the following circumstances:
 1. Has been actively licensed for at least 5 years, has had no disciplinary action or other adverse action taken against them, and accrued not less than 1,500 hours in each of the internship and postdoctoral years; and/or
 2. Has been licensed for at least 20 years; and/or
 3. Possesses any of the following credentials: National Register of Health Science Psychologists Credential, American Board of

Professional Psychology (ABPP) Credential, or Certificate of Professional Qualification (CPQ) in Psychology.

- iv. Red jurisdictions include Alabama, Arizona, California, Delaware, Florida, Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio, Puerto Rico, Utah, Vermont, Virginia, West Virginia

d. Application When No Active License is Held

- i. An applicant for licensure by endorsement shall hold a license that is active and in good standing in another jurisdiction. If the applicant's license is not active but was in good standing upon expiration or movement to an inactive status, the application shall be referred to the ATEAM and/or Board for review.
- ii. The ATEAM shall review the application packet and may request evidence of the following:
 - 1. Completion of not less than 30 continuing education credits in the previous two years or prior to receiving approval for licensure in Nevada, as follows:
 - a. At least 15 credits must be through face-to-face or live opportunities. (Face-to-face includes events that are conducted online as long as real-time interaction with the instruction/presenter(s) is possible);
 - b. At least six (6) hours must be in scientific and professional ethics and standards, and common areas of professional misconduct;
 - c. At least 2 hours of instruction relating to cultural competency and diversity, equity and inclusion addressing persons of different cultural backgrounds (See Assembly Bill 327 (2021) for the list of categories).⁴
 - 2. Past employment history; and
 - 3. Intent to practice.
 - 4. Exams: EPPP-2 and Nevada State Examination
 - 5. Any other information determined by the Board and/or Committee to inform their decision

⁴ Beginning with the 2022-2023 renewal period. See Assembly bill 327 (2021)

e. Foreign License

- i. A holder of a license from a foreign country who completed a training program outside the United States that is not accredited by the APA shall submit to the Board certain additional evidence of their qualifications. In addition to completing any other requirements described in this policy or set forth in state laws and regulations, evidence must be submitted to the Board that:
 1. The applicant obtained a score of not less than 80 on the Test of English as a Foreign Language, internet-Based Test, administered by the Educational Testing Service if the training program completed by the applicant was not conducted in English; and
 2. The training program was **equivalent** to a program accredited by the APA.
- ii. To determine equivalency, the applicant must have their academic credentials, including, but not limited to, the required curriculum, evaluated by the National Register of Health Service Psychologists ("National Register").
 1. It is the responsibility of the applicant to sufficiently demonstrate that the training program completed by the applicant is equivalent to a program accredited by the APA.
- iii. Review of the application and recommendation(s) of the National Register shall be referred to the ATEAM. Recommendations of the ATEAM shall be forwarded to the Board for final action. Neither the ATEAM nor the Board shall be bound to the recommendation(s) of the National Register.
- iv. If the Board finds that the training program completed by an applicant is not equivalent to a program accredited by the APA, the applicant may petition the Board for reconsideration. A decision of the Board upon reconsideration, or a decision of the Board to deny such a petition, is a final decision.
- v. The applicant is responsible for paying all fees and costs incurred to obtain an evaluation or translation of the academic records.
- vi. The Board may waive the requirement for an applicant to obtain an evaluation of the academic credentials if the applicant graduated from a doctoral program that is accredited by the accreditation panel of the Canadian Psychological Association.

- f. The Board's executive director may refer any applicant for licensure by endorsement to the ATEAM Committee for review.

6. Application Status

- a. Communication of Status of Application. The Board, or their designee, shall communicate with the applicant periodically on the status of the application process. Generally, communication shall be by electronic mail or telephone and shall be in a timely manner to minimize delays in the licensure process. This includes decisions and/or requests by the Board or the ATEAM Committee, scheduling of the Nevada State Exam, and the status of the receipt of application materials.
- b. Approval of Application. Approval of a license by endorsement as a psychologist shall only be issued pursuant to action of the Board. The Board may delegate to the Board Office administrative tasks including receipt and review of the application and associated documents.
- c. Denial of Application. The Board may deny an application for licensure by endorsement if:
 - i. The applicant does not meet the requirements for licensure in the State of Nevada (NRS 641.195) and the deficiencies fall outside of what can be reasonably remediated.
 - ii. The applicant completed an exclusively online program.
 - iii. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies.
 - iv. There is evidence of fraud or misrepresentation of qualifications.
 - v. The applicant failed to comply with all applicable statutory and regulatory rules related to the practice of psychology in Nevada.
- d. Expiration or Withdrawal of Application
 - i. Application for licensure is valid for two years. Such application shall be deemed withdrawn and all fees forfeited if licensure is not completed within 2 years after the date on which the Board first received the application.
 - ii. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of the reapplication.

7. It is the responsibility of the candidate to ensure all provisions of Nevada state laws and regulations, as well as this policy, are understood and have been met prior to obtaining licensure.
8. Special accommodations, if any, should be requested of the Board at the time of application. Application for disability accommodations is available from the Board office.
9. This policy and associated documents shall be reviewed on an annual basis.

Revision History

| | | |
|--------------|------------|--|
| v1 | 3/26/2021 | Adopted |
| v2 | 12/14/2021 | Revised – added inactive licenses, foreign licenses |
| v2.1 | 9/8/2023 | Revised – applicants to whom EPPP-2 waiver is applicable |
| <i>v.2.2</i> | <i>TBD</i> | <i>Revised to clarify the process for licensure by endorsement applicants eligible for expedited review.</i> |

Addendum A – PLUS Application Requirements

1. Acknowledgement
2. Personal Data
 - Degree
 - Name
 - Social Security #
 - U.S. Citizen
 - ~~Gender~~ *Preferred Pronouns*
 - Place of Birth
 - Date of Birth
 - U.S. Armed Services
 - Email Address
 - Mailing Address (Home, Work)
3. EPPP
 - Part-1
 - Part-2
4. APA-Accreditation
5. Licensing History
 - State
 - Type
 - Date Acquired
 - End Date
6. Personal / Professional Conduct History
7. Check any that apply:
 - Green: I am licensed in at least one of the following states: Arkansas, Georgia, Hawaii, Kansas, Louisiana, Mississippi, New Jersey, New York, Tennessee (Health Service Provider only), Texas, or Washington DC
 - Yellow: I am licensed in at least one of the following states: Alaska, Colorado, Connecticut, Idaho, Iowa, Maine, Maryland, Massachusetts, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Oklahoma (Health Service Psychologists only), Oregon, Pennsylvania, Rhode Island, South Carolina, Washington, Wisconsin, or Wyoming
 - I have been continuously licensed for 20-years or more; and/or I have a National Register of Health Science Psychologists Credential, American Board of

Professional Psychology (ABPP) Credential, and/or Certificate of Professional
Qualification (CPQ) in Psychology

8. Graduate Education

- Highest Academic Degree Earned
- Name of Graduate Program
- University
- City, State, Zip
- Dates Attended
- Major Field
- Title of Thesis / Dissertation

9. Under-Graduate Education

- University
- Degree Earned
- City, State, Zip
- Department / College
- Dates Attended
- Major Field

10. Pre-Doctoral Internship

- Institution
- Location (City, State, Zip)
- Supervisor
- Dates
- # Supervised Hours Accrued

11. Post-Doctoral Internship

- Institution
- Location (City, State, Zip)
- Supervisor
- Dates
- # Supervised Hours Accrued

12. Training/Experience Qualifying Applicant to Provide Specific Services to Certain
Populations

- Population
- Service
- Training Experience

13. Employment History (List employment history as a licensed psychologist)

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: May 10, 2024

ITEM:

12 - (For Possible Action) Discussion and Possible Action to Make a Determination on and Policy Regarding Interjurisdictional Supervision Practice.

SUMMARY:

The Board office recently received an inquiry from one of its licensees who lives, is licensed, and practices in another jurisdiction. That licensee has and supervises an intern in that other jurisdiction who sees a client who is moving to Nevada. The question that licensee posed was whether her intern is able to continue to see that client under the licensee's Nevada license once that client is in Nevada. Because there does not appear to be a rule or policy that would address this query, it is being posed to the Board to decide whether to make a determination on and policy regarding interjurisdictional supervision practice.

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: May 10, 2024

ITEM:

13 - (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board's Employment and Staff Performance Review Policies.

SUMMARY:

During its February 9, 2024, meeting, the Board approved revisions to its Employment and Staff Performance Review policies that, among other things, added Board Investigators to those policies. What was needed to fully implement those revisions was a performance review form specific to the Board's investigators.

During the creation and review of the proposed Board Investigator performance review form, questions regarding the staff performance review process were raised. According to the Board's Staff Performance Review Policy, the Board President conducts the evaluation of the executive director and the Board's investigators, and then the Board formally reviews and takes action on the annual evaluation in a publicly noticed meeting. The questions raised regarding the formal review and action during a public meeting concerned the extent and detail of the information about the Board staff member (executive director and Board investigator) that Board formally reviews and on which it takes action in a public forum. Those questions are being brought to the Board for further discussion and consideration, and for any potential revisions to its Employment (as applicable) and, more specifically, Staff Performance Review policy.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Employment, Compensation, and Evaluation Policy

Purpose

In accordance with NRS 641.045(2), the Nevada State Board of Psychological Examiners ("Board") has established this policy "concerning compensation and reviewing the performance of the staff of the Board." This policy, and any accompanying procedures, defines and describes the course and scope of employment of the Board's staff.

1. General Provisions

- a. The Board shall recruit, employ, and retain an Executive Director and Board Investigators without regard to actual or perceived race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, native language, age (against individuals 40 years of age or older), sexual orientation, gender identity or expression, genetic information, veterans or military status, political affiliation, marital status, disability, lawful use of any product when not at work, or opposing unlawful employment practices.
- b. This policy applies to all opportunities and privileges of employment including but not limited to hiring, termination, compensation, and training.
- c. The Board may adopt administrative procedures as necessary to implement the provisions of this document.

2. Executive Director

a. Employment

i. Probationary Period / Status of Appointment.

1. The probationary period of the Executive Director shall end six months from the date of hire, unless otherwise adjusted by action of the Board.
2. During the probationary period, the conduct and job performance may be reviewed by the Board at the request of the Board President. Dismissal may be made at any time during the probationary period. Once the probationary period has been successfully completed, the Executive Director will have attained permanent status.

ii. Compensation. See Addendum A for salary schedule

1. The Board shall pay Executive Director a gross annual salary incrementally as it is earned at the Board's regular payroll intervals, less any deductions required by law or authorized by Executive Director ("Salary").
2. Executive Director shall receive and be subject to such annual cost of living adjustments ("COLA") as determined by the Board.
3. Merit Pay Increase. Executive Director shall be eligible for an annual merit salary increase of not less than 2% of the annual salary if the annual performance evaluation is rated as average or better.
4. Payroll. Payroll shall be distributed on a bi-weekly basis.

iii. Benefits.

1. Insurance. Upon Board approval, the Executive Director may elect to receive insurance benefits through the Nevada Public Employees' Benefits Program (PEBP).
2. Retirement Program. Within the adopted procedures of the Nevada Public Employees Retirement System (PERS), Executive Director shall elect to receive one of the following two plans:
 - a. Employee Contribution Plan A. The Board shall make 100% of normal contributions to PERS. Under this plan, the Board shall make the full retirement contribution based on an adjusted gross salary that reflects the employee's share.
 - b. Employee Contribution Plan B. The Board shall make 50% of normal contributions to PERS and Executive Director shall be responsible for 50% as a payroll deduction.
3. Paid Vacation and Sick Leave. The Executive Director shall accrue and be entitled to use paid vacation and sick leave as follows.
 - a. Accrual shall be at the rate of 1.25 days of vacation time and 1.25 days of sick leave for each full month worked. Executive Director may earn no more than fifteen (15) vacation days and fifteen (15) sick leave days per fiscal year.
 - b. Vacation days should be used during the fiscal year in which they are earned. Any vacation days not used by September 1 of the fiscal year immediately following shall be forfeited. Accrual shall begin anew each July 1.
 - c. Sick leave may only be used for authorized reasons. Authorized reasons for using sick leave are: an inability to work because of illness

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- or injury, incapacity due to pregnancy or childbirth, medical and dental appointments, family illness (limited to immediate family requiring care), and death in the immediate family (typically up to 5 working days).
- d. If the Executive Director will be absent from official duties, the Board President or the Board President's designee shall be notified in advance.
 - e. The Executive Director shall notify the Board President in advance of taking vacation days. Requests for vacation time of 5 days or more must receive the prior approval of the Board.
 - f. Upon separation from employment with the Board, the Executive Director shall be entitled to payment for any unused vacation days up to the allowable limit.
4. Leave without Pay. Leave without pay may be taken at the discretion of the Executive Director or Board. The Executive Director shall notify the Board President in advance of taking leave without pay. Requests for Leave Without Pay of 5 days or more must receive the prior approval of the Board.
- iv. Holidays. Executive Director shall receive payment for eleven recognized state holidays per year (New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day / Family Day, and Christmas Day).
 - v. Travel. The Executive Director may be required to travel in connection with official duties.
 - 1. If appropriate, the Executive Director shall receive an allowance for meals and lodging in accordance with the rate established by the U.S. General Services Administration or State of Nevada.
 - 2. If, in the course of official duties, the Executive Director is required to use their own personal vehicle (e.g. travel to State Legislature), reimbursement will be made at the mileage rate authorized by the current federal rate as determined by the U.S. Internal Revenue Service.
 - vi. Review and Evaluation. Executive Director's employment performance shall be reviewed and evaluated in accordance with the Board's Staff Performance Evaluation Procedure.
 - vii. Background Check. The Executive Director shall undergo a background check with fingerprints upon his/her initial employment. Any findings in the

background check shall be disclosed to the Board President who shall determine if the Board of the Whole should review and/or take action.

viii. Termination.

1. Termination by Resignation. The Executive Director may terminate employment at any time and is encouraged to provide at least 30 days' advance written notice to the Board.
2. Involuntary Termination. The Board may terminate the Executive Director's employment at any time for any reason that is not unlawful or for no reason, with or without Cause, as follows:
 - a. Termination by the Board Without Cause. The Board may terminate the Executive Director's employment at-will, at any time, for any reason that is not unlawful or for no stated reason, without Cause (as defined below), upon providing the Executive Director at least 5 working days personal notice or 21 working days' written notice sent certified U.S. Mail to the Executive Director's last known residence address on file with the Board.
 - b. Termination by the Board for Cause. The Executive Director's employment as Executive Director may be terminated at any time for Cause upon a majority vote of the Board. "Cause" shall be defined as: (1) any act of dishonesty, fraud, malfeasance, embezzlement, theft, unethical conduct, or for gross negligence in the performance of the Executive Director's duties and responsibilities under this document; (2) the Executive Director's substantial neglect of or refusal to discharge the Executive Director's duties; (3) the Executive Director's willful refusal to follow a lawful order or instruction of the Board.
3. In the event of termination, the Board shall pay the Executive Director: (1) earned Salary through the last day of employment; (2) any accrued and unused paid vacation; (3) One-third of any accrued and unused sick leave; and (4) any unreimbursed appropriate expenses.

- ix. The Executive Director shall not take for personal use at any time, including separation from employment, any items purchased by the Board, including electronic equipment and office supplies.

b. Duties and Responsibilities.

- i. Executive Director shall well and faithfully perform all the normal duties and responsibilities of an Executive Director, under Nevada law as the Chief Executive Officer of the Board, the specifically described duties set forth below, and any additional and reasonable duties as the Board may assign.

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- ii. Executive Director's duties include, but are not limited to the following:
 - 1. Management of the daily operations of the Board Office;
 - 2. Purchasing, Payroll, and other financial transactions;
 - 3. Oversight of licensure and registrant procedures;
 - 4. Communication with Board members, licensees and applicants, and members of the general public;
 - 5. Compliance with Board actions, including approved policies and procedures, as well as applicable state laws and regulations; and
 - 6. Development of Board Staff roles as warranted by the Board office workload, operations, and budget.
 - iii. Executive Director shall work in conjunction with the Board President or the Board President's designee to ensure the Board functions properly, professionally, and appropriately.
 - iv. The Board shall establish the general responsibilities and duties of the Executive Director. Unless otherwise directed through Board action, policy or procedure, or in accordance with state law, it shall be the duty of the Board President, or the Board's designee, to oversee the execution of the duties and responsibilities of the Executive Director.
 - v. When formal approval by the Board is not required in connection with the performance of duties, the Executive Director shall advise the Board President of all significant decisions related to the function of the Board and the Board Office.
 - vi. The Executive Director shall be required and expected to perform the duties and responsibilities at a high professional level in order to meet the various goals, objectives, and priorities established by the Board. The Executive Director shall be expected to meet and attain all such goals and objectives, as well as any other goals and objectives as the Board may otherwise set for the Executive Director, after consultation with Executive Director.
 - vii. Attendance at Board and Significant Meetings. The Executive Director shall attend all regular, special, and closed meetings of the Board. The Executive Director shall also attend other meetings as may be appropriate or necessary in his/her judgment or as directed by the Board, and may submit any recommendations on any business or issues being considered by the Board.

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- viii. Communication. The Executive Director shall be responsible for keeping the Board updated in a timely manner with respect to developments, occurrences, and activities of the Board and the Board office.
 - ix. The Board and the Executive Director shall maintain a collaborative and cooperative working relationship that is in the best interests of the Board as a whole. The Board shall provide the Executive Director with periodic opportunities to discuss their working relationship.
 - x. The Executive Director is accountable to the Board as a whole and not to individual members of the Board.
 - xi. Confidentiality. Except as otherwise required by applicable law or order of a court or government agency of competent jurisdiction, the Executive Director shall:
 - 1. treat any confidential Board information as strictly confidential, including, but not limited to, personally identifiable information related to licensees, registrants, and applicants, and information deemed as non-public under state and/or federal law including information protected by the ADA and HIPPA; and
 - 2. not directly or indirectly use, copy, remove from the Board premises, disclose, publish, or communicate to any entity or person any Confidential Information except as required in the performance of Executive Director's duties and for the effective administration of The Board.

This obligation shall continue upon the Executive Director's separation from employment.

3. Board Investigators

- a. Employment. The Board shall employ Board Investigators in the manner stated in section 1(a), above, for the purpose of investigating and reporting on complaints that are submitted to the Board, as stated in the Board's Complaint and Disciplinary Policy.
- b. Compensation. See Addendum A for Board Investigators' pay schedule.
 - 1. The Board shall pay its Board Investigators an hourly fee as it is earned at the Board's regular payroll intervals, less any deductions required by law or authorized by each Board Investigator.
 - 2. Merit Pay Increase. Each Board Investigator the Board employs shall be eligible for an annual merit salary increase of not less than 2% of the annual salary if the annual performance evaluation is rated as average or better.

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- c. Duties and Responsibilities. The Board Investigators' duties and responsibilities shall be those investigative and reporting responsibilities stated in the Board's Complaint and Disciplinary Policy.
 - d. Review and Evaluation. Each Board Investigator the Board employees shall be reviewed and evaluated in accordance with the Board's Staff Performance Evaluation Procedure.
4. Board Office Staff.
- a. The Executive Director's duty to develop Board Staff roles as warranted by Board office workload and operations shall include suggesting to the Board for its approval employee positions and salaries that are appropriate for the nature of the work to be undertaken and that the Board's budget can reasonably accommodate.
 - b. The Executive Director shall, in consultation with the Board President, select and hire qualified candidates for Board office positions that are approved by the Board to be added to Board office staff and as those positions are identified in Addendum A – Salary Schedule.
 - c. The following conditions of employment apply to those Board office employees that the Executive Director hires as Board office staff members:
 - i. Probationary Period / Status of Appointment.
 - 1. The probationary period of a Board office employee (the probationary employee) shall end six months from the date of hire, unless otherwise adjusted by the Executive Director after consultation with the Board President.
 - 2. During the probationary period, the conduct and job performance may be reviewed by the Executive Director. After consultation with the Board President, the Executive Director may dismiss the probationary employee at any time during the probationary period. Once the probationary period has been successfully completed, the probationary employee will have attained permanent status as Board office staff.
 - ii. Compensation. See Addendum A for salary schedule
 - 1. The Board shall pay its Board office staff, as follows:
 - a. For Board office employees who are paid a salary, a gross annual salary incrementally as it is earned at the Board's regular payroll intervals, less any deductions required by law or authorized by that salaried Board office employee.

- b. For Board office employees who are paid hourly, a gross amount based upon the number of hours worked during the payroll interval, less any deductions required by law or authorized by that hourly Board office employee.
- 2. Merit Pay Increase. Board office employees shall be eligible for an annual merit salary increase of not less than 2% of the annual salary if the annual performance evaluation is rated as average or better.
- 3. Payroll. Payroll shall be distributed on a bi-weekly basis.

iii. Benefits

- 1. Insurance. Upon Board approval, full time Board office staff may elect to receive insurance benefits through the Nevada Public Employees' Benefits Program.
- 2. Retirement Program.
 - a. Within the adopted procedures of the Nevada Public Employees Retirement System (PERS), Board office employees who receive a salary shall elect to receive one of the following two plans:
 - i. Employee Contribution Plan A. The Board shall make 100% of normal contributions to PERS. Under this plan, the Board shall make the full retirement contribution based on an adjusted gross salary that reflects the employee's share.
 - ii. Employee Contribution Plan B. The Board shall make 50% of normal contributions to PERS and Executive Director shall be responsible for 50% as a payroll deduction.
 - b. Only full-time Board office staff shall receive the retirement benefits described above. Part-time staff, including Board investigator(s) and part-time office support (less than 25 hours scheduled per week), shall not be eligible for PERS benefits.
- 3. Paid Vacation and Sick Leave. Full-time Board office staff shall accrue and be entitled to use vacation and sick leave, as follows:
 - a. Accrual shall be at the rate of 1.25 days of vacation time and 1.25 days of sick leave for each full month worked. Full-time Board office staff may earn no more than fifteen (15) vacation days and fifteen (15) sick leave days per fiscal year.
 - b. Vacation days should be used during the fiscal year in which they are earned. Any vacation days not used by September 1 of the fiscal year

immediately following shall be forfeited. Accrual shall begin anew each July 1.

- c. Sick leave may only be used for authorized reasons. Authorized reasons for using sick leave are: an inability to work because of illness or injury, incapacity due to pregnancy or childbirth, medical and dental appointments, family illness (limited to immediate family requiring care), and death in the immediate family (typically up to 5 working days).
 - d. If full-time Board office staff will be absent from official duties, that Board office staff member shall notify the Executive Director or the Executive Director's designee in advance of being absent from official duties.
 - e. Full-time Board office staff shall notify the Executive Director in advance of taking vacation days. Requests for vacation time of 5 days or more must receive additional approval from the Board President.
 - f. Upon separation from employment with the Board, the full-time Board office staff shall be entitled to payment for any unused vacation days up to the allowable limit.
4. Leave without Pay. A full-time Board office staff member's leave without pay may be taken at the discretion of the Executive Director, but shall not be taken without prior notice to the Executive Director. Requests for Leave Without Pay of 5 days or more must receive additional approval from the Board President.
- iv. Holidays. Full-time Board office staff shall receive payment for eleven recognized state holidays per year (New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day / Family Day, and Christmas Day) plus the federally recognized holiday of Juneteenth.
 - v. Travel. Board office staff may be required to travel in connection with official duties.
 - 1. If appropriate, Board office staff shall receive an allowance for meals and lodging in accordance with the rate established by the U.S. General Services Administration or State of Nevada.
 - 2. If, in the course of official duties, Board office staff is required to use their own personal vehicle (e.g. travel to State Legislature), reimbursement will be made at the mileage rate authorized by the current federal rate as determined by the U.S. Internal Revenue Service.

- vi. Review and Evaluation. Board Office Staff's employment performance shall be reviewed and evaluated in accordance with the Board's Staff Performance Evaluation Procedure.
- vii. Termination.
 - 1. Termination by Resignation. Board office staff may terminate employment at any time and is encouraged to provide at least two weeks advance written notice to the Executive Director.
 - 2. Involuntary Termination. The Executive Director may terminate a Board office staff member's employment at any time for any reason that is not unlawful or for no reason, with or without Cause, as follows:
 - a. Termination Without Cause. The Executive Director may terminate a Board office staff member's employment at-will, at any time, for any reason that is not unlawful or for no stated reason, without Cause (as defined below), upon providing that Board office staff member at least 5 working days' personal notice or 21 working days' written notice sent certified U.S. Mail to the Board office staff member's last known residence address on file with the Board.
 - b. Termination for Cause. After consultation with the Board President, the Executive Director may terminate a Board office staff member's employment at any time. "Cause" shall be defined as: (1) any act of dishonesty, fraud, malfeasance, embezzlement, theft, unethical conduct, or for gross negligence in the performance of the Executive Director's duties and responsibilities under this document; (2) the Board office staff member's substantial neglect of or refusal to discharge that Board office staff member's duties; (3) the Board office staff member's willful refusal to follow a lawful order or instruction of the Executive Director.
 - 3. In the event of termination, the Board shall pay:
 - a. full-time, salaried Board office staff: (1) earned Salary through the last day of employment; (2) any accrued and unused paid vacation; (3) One-third of any accrued and unused sick leave; and (4) any unreimbursed appropriate expenses.
 - b. Part-time, hourly Board office staff: (1) earned hourly wages through the last day of employment; and (2) any unreimbursed appropriate expenses.
- viii. Confidentiality. Except as otherwise required by applicable law or order of a court or government agency of competent jurisdiction, members of the Board's office staff shall:

1. treat any confidential Board information as strictly confidential, including, but not limited to, personally identifiable information related to licensees, registrants, and applicants, and information deemed as non-public under state and/or federal law including information protected by the ADA and HIPPA; and
2. not directly or indirectly use, copy, remove from the Board premises, disclose, publish, or communicate to any entity or person any Confidential Information except as required in the performance of Executive Director's duties and for the effective administration of The Board.

This obligation shall continue upon the each Board office staff member's separation from employment.

- ix. Staff members of the Board office shall not take for personal use at any time, including separation from employment, any items purchased by the Board, including electronic equipment and office supplies.

5. Employee Dispute Resolution.

- a. Mediation. In the event a conflict arises between the Executive Director and a Board member or other staff of the Board, mediation shall be available as a voluntary and informal means of reaching a resolution to a particular situation. The mediation process shall generally be conducted under the direction of the Board President. Where the Board President is a party in the mediation, the Board shall designate an alternative.
- b. Grievance and Complaint Procedure.
 - i. If Executive Director is aggrieved by an action that relates, but is not limited, to such issues as working conditions, discipline, a report on performance, or the inconsistent application of policies and procedures, he/she may file a written grievance to the Board. Before filing a grievance, an attempt to resolve the situation through informal discussions with the Board President is recommended.
 - ii. A grievance must be filed with the Board within 20 working days after the date of the event being grieved or the date that Executive Director learned of the event. The specified period to resolve a grievance may be extended by mutual agreement. A grievance shall include a proposed resolution.
- c. Appeal
 - i. In the event the Board moves to discipline, demote, or dismiss the Executive Director, the Executive Director shall be provided at least 10

working days' written notice of such action. Executive Director shall be provided the findings of the Board in writing.

- ii. Executive Director shall have the opportunity to appeal a decision of the Board in a publicly noticed meeting.

6. Training and Professional Development. The Board supports training programs and professional development to improve the efficiency and productivity of the Executive Director.

- a. The Executive Director is responsible for identifying for the Board office staff any necessary and appropriate orientation, on-the-job training, and any formal or specialized training in areas unique to the work environment and required by the Board. Such training may include that which is required or recommended by the State of Nevada, including the Division of Human Resource Management (e.g. courses in supervision, management, customer service, and business/finance/purchasing).
- b. The Board Investigators are is responsible for identifying necessary and appropriate orientation and any formal or specialized training in areas unique to their duties and obligations and/or required by the Board.

7. Indemnification.

- a. The Board shall defend and hold Executive Director harmless from any demands, claims, suits, actions, and legal proceedings (including the cost of defending against such matters) ("Claims") brought against him/her, whether in his/her individual or in her official capacity as the Board's Executive Director provided that he/she was acting within the course and scope of employment as Executive Director at the time of the alleged acts or omissions giving rise to the Claims, and excluding criminal litigation.
- b. The Board shall have the right to choose counsel to defend and hold Executive Director harmless from any Claims. Executive Director shall furnish such information and proper assistance to the Board as it may require in connection with any litigation or administrative proceeding in which the Board, the Board, or any the Board officers, employees, or agents is or may become a party, which arose during Executive Director's employment with the Board.
- c. Nothing in this policy imposes an obligation upon any individual Board member to personally indemnify and/or hold the Executive Director harmless against any Claims.
- d. Executive Director agrees to release and discharge the Board and the Board harmless and indemnify the Board and the Board for all liabilities, losses, demands, claims, accounts, actions and proceedings arising or resulting from Executive Director breaching this policy. This paragraph shall survive

termination of the Executive Director's employment and shall be enforceable, in addition to other remedies provide by law or this policy, by injunctive relief issued by a court of competent jurisdiction.

8. State of Nevada Employee Handbook. As appropriate and applicable, the most recent version of the State of Nevada Employee Handbook and/or Chapter 284 of Nevada Revised Statutes (State Personnel) may be referenced for any terms not specifically addressed in this policy or any associated administrative procedure(s).

Revision History

| | | |
|-----------|----------------------|--|
| 2/12/2021 | Adopted | |
| 3/4/2022 | Reviewed and revised | Updated information on PERS benefits |
| 6/6/2022 | Revised | Updated limits of accrued vacation and sick leave; Defines benefits for Executive Director |
| 5/12/2023 | Revised | Revised hourly rate for part time staff |
| 2/9/2024 | Reviewed and revised | Revised to add Board Investigators and Board Office Staff, and to remove Performance Evaluations in favor of the Board's separate Staff Performance Evaluation Procedure |

ADDENDUM A – Salary and Pay Schedules**Executive Director** Salary Schedule (2% annual increase)Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|----------|
| 01 | \$56,783 |
| 02 | \$57,919 |
| 03 | \$59,077 |
| 04 | \$60,259 |
| 05 | \$61,464 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|----------|
| 01 | \$68,828 |
| 02 | \$70,204 |
| 03 | \$71,608 |
| 04 | \$73,040 |
| 05 | \$74,501 |

Administrative Director Salary Schedule (2% annual increase)Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|----------|
| 01 | \$49,500 |
| 02 | \$50,490 |
| 03 | \$51,500 |
| 04 | \$52,530 |
| 05 | \$53,581 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|----------|
| 01 | \$60,000 |
| 02 | \$61,200 |
| 03 | \$62,424 |
| 04 | \$63,672 |
| 05 | \$64,945 |

Board Investigator Salary Schedule (2.5% annual increase; Not PERS eligible)

| STEP | HOURLY Maximum 6 Hours per month or 72 Hours per Year |
|------|--|
| 01 | \$150.00 |
| 02 | \$153.75 |
| 03 | \$158.00 |
| 04 | \$162.00 |
| 05 | \$166.00 |

Part-time Staff (2% annual increase; Not PERS eligible)

| STEP | HOURLY Maximum 4 Hours per day or up to 20 Hours per Week |
|-------------|---|
| 01 | \$20.00 |
| 02 | \$20.40 |
| 03 | \$20.81 |
| 04 | \$21.23 |
| 05 | \$21.65 |



**NEVADA STATE
BOARD OF PSYCHOLOGICAL EXAMINERS
Staff Performance Evaluation Procedure**

Purpose

In accordance with NRS 641.045, this procedure describes the process for reviewing the performance of the staff of the Nevada State Board of Psychological Examiners ("Board").

Definitions

1. "Staff member" refers to the Board's staff, including its Executive Director, Board Investigators, and Board Office Staff members. It does not include temporary employees or independent contractors/consultants.
2. "Work Performance Standards" are written statements of the results and/or behavior expected of an employee when the job elements are satisfactorily performed under existing working conditions. Standards are required for all positions, and employees will be provided with a copy of the standards for their positions.

Procedure

1. The staff performance evaluation process is based on the principle that performance should be evaluated on a regular basis in order to provide recognition of effective performance and as a tool to provide guidance in improving future performance.
2. Executive Director Performance Evaluation
 - a. Evaluation of the Executive Director shall be conducted by the Board President. If the Board President is not able or available to conduct the evaluation, the Secretary-Treasurer shall conduct the evaluation.
 - b. The Executive Director shall have the opportunity to provide a self-evaluation and to comment on the evaluation prior to review by the Board. The Board President will discuss the evaluation with the Executive Director and provide him/her with a copy.
 - c. The Executive Director shall sign the final evaluation, indicating that he/she has reviewed the document and discussed it with the Board President. The signature does not indicate agreement with the ratings or comments.
 - d. The Board shall formally review and take action on the annual evaluation in a publicly noticed meeting.

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- e. The performance review of the Executive Director shall be conducted annually, generally in March/April for review by the Board in May/June.

* In the Executive Director's first year of employment, the Board President may conduct informal performance reviews on a quarterly basis in accordance with the Board's Employment, Compensation, and Evaluation Policy until the start of the new fiscal year. At such time, the annual evaluation calendar shall begin.

- f. If an evaluation rating of "Needs Improvement" is given, another evaluation must be completed within 90 days. The rating may affect adjustments in salary based on merit and longevity pay.

g. Rating System

- i. Outstanding. Performance significantly exceeds the Board's expectations due to the efforts and ability of the Executive Director when considering the job in its entirety. Significantly above-standard performance may be exhibited by consistently completing assignments in advance of deadlines; implementing plans and/or procedures to increase efficiency or effectiveness of work; working independently with little direction; and consistently meeting Board goals.
- ii. Above Average. Performance exceeds the Board's expectations due to the efforts and ability of the Executive Director when considering the job in its entirety. Performance is beyond what is expected of an Executive Director in this position.
- iii. Average. Performance meets the minimum expectations of the Board. The Executive Director adequately performs the duties and responsibilities of the position.
- iv. Needs Improvement. The Executive Director's performance fails to meet the Board's minimum expectations due to lack of effort and/or ability when considering the job in its entirety. Performance requires improvement in numerous and/or important aspects of the position.
- v. Not Applicable. Rater is unable to assess the Executive Director in this area, or the area is not applicable to the employee's job.

3. Board Investigator Performance Evaluation

- a. Evaluation of each Board Investigator shall be conducted by the Board President. If the Board President is not able or available to conduct the evaluation, the Secretary-Treasurer shall conduct the evaluation.
- b. Each Board Investigator shall have the opportunity to provide a self-evaluation and to comment on the evaluation prior to review by the Board. The Board President will discuss each Board Investigator's evaluation with that Board Investigator provide him/her with a copy.
- c. The Board Investigator shall sign the final evaluation, indicating that he/she has reviewed the document and discussed it with the Board President. The signature does not indicate agreement with the ratings or comments.
- d. The Board shall formally review and take action on the annual evaluation in a publicly noticed meeting.
- e. The performance review of each Board Investigator shall be conducted annually, generally in March/April for review by the Board in May/June.
- f. If an evaluation rating of "Needs Improvement" is given, another evaluation must be completed within 90 days. The rating may affect adjustments in salary based on merit and longevity pay.
- g. Rating System. The rating system for office staff shall mirror that of the Executive Director and use the ratings categories of Outstanding, Above Average, Average, Needs Improvement, and Not Applicable.

4. Office Staff Performance Evaluation

- a. Evaluation of other members of the office staff shall be conducted by the Executive Director.
- b. The staff member shall have the opportunity to provide a self-evaluation and to comment on his/her evaluation prior to review and discussion with the Executive Director. The Executive Director will discuss the evaluation with the staff member and provide him/her with a copy.
- c. The staff member shall sign the final evaluation, indicating that he/she has reviewed the document and discussed it with the Executive Director. The signature does not indicate agreement with the ratings or comments.
- d. The Board shall formally review and take action on the annual evaluation in a publicly noticed meeting.
- e. The performance review shall be conducted annually, generally in March/April for review by the Board in May/June.

* In a staff member's first year of employment, the Executive Director may conduct informal performance reviews on a quarterly basis in accordance with the Board's Employment, Compensation, and Evaluation Policy until the start of the new fiscal year. At such time, the annual evaluation calendar shall begin.

- f. Rating System. The rating system for office staff shall mirror that of the Executive Director and use the ratings categories of Outstanding, Above Average, Average, Needs Improvement, and Not Applicable.

5. Disputes

- a. The Executive Director may discuss any concerns or questions related to the evaluation conducted by the Board President with the Board during the publicly noticed meeting. The finding of the Board is final, and no further appeal of the evaluation is available.
- b. A Board Investigator may discuss any concerns or questions related to the evaluation conducted by the Board President with the Board during the publicly noticed meeting. The finding of the Board is final, and no further appeal of the evaluation is available.
- c. Members of the Board Office Staff may bring any concerns or questions related to the evaluation conducted by the Executive Director to the Board during the publicly noticed meeting. The finding of the Board is final, and no further appeal of the evaluation is available.

6. Records Retention. The original copy of any evaluation will be maintained by the Board Office in the Board employee's Personnel File.
7. See Board Policy "Employment, Compensation, and Evaluation" for information related to annual pay increases and disputes related to performance evaluation.

Revision History

| | | |
|-----------|----------------------|---|
| 3/26/2021 | Adopted | |
| 2/9/2024 | Reviewed and revised | Revised to include Board Investigators and refer to the Board's Employment, Compensation, and Evaluation Policy |

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: May 10, 2024

ITEM:

14 - (For Possible Action) Discussion and Possible Action to Approve Proposed Board Investigator Performance Review Evaluation Tool.

SUMMARY:

After the Board approved revisions to its Employment and Staff Performance Review policies that, among other things, added Board Investigators to those policies, a performance review form specific to the Board's investigators was created to fully implement those revisions. The proposed performance review form for the Board's investigators is before this Board for its approval.



**NEVADA STATE
BOARD OF PSYCHOLOGICAL EXAMINERS**

Board Investigator Performance Evaluation Instrument

NAME: _____

1. The overall rating must be consistent with the factor rating and comments, but there is no prescribed formula for computing the overall rating.
 - a. Rating System
 - i. Outstanding. Performance significantly exceeds the Board's expectations due to the efforts and ability of the Board Investigator when considering the job in its entirety. Significantly above-standard performance may be exhibited by consistently completing assignments in advance of deadlines; implementing plans and/or procedures to increase efficiency or effectiveness of work; working independently with little direction; and consistently meeting Board goals.
 - ii. Above Average. Performance exceeds the Board's expectations due to the efforts and ability of the Board Investigator when considering the job in its entirety. Performance is beyond what is expected of a Board Investigator in this position.
 - iii. Average. Performance meets the minimum expectations of the Board. The Board Investigator adequately performs the duties and responsibilities of the position.
 - iv. Needs Improvement. The Board Investigator's performance fails to meet the Board's minimum expectations due to lack of effort and/or ability when considering the job in its entirety. Performance requires improvement in numerous and/or important aspects of the position.
 - v. Not Applicable. Rater is unable to assess the Board Investigator in this area, or the area is not applicable to the employee's job.
 - b. Evaluation Tool Instructions
 - i. To indicate the rating of any performance factor, an "X" mark should be placed in the appropriate rating column and in the "Overall Rating" column on each page. Additional spaces have been provided to accommodate other critical performance factors identified by the Board.
 - ii. Comments may:
 1. Include factual examples of work especially well or poorly done, and
 2. Provide suggestions as to how performance can be improved.
 - iii. The Overall Ratings must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.
 - iv. Overall Comments may consist of a summary of comments from specific categories, general comments, or comments on other job-related factors which the rater wishes to discuss. Additional pages may be attached.

OVERALL RATING:

___ Outstanding ___ Above Average ___ Average ___ Needs Improvement

Overall Comments (Attach additional pages, if necessary):

I have participated in a discussion of overall job performance:

Board Investigator

I, _____

___ Agree ___ Disagree, with the rating(s) expressed in this performance review. (additional documents/evidence may be attached, as necessary)

Signature: _____ Date: _____

Board President

Signature: _____ Date: _____

| | 1. Relationship with the Board | Outstanding | Above Average | Average | Needs Improvement | Not Applicable |
|---|--|-------------|---------------|---------|-------------------|----------------|
| 1 | Maintains respect and trust of Board members. | | | | | |
| 2 | Provides Board with advice during consideration of complaint and disciplinary issues. | | | | | |
| 3 | Keeps Board informed of progress of complaints and investigations on a regular basis. | | | | | |
| 4 | Provides Board with complete, clear, and accurate information and reports on pending and completed investigations. | | | | | |
| 5 | Responds to questions and requests for information. | | | | | |
| 6 | Remains impartial and treats all Board members in a professional manner. | | | | | |
| 7 | Responds to constructive suggestions or criticism. | | | | | |
| | OVERALL RATING: | | | | | |

Comments (attach additional pages, if necessary):

| | 2. Investigative Functions | Outstanding | Above Average | Average | Needs Improvement | Not Applicable |
|---|---|-------------|---------------|---------|-------------------|----------------|
| 1 | Understands and complies with the applicable Board policies, laws, and regulations governing discipline, complaints, and remediation. | | | | | |
| 2 | Undertakes and completes investigations in a timely manner as prescribed by Board policy or otherwise warranted by the complaints assigned. | | | | | |
| 3 | Investigates complaints submitted to the Board and makes recommendations for resolution with consistency and fairness. | | | | | |
| 4 | Coordinates with Board counsel and the Board's executive director on recommendations for complaint resolution. | | | | | |
| 5 | Participates in monthly meetings with Board counsel and the Board's executive director regarding complaints pending before the Board. | | | | | |
| 6 | Identifies and recommends necessary or appropriate changes to policy, regulation, and/or laws applicable to the Board's complaints, disciplinary, and remediation policy and procedure. | | | | | |
| | OVERALL RATING: | | | | | |

Comments (attach additional pages, if necessary):

Comments (cont'd):

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: May 10, 2024

ITEM:

15 - (For Possible Action) Discussion and Possible Action to Approve the Executive Director's Vacation Request.

SUMMARY:

This Board's Employment Policy states that the Executive Director

- accrues 1.25 days of vacation per month
- cannot accrue more than 15 days of vacation per fiscal year, and
- must use all vacation time on or before September 1 that follows the fiscal year or forfeit any vacation time not used.

The Board's executive director has a vacation scheduled from June 19, 2024, through July 1, 2024, which would require her to use nine (9) vacation days. By the end of June 2024, the executive director will have 10.75 vacation days accrued and remaining for FY2024 (through June 30, 2024). However, the Board's Employment Policy requires that the executive director obtain Board approval for requests for vacation time of five (5) days or more. The executive director is requesting that approval for her planned vacation June 19, 2024, through July 1, 2024.