

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

DATE OF MEETING: Friday, September 13, 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/88326091853>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID: **883 2609 1853**. (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. (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Public Notice – Attachment A); 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.

4. Minutes. (For Possible Action) Discussion and Possible Approval of the Minutes of the State of Nevada Board of Psychological Examiners' August 9, 2024, Meeting.

5. Financials

A. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2025 (July 1, 2024 - June 30, 2025).

B. (For Possible Action) Discussion and Possible Action to designate Board Members and/or Staff to Attend the Association of State and Provincial Psychology Boards (ASPPB) annual meeting, October 30-November 3, 2024, in Dallas, Texas for a combined total expenditure of approximately \$3,250.

6. Legislative/Regulation Update

(For Possible Action) Report, Discussion and Possible Action on Regulation Activities and 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.

7. Board Needs and Operations

A. Report from the Nevada Psychological Association.

B. Report From the Board Office on Operations.

8. (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 #23-0918
- E. Complaint #24-0103
- F. Complaint #24-0312(1)
- G. Complaint #24-0312(2)
- H. Complaint #24-0313
- I. Complaint #24-0605
- J. Complaint #24-0607
- K. Complaints #24-0711
#24-0719
#24-0726
#24-0823
- L. Complaint #24-0730
- M. Complaint #24-0822
- N. Complaint #24-0829
- O. Complaint #24-0903

9. (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	Judy Fluor Runels	Monica Larson	Eric Rosmith
Robert Antonacci	Gratia Foerster	Timothy Law	Taraneh Rostami
Onyinyechi Anukem	Stephen Francis	George Lazo	David Rowe
Erick Arguello	Gila Frank	Robert Leach	Benjamin Rubin
Cheryl Arutt	Sylva Frock	Liya Levanda	Joseph Salerno
Quintin Bailey	Vanessa Fuentes	Micol Levi-Minzi	Malia Sanchez
Rachel Bangit	Maiken Gale	Angela Lewis	Mary Schuberg
Adam Barkey	Gina Gallivan	Jessica Liberman	Sarah Sexton
John Barona	Daniel Garrett	Vanessa Ma	Shaina Shepherd
Cortney Beasley	Teresa George	James Madero	Dianne Shumay
Debra Berry-Malmberg	Matthew Gibbons	Cheryl Malinowski	Laljit Sidhu
Leah Bonilla	Peter Grover	James Maltzahn	Alexis Sliva
Sarah Brennan	Lisa Gunderson	Alexandra Matthews	Katelyn Steele
RaeLynn Brister	Michelle Haines	Katherine McKenzie	Tricia Steeves
Laura Brown	Nathan Harris	Paul McLaughlin	Tony Strickland
Lauren Buchanan	Tarramaz Harris	Linda McWhorter	Katherine Stypulkowski
Ramona Burroughs	Serina Hoover	Stacey Mizokawa	Amy Swope
Jonathan Campos	Beverly Howze	Mark Mochin	Lisa Talerico
DeAnn Cary	Chia-Chi Hu	Samuel Montano	Matthew Tatum
Christine Chew	Kelly Humphreys	Alexandra Montesi	Michelle Tatum
Chad Christensen	Clairissa Hunter	Luzviminda Morrow	Heather Thompson
Filippo Cieri	Rachel Irish	Jonine Nazar-Biesman	Alicia Tolerico
David Contreras	Tina Jimenez	Mary Nelson	John Tsanadis
Candy Crawford	Saira Jhorn	Yuliana Nelson	Lee Underwood
Adrienne DiFabio	Deborah Johnson	Stephanie Northington	Keith Valone
Mark Dillon	Margaret Jones	Beverly Paschal	Marijo Villano
Shannon Dillon	Natalie Jones	Daniel Pott-Pepperman	Michael Villanueva
Elizabeth Dimovski-Jackson	Ta Tanisha Jones	Leilani Puentes	Ina Von Ber
Thuy-Phuong Do	Jorge Juarez-Asturias	Lee Rather	Michelle Vorwerk
Anna Dolatabadi	Carolyne Karr	Rachelle Rene	Bethany Walters
Christine Dozier	Robin Kay	Rebecca Richey	Michael Whitman
Alana Duschane	Kristopher Kern	Anneli Riismaa	Jennifer Wilcox
Christopher Estep	Christine Kim	April Roberts	Lorraine Wong
Megan Farnsworth	Donald Kincaid	Tera Robison	Elisa Youngblood
Julia Fisher	John King	Eric Rogers	Gordon Zilberman
Nichole Flowers	Brian Klinck	Jessica Roos	
	Daniel Kretchman		

PSYCHOLOGICAL ASSISTANTS

Jeffrey Aguiar	Ashley Colson	Kimberly Gray	Shoshana Katz
Mary Lou Ancheta	Althea Cook	Jennifer Grimes-Vawters	Richelle Konczak
Rachel Ballard	Jessica Crellin	Aeriel Halstead	Dorota Krotkiewicz
Tracy Basile	Emerson Epstein	Joseph Henrich	Liya Levanda
Ramy Bassioni	Amelia Evans	Akiko Hinds	Taylor Levine
Mark Beverly	Evan Fertel	Bernadette Hinojos	Angela Lewis
Andrew Buchanan	Jacqueline Friar	Kelly Humphreys	Anna Lujan-Sondgroth
Candis Carswell	Grady Gallagher	Tiffany Hunter	James Maltzahn
Rosy Chavez-Najera	Cori Gold	Madison Hurley	Erica Marino
Taylor Chille	Milagro Gonzalez	Courtney Hutchinson	Genna Mashinchi

Alexandra Miguel
Luzviminda Morrow
Blake Oldfield
Dylena Pierce
Amy Prescott

Eric Prince
Leilani Puentes
Jacquelyn Rinaldi
Yana Ryjova
Farnaz Samavi

Coreen Schwartz Starr
Sharon Simington
Michelle Strong
Katherine Stypulkowski
Heather Thompson

Marijo Villano
Andre Wielemaker

PSYCHOLOGICAL INTERNS

Shannon Colon
Mario De Souza
Sussan Fung
Paola Garcia Betancourt
Daniel Gonzalez

Tiffany Hunter
Jessica Jensen
Lauren Johnson
Shalini Kabeer
Erica Marino

Michael McNamara
Ruby Sharma
Megan Tedrow
Candice Thomas
Miriam Vela-Sanchez

Richard Warmke
Rachel Wiggins

PSYCHOLOGICAL TRAINEES

Marissa Alvarez
Vanni Arcaina
Adaeze Chike-Okoli
Kieffer Christianson
Anna Cole
Aimee D'Errico
Ashley Dorsey
Erin Dunn
Jacqueline Eddy

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

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

Melanie Rede
Shannon Sagert
Christine Salva
Madison Thomasson
Angelos Tsalafos
Teresa Walker
Jessica Woodyatt
Lidia Wossen

- (For Possible Action) Discussion and Possible Action to Approve Dr. Tina Jimenez's application to retake the EPPP-2 a fourth time.

- 10. (For Possible Action) Discussion and Possible Action on Soliciting and Developing a List of Licensees to Provide Disciplinary Supervision.**
- 11. (For Possible Action) Discussion and Possible Action on the Inclusion of Continuing Professional Development in Continuing Education Requirements.**
- 12. (For Possible Action) Discussion and Possible Action regarding the supervision of Community Health Workers by Psychologists.**
- 13. (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board's Finance: Budgeting Procedures Policy.**
- 14. (For Possible Action) Discussion and Possible Action to Reschedule the November 1, 2024 meeting to another November date, and/or consolidate the November 1, 2024, and December 13, 2024, meetings either on December 6, 2024 or December 13, 2024.**

15. (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, October 11, 2024, beginning at 8:00 a.m.

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

17. 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)

18. (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, September 12, 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, September 10, 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).

Attachment A

STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS
NOTICE OF WORKSHOP TO SOLICIT COMMENTS
ON PROPOSED REGULATIONS

DATE OF MEETING: Friday, September 13, 2024

Time: 8:05 a.m.

The Nevada State Board of Psychological Examiners is proposing the amendment of certain regulations in Chapter 641 of the Nevada Administrative Code.

A workshop has been scheduled for Friday, September 13, 2024, at 8:05 a.m. The workshop 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/88326091853>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID: **883 2609 1853**. (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 3080 South Durango Drive, Suite 102, Las Vegas, NV 89117.

The purpose of the workshop is to solicit comments from interested persons on the following general topics that are addressed in the proposed regulation revisions:

- National Exam regulation – resurrect a revised version of repealed NAC 641.120

Language has been developed outside of the workshop and will be discussed during the workshop. If you are unable to attend the workshop but wish to submit any questions, concerns or general input, please submit them in writing to the Board office State of Nevada Board of Psychological Examiners, 3080 South Durango Drive, Suite 102, Las Vegas, NV 89117 or NBOP@govmail.state.nv.us not later than Thursday, September 12, 2024, at 5 p.m. All statements received will be provided to the Board during the workshop. Please contact the Board office if you are interested in reviewing the language that will be presented to the Legislative Counsel Bureau (LCB).

This Notice of Workshop to Solicit Comments on Proposed Regulation has been properly posted on or before 8:00 a.m. on Thursday, August 29, 2024, at:

- the Board office located at 3080 South Durango Drive, Suite 102 in Las Vegas, NV,
- the Nevada Public Notice website (notice.nv.gov),
- the Board's website (https://psyexam.nv.gov/Board/2024/2024_BOARD_MEETINGS/), and
- the Nevada Legislature's notice website (<https://www.leg.state.nv.us/App/Notice/A/Submit>)

Notice has also been sent to all licensees and persons on the agency's mailing list for administrative regulations.

Date: August 28, 2024

Public Comment for 9/13 meeting

Dr. Chanelle Batiste <chanelle.batiste21@gmail.com>

Thu 9/12/2024 11:50 AM

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning board members,

My name is Chanelle Batiste and I hold a Psy.D. in clinical psychology and am provisionally licensed in Louisiana. First and foremost, thank you for taking the time to read this comment. I am writing this email a day after Hurricane Francine passed over New Orleans and thankfully I have found somewhere to charge my laptop and have access to the internet. I am unsure if my power will be restored in time for me to attend this meeting virtually, so I am hoping that this reaches you in time for your consideration. My reason for reaching out is simple: something must be done about the EPPP. For years concerns have been raised about this exam, from the lack of predictive validity to evidence that Black and Hispanic test-takers have a higher failure rate. But these issues have also largely been ignored in favor of maintaining a gatekeeping practice that has no evidence to support the claim that it protects the public. What it has done is halt well-trained candidates' career progression, limit the public's access to psychologists, and keep the field small and exclusive. If this is psychology's ultimate aim, then I say things should continue as is. However, I believe there are more people invested in addressing the problems that have plagued the licensing process for far too long. Psychologists and aspiring psychologists across the country are organizing and advocating for change. You needn't look far to find petitions being submitted to change the cut off score (e.g., Virginia) and Texas has requested an ASPPB bylaws change that will give states a say in if they want Part 2 of the EPPP. These are necessary steps that will change the lives of so many people, myself included. As a result of not having passed the EPPP on my second attempt (I scored a 494), I lost a clinical faculty position that was custom made for me and am currently awaiting a decision on my unemployment application because my postdoctoral fellowship could not be extended and I am having difficulty finding a job in the field without an unrestricted license. I studied for months and did exceptionally well on my practice exams, but one or two questions left me in limbo battling anxiety and depression I have never experienced like this before. This experience has been horrible, and the best comfort most psychologists I know have tried to offer me is "have you tried flash cards?" Even though this is not the intention, what has been communicated to me by the field is that my extensive training and years of experience mean nothing and will continue to mean nothing as long as I don't pass the EPPP. It's not that I am incompetent or unethical; I just simply could not recall enough information that may or may be relevant to my day-to-day practice to earn the title of psychologist. My story is not unique unfortunately and nor are my sentiments. However, I am tirelessly fighting for change because there are hundreds of people like myself who have been ready to do the work for years and only need state boards to see our value too. I am asking the members of this board to consider the positive impact changing the cutoff score (a gentle reminder that 500 is recommended and not mandatory) and voting for a bylaws change can have on the landscape of psychology. I believe true commitment to the public's safety looks like creating more access to caring and skilled clinicians and the time for change has come.

Kind regards,
Chanelle Batiste, Psy.D.

P.S.

Please see the comments in support of change in Virginia below

Virginia Rule Change Petition

<https://townhall.virginia.gov/l/Comments.cfm?petitionid=412>

Nevada Board of Psychological Examiners
Board Meeting Staff Report

DATE: September 13, 2024

ITEM:

- 3- (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Public Notice – Attachment A); 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.

During its August 9, 2024, meeting, the Board conducted a regulation workshop on the proposed version of NAC 641.120 (National Examination regulation) to resurrect it in that version from the version that had previously been repealed. While the Board approved moving the proposed regulation to a hearing, subsequent public comment from Dr. Michelle Paul addressed a concern about the proposed regulation language having unintended consequences based upon the distinction between when the EPPP1 and the EPPP2 can be taken. Concerned that the proposed regulation, as drafted, could cause confusion regarding and the unintended consequences Dr. Paul addressed, the executive director further revised the regulation and sought input from Dr. Paul.

Based on the executive director's revision and Dr. Paul's additional input, the revised proposed regulation is again before the Board for a workshop to confirm the regulation language that will move forward to a hearing. On August 28, 2024, the Regulation Workshop was properly and timely noticed for the September 13, 2024, meeting. The revised proposed version of NAC 641.120 is provided for public comment and for the Board to approve submitting the regulation to the LCB for a regulation draft so that it can move forward to a Regulation Hearing.

NAC 641.120 National examination: Use; prerequisite for taking; reexamination. ([NRS 641.100](#), [641.180](#))

1. The national examination constitutes one portion of the examination for licensure as a psychologist.
2. Except as otherwise provided in subsection 3, an applicant for a license may *begin to* take the national examination *before degree conferral*, after ~~the applicant has graduated with completion of foundational coursework, excluding practicum, dissertation, or internship, completed the coursework in~~ a doctoral degree *program* from:
 - (a) A training program which is accredited by the American Psychological Association or a program which meets the requirements of:
 - (1) [NAC 641.061](#) if the applicant graduated before January 1, 2018; or
 - (2) [NAC 641.062](#) if the applicant graduated on or after January 1, 2018; or
 - (b) An institution which meets the requirements of subsection 3 of [NAC 641.050](#).
3. An applicant who fails the national examination:
 - (a) Once or twice may retake the examination.
 - (b) Three times may not retake the examination unless the applicant requests permission and obtains approval from the Board to retake the examination for a fourth time. The applicant must submit to the Board a written request to retake the examination and a written plan explaining the steps the applicant will take to pass the examination. The Board will approve the request to retake the examination if the Board determines that the written plan submitted by the applicant is likely to result in the applicant passing the examination.
 - (c) Four or more times may not retake the examination except as otherwise provided in this paragraph, and his or her application for licensure pursuant to [NRS 641.160](#) or [NAC 641.062](#), as applicable, is deemed denied. A person whose application is deemed denied pursuant to this paragraph may, not earlier than 18 months after the date on which he or she notified the Board that he or she failed the examination for the immediately preceding time, request permission in writing from the Board to reapply for licensure and retake the examination. The Board will, if good cause is shown, approve the request.

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

August 9, 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 Lorraine Benuto, PhD, at 8:02 a.m. on August 9, 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, Lorraine Benuto, Ph.D., Secretary/Treasurer Stephanie Woodard, Psy.D., members, Monique Abarca, LCSW; Soseh Esmaeili, Psy.D.; Stephanie Holland, Psy.D.; and Catherine Pearson, Ph.D. were present at roll call. There was a quorum of the Board members.

Also present were Deputy Attorney General (DAG) Harry Ward; Board Investigators Dr. Gary Lenkeit and Dr. Whitney Owens; Executive Director Laura Arnold; Administrative Director Sarah Restori; members of the public: Legislative Expert Neena Laxalt, Donald Hoier, Jay Kolbet-Clausell, Dr. Claudia Mejia, Dr. Michelle Paul, Dr. Jodi Thomas, and Cody Wagner.

2. Public Comment. The Board wants to remind those who participate in public comment that you are limited to three minutes per person, and that public comment is reserved for comment only. It will not be used as a platform for questions and answers. If you have a statement that is longer than three minutes, please submit your statement in writing and the Board will include it in the written materials that are posted. If you have questions for which you would like answers, please email the Board office at nbop@govmail.state.nv.us.

There was no public comment.

3. (For Possible Action) Workshop to Solicit Comments on a Proposed Regulation (See Public Notice – Attachment A); 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.

Dr. Benuto informed that the proposed regulation is a resurrection of the Board's national exam regulation, which was omitted from Chapter 641 when the LCB recently codified 13 approved regulation amendments. NAC 641.120 had been repealed in a different version, and then later appeared in a revised version in a later regulation

amendment, but it is unclear what happened between those two events. When the LCB codified the amendments, it determined that it had been the Board's intention to repeal that regulation. Based on the Board's continued citation to the revised version of NAC 641.120, it does not appear that the Board intended to repeal the regulation in the revised version. As a result, the Board decided to move forward with efforts to resurrect and re-establish NAC 641.120.

Dr. Benuto opened up the workshop for public comment. There was no public comment and Dr. Benuto closed the workshop.

On motion by Catherine Pearson, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved forwarding to a regulation hearing at a future Board meeting. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

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

There were no comments or changes suggested for the minutes of the July 12, 2024, meeting.

On motion by Stephanie Woodard, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved the meeting minutes of the Regular Meeting of the Board held on July 12, 2024. Soseh Esmaeili approved the minutes as to form, but not content. (Yea: Lorraine Benuto, Monique Abarca, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

5. Financials

- (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2025 (July 1, 2024, through June 30, 2025).

The Executive Director presented the Treasurer's Report. She informed that as of July 31, 2024, the checking account balance was \$187,616.41. The Board is now in the first half of fiscal year 2025 and in the fourth biennium quarter. For the first half of the fiscal year/fourth biennium quarter, the Board is currently operating on the \$80,730.33 in net deferred revenue that was distributed to the fourth biennium quarter from the 2023-2024 biennium renewals, and the approximately \$38,300 from the other deferred revenue distributions that were allocated to this 4th biennium quarter and first half of the new fiscal year, such as late renewals, new licensures, and registrations. She also informed that during this final biennium quarter is the income from new licensures and

registrations that comes in during this quarter, but is no longer considered deferred income due to its receipt during the fourth biennium quarter.

The Executive Director went on to inform that the savings account balance, which is the Board's reserve account, was \$105,094.49. She stated that with the end of July being the first month of FY2025, the Board is at 7.75% of budgeted expenditures and 35.74% of expected revenue, most of that being from the deferred revenue allocated to this biennium quarter that was previously discussed.

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

On motion by Stephanie Woodard, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved the Treasurer's Report for Fiscal Year 2025. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

6. Legislative/Regulation Update

Neena Laxalt provided a brief update. She informed that one of the 15 BDR's that the Interim Standing Committee on Health and Human Services is presenting on has to do with the consolidation of mental health care boards. They are using a Utah model that consolidated different kinds of work forces. The BDR that has been presented requests that all the boards that fall under chapter 641 be under one consolidated board. She informed the Utah model has not always been popular in Nevada. She informed the Interim Committee will likely accept this draft since it is the governor's recommendation.

The Executive Director provided updates on some regulations. She informed that the three regulations that had previously been pending, R095-23, R002-24, and R084-24, were approved by the Board during the June meeting and she has submitted the regulation packets for all three regulations to the LCB, and stated the Legislative Commission meeting for these three regulations is scheduled for September 13, 2024. If the Legislative Commission approves them, she will then be able to publish them on the Board's website.

The Executive Director went on to share that Bill Draft Requests are coming in and she is keeping her eye open for any that look like they will or may possibly affect the Board, its licensees, and/or the practice of Psychology. She shared that she currently has 70 of the 339 BDRs that have been posted so far she will be following as they do or do not make their way through the legislative process.

7. Board Needs and Operations

- a. Report from the Nevada Psychological Association.

There were no updates from the Nevada Psychological Association.

b. Report From the Board Office on Operations.

The Administrative Director presented the Board's office statistic spreadsheet. She informed that in July, the Board licensed 10 new Psychologists, and they had higher than usual activity in licensure applications, Psychological assistant applications, continuing education program applications, and state exams administered.

She went on to share that the Board currently has 720 active licensees and 140 active applications for licensure. As for those we register – the psychological assistants, psychological interns, and psychological trainees – there are a total of 67 that are registered and 30 active applications.

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

A. Complaint #19-0626

DAG Ward and opposing counsel have agreed on a hearing officer. DAG Ward is in the process of drafting a contract for the hearing officer to hear the matter.

B. Complaint #23-0612

DAG Ward informed they are still reviewing the documents to make sure the respondent has complied with removing the language which was found offensive.

C. Complaint #23-0801

DAG informed that Dr. Young is continuing to monitor websites to ensure the respondent is complying with the cease-and-desist letter.

D. Complaint #23-0918

DAG Ward informed that a complaint has been drafted and reviewed and they are in the process of filing a notice of hearing and hoping to have this served in the next coming weeks.

E. Complaint #24-0103

DAG Ward informed they have agreed on a hearing officer and both matters will be heard by the one hearing officer.

F. Complaint #24-0312(1)

DAG Ward informed this matter has been referred to the MFT Board and he is in the process of preparing a cease-and-desist letter. The New York and the California Boards will be copied on the cease-and-desist letter with the possibility of contacting the Department of Justice for wire fraud.

G. Complaint #24-0312(2)

DAG Ward informed he is drafting a complaint that is getting revised. This complaint will result in a complaint and notice of hearing.

H. Complaint #24-0313

DAG Ward informed that this investigation is ongoing and Dr. Lenkeit has requested an additional 30 days for investigation. The complainant has not replied to Dr. Lenkeit's request for additional information and Dr. Lenkeit is requesting additional time to get this information.

On motion by Stephanie Holland, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved extending the investigation deadline in Complaint #24-0313. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

I. Complaint #24-0605

DAG Ward informed this complaint was received regarding misrepresentation of credentials and practicing without a license. The Board investigators are continuing to review additional information and the investigation is still ongoing.

J. Complaint #24-0607

DAG Ward informed this was a self-report from a licensee regarding two recent misdemeanor convictions. Additional information has been requested. Respondent is represented by counsel. No action is being taken until the board receives a response from counsel representing the licensee.

K. Complaint #24-0614

DAG Ward informed the complaint was forwarded to the respondent and the respondent responded to the investigator. The investigator corresponded with the respondent. The investigator recommends dismissal.

On motion by Stephanie Holland, second by Stephanie Woodard, the Nevada State Board of Psychological Examiners approved dismissing Complaint #24-0614. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

L. Complaints #24-0711
#24-0719
#24-0726

DAG Ward informed these three complaints are against the same psychologist. All three complaints were forwarded to the Office of Inspector General which were forwarded back to the Board informing they do not have jurisdiction in reference to this matter. The Board then forwarded the complaints to the respondent for his response due on 8/28/24 and forwarded them to appropriate federal agencies. He will also follow up as to where else to forward these complaints.

M. Complaint #24-0730

DAG Ward informed this was received and forwarded to an investigator for review. It is anticipated that a cease-and-desist letter be issued in this matter. There is an ongoing investigation in this case.

9. (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 are recommended for approval of licensure contingent upon completion of licensure requirements: Serina Hoover, Tera Robison, Joseph Salerno, Robert Leach, Leilani Puentes, Lauren Buchanan, Jessica Roos, Keith Valone, Stacey Mizokawa, Lee Rather, Kelly Humphries, Marijo Villano, Shaina Shepherd, Michelle Vorwerk, Thuy-Phuong Do, Liya Levanda, Anneli Rismaa, and Laljit Sidhu.

On motion by Stephanie Woodard, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved the following applicants for licensure contingent upon completion of licensure requirements: Serina Hoover, Tera Robison, Joseph Salerno, Robert Leach, Leilani Puentes, Lauren Buchanan, Jessica Roos, Keith Valone, Stacey Mizokawa, Lee Rather, Kelly Humphries, Marijo Villano, Shaina Shepherd, Michelle Vorwerk, Thuy-Phuong Do, Liya Levanda, Anneli Rismaa, and Laljit Sidhu. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

10. (For Possible Action) Discussion and Possible Action to Renew Dr. Gary Lenkeit as the Nevada PsyPact Commissioner for a One-Year Term Beginning July 1, 2024, and Ending June 30, 2025; or Announce the Position as Open to the Licensed Psychologists in the State of Nevada for Selection by the Board at a Future Meeting

The Executive Director informed that the Board needs to approve renewing Dr. Lenkeit as the Nevada PsyPact commissioner for fiscal year 2024.

Dr. Lenkeit indicated that he would like to continue in this position.

On motion by Stephanie Holland, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved Dr. Gary Lenkeit as the PsyPact Commissioner for an additional one year term from July 1, 2024

through June 30, 2025. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

11. (For Possible Action) Discussion and Possible Action regarding potential credentialing for Child Behavioral Health Interventionists.

Dr. Michelle Paul presented on the possible credentialing of bachelor level Child Behavioral Health Interventionists. She informed that over the past 10 months, the Children's Advocacy Alliance has been working on initiatives to address children's mental health in Nevada. One of the initiatives is bachelor's level mental health clinicians. Dr. Tara Raines of the Children's Advocacy Alliance invited representatives from The Ballmer Institute to share this model with all levels of NSHE representatives and other stakeholders. She shared that UNLV and others have stepped up to work on developing a bachelor's degree that develops knowledge and skills and to practice. She shared that the Children's Behavioral Health Interventionists was on the list of BDR's that came out of the Interim Health and Human Services committee. It is unclear if the Interim Health and Human Services committee will move this forward.

12. (For Possible Action) Discussion and Possible Action regarding the supervision of Community Health Workers by Psychologists.

Jay Kolbet-Clausell with the Nevada Community Health Workers Association presented information about Community Health Workers in Nevada. He informed that Community Health Care workers are frontline public health workers and have a close understanding of the community served. He shared that CHW's have a broad level of education from high school education to doctorate degrees. He shared that they can serve many roles and these include patient advocates, cultural liaisons, and resource coordination. For behavioral health, he informed CHW's can do assessments for brief crisis intervention and/or basic skills services such as referrals for food, clothing, shelter or mental health referrals. He shared that licensed professionals oversee community healthcare workers.

13. (For Possible Action) Discussion and Possible Action on an Inquiry Regarding the Required Qualifications for a Secondary Supervisor.

The Executive Director shared that Dr. Holland is requesting the Board consider approving a limited scope secondary supervisor for an individual who is licensed in Colorado and not Nevada, and who is PsyPact certified. The question pertains to a psychologist who is proposed to be a secondary supervisor for a Nevada-registered Psychological Intern. The supervisor would be secondary to a Nevada licensed psychologist as the primary supervisor. She went on to inform that NAC 641.1519 states a psychologist who wishes to serve as a supervisor must, except as otherwise approved by the Board, be licensed by the Board to practice psychology. She noted that the supervised practice plan form cites both NAC 641.1519 and NAC 641.152.

Dr. Holland informed that she has a predoctoral intern that applied to her training program last year and was accepted and they are registered with the Board as an intern. She informed that one of her supervisors is now limited with regards to practicing and supervising due to medical issues and can no longer supervise this intern. Dr. Holland has been looking for a secondary supervisor. She stated the request is for the Board to approve a limited scope license in Nevada specifically for supervision after this provider takes the Nevada state exam. This provider is not able to get licensed in Nevada because she has not taken the EPPP-2. This provider informed the time and cost just to provide supervision is not something she is able to do in the time frame.

Dr. Lenkeit reminded the Board that PsyPact APIT is an authorization and is not a license. Dr. Lenkeit assumed she would be practicing under her APIT and suggested looking under the regulations that PsyPact has for APIT holders as this is what the supervisor would be functioning under. He does not believe this falls under the Board's authority. He recommended the Board look at the APIT regulations before making any decisions.

Dr. Owens shared her concerns around making an exception to the rule, as the NAC pertaining to this is typically for more specialty kinds of supervision. She informed one of the challenges she thinks the Board will face will be opening up the possibility of individuals who do not hold a substantially equivalent license to supervise and this could weaken the argument towards Nevada holding these standards for its licensees.

Dr. Benuto noted a distinction that this request is for a secondary supervisor and there would be oversight from a Nevada licensed psychologist.

No action taken. The APIT regulations would be reviewed for the purposes requested.

14. (For Possible Action) Discussion and Possible Action on the Inclusion of Continuing Professional Development in Continuing Education Requirements.

President Dr. Benuto shared that during its June 7, 2024, meeting, the Board approved beginning a process of including Continuing Professional Development in continuing education requirements. The proposal was to shift into a model that would provide more allowance for additional credits obtained by licensees that would include a range of activities and would also reduce the financial burden on the licensees to obtain CE credits.

She went on to share that during the July 12, 2024, meeting, the Board discussed proposed language and ideas around what continuing professional development might look like, limitations that may apply, and breaking down the proposed categories a little differently in developing regulation language. During that meeting, the Board also

heard from Vanessa Aponte from the Legal Aid Center of Southern Nevada. Ms. Aponte proposed offering CE credits in exchange for pro bono services, and gave a presentation that showed, among other things, the need for services and how it could be reported. She also offered proposed regulation language related to her concept. At the end of the discussion on this topic, the Board approved moving forward in developing regulation language, working out what the limitations might look like, and categorizing what else they might add.

Dr. Owens stated this idea came out of the annual ASPPB meeting and these details could be worked out in a separate workshop. She informed that ASPPB will be putting out a White Paper and publishing its recommendations for CPD credits, and the Board should consult with these as a framework moving forward.

This item was tabled for the next Board meeting.

15. (For Possible Action) Discussion and Possible Action to Appoint a representative from the Nevada Board of Psychological Examiners to the Health Care Workforce Working Group (HCWWG).

The Executive Director informed that the Board office received an email from the Public Health Infrastructure Manager from the Department of Health and Human Services' Division of Public and Behavioral Health regarding the Health Care Workforce Working Group (HCWWG). The HCWWG is a result of SB379, which passed during the 2021 Legislative Session. She stated that the Public Health Infrastructure Manager that emailed the Board office stated that the effort was started over a year ago, but was not completed, and that he is being tasked with reviving the HCWWG, and of the members of that working group, they need a representative from the Psychology Board which can be a member of the Board or a designated executive board staff member.

The Executive Director informed that the role, described in NRS Chapter 439A, would entail the effort to collect information relating to providers of health care, address the membership and meetings of the HCWWG (the membership being composed of a variety of members including members of professional licensing boards) and lists the duties, which are primarily related to reporting the findings from the data collected as required by the chapter, and making recommendations to DHHS, Department of Education, the board of Regents in the University System, the legislature, and the licensing boards.

She informed that the Public Health Infrastructure Program would be responsible for the meeting processes (agenda, open meeting law, minutes, etc.), and they hope to have the first meeting soon, possibly September. It is before the Board to take action to appoint a representative of the Nevada Board of Psychological Examiners to be a member of the HCWWG. She informed that a board member can take the role if they're interested. Otherwise, this would be a great opportunity for Sarah to take on in her role

with the Board, especially considering that the data and information that is being sought is more under her charge.

No other Board members expressed desire for this role.

On motion by Soseh Esmaeili, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved appointing Sarah Restori to be the representative from Board to sit on the Health Care Workforce Working Group. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

16. (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board’s Renewal Policy and to the Application for Reinstatement.

The Executive Director informed that she has drafted and has proposed revisions to the Board’s renewal policy which include the reactivation/reinstatement application process, and some revisions to the renewal process.

She shared that under the current renewal policy, the Board defines “reactivation” as the process for reactivating a license that is not currently active due to being inactive, expired, suspended or revoked, and states that the process for reactivation differs related to the reason for its not being active. She stated in providing for the reactivation process, the Renewal Policy only provides for the Reactivation of a license from Inactive Status and outlines the process as stated in NRS 641.133(4). She stated it appeared that the terms reinstatement and reactivation were being used interchangeably

She informed that she looked to the NRS and NAC to see what clarity they provide for restoring an expired, suspended, or revoked license to active status. She stated NAC 641.133(4) outlines the process for restoring an inactive license to active status. NRS 641.222(1) states that that the license of those who fail to renew their license within 60 days after the date it is due is automatically suspended (which, per policy the Board deems “expired”), and that the Board may reinstate a license that was not renewed, but if it is not reinstated within 2 years, the Board may only reinstate a license if it also determines the holder of that license is competent to practice psychology. She distinguished between reactivation and reinstatement, and defined them according to Merriam-Webster, stating that reactivation is the act or process of making something active again or becoming active again, and reinstatement, to place again, to restore to a previous effective state.

She proposed revisions to the renewal policy to distinguish when a license holder seeks to reactivate an inactive license versus when that license holder seeks to reinstate an expired license.

She informed she distinguished between reactivation and reinstatement on the first page, and added a definition of a suspended or revoked license to distinguish it from how the Board defines an expired license. She then informed she distinguished the processes for the reactivation of an inactive license and reinstating an expired license. Another proposed change she made to the reactivation process was to delegate to the Board office a determination on that application if it is made within 2 years of the licensee having placed the license on inactive status.

The Executive Director went on to share another proposed change to the application for reinstatement of an expired license. She informed that she added the question for applicants regarding why they let their license lapse directly on the reinstatement application.

The Executive Director informed that she and the Administrative Director, Sarah, are preparing for renewals. She stated that she's updated the database online renewal form with the new licensee fees, has renewal stickers, and has updated the hardcopy renewal application form. Given the renewal volume, she informed she would prefer not to condense the renewals into the end of the biennium quarter. She proposed the revision to the renewal policy that states that the renewal period is to be open during the 4th biennium quarter, and not later than October 1.

On motion by Catherine Pearson, second by Stephanie Woodard the Nevada State Board of Psychological Examiners approved the proposed revisions to the Board's renewal policy and to the Application for Reinstatement. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

17. (For Possible Action) Discussion and Possible Action to Discontinue Requiring Notarized Signatures on Professional Reference Forms submitted for Applicants.

The Executive Director informed that as the Board office continues to review the Board's regulations, policies, and practices for inefficiencies, the requirement to have professional reference signatures notarized is one practice that unnecessarily creates inconvenience for their applicants. She also shared that the Board office often receives pushback for this requirement and had an applicant withdraw his application due to this requirement.

The regulations and Board policy require that applicants for licensure and registration provide three professional references. She informed that she did not find anything in the regulations or the board's policy that requires the signatures of those references be notarized. She went on to state that requiring notarization of signatures is an antiquated practice in this context and in the day and age of digital signature identity

for e-signatures and simply providing sufficient attestation language to which professional references are signing.

Both the Administrative Director and Executive Director want to propose that the Board take action to discontinue the requirement that the required professional references have notarized signatures. The Executive Director informed that she revised the professional reference form with digital signatures for those who complete the form electronically, and strengthened the attestation language that their signature follows for those that print and fill out the form.

DAG Ward informed a lot of the courts are moving away from notarized forms and just requested an attestation clause or declaration.

Dr. Owens wanted to encourage the Board to continue to keep their regulatory hats on as they consider removing inefficiencies and staying mindful of protecting the public first and foremost.

On motion by Stephanie Holland, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved discontinuing the requirement that professional reference forms be notarized. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

18. (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, September 13, 2024, beginning at 8:00 a.m.

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

There were no requests for future agenda items.

20. Public Comment. The Board wants to remind those who participate in public comment that you are limited to three minutes per person, and that public comment is reserved for comment only. It will not be used as a platform for questions and answers. If you have a statement that is longer than three minutes, please submit your statement in writing and the Board will include it in the written materials that are posted. If you have questions for which you would like answers, please email the Board office at nbop@govmail.state.nv.us.

Dr. Michelle Paul wanted to clarify the proposed changes for EPPP language in the NAC. She stated that the national exam is a two-part exam. She stated the only part that the ASPPB is recommending could be taken upon completion of coursework, is Part 1 (knowledge) of the exam. She stated the wording of the proposed changes suggests that somebody could potentially take the entire exam (both parts) after completing coursework.

There was no further public comment.

21. (For Possible Action) Adjournment

There being no further business before the Board, President Dr. Benuto adjourned the meeting at 10:16 a.m.

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

DATE: September 13, 2024

ITEM:

5A - (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2025 (July 1, 2024, through June 30, 2025).

SUMMARY:

As of August 31, 2024, the checking account balance was \$176,431.19. The Board is in the first half of FY2025 and the fourth biennium quarter. For this portion of the fiscal year, the Board is operating on the \$80,730.33 in net deferred revenue that was distributed to the fourth biennium quarter from the 2023-2024 biennium renewals, and the approximately \$38,300 from the other deferred revenue distributions that were allocated to this 4th biennium quarter and first half of the new fiscal year (those are late renewals, new licensures, and registrations). Continuing to be notable during this final biennium quarter is the income from new licensures and registrations that comes in during this quarter, but is no longer considered deferred income due to its receipt during the fourth biennium quarter. That was projected to be \$1,800 for this quarter. As of the end of the second month of the sixth month biennium quarter, the Board has received more than \$3,700, which is 208% of what was projected.

The savings account balance, which is the Board's reserve account, was \$105,098.05. With the end of August being the second month of FY2025, the Board is at just under 16% of budgeted expenditures and little over 38% of expected revenue.

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 2025

8/31/24

		FY25 Budgeted Amount	FY25 Actual	% actual to budget			FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted	FY25-2 Biennial-Q1 January 2025-June 2025 Budgeted
INCOME								
Money on hand (Checking)		89,031.85					\$89,031.85	
Carry Over		10,313.01					\$10,313.01	\$71,630.15
Deferred Revenue								
2600	Renewals - 7/1/24 and 1/1/25	170,105.33	80,730.33	47.46%	2600	Renewals 25-26 biennium (1/1/25)	80,730.33	92,00.000 (1,535.45)
2600	Late Renewals - 7/1/25	15,819.98	15,819.98	100.00%	2600	Late Renewals 25-26 biennium (7/1/25)	15,819.98	
40201 40281-3 40203	New Licensure, Registrations, Reinstatements	22,489.98	22,489.98	100.00%	40201 40281-3 40203	New Licensure, Registrations, Reinstatements	22,489.98	
	Deferred PP fees					Deferred PP fees	N/A	2,625.00 (51.63)
	NET Deferred Income					NET Deferred Income	119,040.29	89,375.00
Regular Revenue	23-24 Biennium Q4 New Licensure and Registrations	1,800.00	3,747.23	208.18%			1,800.00	

	Applications							
40100	Psychologist Application	16,250.00	5,240.79	32.25%			8,125.00	8,125.00
40101	PA Application	3,000.00	1,078.70	35.96%			1,500.00	1,500.00
40102	Intern Application	1,200.00		0.00%			600.00	600.00
40103	Trainee Application	900.00	622.60	69.18%			450.00	450.00
4010	Reinstatement/Reactivation	500.00		0.00%			250.00	250.00
4015	Psychologist State Exam	15,000.00	4,482.60	29.88%			7,500.00	7,500.00
4030	Non-Resident Consultant	900.00	100.00	11.11%			450.00	450.00
4040	CE App Fee	900.00	237.95	26.44%			450.00	450.00
	Other							
4025	Late and License Restoration Fees	4,000.00					0.00	4,000.00
40251/40252	New and Duplicate License	1,250.00	450.74	36.06%			625.00	625.00
4045	Verification of Licensure	400.00	61.18	15.30%			200.00	200.00
4075	Cost Recovered (Disciplinary)						0.00	0.00
4999	Interest, Misc	40.00	7.12	17.80%			20.00	20.00
Total Income		\$353,900.15	\$135,069.20	38.17%		Income	\$ 240,355.15	\$ 185,175.15

Payroll Expenses		FY25 Budgeted Amount	FY25 Actual	% actual to budget			FY25-1 Biennial-Q4	FY25-2 Biennial-Q1
							July 2024-December 2024	January 2025-June 2025
							Budgeted	Budgeted
5100	Board Salary/Per Diem	10,000.00	0.00	0.00%			5,000.00	5,000.00
2700	Executive Director (net)	50,000.00	9,970.89	19.94%			25,000.00	25,000.00
2700	Administrative Director (net)	45,000.00	8,410.15	18.69%			22,500.00	22,500.00
2700	Staff Salary (Part-Time)	10,000.00					5,000.00	5,000.00
9110	Staff Benefits	12,000.00	2,927.98	24.40%			6,000.00	6,000.00
2700	Investigator Salary	15,000.00	1,597.01	10.65%			7,500.00	7,500.00
5250	Workers Compensation	1,000.00	-5.00	-0.50%			500.00	500.00
2108/5300	PERS	45,000.00	7,611.28	16.91%			22,500.00	22,500.00
2100	Payroll Taxes (SS, Medicare)	24,000.00	4,949.45	20.62%			12,000.00	12,000.00
9100	Other Payroll Expenses	1,000.00	144.00	14.40%			500.00	500.00

		Total Payroll	213,000.00	35,605.76	16.72%			106,500.00	106,500.00
Operating Expenses		FY25 Budgeted Amount	FY25 Actual	% actual to budget			FY25-1 Biennial-Q4 July 2024-December 2024 Budgeted	FY25-2 Biennial-Q1 January 2025-June 2025 Budgeted	
6100	Out of State	6,500.00		0.00%			3,250.00	3,250.00	
6200	In-State Travel	1,500.00		0.00%			750.00	750.00	
7015	Office Supplies/furniture	3,250.00	167.69	5.16%			1,625.00	1,625.00	
	Office expenses:								
7040	- Print-Copy	50.00	227.98	455.96%			25.00	25.00	
7050	- Rent	20,000.00	3,000.00	15.00%			10,000.00	10,000.00	
7100	- Postage	1,000.00	441.31	44.13%			500.00	500.00	
7210	- DoIt Web SV	1,200.00	85.74	7.15%			600.00	600.00	
7290/72902 7200	- Telephone/Internet & Utilities	1,500.00	257.31	17.15%			750.00	750.00	
7500	- Copy Lease	1,500.00	226.50	15.10%			750.00	750.00	
7770/7777	Software & Database	4,500.00	261.96	5.82%			2,250.00	2,250.00	
8010	Legal & Professional Fees	40,000.00	3,721.81	9.30%			20,000.00	20,000.00	
8015	Tort Claim	1,200.00	1,164.30	97.03%			1,200.00	0.00	
8050/8055	Professional Services (Auditor, Bookkeeper, Lobbyist)	32,500.00	6,019.75	18.52%			16,250.00	16,250.00	
8250	Dues & Reg (ASPPB, Conf, Continuing Ed)	5,000.00	560.00	11.20%			2,500.00	2,500.00	
8520	Admin Services (LCB)	1,350.00	1,200.00	88.89%			675.00	675.00	
9001	Banking Fees	100.00	7.00	7.00%			50.00	50.00	
	PayPal Fees (against regular revenue)	1,250.00	469.69	37.58%			625.00	625.00	
90100	Miscellaneous Expense	500.00		0.00%			250.00	250.00	
	Uncategorized Expense	250.00					125.00	125.00	
	Total Expenses	\$123,150.00	\$17,811.04	14.46%			\$62,225.00	\$61,025.00	
	Total Expenses + Payroll	\$336,150.00	\$53,416.80	15.89%			\$168,725.00	\$167,525.00	

Total Income	\$ 353,900.15	\$135,069.20	38.17%			\$240,355.15	\$185,175.15
Final Balance	\$17,750.15	\$81,652.40			Final Balance	\$71,630.15	\$17,650.15

September 03, 2024

Statement of Financial Position

As August 31, 2024

Nevada Board of Psychological Examiners

As verified by Michelle Fox .

The following accounts have been reconciled for the month of August 31, 2024, and all transactions reviewed for accuracy.

Main Checking Account per bank statement dated 08/31/2024 -\$176,431.19

Savings Account per bank statement dated 08/31/2024 -\$105,098.05

Michelle Fox

Michelle Fox

NV State Board of Psychological Examiners

Item 5A

Balance Sheet As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1100 Cash in Bank	176,431.19
3309 Savings	105,098.05
Total Bank Accounts	\$281,529.24
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	\$282,637.24
Other Assets	
1300 Deferred outflows of resources	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$282,637.24
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	3,472.03
2100 Payroll Liabilities	1,992.06
2107 Federal Taxes (941/944)	142.53
2108 PERS	47,090.82
Health Insurance	416.82
NV Unemployment Tax	0.00

NV State Board of Psychological Examiners

Item 5A

Balance Sheet As of August 31, 2024

	TOTAL
Total 2100 Payroll Liabilities	49,642.23
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	-198,410.21
2700 Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ -146,267.03
Total Current Liabilities	\$ -146,267.03
Total Liabilities	\$ -146,267.03
Equity	
3000 Opening Bal Equity	1,315.04
3900 2550 Fund Balance	391,966.30
Net Income	35,622.93
Total Equity	\$428,904.27
TOTAL LIABILITIES AND EQUITY	\$282,637.24

NV State Board of Psychological Examiners

Profit and Loss
July - August, 2024

	TOTAL
Income	
4010 Psychologist Application	
40100 Psychologist Application	5,240.79
40101 PA Application	1,078.70
40103 Trainee Application	622.60
Total 4010 Psychologist Application	6,942.09
4015 Psychologist State Exam	4,482.60
4020 Psych Biennial	83,480.00
40201 Prorated Psych Biennial	2,193.69
Total 4020 Psych Biennial	85,673.69
4025 Psychologist Licensing Fee	
40251 New License	425.00
40252 Change/Duplicate/Reinstatement	25.74
Total 4025 Psychologist Licensing Fee	450.74
4028 Registration Fee	
40281 Psych Asst fee	1,385.44
40282 Psych Intern Fee	77.21
40283 Psych Trainee	90.89
Total 4028 Registration Fee	1,553.54
4030 Non-Resident Consultant	100.00
4040 CE App Fee	237.95
4045 Verification of Licensure	61.18
4050 Renewal Late Fee	0.00
4999 Interest	7.12
Total Income	\$99,508.91
GROSS PROFIT	\$99,508.91
Expenses	
307910 7210 Dolt Web SVb	85.74
5100 Board Sal	0.00
5175 Board Staf	
51753 Investigator Salary	1,984.50
Total 5175 Board Staf	1,984.50
5250 Workers Compensation	176.23
5300 PERS	7,611.28
7015 Supplies	167.69
7020 Office Expense	0.00
7040 Print-Copy	227.98
7050 Rent	3,000.00
Total 7020 Office Expense	3,227.98
7100 Postage	441.31

NV State Board of Psychological Examiners

Item 5A

Profit and Loss July - August, 2024

	TOTAL
7200 Utilities	128.78
7290 Telephone	
72902 Internet	128.53
Total 7290 Telephone	128.53
Total 7200 Utilities	257.31
7500 Copy Lease	226.50
7770 Software	261.96
8000 Legal & Professional Fees	
8010 Legal	3,721.81
8015 Tort Claim	1,164.30
Total 8000 Legal & Professional Fees	4,886.11
8050 Prof Servs	3,936.25
8055 Lobbyist	2,083.50
Total 8050 Prof Servs	6,019.75
8250 Dues & Reg	560.00
8500 Admin Serv	
8520 LCB	1,200.00
Total 8500 Admin Serv	1,200.00
9001 Banking Fees	
9002 Bank Crgs	7.00
Total 9001 Banking Fees	7.00
9100 Payroll Expenses	144.00
9110 Company Contributions	
Health Insurance	2,927.98
Retirement	4,381.90
Total 9110 Company Contributions	7,309.88
9130 Wages	25,039.20
Taxes	
9111 Federal Taxes (941/944)	2,067.32
NV Unemployment Tax	0.00
Total Taxes	2,067.32
Total 9100 Payroll Expenses	34,560.40
PayPal Fees	676.22
Reimbursements	1,536.00
Total Expenses	\$63,885.98
NET OPERATING INCOME	\$35,622.93
NET INCOME	\$35,622.93

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
3309 Savings							
	Beginning Balance						105,094.49
08/30/2024	Deposit		Interest		4999 Interest	3.56	105,098.05
Total for 3309 Savings						\$3.56	
1100 Cash in Bank							
	Beginning Balance						187,616.41
08/01/2024	Deposit				-Split-	596.92	188,213.33
08/02/2024	Deposit		Whitney Owens		Reimbursements	530.00	188,743.33
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Pay Period: 07/19/2024-08/01/2024	2700 Direct Deposit Payable	-661.97	188,081.36
08/02/2024	Payroll Check	DD	Sarah J. Restori	Pay Period: 07/19/2024-08/01/2024	2700 Direct Deposit Payable	-1,678.88	186,402.48
08/02/2024	Payroll Check	DD	Laura M. Arnold	Pay Period: 07/19/2024-08/01/2024	2700 Direct Deposit Payable	-1,994.18	184,408.30
08/05/2024	Expense		Target		7015 Supplies	-16.00	184,392.30
08/05/2024	Expense		Whitney Owens		5100 Board Sal	-450.00	183,942.30
08/07/2024	Expense		PERS		5300 PERS	-4,142.84	179,799.46
08/07/2024	Expense		Michelle Fox		8050 Prof Servs	-175.00	179,624.46
08/07/2024	Expense		State Farm Insurance		5250 Workers Compensation	-181.23	179,443.23
08/08/2024	Expense				9001 Banking Fees:9002 Bank Crgs	-1.00	179,442.23
08/08/2024	Expense		Cox Communications		7200 Utilities:7290 Telephone:72902 Internet	-64.09	179,378.14
08/08/2024	Expense		Office of the Attorney General		8000 Legal & Professional Fees:8010 Legal	-1,067.86	178,310.28
08/09/2024	Expense		Ubeo Business Services		7020 Office Expense:7040 Print-Copy	-6.31	178,303.97
08/12/2024	Deposit				-Split-	1,274.48	179,578.45
08/12/2024	Expense		Whitney Owens	CLEAR Training - Board Investigator	Reimbursements	-530.00	179,048.45
08/13/2024	Deposit				-Split-	1,050.00	180,098.45
08/13/2024	Tax Payment		IRS	Tax Payment for Period: 07/01/2024-07/31/2024	2100 Federal Income Withholding	-2,274.50	177,823.95
08/16/2024	Expense		Public Employees' Benefits Program (PEBP)		Payroll Expenses:Company Contributions:Health Insurance	-1,000.12	176,823.83
08/16/2024	Payroll Check	DD	Sarah J. Restori	Pay Period: 08/02/2024-08/15/2024	2700 Direct Deposit Payable	-1,678.87	175,144.96
08/16/2024	Payroll Check	DD	Laura M. Arnold	Pay Period: 08/02/2024-08/15/2024	2700 Direct Deposit Payable	-1,994.17	173,150.79
08/16/2024	Payroll Check	DD	Sheila G. Young	Pay Period: 08/02/2024-08/15/2024	2700 Direct Deposit Payable	-598.42	172,552.37
08/19/2024	Expense		QuickBooks Payroll Service		9100 Payroll Expenses	-75.00	172,477.37
08/19/2024	Expense				9001 Banking Fees:9002 Bank Crgs	-1.00	172,476.37
08/19/2024	Expense		Amazon	Office vacuum	7015 Supplies	-31.43	172,444.94
08/20/2024	Expense		Canon Financial Services, Inc.		7500 Copy Lease	-113.25	172,331.69
08/20/2024	Deposit				-Split-	1,417.20	173,748.89
08/22/2024	Expense		US Post Office		7100 Postage	-367.55	173,381.34
08/22/2024	Expense		NV Energy		7200 Utilities	-69.45	173,311.89
08/23/2024	Expense		Dehnad Hakimi	Renewal late fee refund - online renewal portal glitch	4050 Renewal Late Fee	-148.46	173,163.43
08/23/2024	Expense		Kathleen Laxalt		8050 Prof Servs:8055 Lobbyist	-1,041.75	172,121.68
08/26/2024	Deposit				-Split-	2,036.70	174,158.38
08/27/2024	Deposit				-Split-	850.00	175,008.38

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/28/2024	Deposit				-Split-	3,863.92	178,872.30
08/28/2024	Expense		Mihata Holdings, LP		7020 Office Expense:7050 Rent	-1,500.00	177,372.30
08/29/2024	Deposit				-Split-	1,678.86	179,051.16
08/29/2024	Expense				9001 Banking Fees:9002 Bank Crgs	-1.00	179,050.16
08/29/2024	Expense			Service of Complaint - Certified Mail	7100 Postage	-13.41	179,036.75
08/30/2024	Expense		ASPPB	ASPPB Annual Conference Registration - LMA and SW	8250 Dues & Reg	-560.00	178,476.75
08/30/2024	Deposit				-Split-	1,627.49	180,104.24
08/30/2024	Payroll Check	DD	Laura M. Arnold	Pay Period: 08/16/2024-08/29/2024	2700 Direct Deposit Payable	-1,994.18	178,110.06
08/30/2024	Payroll Check	DD	Sarah J. Restori	Pay Period: 08/16/2024-08/29/2024	2700 Direct Deposit Payable	-1,678.87	176,431.19
Total for 1100 Cash in Bank						\$ -	
						11,185.22	
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							
							41,832.54
08/02/2024	Payroll Check	DD	Sarah J. Restori	PERS	2700 Direct Deposit Payable	403.85	42,236.39
08/02/2024	Payroll Check	DD	Sarah J. Restori	PERS - Company Contribution	2700 Direct Deposit Payable	403.85	42,640.24
08/02/2024	Payroll Check	DD	Laura M. Arnold	PERS - Company Contribution	2700 Direct Deposit Payable	472.53	43,112.77
08/02/2024	Payroll Check	DD	Laura M. Arnold	PERS	2700 Direct Deposit Payable	472.53	43,585.30
08/16/2024	Payroll Check	DD	Laura M. Arnold	PERS	2700 Direct Deposit Payable	472.53	44,057.83
08/16/2024	Payroll Check	DD	Sarah J. Restori	PERS - Company Contribution	2700 Direct Deposit Payable	403.85	44,461.68
08/16/2024	Payroll Check	DD	Laura M. Arnold	PERS - Company Contribution	2700 Direct Deposit Payable	472.53	44,934.21
08/16/2024	Payroll Check	DD	Sarah J. Restori	PERS	2700 Direct Deposit Payable	403.85	45,338.06
08/30/2024	Payroll Check	DD	Laura M. Arnold	PERS - Company Contribution	2700 Direct Deposit Payable	472.53	45,810.59
08/30/2024	Payroll Check	DD	Laura M. Arnold	PERS	2700 Direct Deposit Payable	472.53	46,283.12
08/30/2024	Payroll Check	DD	Sarah J. Restori	PERS	2700 Direct Deposit Payable	403.85	46,686.97
08/30/2024	Payroll Check	DD	Sarah J. Restori	PERS - Company Contribution	2700 Direct Deposit Payable	403.85	47,090.82
Total for 2108 PERS						\$5,258.28	
Health Insurance							
Beginning Balance							
							298.77
08/02/2024	Payroll Check	DD	Sarah J. Restori	Health Insurance	2700 Direct Deposit Payable	39.35	338.12
08/16/2024	Payroll Check	DD	Sarah J. Restori	Health Insurance	2700 Direct Deposit Payable	39.35	377.47
08/30/2024	Payroll Check	DD	Sarah J. Restori	Health Insurance	2700 Direct Deposit	39.35	416.82

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
						Payable	
Total for Health Insurance							\$118.05
NV Unemployment Tax							
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Sarah J. Restori	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Laura M. Arnold	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Sheila G. Young	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Laura M. Arnold	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Sarah J. Restori	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/30/2024	Payroll Check	DD	Sarah J. Restori	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
08/30/2024	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							\$5,376.33
2600 Deferred Revenue							
Beginning Balance							-
							204,552.03
08/26/2024	Deposit			Active License Renewal	1100 Cash in Bank	672.98	-
							203,879.05
08/28/2024	Deposit			Active License Renewal	1100 Cash in Bank	669.98	-
							203,209.07
08/28/2024	Deposit			Active License Renewal	1100 Cash in Bank	669.98	-
							202,539.09
08/28/2024	Deposit			Active License Renewal	1100 Cash in Bank	672.98	-
							201,866.11
08/28/2024	Deposit			Active License Renewal	1100 Cash in Bank	672.98	-
							201,193.13
08/28/2024	Deposit			Active License Renewal - Duplicate	1100 Cash in Bank	669.98	-
							200,523.15
08/28/2024	Deposit			Active License Renewal - Refund Duplicate	1100 Cash in Bank	-669.98	-
							201,193.13
08/28/2024	Deposit			Inactive License Renewal	1100 Cash in Bank	103.00	-
							201,090.13
08/29/2024	Deposit			Active License Renewal	1100 Cash in Bank	669.98	-
							200,420.15
08/29/2024	Deposit			Active License Renewal	1100 Cash in Bank	669.98	-
							199,750.17
08/30/2024	Deposit			Active License Renewal	1100 Cash in Bank	669.98	-
							199,080.19
08/30/2024	Deposit			Active License Renewal	1100 Cash in Bank	669.98	-
							198,410.21
Total for 2600 Deferred Revenue							\$6,141.82
2700 Direct Deposit Payable							
08/02/2024	Payroll Check	DD	Laura M. Arnold	Direct Deposit	1100 Cash in Bank	-1,994.18	-1,994.18
08/02/2024	Payroll Check	DD	Sarah J. Restori	Direct Deposit	1100 Cash in Bank	-1,678.88	-3,673.06
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Pay Period: 07/19/2024-08/01/2024	-Split-	661.97	-3,011.09
08/02/2024	Payroll Check	DD	Sarah J. Restori	Pay Period: 07/19/2024-08/01/2024	-Split-	1,678.88	-1,332.21
08/02/2024	Payroll Check	DD	Laura M. Arnold	Pay Period: 07/19/2024-08/01/2024	-Split-	1,994.18	661.97
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Direct Deposit	1100 Cash in Bank	-661.97	0.00
08/16/2024	Payroll Check	DD	Sarah J. Restori	Direct Deposit	1100 Cash in Bank	-1,678.87	-1,678.87
08/16/2024	Payroll Check	DD	Laura M. Arnold	Direct Deposit	1100 Cash in Bank	-1,994.17	-3,673.04
08/16/2024	Payroll Check	DD	Sheila G. Young	Pay Period: 08/02/2024-08/15/2024	-Split-	598.42	-3,074.62
08/16/2024	Payroll Check	DD	Sarah J. Restori	Pay Period: 08/02/2024-08/15/2024	-Split-	1,678.87	-1,395.75
08/16/2024	Payroll Check	DD	Sheila G. Young	Direct Deposit	1100 Cash in Bank	-598.42	-1,994.17
08/16/2024	Payroll Check	DD	Laura M. Arnold	Pay Period: 08/02/2024-08/15/2024	-Split-	1,994.17	0.00

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/30/2024	Payroll Check	DD	Laura M. Arnold	Pay Period: 08/16/2024-08/29/2024	-Split-	1,994.18	1,994.18
08/30/2024	Payroll Check	DD	Sarah J. Restori	Direct Deposit	1100 Cash in Bank	-1,678.87	315.31
08/30/2024	Payroll Check	DD	Laura M. Arnold	Direct Deposit	1100 Cash in Bank	-1,994.18	-1,678.87
08/30/2024	Payroll Check	DD	Sarah J. Restori	Pay Period: 08/16/2024-08/29/2024	-Split-	1,678.87	0.00
Total for 2700 Direct Deposit Payable						\$0.00	
2100 Federal Income Withholding							
Beginning Balance							1,934.91
08/02/2024	Payroll Check	DD	Laura M. Arnold	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	604.13	2,539.04
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	384.38	2,923.42
08/02/2024	Payroll Check	DD	Sarah J. Restori	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	505.21	3,428.63
08/13/2024	Tax Payment		IRS	Federal Taxes (941/943/944)	1100 Cash in Bank	-2,274.50	1,154.13
08/16/2024	Payroll Check	DD	Laura M. Arnold	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	604.15	1,758.28
08/16/2024	Payroll Check	DD	Sheila G. Young	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	99.16	1,857.44
08/16/2024	Payroll Check	DD	Sarah J. Restori	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	505.23	2,362.67
08/30/2024	Payroll Check	DD	Sarah J. Restori	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	505.23	2,867.90
08/30/2024	Payroll Check	DD	Laura M. Arnold	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	604.13	3,472.03
Total for 2100 Federal Income Withholding						\$1,537.12	
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							391,966.30
Total for 3900 2550 Fund Balance							
4010 Psychologist Application							
40100 Psychologist Application							
Beginning Balance							2,770.73
08/01/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	2,925.83
08/01/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	3,080.93
08/01/2024	Deposit			Psych App fee	1100 Cash in Bank	154.43	3,235.36
08/12/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	3,390.46
08/12/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	3,545.56
08/12/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	3,700.66
08/12/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	3,855.76
08/12/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,010.86
08/13/2024	Deposit			Psych App fee	1100 Cash in Bank	150.00	4,160.86
08/13/2024	Deposit			Psych App fee	1100 Cash in Bank	150.00	4,310.86
08/20/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,465.96
08/20/2024	Deposit			Psych App fee	1100 Cash in Bank	154.43	4,620.39
08/20/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,775.49
08/26/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	4,930.59
08/26/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	5,085.69
08/30/2024	Deposit			Psych App fee	1100 Cash in Bank	155.10	5,240.79
Total for 40100 Psychologist Application						\$2,470.06	
40101 PA Application							
Beginning Balance							305.10

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	TYPE					
Balance						
08/01/2024	Deposit		PA App fee	1100 Cash in Bank	155.90	461.00
08/20/2024	Deposit		PA App fee	1100 Cash in Bank	155.90	616.90
08/26/2024	Deposit		PA App fee	1100 Cash in Bank	155.90	772.80
08/27/2024	Deposit		PA App fee	1100 Cash in Bank	150.00	922.80
08/28/2024	Deposit		PA App fee	1100 Cash in Bank	155.90	1,078.70
Total for 40101 PA Application					\$773.60	
40103 Trainee Application						
08/12/2024	Deposit		PT App fee	1100 Cash in Bank	155.90	155.90
08/26/2024	Deposit		PT App fee refund	1100 Cash in Bank	-155.90	0.00
08/26/2024	Deposit		PT App fee	1100 Cash in Bank	155.90	155.90
08/28/2024	Deposit		PT App fee	1100 Cash in Bank	155.90	311.80
08/29/2024	Deposit		PT App fee	1100 Cash in Bank	155.40	467.20
08/29/2024	Deposit		PT App fee	1100 Cash in Bank	155.40	622.60
Total for 40103 Trainee Application					\$622.60	
Total for 4010 Psychologist Application					\$3,866.26	
4015 Psychologist State Exam						
Beginning						1,841.30
Balance						
08/12/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	2,047.20
08/12/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	2,253.10
08/13/2024	Deposit		SE App fee	1100 Cash in Bank	200.00	2,453.10
08/13/2024	Deposit		SE App fee	1100 Cash in Bank	200.00	2,653.10
08/13/2024	Deposit		SE App fee	1100 Cash in Bank	200.00	2,853.10
08/20/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	3,059.00
08/20/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	3,264.90
08/26/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	3,470.80
08/27/2024	Deposit		SE App fee	1100 Cash in Bank	200.00	3,670.80
08/27/2024	Deposit		SE App fee	1100 Cash in Bank	200.00	3,870.80
08/27/2024	Deposit		SE App fee	1100 Cash in Bank	200.00	4,070.80
08/28/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	4,276.70
08/28/2024	Deposit		SE App fee	1100 Cash in Bank	205.90	4,482.60
Total for 4015 Psychologist State Exam					\$2,641.30	
4020 Psych Biennial						
Beginning						83,480.00
Balance						
Total for 4020 Psych Biennial						
40201 Prorated Psych Biennial						
Beginning						1,582.98
Balance						
08/20/2024	Deposit		New licensure	1100 Cash in Bank	119.77	1,702.75
08/20/2024	Deposit		New licensure	1100 Cash in Bank	113.16	1,815.91
08/26/2024	Deposit		New Licensure	1100 Cash in Bank	109.88	1,925.79
08/28/2024	Deposit		New Licensure	1100 Cash in Bank	107.34	2,033.13
08/28/2024	Deposit		New Licensure - VET	1100 Cash in Bank	53.22	2,086.35
08/28/2024	Deposit		New Licensure	1100 Cash in Bank	107.34	2,193.69
Total for 40201 Prorated Psych Biennial					\$610.71	
Total for 4020 Psych Biennial with subs					\$610.71	
4025 Psychologist Licensing Fee						
40251 New License						
Beginning						275.00
Balance						
08/20/2024	Deposit		New license	1100 Cash in Bank	25.00	300.00
08/20/2024	Deposit		New license	1100 Cash in Bank	25.00	325.00
08/26/2024	Deposit		New License	1100 Cash in Bank	25.00	350.00
08/28/2024	Deposit		New License	1100 Cash in Bank	25.00	375.00
08/28/2024	Deposit		New License	1100 Cash in Bank	25.00	400.00
08/28/2024	Deposit		New License	1100 Cash in Bank	25.00	425.00
Total for 40251 New License					\$150.00	
40252 Change/Duplicate/Reinstatement						

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							25.74
Total for 40252 Change/Duplicate/Reinstatement							
Total for 4025 Psychologist Licensing Fee							\$150.00
4028 Registration Fee							
40281 Psych Asst fee							
Beginning Balance							308.86
08/13/2024	Deposit			PA Reg fee	1100 Cash in Bank	150.00	458.86
08/20/2024	Deposit			PA Reg Extension fee	1100 Cash in Bank	154.43	613.29
08/26/2024	Deposit			PA Reg Extension fee	1100 Cash in Bank	154.43	767.72
08/26/2024	Deposit			PA Reg fee	1100 Cash in Bank	154.43	922.15
08/26/2024	Deposit			PA Reg fee	1100 Cash in Bank	154.43	1,076.58
08/28/2024	Deposit			PA Reg fee	1100 Cash in Bank	154.43	1,231.01
08/30/2024	Deposit			PA Reg fee	1100 Cash in Bank	154.43	1,385.44
Total for 40281 Psych Asst fee							\$1,076.58
40282 Psych Intern Fee							
Beginning Balance							77.21
Total for 40282 Psych Intern Fee							
40283 Psych Trainee							
Beginning Balance							30.89
08/29/2024	Deposit			PT Reg fee	1100 Cash in Bank	30.00	60.89
08/29/2024	Deposit			PT Reg fee	1100 Cash in Bank	30.00	90.89
Total for 40283 Psych Trainee							\$60.00
Total for 4028 Registration Fee							\$1,136.58
4030 Non-Resident Consultant							
08/27/2024	Deposit			NRC App fee	1100 Cash in Bank	100.00	100.00
Total for 4030 Non-Resident Consultant							\$100.00
4040 CE App Fee							
Beginning Balance							207.06
08/30/2024	Deposit			CE App fee	1100 Cash in Bank	30.89	237.95
Total for 4040 CE App Fee							\$30.89
4045 Verification of Licensure							
Beginning Balance							20.00
08/26/2024	Deposit			License Verification Fee	1100 Cash in Bank	20.59	40.59
08/29/2024	Deposit			License Verification fee	1100 Cash in Bank	20.59	61.18
Total for 4045 Verification of Licensure							\$41.18
4050 Renewal Late Fee							
08/23/2024	Expense		Dehnad Hakimi	Renewal late fee refund - online renewal portal glitch	1100 Cash in Bank	-148.46	-148.46
08/26/2024	Deposit			Renewal late fee (online glitch)	1100 Cash in Bank	148.46	0.00
Total for 4050 Renewal Late Fee							\$0.00
4999 Interest							
Beginning Balance							3.56
08/30/2024	Deposit		Interest	Interest Earned	3309 Savings	3.56	7.12
Total for 4999 Interest							\$3.56
307910 7210 Dolt Web SVb							
Beginning Balance							85.74
Total for 307910 7210 Dolt Web SVb							
9100 Payroll Expenses							
Beginning Balance							69.00
08/19/2024	Expense		QuickBooks Payroll Service	INTUIT * DES:QBooks Pay ID:7920675 BOARD OF PSYCHOLGIC CO ID:XXXXX56346 CCD	INDN:NV 1100 Cash in Bank	75.00	144.00

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 9100 Payroll Expenses						\$75.00	
9110 Company Contributions							
Health Insurance							
Beginning Balance							1,927.86
08/16/2024	Expense		Public Employees' Benefits Program (PEBP)	TRANSFER NV BOARD OF PSYCHOLO:State of Nevada Trea Confirmation# XXXXX18019	1100 Cash in Bank	1,000.12	2,927.98
Total for Health Insurance						\$1,000.12	
Retirement							
Beginning Balance							1,752.76
08/02/2024	Payroll Check	DD	Laura M. Arnold	Employer Retirement Contribution	2700 Direct Deposit Payable	472.53	2,225.29
08/02/2024	Payroll Check	DD	Sarah J. Restori	Employer Retirement Contribution	2700 Direct Deposit Payable	403.85	2,629.14
08/16/2024	Payroll Check	DD	Sarah J. Restori	Employer Retirement Contribution	2700 Direct Deposit Payable	403.85	3,032.99
08/16/2024	Payroll Check	DD	Laura M. Arnold	Employer Retirement Contribution	2700 Direct Deposit Payable	472.53	3,505.52
08/30/2024	Payroll Check	DD	Sarah J. Restori	Employer Retirement Contribution	2700 Direct Deposit Payable	403.85	3,909.37
08/30/2024	Payroll Check	DD	Laura M. Arnold	Employer Retirement Contribution	2700 Direct Deposit Payable	472.53	4,381.90
Total for Retirement						\$2,629.14	
Total for 9110 Company Contributions						\$3,629.26	
9130 Wages							
Beginning Balance							10,015.68
08/02/2024	Payroll Check	DD	Sarah J. Restori	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,307.69	12,323.37
08/02/2024	Payroll Check	DD	Laura M. Arnold	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,700.15	15,023.52
08/16/2024	Payroll Check	DD	Sarah J. Restori	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,307.69	17,331.21
08/16/2024	Payroll Check	DD	Laura M. Arnold	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,700.15	20,031.36
08/30/2024	Payroll Check	DD	Laura M. Arnold	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,700.15	22,731.51
08/30/2024	Payroll Check	DD	Sarah J. Restori	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,307.69	25,039.20
Total for 9130 Wages						\$15,023.52	
Taxes							
9111 Federal Taxes (941/944)							
Beginning Balance							794.09
08/02/2024	Payroll Check	DD	Sarah J. Restori	Social Security Employer	2700 Direct Deposit Payable	143.07	937.16
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Social Security Employer	2700 Direct Deposit Payable	60.26	997.42
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Medicare Employer	2700 Direct Deposit Payable	14.09	1,011.51
08/02/2024	Payroll Check	DD	Laura M. Arnold	Social Security Employer	2700 Direct Deposit Payable	167.41	1,178.92
08/02/2024	Payroll Check	DD	Laura M. Arnold	Medicare Employer	2700 Direct Deposit Payable	39.15	1,218.07
08/02/2024	Payroll Check	DD	Sarah J. Restori	Medicare Employer	2700 Direct Deposit Payable	33.46	1,251.53
08/16/2024	Payroll Check	DD	Sheila G. Young	Social Security Employer	2700 Direct Deposit Payable	40.18	1,291.71
08/16/2024	Payroll Check	DD	Laura M. Arnold	Social Security Employer	2700 Direct Deposit Payable	167.41	1,459.12
08/16/2024	Payroll Check	DD	Laura M. Arnold	Medicare Employer	2700 Direct Deposit	39.16	1,498.28

NV State Board of Psychological Examiners

General Ledger

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/16/2024	Payroll Check	DD	Sarah J. Restori	Social Security Employer	Payable 2700 Direct Deposit Payable	143.08	1,641.36
08/16/2024	Payroll Check	DD	Sarah J. Restori	Medicare Employer	2700 Direct Deposit Payable	33.46	1,674.82
08/16/2024	Payroll Check	DD	Sheila G. Young	Medicare Employer	2700 Direct Deposit Payable	9.40	1,684.22
08/30/2024	Payroll Check	DD	Sarah J. Restori	Medicare Employer	2700 Direct Deposit Payable	33.46	1,717.68
08/30/2024	Payroll Check	DD	Laura M. Arnold	Medicare Employer	2700 Direct Deposit Payable	39.15	1,756.83
08/30/2024	Payroll Check	DD	Laura M. Arnold	Social Security Employer	2700 Direct Deposit Payable	167.41	1,924.24
08/30/2024	Payroll Check	DD	Sarah J. Restori	Social Security Employer	2700 Direct Deposit Payable	143.08	2,067.32
Total for 9111 Federal Taxes (941/944)						\$1,273.23	
NV Unemployment Tax							
08/02/2024	Payroll Check	DD	Laura M. Arnold	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Laura M. Arnold	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Sarah J. Restori	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Sarah J. Restori	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Sarah J. Restori	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Sarah J. Restori	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Sheila G. Young	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Laura M. Arnold	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Laura M. Arnold	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/16/2024	Payroll Check	DD	Sheila G. Young	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/30/2024	Payroll Check	DD	Laura M. Arnold	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/30/2024	Payroll Check	DD	Sarah J. Restori	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
08/30/2024	Payroll Check	DD	Sarah J. Restori	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
08/30/2024	Payroll Check	DD	Laura M. Arnold	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax						\$0.00	
Total for Taxes						\$1,273.23	
Total for 9100 Payroll Expenses with subs						\$20,001.01	
5100 Board Sal							
Beginning Balance							
08/05/2024	Expense		Whitney Owens	Whitney Owens Bill Payment	1100 Cash in Bank	450.00	0.00
Total for 5100 Board Sal						\$450.00	
5175 Board Staf							
51753 Investigator Salary							
Beginning Balance							
08/02/2024	Payroll Check	DD	Gary C. Lenkeit	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	972.00	1,336.50

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/16/2024	Payroll Check	DD	Sheila G. Young	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	648.00	1,984.50
Total for 51753 Investigator Salary						\$1,620.00	
Total for 5175 Board Staf						\$1,620.00	
5250 Workers Compensation							
Beginning Balance							
							-5.00
08/07/2024	Expense		State Farm Insurance	STATE FARM INSURANCE Bill Payment	1100 Cash in Bank	181.23	176.23
Total for 5250 Workers Compensation						\$181.23	
5300 PERS							
Beginning Balance							
							3,468.44
08/07/2024	Expense		PERS	TRANSFER NV BOARD OF PSYCHOLO:Public Employee's Re Confirmation# XXXXX26081	1100 Cash in Bank	4,142.84	7,611.28
Total for 5300 PERS						\$4,142.84	
7015 Supplies							
Beginning Balance							
							120.26
08/05/2024	Expense		Target	TARGET - Cleaning Supplies	1100 Cash in Bank	16.00	136.26
08/19/2024	Expense		Amazon	Office vacuum	1100 Cash in Bank	31.43	167.69
Total for 7015 Supplies						\$47.43	
7020 Office Expense							
7040 Print-Copy							
Beginning Balance							
							221.67
08/09/2024	Expense		Ubeo Business Services	Ubeo Business Services Bill Payment	1100 Cash in Bank	6.31	227.98
Total for 7040 Print-Copy						\$6.31	
7050 Rent							
Beginning Balance							
							1,500.00
08/28/2024	Expense		Mihata Holdings, LP	TRANSFER NV BOARD OF PSYCHOLO:Mihata Holdings Confirmation# XXXXX25694	1100 Cash in Bank	1,500.00	3,000.00
Total for 7050 Rent						\$1,500.00	
Total for 7020 Office Expense						\$1,506.31	
7100 Postage							
Beginning Balance							
							60.35
08/22/2024	Expense		US Post Office	USPS.COM POSTAL STORE - Stamps for Renewals	1100 Cash in Bank	367.55	427.90
08/29/2024	Expense			Certified mail - complaint service	1100 Cash in Bank	13.41	441.31
Total for 7100 Postage						\$380.96	
7200 Utilities							
Beginning Balance							
							59.33
08/22/2024	Expense		NV Energy	NV ENERGY SOUTH DES:NPC PYMT ID:XXXXXXXXXX12081 INDN:NEVADA BOARD OF PSYCHO CO ID:XXXXX45330 CCD	1100 Cash in Bank	69.45	128.78
Total for 7200 Utilities						\$69.45	
7290 Telephone							
72902 Internet							
Beginning Balance							
							64.44
08/08/2024	Expense		Cox Communications	CHECKCARD 0807 COX LAS VEGAS COMM SV 234-3993 NV XXXXX1642XXXXXXXXXXXX1099 XXXXXXXXXXXX484434	800-CKCD 4899 1100 Cash in Bank	64.09	128.53
Total for 72902 Internet						\$64.09	
Total for 7290 Telephone						\$64.09	
Total for 7200 Utilities with subs						\$133.54	
7500 Copy Lease							
Beginning Balance							
							113.25

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Balance							
08/20/2024	Expense		Canon Financial Services, Inc.	Canon Financial Services Bill Payment	1100 Cash in Bank	113.25	226.50
Total for 7500 Copy Lease						\$113.25	
7770 Software							
Beginning Balance							
08/12/2024	Deposit			Adobe	1100 Cash in Bank	19.99	261.96
Total for 7770 Software						\$19.99	
8000 Legal & Professional Fees							
8010 Legal							
Beginning Balance							
08/08/2024	Expense		Office of the Attorney General	NV Attorney General - AG Bill Payment	1100 Cash in Bank	1,067.86	3,721.81
Total for 8010 Legal						\$1,067.86	
8015 Tort Claim							
Beginning Balance							
Total for 8015 Tort Claim							1,164.30
Total for 8000 Legal & Professional Fees						\$1,067.86	
8050 Prof Servs							
Beginning Balance							
08/07/2024	Expense		Michelle Fox	Zelle payment to for Conf# zy6v51zn8	Michelle Fox "Invoice No. 390 8-6-2024"; 1100 Cash in Bank	175.00	3,936.25
Total for 8050 Prof Servs						\$175.00	
8055 Lobbyist							
Beginning Balance							
08/23/2024	Expense		Kathleen Laxalt	Kathleen Laxalt Bill Payment	1100 Cash in Bank	1,041.75	2,083.50
Total for 8055 Lobbyist						\$1,041.75	
Total for 8050 Prof Servs with subs						\$1,216.75	
8250 Dues & Reg							
08/30/2024	Expense		ASPPB	ASPPB Annual Conference Registration - LMA and SW	1100 Cash in Bank	560.00	560.00
Total for 8250 Dues & Reg						\$560.00	
8500 Admin Serv							
8520 LCB							
Beginning Balance							
Total for 8520 LCB							1,200.00
Total for 8500 Admin Serv							
9001 Banking Fees							
9002 Bank Crgs							
Beginning Balance							
08/08/2024	Expense			External transfer fee - 3 Day - 08/07/2024 XXXXX4798	Confirmation: 1100 Cash in Bank	1.00	5.00
08/19/2024	Expense			External transfer fee - 3 Day - 08/16/2024 XXXXX5520	Confirmation: 1100 Cash in Bank	1.00	6.00
08/29/2024	Expense			External transfer fee - 3 Day - 08/28/2024 XXXXX2742	Confirmation: 1100 Cash in Bank	1.00	7.00
Total for 9002 Bank Crgs						\$3.00	
Total for 9001 Banking Fees						\$3.00	
PayPal Fees							
Beginning Balance							
08/01/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	230.48
08/01/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	236.38

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/01/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	242.31
08/01/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.88	248.19
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	254.12
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	260.02
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	265.92
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	271.82
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	6.65	278.47
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	284.37
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	6.65	291.02
08/12/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	296.92
08/20/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	302.85
08/20/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	5.88	308.73
08/20/2024	Deposit			Regular PP fee	1100 Cash in Bank	6.65	315.38
08/20/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	321.28
08/20/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	4.82	326.10
08/20/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	4.62	330.72
08/20/2024	Deposit			Regular PP fee	1100 Cash in Bank	7.68	338.40
08/20/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.11	343.51
08/20/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	349.41
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	355.31
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	361.24
08/26/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	4.52	365.76
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	371.66
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	6.65	378.31
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.11	383.42
08/26/2024	Deposit			Deferred PP fee	1100 Cash in Bank	24.23	407.65
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	413.58
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	1.11	414.69
08/26/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.11	419.80
08/26/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	5.11	424.91
08/28/2024	Deposit			Deferrred PP fee	1100 Cash in Bank	3.47	428.38
08/28/2024	Deposit			Regular PP fee	1100 Cash in Bank	6.65	435.03
08/28/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	440.96
08/28/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	460.81
08/28/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	4.45	465.26
08/28/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.94	485.20
08/28/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.94	505.14
08/28/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	524.99
08/28/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	4.45	529.44
08/28/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	2.83	532.27
08/28/2024	Deposit			Regular PP fee	1100 Cash in Bank	7.68	539.95
08/28/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	5.11	545.06
08/28/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	564.91
08/28/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.93	570.84
08/29/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	590.69
08/29/2024	Deposit			Regular PP fee	1100 Cash in Bank	1.21	591.90
08/29/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.79	597.69
08/29/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.79	603.48
08/29/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	623.33
08/30/2024	Deposit			Regular PP fee	1100 Cash in Bank	5.90	629.23
08/30/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	649.08
08/30/2024	Deposit			4Q Regular PP fee	1100 Cash in Bank	5.88	654.96
08/30/2024	Deposit			Regular PP fee	1100 Cash in Bank	1.41	656.37
08/30/2024	Deposit			Deferred PP fee	1100 Cash in Bank	19.85	676.22

Total for PayPal Fees

\$451.64

Reimbursements

Beginning Balance							614.40
08/02/2024	Deposit		Whitney Owens	CLEAR Training - Board Investigator Whitney Owens	1100 Cash in Bank	-530.00	84.40
08/02/2024	Payroll Check	DD	Sarah J. Restori	Reimbursement	2700 Direct Deposit Payable	143.07	227.47

NV State Board of Psychological Examiners

General Ledger

August 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/02/2024	Payroll Check	DD	Laura M. Arnold	Reimbursement	2700 Direct Deposit Payable	164.13	391.60
08/12/2024	Expense		Whitney Owens	CLEAR Training - Board Investigator Whitney Owens	1100 Cash in Bank	530.00	921.60
08/16/2024	Payroll Check	DD	Laura M. Arnold	Reimbursement	2700 Direct Deposit Payable	164.13	1,085.73
08/16/2024	Payroll Check	DD	Sarah J. Restori	Reimbursement	2700 Direct Deposit Payable	143.07	1,228.80
08/30/2024	Payroll Check	DD	Sarah J. Restori	Reimbursement	2700 Direct Deposit Payable	143.07	1,371.87
08/30/2024	Payroll Check	DD	Laura M. Arnold	Reimbursement	2700 Direct Deposit Payable	164.13	1,536.00
Total for Reimbursements						\$921.60	

Regulation Revisions Table

<u>Legislative File No.</u>	<u>Description</u>	<u>Status</u>
R095-23	AB244 Response	Legislative Commission meeting September 13, 2024
R002-24	Supervision	Legislative Commission meeting September 13, 2024
R084-24	Biennial Renewal Fee Increase	Legislative Commission meeting September 13, 2024

Board Office Statistics

Item 7

Fiscal Year 25

		7/24	8/24	9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	FY25 Totals
Psychologists	Licenses Issued	10	7											17
	Applications Received	16	13											29
Psychological Assistants	Registrations Issued	1	7											8
	Applications Received	4	3											7
Psychological Interns	Registrations Issued	1	0											1
	Applications Received	0	0											0
Psychological Trainees	Registrations Issued	0	1											1
	Applications Received	0	2											2
Non-Resident Consultants	Registrations Issued	0	1											1
Background Checks	Reviewed	1	0											1
Continuing Education	Applications Reviewed	7	0											7
State Exams	Administered	11	12											23
Complaints	Received	4	3											7
Totals		55	49	0	0	0	0	0	0	0	0	0	0	104

As of 9/6/2024:

Licenses:

Active	730
Inactive	60
Expired	296

Renewals:

Active --> Active
17

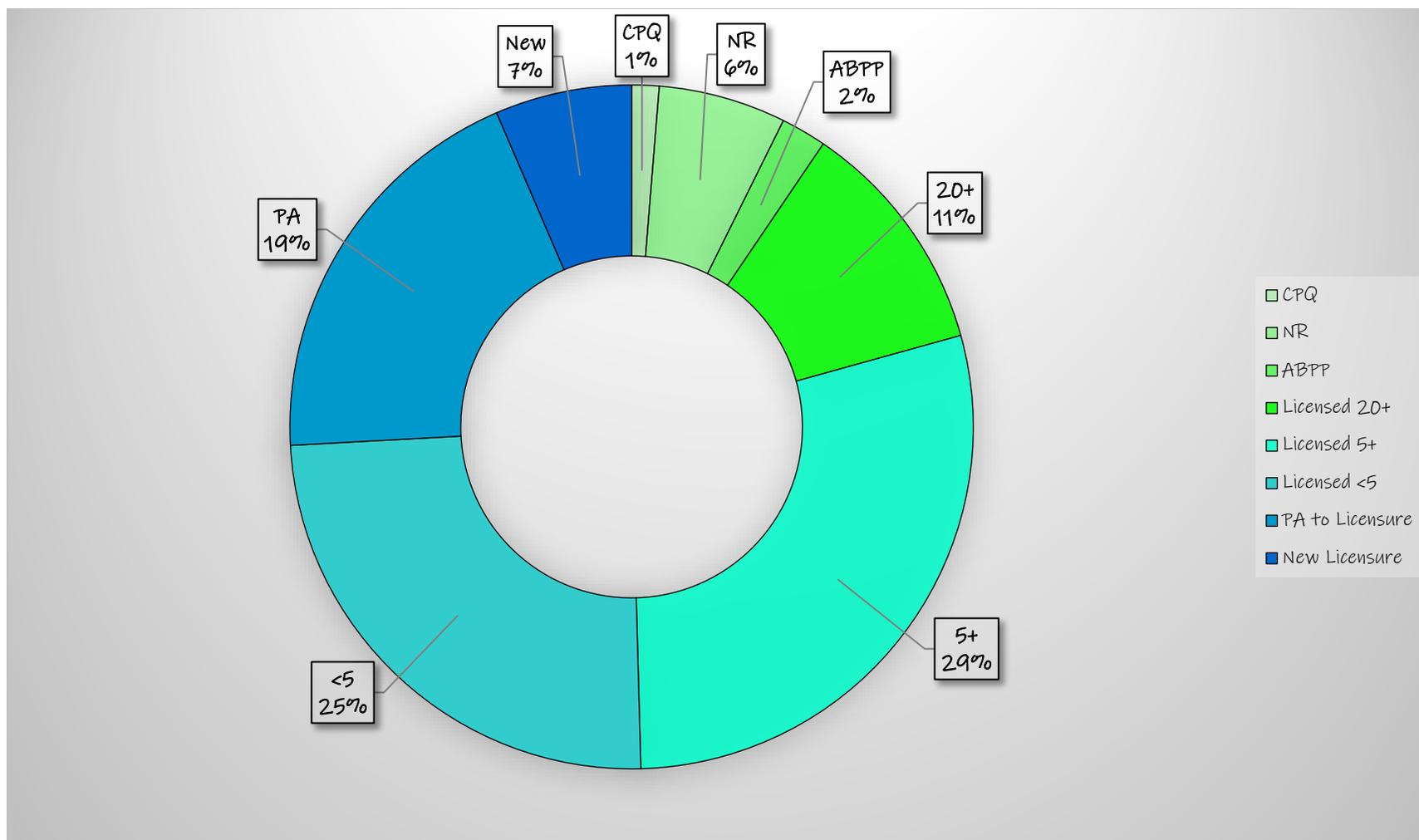
Active --> Inactive
1

Inactive --> Inactive
5

Current Applications and Registrations:

	APP	REG
Psychologists	142	
Psychological Assistants	16	39
Psychological Interns	10	7
Psychological Trainees	6	28

Applicant Category of those Licensed since 2020*



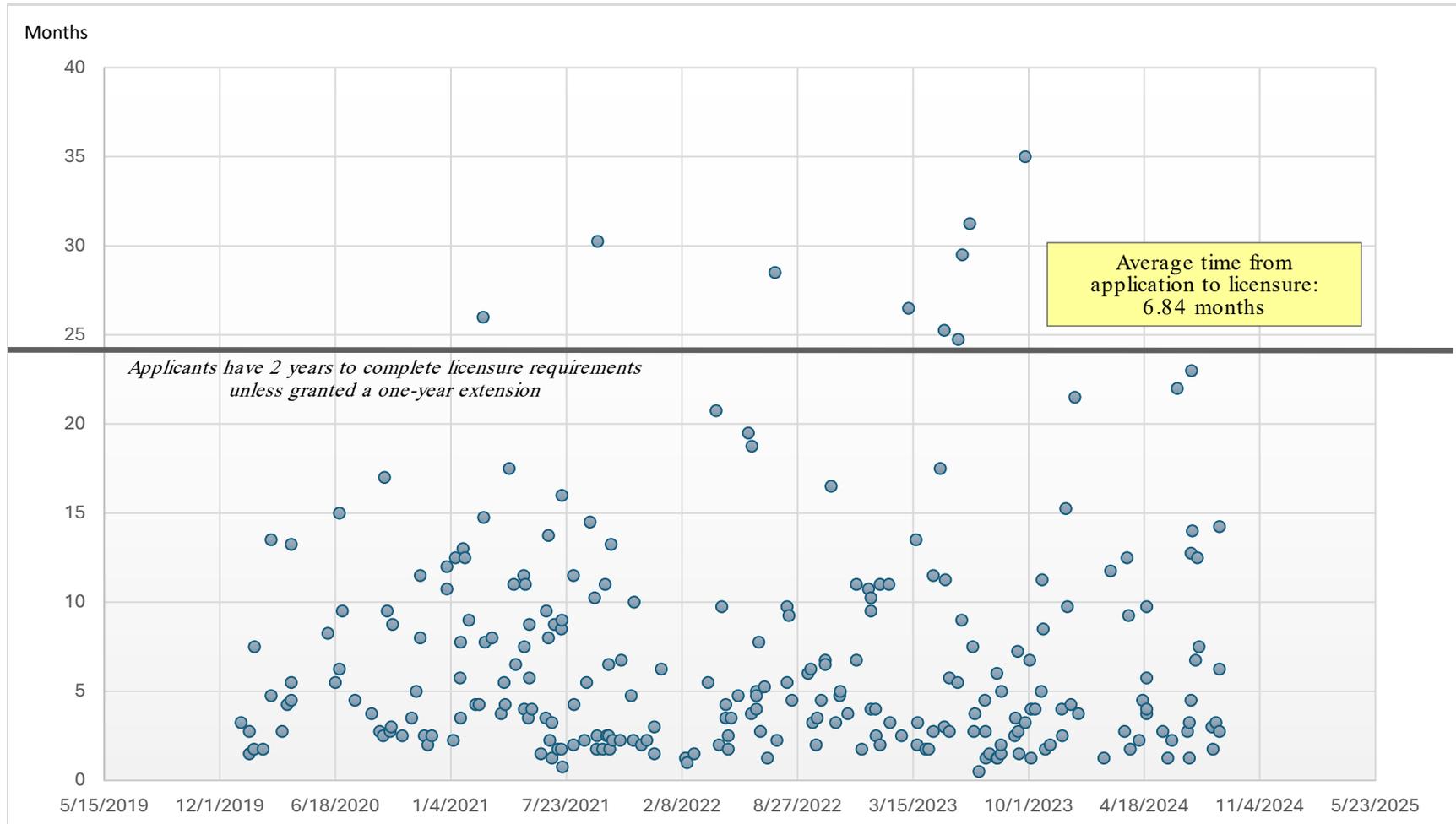
* These data are from 235 applicants who have been licensed since January 1, 2020, regardless of their current status (active, inactive, expired).

A total of 257 applicants were licensed from January 1, 2020, to date.

- 243 are active licensees
- 6 are inactive
- 8 are expired

Of those licensees, there was no application information for 5 active licensees and, therefore, they are not included in the underlying data pool. Of the remaining 252 total licensees who are in the underlying data pool, there was insufficient information to determine the "application type" for 17 licensees.

Time (in months) from Application to Licensure of those Licensed since 2020*



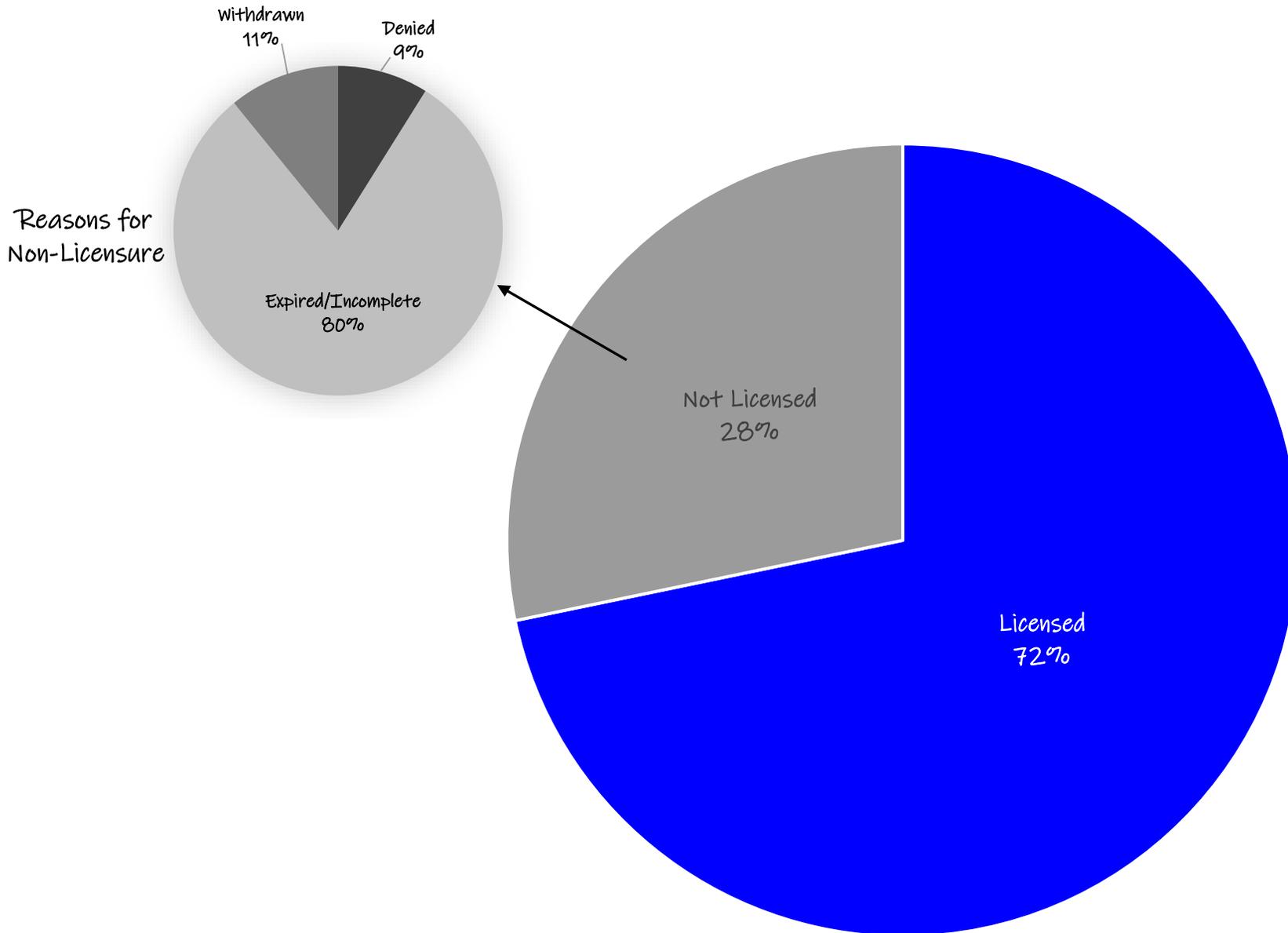
* These data are from 252 applicants who have been licensed since January 1, 2020, regardless of their current status (active, inactive, expired).

A total of 257 applicants were licensed from January 1, 2020, to date.

- 243 are active licensees
- 6 are inactive
- 8 are expired

Of those licensees, there was no application information for 5 active licensees and, therefore, they are not included in this data pool.

Application Results



* These data are from 257 applicants who have either been licensed since January 1, 2020, regardless of their current licensure status (active, inactive, expired) or who applied since January 1, 2020, and whose applications closed due to being expired, withdrawn, or denied.

Nevada Board of Psychological Examiners
Board Meeting Staff Report

DATE: September 13, 2024

ITEM:

11 - (For Possible Action) Discussion and Possible Action the Inclusion of Continuing Professional Development in Continuing Education Requirements.

During its June 7, 2024, meeting, the Board approved beginning a process of including Continuing Professional Development in continuing education requirements. The proposal was to shift into a model that would provide more allowance for additional credits obtained by licensees that would include a range of activities and would also reduce the financial burden on the licensees to obtain CE credits.

During the July 12 and August 9, 2024, meetings, the Board discussed proposed language and ideas around what continuing professional development might look like, limitations that may apply, and breaking down the proposed categories a little differently in developing regulation language. The Board also heard from Vanessa Aponte from the Legal Aid Center of Southern Nevada regarding a proposal to offer CE credits for pro bono services.

At the end of the discussion on this topic, the Board approved moving forward in developing regulation language, working out what the limitations might look like, and categorizing what else they might add. Proposed regulation language has been drafted and is before the Board for consideration and approval to move the regulation to a workshop.

Proposed Revised NAC 641.136

NAC 641.136 Continuing education: Requirements for renewal of license as a psychologist; acceptance or approval of courses and programs by Board. ([NRS 641.100](#), [641.110](#), [641.220](#))

1. To renew his or her license, a psychologist must certify to the Board that during the 2 years immediately preceding the date he or she submits an application for renewal, he or she has completed 30 hours of continuing education ~~in courses~~ approved by the Board pursuant to subsection 2 or [NAC 641.138](#). *For continuing education courses:*

- (a) At least 6 hours must include instruction in scientific and professional ethics and standards, and common areas of professional misconduct;
- (b) At least 2 hours must include instruction in evidence-based suicide prevention and awareness;
- (c) At least 6 hours must include instruction relating to cultural competency and diversity, equity and inclusion; and
- (d) Not more than 15 hours may be obtained from an approved distance education course.

Psychologists who satisfy continuing education requirements by engaging in continuing professional development are limited to a total of 15 hours toward their continuing education requirements, with the remaining continuing education hours to be satisfied with continuing education courses. A licensee may not receive credit for continuing education for a course in which he or she is the instructor.

2. Except as otherwise provided in subsection 3, the Board will accept the following ~~types of~~ *as satisfying the continuing education requirements of subsection 1:*

- (a) ~~e~~Continuing education courses or programs, *as follows:*
 - (~~a-1~~) Formally organized workshops, seminars or classes which maintain an attendance roster and are conducted by or under the auspices of an accredited institution of higher education offering graduate instruction.
 - (~~b-2~~) Workshops, seminars or classes which maintain an attendance roster and are certified or recognized by a state, national or international accrediting agency, including, but not limited to:
 - (~~1~~) The American Psychological Association;
 - (~~2~~) The American Psychiatric Association;
 - (~~3~~) The American Medical Association;
 - (~~4~~) The American Association for Marriage and Family Therapy;
 - (~~5~~) The American Counseling Association;
 - (~~6~~) The International Congress of Psychology; or
 - (~~7~~) The National Association of Social Workers.
 - (~~e-3~~) Other workshops, classes, seminars and training sessions in psychology or a closely related discipline which have a formal curriculum and attendance roster and receive approval by the Board.
 - (~~d-4~~) Distance education courses in psychology or a closely related discipline that are approved by the Board.

(b) *Subject to the 15 hour total limitation stated in subsection (1), continuing professional development, as follows:*

- (1) *Professional Activity and services, limited to no more than 3 hours in each of the following categories:*
 - (I) *Peer case consultation, where one hour of peer consultation would equal one hour of continuing professional development;*
 - (II) *Professional services, including serving on a psychological association board or committee, in a leadership position for a psychological association, an editorial board, or a scientific grant review team, where one hour of time spent in providing professional services would equal one hour of continuing professional development;*

(III) Providing uncompensated psychological treatment to low-income individuals referred by a local nonprofit organization where three hours of uncompensated psychological treatment provided would equal one hour of continuing professional development; and

(IV) Attending a Psychology related conference or convention, where one full day of attendance would equal one hour of continuing professional development, except that if continuing education credits are offered as part of attendance at a conference or convention, the continuing education credits would supersede any continuing professional development hours such that the licensee would not be permitted to count both continuing education and continuing professional development credits.

(2) Academic Activities, as follows:

(I) Completing and earning credit for a doctoral-level psychology course;

(II) Teaching an approved continuing education course where one continuing education course would equal one hour of continuing professional development;

(III) Teaching a doctoral-level clinical psychology course at an APA-accredited institution where a one semester course would equal 6 hours of continuing professional development; and

(IV) Acceptance of a book, a peer-reviewed manuscript, or a book chapter where one publication would equal 6 hours of continuing professional development.

(3) Sponsored continuing education.

3. Before a licensee may receive credit for continuing education for a course in scientific and professional ethics and standards and common areas of professional misconduct or a course in evidence-based suicide prevention and awareness, the licensee must submit information concerning the course to the Board for approval of the course unless the Board has previously approved the course. The Board will make available at its office a list of courses and programs that are currently approved by the Board.

Current Version	Proposed Revisions
<p>NAC 641.136 Continuing education: Requirements for renewal of license as a psychologist; acceptance or approval of courses and programs by Board. (NRS 641.100, 641.110, 641.220)</p> <p>1. To renew his or her license, a psychologist must certify to the Board that during the 2 years immediately preceding the date he or she submits an application for renewal, he or she has completed 30 hours of continuing education in courses approved by the Board. At least 6 hours must include instruction in scientific and professional ethics and standards, and common areas of professional misconduct. At least 2 hours must include instruction in evidence-based suicide prevention and awareness. At least 6 hours must include instruction relating to cultural competency and diversity, equity and inclusion. Not more than 15 hours may be obtained from an approved home study course. A licensee may not receive credit for continuing education for a course in which he or she is the instructor.</p> <p>2. Except as otherwise provided in subsection 3, the Board will accept the following types of continuing education courses or programs:</p> <p>(a) Formally organized workshops, seminars or classes which maintain an attendance roster and are conducted by or under the auspices of an accredited institution of higher education offering graduate instruction.</p> <p>(b) Workshops, seminars or classes which maintain an attendance roster and are certified or recognized by a state, national or international accrediting agency, including, but not limited to:</p> <ol style="list-style-type: none"> (1) The American Psychological Association; (2) The American Psychiatric Association; (3) The American Medical Association; (4) The American Association for Marriage and Family Therapy; (5) The American Counseling Association; (6) The International Congress of Psychology; or (7) The National Association of Social Workers. 	<p>NAC 641.136 Continuing education: Requirements for renewal of license as a psychologist; acceptance or approval of courses and programs by Board. (NRS 641.100, 641.110, 641.220)</p> <p>1. To renew his or her license, a psychologist must certify to the Board that during the 2 years immediately preceding the date he or she submits an application for renewal, he or she has completed 30 hours of continuing education in courses approved by the Board pursuant to subsection 2 or NAC 641.138. <i>For continuing education courses:</i></p> <ol style="list-style-type: none"> (a) At least 6 hours must include instruction in scientific and professional ethics and standards, and common areas of professional misconduct; (b) At least 2 hours must include instruction in evidence-based suicide prevention and awareness; (c) At least 6 hours must include instruction relating to cultural competency and diversity, equity and inclusion; and (d) Not more than 15 hours may be obtained from an approved distance education course. <p><i>Psychologists who satisfy continuing education requirements by engaging in continuing professional development are limited to a total of 15 hours toward their continuing education requirements, with the remaining continuing education hours to be satisfied with continuing education courses. A licensee may not receive credit for continuing education for a course in which he or she is the instructor.</i></p> <p>2. Except as otherwise provided in subsection 3, the Board will accept the following types of <i>as satisfying the continuing education requirements of subsection 1:</i></p> <ol style="list-style-type: none"> (a) e<i>C</i>ontinuing education courses or programs, <i>as follows:</i> <ol style="list-style-type: none"> (a-1) Formally organized workshops, seminars or classes which maintain an attendance roster and are conducted by or under the auspices of an accredited institution of higher education offering graduate instruction. (b-2) Workshops, seminars or classes which maintain an attendance roster and are certified or recognized by a state, national or international accrediting agency, including, but not limited to:

(c) Other workshops, classes, seminars and training sessions in psychology or a closely related discipline which have a formal curriculum and attendance roster and receive approval by the Board.

(d) Home study courses in psychology or a closely related discipline that are approved by the Board.

3. Before a licensee may receive credit for continuing education for a course in scientific and professional ethics and standards and common areas of professional misconduct, for a course in evidence-based suicide prevention and awareness, or for a course relating to cultural competency and diversity, equity and inclusion, the licensee must submit information concerning the course to the Board for approval of the course unless the Board has previously approved the course. The Board will make available at its office a list of courses and programs that are currently approved by the Board.

~~(1)~~ The American Psychological Association;
~~(2)~~ The American Psychiatric Association;
~~(3)~~ The American Medical Association;
~~(4)~~ The American Association for Marriage and Family Therapy;
~~(5)~~ The American Counseling Association;
~~(6)~~ The International Congress of Psychology; or
~~(7)~~ The National Association of Social Workers.

~~(3)~~ Other workshops, classes, seminars and training sessions in psychology or a closely related discipline which have a formal curriculum and attendance roster and receive approval by the Board.

~~(4)~~ Distance education courses in psychology or a closely related discipline that are approved by the Board.

(b) Subject to the 15 hour total limitation stated in subsection (1), continuing professional development, as follows:

(1) Professional Activity and services, limited to no more than 3 hours in each of the following categories:

(I) Peer case consultation, where one hour of peer consultation would equal one hour of continuing professional development;

(II) Professional services, including serving on a psychological association board or committee, in a leadership position for a psychological association, an editorial board, or a scientific grant review team, where one hour of time spent in providing professional services would equal one hour of continuing professional development;

(III) Providing uncompensated psychological treatment to low-income individuals referred by a local nonprofit organization where three hours of uncompensated psychological treatment provided would equal one hour of continuing professional development; and

(IV) Attending a Psychology related conference or convention, where one full day of attendance would equal one hour of continuing professional development, except that if continuing education credits are offered as part of attendance at a conference of convention, the continuing education credits would supersede any continuing professional

development hours such that the licensee would not be permitted to count both continuing education and continuing professional development credits.

(2) Academic Activities, as follows:

(I) Completing and earning credit for a doctoral-level psychology course;

(II) Teaching an approved continuing education course where one continuing education course would equal one hour of continuing professional development;

(III) Teaching a doctoral-level clinical psychology course at an APA-accredited institution where a one semester course would equal 6 hours of continuing professional development; and

(IV) Acceptance of a book, a peer-reviewed manuscript, or a book chapter where one publication would equal 6 hours of continuing professional development.

(3) Sponsored continuing education.

3. Before a licensee may receive credit for continuing education for a course in scientific and professional ethics and standards and common areas of professional misconduct or a course in evidence-based suicide prevention and awareness, the licensee must submit information concerning the course to the Board for approval of the course unless the Board has previously approved the course. The Board will make available at its office a list of courses and programs that are currently approved by the Board.

Nevada Board of Psychological Examiners
Board Meeting Staff Report

DATE: September 13, 2024

ITEM:

12 - (For Possible Action) Discussion and Possible Action regarding the supervision of Community Health Workers by Psychologists.

During the Board's August 9, 2024, meeting, Jay Kolbet-Clausell with the Nevada Community Health Workers Association made a presentation to the Board with information about Community Health Workers. After that presentation, there was some discussion regarding how to go about advising the Board's licensees on utilizing Community Health Workers and accessing informational resources that are available. A decision on doing so was deferred to this Board meeting, for which proposed correspondence is provided.

Community Health Worker Sample letter

Dear Licensee,

In the 2023 Nevada Legislative session, the legislature passed legislation ([SB117](#)), which allowed for expanding supervision of Community Health Workers (CHW) to psychologists and other mental health professionals. You can learn more about CHW's training and scope of practice from the [Nevada Community Health Worker Association's website](#). Community Health Workers may be a great asset to psychologists and the mental health professionals in our state. If you plan to supervise CHW's in your organization or practice, please familiarize yourself with their training and scope of practice.

Sincerely,

State of Nevada Board of Psychological Examiners

Nevada Board of Psychological Examiners
Board Meeting Staff Report

DATE: September 13, 2024

ITEM:

13 - (For Possible Action) Discussion and Possible Action to Approve Revisions to the Board's Finance: Budgeting Procedures Policy.

The executive director has reviewed the Board's Budgeting Procedures Policy that the Board adopted during its May 2023 meeting and determined that very few changes or revisions were required. Among the revisions are a few stylistic and grammatical changes and aligning certain dates with dates that were changed when the Board approved revisions to the Renewal Policy during its August 9, 2024, meeting. Otherwise, the Board's Budgeting Procedure Policy is aligned with current practices.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Finance: Budgeting Procedures

Purpose

~~This document establishes~~ *The Nevada Board of Psychological Examiners* ("*Board*") ~~has adopted this policy to establish~~ the *Board's* financial and budgeting procedures ~~of the Nevada State Board of Psychological Examiners~~ ("~~Board~~"). ~~It~~ *This policy* seeks to ensure that the financial statements conform to generally accepted bookkeeping principles, assets are safeguarded, and finances are managed with accuracy, efficiency, and transparency.

Definitions

1. "Executive Director" refers to the executive director hired by the Board to oversee operations of the Board and the Board office.
2. "Secretary/Treasurer" refers to the member of the Board selected to serve in that capacity.
3. Licensure Biennium (hereafter referred to as "Biennium") refers to the licensure period, which runs January 1 of the odd numbered year through December 31 of the *following* even numbered year.
4. "Fiscal Year" refers to a year as reckoned for taxing or accounting purposes. The Board recognizes the fiscal year as July 1 through June 30.
5. "Deferred Revenue," for accounting purposes, refers to revenue earned during one period of time that will not generally be utilized for services or expenses until a future period of time. For the purposes of the Board, deferred revenue refers to renewal, licensure and registration fees as described within this document.
6. Nevada Revised Statutes shall hereafter be referred to as "NRS".
7. Nevada Administrative Code shall hereafter be referred to as "NAC".
8. "Budget" is defined as the plan of financial operation consisting of an estimate of proposed expenditures and expenses for a given period and the proposed means of financial them.
9. "Recurring revenues" are monies that can be reasonably expected to continue year-to-year or biennium-to-biennium.
10. "Recurring expenses" appear in the budget *for* each *fiscal* year. These include salaries, benefits, supplies and services.

Procedure

1. General
 - a. Board members and staff, including independent contractors, are expected to comply with the policies and procedures in this manual.
 - b. The Board shall comply with state and/or federal laws and regulations related to accounting, purchasing, and contracting, as applicable.
2. Accounts Payable
 - a. Cash Disbursements and Expense Allocations
 - i. Cash disbursements are generally made for:
 1. Payroll
 2. Payments to vendors for goods and services, including contracts and leases
 3. Taxes/license fees
 4. Board member training, professional development, and travel
 5. Fees, memberships, and registrations
 6. Meeting expenses
 7. Office supplies
 8. Professional fees
 - b. Accounts payable should be paid from the banking account or a Board authorized credit card. Generally, reimbursement to a Board member or staff member shall be pre-approved and documented. Such reimbursement is generally limited to Board approved travel or related expenses.
 - c. Payroll Processing
 - i. Payroll checks shall be paid by direct deposit to a bank account.
 - ii. Time Recording
 1. The executive director shall maintain a spreadsheet to account for hours worked and leave taken (vacation, sick, and leave without pay).

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2. Other staff shall submit documented payroll to the executive director every two weeks, or as applicable.
 - iii. The Executive Director will review payroll expenditures and allocations monthly as part of the Board financial reporting process.
 - iv. All quarterly federal and state payroll reports will be prepared and filed appropriately by the bookkeeper.
 - v. All W-2 and 1099 statements are issued prior to January 31st of the following year for the prior calendar year. Such documents shall be completed by the bookkeeper.
- d. Travel Expenses and Reimbursement
- i. In connection with their official duties, Board members and/or staff may occasionally need to travel to obtain professional development and/or training to keep current with professional best practices and other legitimate purposes. Such travel must be pre-approved by the Board.
 - ii. Travel costs shall conform with approved lodging and per diem costs as set by the Federal Government Services Administration (see [Travel Resources | GSA](#)). Exceptions for lodging costs may be approved when the lodging is at the location of the event.
 - iii. Expenses outside of allowable amounts must have the approval of the Board prior to reimbursement.
- e. Credit Card Usage
- i. All Board and staff members (executive director, *administrative director*, secretary / treasurer) who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by the Board, state/federal laws and regulations.
 - ii. The receipts for all credit card charges will be given to the executive director within two (2) weeks of the purchase along with proper documentation. The bookkeeper will verify all credit card charges with the monthly statements.

3. Accounts Receivable

a. Income - Fees

- i. Income is the result of fees collected in accordance with NAC 641.019, Fees.
- ii. Fees shall be accepted as checks (personal, business, or cashier), money orders, or credit card payments received through a digital payment system (PayPal). At no time shall the Board office accept cash payments or keep cash on hand in the Board office.

b. Deferred Revenue

- i. Deferred revenue is income received through:
 1. Licensure renewal fees received during the biennial licensure renewal process (~~October~~ *July* - December of even-numbered years).
 2. Licensure renewal fees received after the December 31 deadline *and before February 28 of the following year.*
 3. New licensing fees collected during the first, second and third quarters of the biennium (January 1 - June 30 each year, and July 1 - December 31 of odd-numbered years).
 4. Registration and registration renewal fees collected from psychological assistants, psychological interns, and psychological trainees during the first, second and third quarters of the biennium (January 1 - June 30 each year, and July 1 - December 31 of odd-numbered years).
- ii. Income that is not deferred revenue are:
 1. Licensure renewal late fees.
 2. New license and registration fees collected during the fourth quarter of the biennium (July 1 - December 31 of even-numbered years).
- iii. Deferred revenue is held for use over the biennium (2nd half of fiscal year 1, all of fiscal year 2 and the 1st half of fiscal year 3). It shall be allocated to the general fund based on the four quarters of the biennium on January 1 and July 1 of each year. For example, if \$200,000 is received during the renewal period,
 1. \$50,000 will be allocated on January 1 of the odd-numbered year for use during the first quarter of the

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- biennium (January 1 - June 30 of the odd-numbered year);
2. \$50,000 will be allocated on July 1 of the odd-numbered year for use during the second quarter of the biennium (July 1 - December 31 of the odd-numbered year);
 3. \$50,000 will be allocated on January 1 of the even-numbered year for use during the third quarter of the biennium (January 1 - June 30 of the even-numbered year);
 4. \$50,000 will be allocated on July 1 of the even-numbered year for use during the fourth quarter of the biennium (July 1 - December 31 of the even-numbered year).
- iv. License fees received by the Board outside of the normal license renewal period (~~October~~ *July* - December of even-numbered years) will be partially recognized and/or deferred upon receipt incrementally and proportionately according to the remaining number of "biennial quarters" left in the current biennial licensing cycle.
 - v. By action of the Board, monies classified as deferred revenue may be moved to the savings account until it is time to move them to the checking account for operational use. Inter-Account Bank Transfers shall be conducted in accordance with the Fund Balance policy.
4. Annual Operating Budget - Preparation and Adoption
- a. The annual budget ~~is an expression of~~ *represents* the goals and policy priorities of the Board within the scope of funds available from all sources. It is generally incremental, where the previous year's spending is used to estimate the next year's budget.
 - b. Balanced Budget. The Board shall strive to create a structurally balanced budget, in which recurring revenues are equal to or greater than recurring expenses.
 - c. Preparation of Budget. The budget shall be prepared in compliance with state law and accepted accounting principles.
 - i. The budget shall be based on, but is not limited to:
 1. Salaries and benefits based on current staffing and the adopted salary schedule.
 2. Known operating expenses, contracts and leases.

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3. Projected and deferred revenues.
 - ii. Adoption.
 1. The tentative budget should be presented to the Board at a publicly posted meeting not later than May of each year.
 2. The final budget should be approved by the Board at a publicly posted meeting not later than June of each year.
 - iii. Adjustments. The Board shall review the adopted budget quarterly to ensure spending aligns to estimated expenses and revenues. Adjustments may be made by action of the Board.
 5. Carry-over Funds.
 - a. Carry-over fund balances shall be managed with care. A carry-over balance from one fiscal year to the next may be built into the current fiscal year's budget and/or biennium with approval of the Board.
 - b. Any carry-over balance not merged into the current fiscal year budget or current biennium may be moved to the Operating Reserve Fund (generally a savings account) upon Board approval.
 6. Chart of Accounts and General Ledger
 - a. The Board shall designate a Chart of Accounts (Appendix A) specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by expense type and income.
 - b. The general ledger is automated and maintained using accounting software. All input and balancing is the responsibility of the executive director with oversight of the bookkeeper and approval by the Secretary/Treasurer.
 7. End of Month and Fiscal Year End Close
 - a. The executive director will review and sign off on all month- and year-end journal entries. They will be filed for audit trail purposes.
 - b. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
 - c. All appropriate government filings including those required by the State will be completed and filed with the appropriate agency.

8. Financial Reports

- a. The Bookkeeper will prepare the monthly and annual financial reports for distribution to the executive director. The reports will include: balance sheet, general ledger, statement of income and expenses, budget versus actual report and any other requested reports.
 - b. Monthly, quarterly and annual financial reports will be submitted to the Board for review and approval.
9. Accounting and personnel records will be kept in the Board office and, when possible, in a digital format.

10. Division of Responsibilities

- a. Board. The Board shall:
 - i. Review and approve the annual fiscal budget.
 - ii. Review monthly financial statements and information.
 - iii. Review the executive director's performance annually and establish the salary through adoption of an HR policy with salary schedule.
 - iv. Appoint a voting member of the Board as Secretary/Treasurer on an annual basis.
 - v. Reviews and approves all contracts and leases. The Board president or, in the absence of the Board president, Secretary/Treasurer shall be the primary signatory on contracts and leases.
 - vi. Reviews and approves all non-budgeted expenditures of \$1,000 or more.
 - vii. Reviews and approves inter-account bank transfers.
 - viii. Reviews internal controls and accounting policies and procedures.
 - ix. Chooses and contracts with an annual external auditor for compliance with state law.
 - x. Reviews annual external audit and puts findings into practice in conjunction with the executive director.
 - xi. Chooses and contracts with a bookkeeper to work with the executive director to provide additional oversight of the finances.
- b. Secretary/Treasurer of the Board. The Secretary/Treasurer shall:
 - i. Present monthly financial reports to the Board, which include a statement of the bank balances, budget-to-actual report of income and expenses, general ledger, accounts payable / receivable, and

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- deferred revenues. An expanded financial report shall be presented quarterly (January, April, July, October).
- ii. Be an authorized signer on the bank accounts and credit card.
 - iii. Monitor~~s~~ financial reports as part of financial oversight procedures, including bank statements, budget-to-actuals, and general ledger.
 - iv. Develop, in conjunction with the executive director, the annual fiscal budget.
 - v. Review and consider for approval all non-budgeted expenditures of \$500-999 or more.
- c. Executive Director. The executive director shall:
- i. Conduct the general bookkeeping duties, with oversight by the bookkeeper, including but not limited to:
 1. Overall responsibility for data entry into accounting system, *ensuring the* ~~and~~ integrity of *the* accounting system data, and maintain~~ing~~ the general ledger
 2. Process~~ing~~ invoices and payments including checks, credit cards and electronic payments (e.g., Zelle, PayPal), and ~~make~~ *making* bank deposits
 3. Process~~ing~~ payroll
 4. Prepar~~es~~*ing* monthly and year-end financial reports
 5. Manag~~e~~*ing* Accounts Receivable, including deferred revenues
 - ii. Create and monitor an appropriate annual fiscal budget, in conjunction with the Secretary/Treasurer, including, but not limited to, review of financial reports ~~including~~ *and* cash flow projections.
 - iii. Maintain internal controls through the creation, review, and revision of financial policies and procedures to ensure consistency and transparency.
 - iv. Maintain all financial records.
 - v. Review all contracts in accordance with State of Nevada contracting procedures.
 - vi. Request, as needed, inter-account bank transfers.
 - vii. Serves ~~as on-site~~ signatory for all bank accounts.
 - viii. Review~~s~~ bank statements for any irregularities and provides *them*

to the bookkeeper for monthly bank reconciliations.

d. Independent Contractors

i. Bookkeeper

1. Reconciles all bank accounts
2. Provides training in accounting software to executive director and Secretary / Treasurer
3. Assists with annual external audit of finances and internal controls
4. Makes tax payments
5. Processes end of year W-2s and 1099's, as applicable

- ii. Certified Public Accountant. Conducts, in accordance with state law, the annual external audit and presents findings to the Board prior to submission to the State.

Review

1. These procedures will be reviewed annually and revised as needed by the Director and Secretary/Treasurer.

Addendum

A. Chart of Accounts

Income		
2550	Fund Balance	<ul style="list-style-type: none"> ● Retained Earnings; Kept as Savings account
2600	Deferred Revenue	<ul style="list-style-type: none"> ● Account # used to hold monies deferred to a future quarter of the fiscal biennium. ● Used from January 1 of the odd-numbered year through June 30 of the even-numbered year.
4010	Psychologist Application	<ul style="list-style-type: none"> ● Overarching account # for incoming fees related to applications. It is broken up by psychologist, psychological assistant, psychological intern and psychological trainee. ● Account #s 4010, 40100, 40101, 40102 and 40103 are only used in the 6 months prior

		to the start of a new renewal period (July 1 - December 31 of even-numbered years). Otherwise, these fees are placed in deferred revenue.
40100	Psychologist Application	<ul style="list-style-type: none"> • This is the account for fees received for applications of psychologists. • Fee is \$150
40101	Psychological Assistant Application	<ul style="list-style-type: none"> • This is the account for fees received for applications of psychological assistants • Fee is \$150; waived if paid as an intern or trainee
40102	Psychological Intern Application	<ul style="list-style-type: none"> • This is the account for fees received for applications of psychological interns • Fee is \$150; waived if paid as a trainee
40103	Psychological Trainee Application	<ul style="list-style-type: none"> • This is the account for fees received for applications of psychological trainees • Fee is \$150
4015	Psychologist State Exam	<ul style="list-style-type: none"> • Account # for fees received from applicants taking the Nevada State Exam • Fee is \$200
4020	Psychologist Biennial Fee (licenses, registrations, deferred revenue)	<ul style="list-style-type: none"> • Income collected from 40201 and 40202 <ul style="list-style-type: none"> ○ Renewed active licenses ○ New licenses ○ Deferred revenue transferred on January 1 each year and July 31 of odd-numbered years
40201	Prorated psychologist biennial	<ul style="list-style-type: none"> • Income collected from new licenses • Amount is prorated against the biennial renewal fee of \$600
40202	Inactive psychologist biennial	<ul style="list-style-type: none"> • Income collected from renewed inactive licenses • \$100
40203	Reinstatement of Psychologist	<ul style="list-style-type: none"> • Income collected for an application to reinstate a license <ul style="list-style-type: none"> ○ Psychologist must also pay prorated fee (40201) once approved
40204	Temporary License	<ul style="list-style-type: none"> • Currently inactive

		<ul style="list-style-type: none"> ○ Income collected from issuance of a temporary license
4028	Registration Fee	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological assistant, intern, or trainee
40281	Registration Fee: Psychological assistant	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological assistant ● Fee for initial registration of a psychological assistant ● \$150
4025	New License	<ul style="list-style-type: none"> ● Hard copy license
40251	New License	<ul style="list-style-type: none"> ● Hard copy license for new licensees ● \$25
40252	License: Change, Duplicate, Reinstatement	<ul style="list-style-type: none"> ● Hard copy license ● \$30
40282	Registration Fee: Psychological intern	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological intern ● Fee for initial registration of a psychological intern ● \$75
40283	Registration Fee: Psychological intern	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological trainee ● Fee for initial registration of a psychological trainee ● \$30
4030	Non-Resident Consultant	<ul style="list-style-type: none"> ● Fee for application of a non-resident consultant ● \$100
4040	CE App Fee	<ul style="list-style-type: none"> ● Application fee for review of continuing education program for the sponsoring organization
4045	Verification of Licensure	<ul style="list-style-type: none"> ● Fee for verification of licensure request by licensee
4048	Request for Public Records	<ul style="list-style-type: none"> ● Fee for reproduction of public records
4050	Renewal Late Fees	<ul style="list-style-type: none"> ● Income collected from licensees who do not pay the renewal fee by the deadline of

		<p>December 31 of the even-numbered year</p> <ul style="list-style-type: none"> • \$200
4076	Restitution of Legal Costs	<ul style="list-style-type: none"> • Restitution of costs for legal matters
4078	Legal Fines recovered	<ul style="list-style-type: none"> • Costs Recovered for disciplinary matters
4080	Corporation / Firm Registration	<ul style="list-style-type: none"> • Fee for registration of a firm, partnership or corporation which engages in or offers to engage in the practice of psychology • NRS 641.2265 and NAC 641.1505
3377	Mediation Review	
4090	Other Income	
4999	Interest	
Payroll Expenses		
5100	Board Salary	<ul style="list-style-type: none"> • Salary of Board members • \$150 per Board meeting attended; Paid no more than once per month • Board members who are state employees are generally not eligible for salary
5175	Wages, Staff Salary	<ul style="list-style-type: none"> • Combination of all wages / salary
51751	Salary: Executive Director	<ul style="list-style-type: none"> • Salary of executive director
51752	Salary: Executive Assistant	<ul style="list-style-type: none"> • Salary of part-time assistant
51753	Salary: Investigator	<ul style="list-style-type: none"> • Salary of investigator(s)
TBD	Staff Benefits Reserve	<ul style="list-style-type: none"> • Reserve money for vacation payout of staff who separate from service
5250	Workers Compensation	<ul style="list-style-type: none"> • Expense for workers compensation
5300	PERS	<ul style="list-style-type: none"> • Retirement benefit expense • Only executive director
5800	Employer FICA	
5810	Employer Medicare	
5900	Board Other	<ul style="list-style-type: none"> • This number is inactive

Operating Expenses		
6000	Travel Expenses	<ul style="list-style-type: none"> • Combination of all travel expenses
6100	Out of State Travel	<ul style="list-style-type: none"> • Total of all out-of-state travel expenses
6101	Out of State Travel - Meals	<ul style="list-style-type: none"> • Monies paid for meals during out-of-state travel • Expense based on GSA rates
6102	Out of State Travel - Lodging	<ul style="list-style-type: none"> • Monies paid for lodging during out-of-state travel • Allowable lodging expense based on GSA rates unless lodging is at the location of the event
6103	Out of State Travel - Baggage, incidentals	<ul style="list-style-type: none"> • Monies paid for baggage and incidentals during out-of-state travel • Expense based on GSA rates
6104	Out of State Travel - Auto Rental	<ul style="list-style-type: none"> • Monies paid for rental car during out-of-state travel • Expense based on GSA rates • Car rental should be pre-approved by the Board
6105	Out of State Travel - Auto, Public Carrier	<ul style="list-style-type: none"> • Monies paid for transportation (e.g. taxi, ride hailing service) during out-of-state travel • Expense based on GSA rates
6106	Out of State Travel - Air Travel	<ul style="list-style-type: none"> • Monies paid for air travel during out-of-state travel • Expense based on GSA rates
6110	Out of State Travel - Misc	<ul style="list-style-type: none"> • Monies paid for meals during out-of-state travel • Meal reimbursement based on GSA rates
6200	In-State Travel	<ul style="list-style-type: none"> • Total in-state travel line items
6201	In-State Travel - Meals	<ul style="list-style-type: none"> • Monies paid for meals during in-state travel • Meal reimbursement based on GSA rates
6202	In-State Travel - Lodging	<ul style="list-style-type: none"> • Monies paid for lodging during in-state travel

		<ul style="list-style-type: none"> ● Expense based on GSA rates
6203	In-State Travel - Baggage, incidental	<ul style="list-style-type: none"> ● Monies paid for meals during in-state travel ● Expense based on GSA rates
6204	In-State Travel - Room Rental	<ul style="list-style-type: none"> ● Monies paid for room rental (e.g. meeting space) in-state ● Expense based on GSA rates
6205	In-State Travel - Auto Rental	<ul style="list-style-type: none"> ● Monies paid for rental car during in-state travel ● Expense based on GSA rates
6206	In-State Travel - Personal Auto	<ul style="list-style-type: none"> ● Monies paid for mileage when using personal vehicle during in-state travel ● Reimbursement based on IRS rates
6207	In-State Travel - NV Auto Public Carrier	<ul style="list-style-type: none"> ● Monies paid for ground transportation (e.g. taxi, ride hailing service) during in-state travel ● Expense based on GSA rates
6250	In-State Travel - Air Travel	<ul style="list-style-type: none"> ● Monies paid for in-state air travel ● Expense based on GSA rates
7015	Supplies	<ul style="list-style-type: none"> ● General office supplies ● Includes 70151
70151	Supplies	<ul style="list-style-type: none"> ● Combined into 7015
7020	Office Expense	<ul style="list-style-type: none"> ● Total office expenses
70202	Office Furniture	<ul style="list-style-type: none"> ● Office furniture includes, but is not limited to, desks, chairs, filing cabinets, tables
7040	Office Expense - Print Copy	<ul style="list-style-type: none"> ● Cost of printing, including in-office printing costs and use of outside printing service (mailers, licenses, envelopes)
7041	Office Expense - Print Copy - State Exam	<ul style="list-style-type: none"> ● Printing cost for state exam ● This account is inactive
85100	Office Expenses - Shredding	<ul style="list-style-type: none"> ● Office expense for shredding service
7050	Office Expenses - Rent	<ul style="list-style-type: none"> ● Rent for office space
7100	Postage	<ul style="list-style-type: none"> ● Office expense for postage
7111	Property & Contents Insurance	

7200	Utilities	<ul style="list-style-type: none"> Combination of information technology, internet, and telephone
7210, 307910	DoIt Web SV	<ul style="list-style-type: none"> Information technology expense for state website maintenance
7290	Telephone	<ul style="list-style-type: none"> Telephone expense. May be telephone carrier or state information technology
72901	Long Distance	<ul style="list-style-type: none"> Long distance telephone expense. May be telephone carrier or state information technology
72902	Internet	<ul style="list-style-type: none"> Internet/web use and maintenance expense. May be telephone carrier or state information technology
72903	Teleconference	<ul style="list-style-type: none"> Inactive
7294	DoIT VPN	<ul style="list-style-type: none"> State Information Technology for web
7500	Copy Lease	<ul style="list-style-type: none"> Monthly lease of copy machine
7770	Software	<ul style="list-style-type: none"> Software purchases and subscriptions (i.e. Google, Exam administration, forms creation)
7777	Database	<ul style="list-style-type: none"> Monthly operation and maintenance of licensee database
8000	Legal & Professional Fees	<ul style="list-style-type: none"> Monthly legal and associated expenses
8010	Legal	<ul style="list-style-type: none"> Monthly legal costs
8011	Hearing Expense	<ul style="list-style-type: none"> As needed, costs associated with hearings related to a complaint
8015	Tort Claim	<ul style="list-style-type: none"> Annual cost for State Tort Claim account
8025	Repairs	<ul style="list-style-type: none"> As needed
8050	Professional Services	<ul style="list-style-type: none"> Annual external auditor, Monthly fee for bookkeeper
8055	Lobbyist	<ul style="list-style-type: none"> Monthly fee for lobbyist
8100	Exam Administration	<ul style="list-style-type: none"> Cost associated with administration and operation of state exam
8250	Dues & Reg	<ul style="list-style-type: none"> Cost associate with Conference Registration, etc.
8255	Membership	<ul style="list-style-type: none"> ASPPB Annual Dues

8400	Staff Development	<ul style="list-style-type: none"> • Cost of approved staff training
8500	Admin Services	<ul style="list-style-type: none"> • Combination of expenses from legislative counsel bureau and/or other State agencies
8520	LCB	<ul style="list-style-type: none"> • Cost of Legislative Counsel Bureau review of regulations or associated activities
8550	State Misc	<ul style="list-style-type: none"> • Cost of state agency activities, as needed
8600	Moving Expenses	<ul style="list-style-type: none"> • Cost of moving, as needed
9001	Banking Fees	<ul style="list-style-type: none"> • Costs levied by bank
9002	Bank Charges	<ul style="list-style-type: none"> •
9011	Fees Collected	<ul style="list-style-type: none"> • Costs levied by PayPal (These fees are charged to the applicant, licensee – not the Board)
90100	Miscellaneous Expense	<ul style="list-style-type: none"> •
TBD	Uncategorized Expense	<ul style="list-style-type: none"> •