

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

DATE OF MEETING: Friday, May 9, 2025

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/82730577340>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID: **827 3057 7340**. (The Board office recommends that individuals unfamiliar with ZOOM 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, located at 3080 South Durango Drive, Suite 102, Las Vegas, NV 89117.

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

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

AGENDA

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

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

3. Minutes. (For Possible Action) Discussion and Possible Action to Approve the Minutes of the State of Nevada Board of Psychological Examiners' March 7, 2025, Meeting.

4. 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 approve a Cost of Living Adjustment for the Board Office Staff.
- C. (For Possible Action) Discussion and Possible Action to approve an additional salary increase for Board Office Staff in the amount of 1.625% to offset the increase in the PERS contribution rate.
- D. (For Possible Action) Discussion and Possible Action to Approve Salary Schedule Updates in Addendum A to the Board's Employment, Compensation, and Evaluation Policy to Align with any Approvals Provided in Agenda Items 4B and 4C.

5. Legislative/Regulation Update

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

6. Report from the Nevada Psychological Association.

7. 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 #23-0918
- C. Complaint #24-0103
- D. Complaint #24-0312(1)
- E. Complaint #24-0312(2)
- F. Complaint #24-0605
- G. Complaint #24-0607
- H. Complaints #24-0711
#24-0719
#24-0726
#24-0823
- I. Complaint #24-0730
- J. Complaint #24-0829
- K. Complaint #24-0903
- L. Complaint #24-0924
- M. Complaint #24-1202
- N. Complaint #25-0110
- O. Complaint #25-0128
- P. Complaint #25-0218
- Q. Complaint #25-0317
- R. Complaint #25-0321
- S. Complaint #25-0324
- T. Complaint #25-0326
- U. Complaint #25-0331
- V. Complaint #25-0410
- W. Complaint #25-0414
- X. Complaint #25-0422
- Y. Complaint #25-0425

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

| | | | |
|----------------------|----------------------------|-----------------------|---------------------------|
| Kaitlyn Abrams | Wanda Crews | Kelly Humphreys | Stacey Mizokawa |
| Andrew Ahrendt | Shannon Dillon | Clairissa Hunter | Christine Moberg |
| Dalea Alawar | Elizabeth Dimovski-Jackson | Mark Ingram | Mark Mochin |
| Robert Antonacci | Anna Dolatabadi | Rachel Irish | Alexandra Montesi |
| Onyinyechi Anukem | Christine Dozier | Tina Jimenez | Luzviminda Morrow |
| Erick Arguello | Alana Duschane | Deborah Johnson | Mary Nelson |
| Katia Arroyo Carrion | Megan Farnsworth | Margaret Jones | Robert Nemerovski |
| Anna Arya | Christina Figueroa | Natalie Jones | Stephanie Northington |
| Meredith Avedon | Julian Filoteo | Kathi Jones-Lorenz | Hae Kyung Park |
| Elsa Baena | Glory Finnegan | Jorge Juarez-Asturias | Beverly Paschal |
| Rachel Bangit | John Fite | Cody Kaneshiro | Renata Pleshchuk-Kowalski |
| Adam Barkey | Nichole Flowers | Robin Kay | Daniel Pott-Pepperman |
| John Barona | Judy Fluor Runels | Kristopher Kern | Stephanie Procell |
| Debra Berry-Malmberg | Gratia Foerster | Elizabeth Kidd | Maxwell Rappoport |
| Charles Bichajian | Amy Fox | Veronica King | Wendy Raskey |
| Jennifer Blitz | Sylva Frock | Kele Kirschenbaum | Lee Rather |
| Leah Bonilla | Vanessa Fuentes | Charalambos Kyriacos | Rachelle Rene |
| Linda Bortell | Tyson Furr | Monica Larson | Danielle Richards |
| Michelle Brandon | Mindia Gabichvadze | George Lazo | Kristin Robinson |
| Hunter Brown | Maiken Gale | Robert Leach | Erick Rogers |
| Keri Brown | Daniel Garrett | Andrew Leone | Jessica Roos |
| Andrew Buchanan | Kylie Gelin | Jessica Liberman | Eric Rosmith |
| Lauren Buchanan | Teresa George | Benjamin Loew | Taraneh Rostami |
| Brian Burgess | Matthew Gibbons | Chelsea Mackey | Benjamin Rubin |
| Ramona Burroughs | Shahla Gorovoy | James Madero | Malia Sanchez |
| Jonathan Campos | Carina Grandison | Heather Manor | Kameron Sheikh |
| DeAnn Cary | Kimberly Gray | Alexandra Matthews | Shaina Shepherd |
| Jerry Chen | Peter Grover | Sarah Mauck | Dianne Shumay |
| Christine Chew | Lisa Gunderson | Katherine McKenzie | Laljit Sidhu |
| Chad Christensen | Michelle Haines | Paul McLaughlin | Alexis Sliva |
| Tasman Cleaver | Fredrica Hendrix | Carol McLean | Katelyn Steele |
| Brian Clemente | Bernadette Hinojos | Linda McWhorter | Willann Stone |
| David Contreras | Beverly Howze | Iris Melo | Tony Strickland |
| Candy Crawford | Chia-Chi Hu | Lorena Michel | Amy Swope |

Tara Tanaka
Matthew Tatum
Michelle Tatum
Alicia Tolerico
John Tsanadis
Lee Underwood

Amy Vail
Keith Valone
Brittany Voelker
Ina Von Ber
Michelle Vorwerk
Corinne Votaw

Allison Vreeland
Bethany Walters
Nelson Walters
Frank Weber
Justine Weber
Stephen Winston

Christine Winter
Kayli Wrenn
Elisa Youngblood
Gordon Zilberman

PSYCHOLOGICAL ASSISTANTS

Rachel Ballard
Rosalind Banks
Tracy Basile
Mark Beverly
Judit Brissette
Andrew Buchanan
Candis Carswell Mitchell
Taylor Chille
Althea Clark
Althea Cook
Emerson Epstein

Amelia Evans
Gianna Famolare
Milagro Gonzalez
Kimberly Gray
Jennifer Grimes-Vawters
Ariel Halstead
Akiko Hinds
Tiffany Hunter
Madison Hurley
Courtney Hutchinson
Shoshana Katz Shumaker
Richelle Konczak

Dimitra Kourtesi
Dorota Krotkiewicz
Taylor Levine
Anna Lujan-Sondgroth
Erica Marino
Genna Mashinchi
Michellane Mouton
Blake Oldfield
Dylena Pierce
Amy Prescott
Eric Prince

Audrie Reilly
Jacquelyn Rinaldi
Yana Ryjova
Hannah Salanoa
Sharon Simington
Michelle Strong
Michelle Tatum
Monica Zepeda Rojo

PSYCHOLOGICAL INTERNS

Lallabrigida Cooper-Singleton
Jacqueline Eddy
Jacqueline Friar
Sussan Fung

Daniel Gonzalez
Taira Green
Tiffany Hunter
Chiante' Jemison

Lauren Johnson
Shalini Kabeer
Michael McNamara
Sara Moore

Bianca Reaves
Miriam Vela-Sanchez
Richard Warmke

PSYCHOLOGICAL TRAINEES

Hoor Ul Ain
Lily Akana
Marissa Alvarez
Linnea Bacon
Carter Causse
Adaeze Chike-Okoli
Kieffer Christianson
Anna Cole
Delaney Collins
Regine Deguzman

Monica Done
Ashley Dorsey
Erin Dunn
Kinsey Ellis
Tatev Gaboyan
Kaelyn Griffin
Sneha Gupta
Michelle Harden
Haleigh Harris
Brandon Hunley

Bianca Islas
Sierra Ann Jarvis
Chiante' Jemison
Jordan Kaye
Julia Maranville
Sara Moore
Maegan Nation
Karisa Deandra Odrunia
Ananda Peixoto-Couto
Mattea Pezza

Sherley Pierre
Bianca Reaves
Melanie Rede
Shannon Sagert
Madison Thomasson
Angelos Tsalafos
Teresa Walker
Lidia Wossen

- A. (For Possible Action) Discussion and Possible Action to Approve Dr. Jennifer Grimes-Vawters' Request for an Exemption from the requirements of NAC 641.154.
- B. (For Possible Action) Discussion and Possible Action to Approve Dr. Jacquelyn Rinaldi's Request for Exemption from the requirements of NAC 641.154.
- C. (For Possible Action) Discussion and Possible Action to Approve Dr. Althea Cook's Request to Extend her Registration as a Psychological Assistant for a Fourth Year.

D. (For Possible Action) Discussion and Possible Action on Dr. Ashley Wilkins' Application to Reinstate her Psychologist License.

- 10. (For Possible Action) Update from BeHERE NV on Funding Opportunities for Licensure Examination Study Materials and Registration Fees, and Licensing Board Fees.**
- 11. (For Possible Action) Update on the Efforts to Determine the Feasibility of Reinstating the Board's Previous Skills-Based Exam for Certain Applicants for Licensure.**
- 12. (For Possible Action) Discussion and Possible Action on Whether a Licensee's Criminal Conduct not related to the Practice of Psychology Should be a Basis for Discipline.**
- 13. (For Possible Action) Discussion and Possible Action to Approve Update Revisions to the Application and Registration Policies and Procedures for Psychological Assistants, Psychological Interns, and Psychological Trainees.**
- 14. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates.**
 - The next regular meeting of the Nevada Board of Psychological Examiners is currently scheduled for Friday, June 13, 2025, beginning at 8:00 a.m.
- 15. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)**
- 16. 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)
- 17. (For Possible Action) Adjournment**

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

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If such arrangements are necessary,

please contact the board office at (702) 276-0926 no later than 4 p.m. on Thursday, May 8, 2025.

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

In accordance with NRS 241.020, this public meeting notice was properly posted at or before 8 a.m. on Tuesday, May 6, 2025, 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/2025/2025_BOARD_MEETINGS/.

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

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

March 7, 2025

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 8:03 a.m. on March 7, 2025, 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.; Catherine Pearson, Ph.D.; and Robert Moering, Psy.D. were present at roll call. Stephanie Holland, Psy.D. was absent. There was a quorum of the Board members.

Also present were Deputy Attorney General (DAG) Harry Ward; Executive Director Laura Arnold; Administrative Director Sarah Restori; members of the public: Donald Hoier, Akiko Hinds, and Caller 1.

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.

DAG Ward wanted to remind any members of the public who may be here to comment on a pending complaint that our Deputy Attorney General has requested that no public comment be made on pending complaints.

There was no public comment.

3. Minutes. (For Possible Action) Discussion and Possible Action to Approve the Minutes of the State of Nevada Board of Psychological Examiners' February 14, 2025, Meeting.

There were no comments or changes suggested for the minutes of the February 14, 2025, meeting.

On motion by Moering, second by Pearson, the Nevada State Board of Psychological Examiners approved the meeting minutes of the Regular Meeting of the Board held on February 14, 2024. (Yea: Lorraine Benuto, Monique Abarca, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 5-0.

4. 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).

The Executive Director presented the Treasurer's Report for fiscal year 2025. She shared that as of February 28, 2025, the checking account balance was \$497,608.15. With the end of February being in the second half of fiscal year 2025, she shared that the Board was operating on a little over \$182,000 in deferred revenue from licensure renewals, which includes those received prior to December 31, 2024, for the 2025-26 biennium and that is distributed to the first 2025-26 biennium quarter which is the second half of fiscal year 2025. She shared that the Board is also operating on about \$56,000 that was received in late renewals in the first quarter of the 2023-24 biennium and distributed to the fourth 2023-24 biennium quarter and new licensures, registrations, and reinstatements during the first half of fiscal year 2025 and what it has received so far in the 2nd half of fiscal year 2025 (also the 1st 2025-26 biennium quarter). The savings account balance was \$105,118.87. Lastly, she shared with the end of February being 2/3 of the way through fiscal year 2025, the Board is a little over 61% of budgeted expenditures and little over 103% of expected revenue and cash based on the current budget.

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

On motion by Stephanie Woodard, second by Robert Moering, the Nevada State Board of Psychological Examiners approved the Treasurer's Report for Fiscal Year 2025. (Yea: Lorraine Benuto, Monique Abarca, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 5-0.

- B. (For Possible Action) Discussion and Possible Action to Approve Revisions to the Budget for Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

The Executive Director shared that with renewals now completed and the Board's revenue, income, and expenses having performed better in most line items than projected so far during this fiscal year, she made some revisions to the budget to adjust various budgeted amounts to more closely reflect the actual amounts that the Board has received and spent at this point in the fiscal year. She shared that for income, she increased the deferred revenue items that included revenue received and attributed to

this first biennium quarter. She shared that for expenses, she made various adjustments to get them more in line with performance, and because the Board's income and revenue is more than projected. She shared the Board continues to have a healthy projected budget.

On motion by Monique Abarca, second by Robert Moering, the Nevada State Board of Psychological Examiners approved the proposed revisions to the Budget for Fiscal Year 2025. (Yea: Lorraine Benuto, Monique Abarca, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 5-0.

- C. (For Possible Action) Discussion and Possible Action to approve paying the 2024 Nevada State Assessment Fee for PsyPact in the amount of \$1,300.

The Executive Director shared that the Board office has received PsyPact's Assessment fee for 2024 in the total amount of \$1,300.00. That amount reflects 118 APIT Holders in the amount of \$1,180.00 and 12 TAP Holders in the amount of \$120.00. The invoice is due to be paid by April 15, 2025.

On motion by Stephanie Woodard, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved paying the PsyPact Invoice in the amount of \$1,300. (Yea: Lorraine Benuto, Monique Abarca, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 5-0.

- D. (For Possible Action) Discussion and Possible Action to approve paying the Board's ASPPB fees, which are expected to be approximately \$2,500.

The Executive Director shared that based on the number of Nevada licensees, the invoice for its ASPPB dues is \$2,387.00.

On motion by Stephanie Woodard, second by Robert Moering, the Nevada State Board of Psychological Examiners approved paying the Board's ASPPB fees. (Yea: Lorraine Benuto, Monique Abarca, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 5-0.

5. Legislative/Regulation Update

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

The Executive Director presented legislative updates. She stated she's still waiting for an LCB draft of R192-24 in order to schedule that regulation for a hearing. She shared that as for the continuing education regulation the Board workshopped and approved to move forward, they have obtained a legislative file number for that which is R001-25, and as with the other regulation, they're waiting on an LCB draft so that we can move it forward to a hearing.

The Executive Director shared that she continues to monitor introduced bills and bill draft requests.

She shared that SB 78, the Board consolidation bill, is still in its early stages, with the version available on the legislature's website being the same draft shared with Board members in November. The Department of Business and Industry (B&I) has presented updates on the bill but has not yet released new revisions, though they plan to do so soon. Additionally, following the implementation of SB 431 in 2023, which placed Nevada's Boards under B&I's oversight, fiscal note requests are now routed through B&I rather than directly to the Boards. Furthermore, all Boards and Commissions have been instructed to use official B&I letterhead, with each Board identifying itself and its executive director. If SB 78 passes as currently written, this Board will be abolished as of July 1, 2026, and its staff will become employees of B&I.

She went on to share that SB165 introduces a new licensure for Behavioral Health and Wellness Practitioners under this Board's regulation. The Board reviewed the bill in February, and a Committee presentation occurred on February 26. Amendments addressing concerns have been proposed but are not yet formalized. The Board will be updated once they are incorporated.

Next, the Executive Director shared that SB251 proposes replacing the Board's registration process for Psychological Assistants, Interns, and Trainees with provisional licenses while updating application requirements, fees, and national exam eligibility. A fiscal note highlighted that the new maximum fees for Interns and Trainees would be lower than the current rates. However, the Board raised concerns, including a requirement in Section 13(3) that trainees complete coursework before applying for a provisional license, which conflicts with their student status. Additionally, Section 13(7) allows all supervisees to take the national exam, contradicting Board and ASPPB policies that require coursework completion and director approval. The Board also seeks to ensure that the bill does not unintentionally permit independent practice for supervisees.

She shared that AB196 is the Board's BDR request that does a bit of cleanup in our statutes that the Board discussed in late 2023. That bill was presented to the legislature in late February. If it passes out of the Assembly, it will next go before the senate.

Lastly, she shared that SB 68 impacts the Board's NRS 641.145 reporting requirement, while AB64 modifies public meeting requirements.

- B. (For Possible Action) Discussion and Possible Action to Identify one or more Board representatives to Engage with the Legislature during the Legislative Session without Prior Board approval when Necessary to Address Proposed Legislation.

The Executive Director shared that with the legislative session moving quickly and the Board having lost its legislative expert in January, she requested that the Board provide authorization to herself and Dr. Woodard to collaborate and respond to certain bills when circumstances do not provide sufficient time to be able to put it before the Board for consensus or approval.

Dr. Woodard added that it is important for the Board to review potential legislation to help the bill's sponsor understand how the bill is currently written as they could have has potential unintended consequences. She stated that having the opportunity to communicate on behalf of the Board is critically important so language does not move forward that is not ideal.

On motion by Monique Abarca, second by Robert Moering, the Nevada State Board of Psychological Examiners approved Laura Arnold and Stephanie Woodard as Board representatives to engage with legislatures during legislative session without prior Board approval. (Yea: Lorraine Benuto, Monique Abarca, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 5-0.

6. Report from the Nevada Psychological Association.

There were no updates from the Nevada Psychological Association.

Dr. Benuto shared that she is on the ASPPB EPPP Task Force Committee. She stated they had their first meeting last week and wanted to make sure the representatives from NPA and the Board knew that there would be a number of Town Hall meetings that will be held for people to attend and provide feedback.

7. Report from the Board Office on Operations.

The Administrative Director presented the Board office statistics. She shared that in January and February, the Board licensed 14 new Psychologists, received 22 licensure applications, and administered 8 state exams. She shared that as of February 28, which was the end of the late renewal period, the Board has 682 active licensees who have renewed their license for the 2025-26 biennium. Also as of February 28, 113 licensees renewed their license as Inactive, and 21 let the Board know they would not be

renewing their license and are now expired. She stated there are still 36 licensees who were active during the 2023-24 biennium that have not yet renewed, but some of whom may apply to reinstate their license during this biennium. Finally, at the end of February, the Board had 149 active applications for licensure, and as for those the Board registers, the psychological assistants, psychological interns, and psychological trainees, there were a total of 69 that are registered and 25 active applications.

The Executive Director shared that she had a meeting with Sarah, Dr. Holland, and Dr. Stephen Benning regarding the feasibility of having its own skills-based exam. She shared that Dr. Benning was involved in developing the State Exam as it previously existed and as it exists now. That meeting concerned their task to provide information to the Board regarding the feasibility of the Board reinstating a skills-based exam for those applicants for whom that exam would be required. She hopes to update the Board on the information in April.

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

A. Complaint #19-0626

DAG Ward informed there is ongoing litigation. The hearing is set for November 12th-14th, 2025.

B. Complaint #23-0918

DAG Ward informed formal Complaint and Notice of Hearing was served on Respondent. Respondent is represented by counsel, who has answered the complaint. DAG Ward is in the process of trying to resolve this matter via consent decree with opposing counsel.

C. Complaint #24-0103

DAG Ward informed there is ongoing litigation. The hearing is set for November 12th-14th, 2025.

D. Complaint #24-0312(1)

DAG Ward informed this matter has been referred to the MFT Board. The cease-and-desist letter has been sent to the respondent to which the respondent has provided a response. DAG Ward to send follow up cease and desist to remove additional language from all online presence.

E. Complaint #24-0312(2)

DAG Ward informed this is a complaint regarding timely reporting. Complaint and notice of hearing served on respondent. The respondent, through counsel, answered the complaint. DAG Ward will forward the draft consent decree to investigator for review and feedback.

F. Complaint #24-0605

DAG Ward informed this complaint was received regarding misrepresentation of credentials and practicing without a license. Cease and desist letter has been sent, with response due in early March.

G. Complaint #24-0607

DAG Ward informed this was a self-report from a licensee regarding two misdemeanor convictions. Respondent has agreed to the Investigator's terms for resolution and draft consent decree are pending opposing counsel and the DAG.

H. Complaints #24-0711

#24-0719

#24-0726

#24-0823

DAG Ward informed these four complaints are against the same psychologist. There is ongoing investigation.

I. Complaint #24-0730

DAG Ward informed Cease and Desist letter was sent from DAG Ward regarding unlicensed practice, but no response from respondent. DAG Ward to resend cease and desist with restricted delivery specific to respondent.

J. Complaint #24-0829

DAG Ward informed this complaint is regarding documentation and the investigation is complete. DAG Ward will prepare proposed disciplinary consent decree per investigator's recommendations.

K. Complaint #24-0903

DAG Ward informed this complaint was received regarding advertising unlicensed activity and forwarded to investigator for review. DAG Ward prepared and served a Cease and Desist letter, to which respondent provided a response. The investigator will continue to monitor respondent's social media for the next few months.

L. Complaint #24-0924

DAG Ward informed this complaint was received and forwarded to the investigator for review. The Cease and Desist letter was sent to the respondent but returned without being delivered. DAG Ward will try to contact respondent through website to perfect service of cease and desist.

M. Complaint #24-1202

DAG Ward informed complaint received and forwarded to and reviewed by investigator. Complaint forwarded to respondent for response. DAG Ward stated cease-and-desist letter is pending.

N. Complaint #25-0110

DAG Ward informed this is a complaint for unlicensed practice. The complaint was forwarded to the respondent for response. They are pending receipt of response.

O. Complaint #25-0128

DAG Ward informed this is a complaint for unlicensed practice. The complaint was forwarded to respondent for response. They are pending receipt of response.

P. Complaint #25-0218

DAG Ward informed the complaint was received and reviewed. The complaint concerns a court-ordered evaluation, which requires additional documents and information per the Board's complaints policy and they are the in process of doing more investigation.

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: **Frank Weber, Glory Finnegan, Stephen Winston, Christina Figueroa, Julian Filoteo, Ramy Bassioni, Michelle Brandon, Heather Manor, Kaitlyn Abrams, and Kameron Sheikh.**

On motion by Catherine Pearson, second by Stephanie Woodard, the Nevada State Board of Psychological Examiners approved the following applicants for licensure contingent upon completion of licensure requirements: Frank Weber, Glory Finnegan, Stephen Winston, Christina Figueroa, Julian Filoteo, Ramy Bassioni, Michelle Brandon, Heather Manor, Kaitlyn Abrams, and Kameron Sheikh. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeli, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

10. (For Possible Action) Discussion and Possible Action to Approve the Proposed Examination Retake Application Policy.

The Executive Director presented the proposed examination retake application policy. She shared that in its continuing efforts to streamline the Board's various applicant review procedures, she prepared a draft policy that governs the review procedure for applicants who request to retake an examination for licensure for a fourth time. She stated that currently, those who fail an examination required for licensure three times must apply to the Board to retake that examination a fourth time, which is considered and addressed at an open and public Board meeting. A review process that does not require an applicant to be subject to a review during a public meeting when facing a fourth exam retake aligns and is consistent with the rationale for the review policies the Board has created for other review scenarios, such as background check reviews and test accommodation applications.

On motion by Robert Moering, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved the Examination Retake Application Policy. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

11. (For Possible Action) Discussion and Possible Action to Approve a Revision to the Board’s Employment, Compensation, and Evaluation Policy to add a Board Consultant position.

The Executive Director presented the proposed revisions to the Board’s Employment, Compensation, and Evaluation policy to add a Board Consultant position with the idea that Dr. Lenkeit could be the first to fill that roll so that the Board could continue to benefit from Dr. Lenkeit’s deep knowledge regarding and experience with the Board when and if needed. She shared that pursuant to NRS 641.115, which permits the Board to “Employ attorneys, investigators, consultants, hearing officers, and employees necessary to the discharge of its duties” she drafted the proposed revision to the Board’s Employment, Compensation, and Evaluation policy to add a Board Consultant role. She shared that with the Board Consultant role in place in that policy, and depending on what happens with SB 78, the Board can continue to benefit from the knowledge and experience of not only Dr. Lenkeit, but other past Board members that may succeed Dr. Lenkeit in that role when issues arise for which the Board seeks input and consultation.

DAG Ward added that contractors, like Board investigators, would be bona fide employees of the Board.

On motion by Stephanie Woodard, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved revision to the Board’s Employment, Compensation, and Evaluation Policy to add a Board Consultant position. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

12. (For Possible Action) Discussion and Possible Action on revising Question No. 20 on the Board’s License Renewal Application Form to comply with 2013 SB338.

The Executive Director presented the current license renewal application. She shared that during the license renewal period for the current biennium, a licensee noted that Question No. 20 of the renewal application contained language that had been changed during the 2013 legislative session. Specifically, 2013 SB338 changed the term “mental retardation” to “intellectual disability.” It is proposed that the Board approve revising

that question to incorporate what is required by 2013 SB338, by stating “those with intellectual disabilities” in place of “the mentally retarded.”

On motion by Robert Moering, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved revising Question No. 20 on the Board’s License Renewal Application Form to comply with 2013 SB338. (Yea: Lorraine Benuto, Monique Abarca, Soseh Esmaeili, Robert Moering, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 6-0.

13. (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, April 11, 2025, beginning at 8:00 a.m.

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

There were no requests for future Board meeting agenda items.

15. 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. Benuto wanted to remind members of the public that our Deputy Attorney General has requested that no public comment be made on any pending complaints.

There was no public comment.

16. (For Possible Action) Adjournment

There being no further business before the Board, President Dr. Benuto adjourned the meeting at 8:49 a.m.

Nevada Board of Psychological Examiners Board Meeting Staff Report

DATE: May 9, 2025

ITEM:

4A - (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 April 30, 2025, the checking account balance was \$465,435.82. The Board is operating on a total of \$182,055.52 in deferred revenue from licensure renewals, which includes those received prior to December 31, 2024, for the 2025-26 biennium and that is distributed to the first 2025-26 biennium quarter (second half of FY2025). The Board is also operating on \$58,169.25 that was received in:

- late renewals in the first quarter of the 2023-24 biennium and distributed to the fourth 2023-24 biennium quarter (which is the first half of FY2025),
- late renewals received in the first quarter of the 2025-26 biennium and distributed to the first 2025-26 biennium quarter (which is the second half of FY2025), and
- new licensures, registrations, and reinstatements during the 1st half of FY25 (also the 4th 2023-24 biennium) and what it has received so far in the 2nd half of FY25 (also the 1st 2025-26 biennium quarter).

The savings account balance, which is the Board's reserves, was \$105,125.90.

With the end of April being 5/6 of the way through FY2025, the Board is about 74% of budgeted expenditures and little over 99% of expected revenue and cash based on the current budget.

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

4/30/25

| | | FY25 Budgeted Amount | FY25 Actual | % actual to budget |
|---|--|----------------------|-------------------|--------------------|
| INCOME | | | | |
| | | | | |
| Net Money on hand (Checking) as of 7/1/2024 | | 90,831.85 | 90,831.85 | |
| Deferred Revenue | | | | |
| 2600 | Renewals - 7/1/24 and 1/1/25 | 182,000.00 | 182,055.52 | 100.03% |
| 2600 | Late Renewals - 1Q 23-24 | 15,819.98 | 15,819.98 | 100.00% |
| 2600 | Late Renewals - 1Q 25-26 | 9,000.00 | 9,485.61 | 105.40% |
| 40201 40281-3 40203 | New Licensure, Registrations, Reinstatements | 22,489.98 | 24,604.44 | 109.40% |
| Total Deferred Income (Gross) | | | 231,965.55 | |
| | Deferred PP fees | | 3,064.27 | |
| | NET Deferred Income | | 228,901.28 | |

| | | | | |
|------------------------|---|---------------------|---------------------|---------------|
| | | | | |
| Regular Revenue | 23-24 Biennium Q4 New Licensure and Registrations | 8,200.00 | 8,259.22 | 100.72% |
| | | | | |
| | Applications | | | |
| 40100 | Psychologist Application | 20,000.00 | 18,356.73 | 91.78% |
| 40101 | PA Application | 3,500.00 | 2,786.23 | 79.61% |
| 40102 | Intern Application | 900.00 | 773.60 | 85.96% |
| 40103 | Trainee Application | 3,000.00 | 2,788.10 | 92.94% |
| 4010 | Reinstatement/Reactivation | 500.00 | 200.00 | 40.00% |
| 4015 | Psychologist State Exam | 15,000.00 | 15,167.80 | 101.12% |
| 4030 | Non-Resident Consultant | 900.00 | 900.00 | 100.00% |
| 4040 | CE App Fee | 900.00 | 934.20 | 103.80% |
| | | | | |
| | Other | | | |
| 4025/4050 | Late and License Restoration Fees | 4,000.00 | 3,200.00 | 80.00% |
| 40251/40252 | New and Duplicate License | 2,000.00 | 2,217.04 | 110.85% |
| 4045 | Verification of Licensure | 400.00 | 511.68 | 127.92% |
| 4075 | Cost Recovered (Disciplinary) | | | |
| 4999 | Interest, Misc | 40.00 | 34.97 | 87.43% |
| Total Income | | \$288,649.96 | \$285,030.85 | 98.75% |

| Payroll Expenses | | FY25 Budgeted Amount | FY25 Actual | % actual to budget |
|-------------------------|-----------------------|-----------------------------|--------------------|---------------------------|
| 5100 | Board Salary/Per Diem | 5,000.00 | 4,950.00 | 99.00% |

| | | | | |
|-----------|--------------------------------|-------------------|-------------------|---------------|
| 2700 | Executive Director (net) | 55,000.00 | 43,772.79 | 79.59% |
| 2700 | Administrative Director (net) | 45,000.00 | 37,089.74 | 82.42% |
| 2700 | Staff Salary (Part-Time) | 10,000.00 | 0.00 | 0.00% |
| 9110 | Staff Benefits | 17,500.00 | 13,140.67 | 75.09% |
| 2700 | Investigator/Consultant Salary | 15,000.00 | 11,147.71 | 74.32% |
| 5250 | Workers Compensation | 1,000.00 | 927.00 | 92.70% |
| 2108/5300 | PERS | 45,000.00 | 41,096.12 | 91.32% |
| 2100 | Federal Payroll Taxes | 30,000.00 | 29,785.56 | 99.29% |
| 9100 | Other Payroll Expenses | 1,000.00 | 798.00 | 79.80% |
| | Total Payroll | 224,500.00 | 182,707.59 | 81.38% |

| Operating Expenses | | FY25 Budgeted Amount | FY25 Actual | % actual to budget |
|--------------------|----------------------------------|----------------------|-------------|--------------------|
| 6100 | Out of State | 10,000.00 | 4,969.51 | 49.70% |
| 6200 | In-State Travel | 1,000.00 | 428.26 | 42.83% |
| 7015 | Office Supplies/furniture | 2,750.00 | 1,857.35 | 67.54% |
| | Office expenses: | | | |
| 7040 | - Print-Copy | 500.00 | 250.74 | 50.15% |
| 7050 | - Rent | 20,000.00 | 14,219.70 | 71.10% |
| 7100 | - Postage | 1,200.00 | 1,071.48 | 89.29% |
| 7210 | - DoIt Web SV | 1,200.00 | 764.36 | 63.70% |
| 7290/72902 7200 | - Telephone/Internet & Utilities | 1,500.00 | 1,140.59 | 76.04% |
| 7500 | - Copy Lease | 1,500.00 | 1,135.93 | 75.73% |
| | - Water/Misc | 200.00 | 185.24 | 92.62% |
| 7770/7777 | Software & Database | 4,500.00 | 3,572.40 | 79.39% |
| 8010 | Legal & Professional Fees | 40,000.00 | 16,667.12 | 41.67% |
| 8015 | Tort Claim | 1,200.00 | 1,164.30 | 97.03% |

| | | | | |
|---------------------------------|---|----------------------|---------------------|---------------|
| 8050/8055 | Professional Services (Auditor, Bookkeeper, Lobbyist) | 32,500.00 | 23,720.25 | 72.99% |
| 8250 | Dues & Reg (ASPPB, Conf, Continuing Ed) | 5,000.00 | 2,420.00 | 48.40% |
| 8520 | Admin Services (LCB) | 1,350.00 | 1,200.00 | 88.89% |
| 9001 | Banking Fees | 100.00 | 70.44 | 70.44% |
| | PayPal Fees (against regular revenue) | 1,750.00 | 1,529.71 | 87.41% |
| 90100 | Miscellaneous Expense | 500.00 | | 0.00% |
| | Uncategorized Expense | 250.00 | | |
| Total Expenses | | \$127,000.00 | \$76,367.38 | 60.13% |
| Total Expenses + Payroll | | \$351,500.00 | \$259,074.97 | 73.71% |
| Total Income + Cash | | \$ 379,481.81 | \$375,862.70 | 99.05% |
| Final Balance | | \$27,981.81 | \$116,787.73 | |

May 02, 2025

Statement of Financial Position

As April 30, 2025

Nevada Board of Psychological Examiners

As verified by Michelle Fox

The following accounts have been reconciled for the month of April 30, 2025, and all transactions reviewed for accuracy.

Main Checking Account per bank statement dated 04/30/2025 -\$465,435.82

Savings Account per bank statement dated 04/30/2025 -\$105,125.90

Michelle Fox

Michelle Fox

NV State Board of Psychological Examiners

Item 4A

Balance Sheet As of April 30, 2025

| | TOTAL |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1100 Cash in Bank | 459,284.65 |
| 3309 Savings | 105,125.90 |
| Total Bank Accounts | \$564,410.55 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 3,099.29 |
| Total Accounts Receivable | \$3,099.29 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| 12100 Inventory Asset | 0.00 |
| 1400 Prepaid Expenses | 60.41 |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$60.41 |
| Total Current Assets | \$567,570.25 |
| Other Assets | |
| 1300 Deferred outflows of resources | 0.00 |
| Total Other Assets | \$0.00 |
| TOTAL ASSETS | \$567,570.25 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 1106 Accounts Payable | 3,903.93 |
| Total Accounts Payable | \$3,903.93 |
| Other Current Liabilities | |
| 2100 Federal Income Withholding | 2,024.79 |
| 2100 Payroll Liabilities | 4,337.10 |
| 2107 Federal Taxes (941/944) | -76.15 |
| 2108 PERS | 6,688.40 |
| Health Insurance | 1,203.82 |
| NV Unemployment Tax | 0.00 |

NV State Board of Psychological Examiners

Balance Sheet As of April 30, 2025

| | TOTAL |
|--|---------------------|
| Total 2100 Payroll Liabilities | 12,153.17 |
| 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 | 0.00 |
| 2301 Payroll Liabilities-Pers | 0.00 |
| 2302 Accrued PTO | 6,877.88 |
| 2450 Deferred inflow-pension | 0.00 |
| 2455 Net pension liability | 0.00 |
| 2600 Deferred Revenue | 350,000.14 |
| 2700 Direct Deposit Payable | 0.00 |
| Total Other Current Liabilities | \$371,055.98 |
| Total Current Liabilities | \$374,959.91 |
| Total Liabilities | \$374,959.91 |
| Equity | |
| 3000 Opening Bal Equity | 0.00 |
| 3900 2550 Fund Balance | 223,490.62 |
| Net Income | -30,880.28 |
| Total Equity | \$192,610.34 |
| TOTAL LIABILITIES AND EQUITY | \$567,570.25 |

NV State Board of Psychological Examiners

Profit and Loss July 2024 - April 2025

| | TOTAL |
|--|---------------------|
| Income | |
| 4010 Psychologist Application | 200.00 |
| 40100 Psychologist Application | 18,356.73 |
| 40101 PA Application | 2,786.23 |
| 40102 Intern Application | 773.60 |
| 40103 Trainee Application | 2,788.10 |
| Total 4010 Psychologist Application | 24,904.66 |
| 4015 Psychologist State Exam | 15,167.80 |
| 4020 Psych Biennial | 175,750.33 |
| 40201 Prorated Psych Biennial | 18,850.95 |
| 40203 Reinstatement of Psych | 200.00 |
| Total 4020 Psych Biennial | 194,801.28 |
| 4025 Psychologist Licensing Fee | |
| 40251 New License | 1,725.00 |
| 40252 Change/Duplicate/Reinstatement | 492.04 |
| Total 4025 Psychologist Licensing Fee | 2,217.04 |
| 4028 Registration Fee | |
| 40281 Psych Asst fee | 4,481.09 |
| 40282 Psych Intern Fee | 302.21 |
| 40283 Psych Trainee | 552.29 |
| Total 4028 Registration Fee | 5,335.59 |
| 4030 Non-Resident Consultant | 900.00 |
| 4040 CE App Fee | 934.20 |
| 4045 Verification of Licensure | 511.68 |
| 4050 Renewal Late Fee | 3,200.00 |
| 4999 Interest | 34.97 |
| Total Income | \$248,007.22 |
| GROSS PROFIT | \$248,007.22 |
| Expenses | |
| 307910 7210 Dolt Web SVb | 764.36 |
| 5100 Board Sal | 4,950.00 |
| 5175 Board Staf | |
| 51753 Investigator Salary | 9,922.50 |
| Total 5175 Board Staf | 9,922.50 |
| 5250 Workers Compensation | 927.00 |
| 5300 PERS | 5,672.18 |
| 6100 Out of State Travel | 704.42 |
| 6102 Lodging | 3,065.94 |
| 6106 Air Tvl | 1,157.21 |
| 6110 Out of State Travel Misc Costs | 41.94 |
| Total 6100 Out of State Travel | 4,969.51 |

NV State Board of Psychological Examiners

Profit and Loss July 2024 - April 2025

| | TOTAL |
|---|------------------|
| 6200 In State Travel | 428.26 |
| 7015 Supplies | 1,857.35 |
| 7020 Office Expense | 185.24 |
| 7040 Print-Copy | 250.74 |
| 7050 Rent | 14,219.70 |
| Total 7020 Office Expense | 14,655.68 |
| 7100 Postage | 1,071.48 |
| 7200 Utilities | 473.98 |
| 7290 Telephone | -4.64 |
| 72902 Internet | 671.25 |
| Total 7290 Telephone | 666.61 |
| Total 7200 Utilities | 1,140.59 |
| 7500 Copy Lease | 1,135.93 |
| 7770 Software | 2,804.73 |
| 7777 Database | 767.67 |
| 8000 Legal & Professional Fees | 6,539.88 |
| 8010 Legal | 10,127.24 |
| 8015 Tort Claim | 1,164.30 |
| Total 8000 Legal & Professional Fees | 17,831.42 |
| 8050 Prof Servs | 18,361.50 |
| 8055 Lobbyist | 5,358.75 |
| Total 8050 Prof Servs | 23,720.25 |
| 8250 Dues & Reg | 2,420.00 |
| 8500 Admin Serv | |
| 8520 LCB | 1,200.00 |
| Total 8500 Admin Serv | 1,200.00 |
| 9001 Banking Fees | |
| 9002 Bank Crgs | 70.44 |
| Total 9001 Banking Fees | 70.44 |
| 90100 Miscellaneous Expense | 5.00 |
| 9100 Payroll Expenses | 798.00 |
| 9110 Company Contributions | |
| Health Insurance | 13,140.67 |
| Retirement | 19,312.64 |
| Total 9110 Company Contributions | 32,453.31 |
| 9130 Wages | 113,282.12 |

NV State Board of Psychological Examiners

Profit and Loss July 2024 - April 2025

| | TOTAL |
|------------------------------------|----------------------|
| Taxes | |
| 9111 Federal Taxes (941/944) | 15,576.33 |
| NV Unemployment Tax | 0.00 |
| Total Taxes | 15,576.33 |
| Total 9100 Payroll Expenses | 162,109.76 |
| PayPal Fees | 13,704.99 |
| Reimbursements | 6,758.40 |
| Total Expenses | \$278,887.50 |
| NET OPERATING INCOME | \$ -30,880.28 |
| NET INCOME | \$ -30,880.28 |

NV State Board of Psychological Examiners

General Ledger

April 2025

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|-------------------------------|-------------------|-----|---|---|---|---------------|------------|
| 3309 Savings | | | | | | | |
| | Beginning Balance | | | | | | 105,122.44 |
| 04/30/2025 | Deposit | | Interest | | 4999 Interest | 3.46 | 105,125.90 |
| Total for 3309 Savings | | | | | | \$3.46 | |
| 1100 Cash in Bank | | | | | | | |
| | Beginning Balance | | | | | | 475,519.29 |
| 04/01/2025 | Expense | | U S Post Office | Certified Mail - #25-0324 | 7100 Postage | -11.99 | 475,507.30 |
| 04/02/2025 | Expense | | Michelle Fox | | 8050 Prof Servs | -175.00 | 475,332.30 |
| 04/02/2025 | Expense | | NV Energy | | 7200 Utilities | -42.15 | 475,290.15 |
| 04/02/2025 | Deposit | | | | 4045 Verification of Licensure | 20.00 | 475,310.15 |
| 04/02/2025 | Deposit | | | | -Split- | 2,229.83 | 477,539.98 |
| 04/04/2025 | Expense | | Bank of America | Credit Card | -Split- | -3,483.31 | 474,056.67 |
| 04/04/2025 | Expense | | | | 307910 7210 Dolt Web SVb | -69.50 | 473,987.17 |
| 04/07/2025 | Expense | | | | 7020 Office Expense | -6.99 | 473,980.18 |
| 04/08/2025 | Expense | | Target | | 7015 Supplies | -63.75 | 473,916.43 |
| 04/08/2025 | Expense | | | Certified mail - #25-0326 | 7100 Postage | -11.51 | 473,904.92 |
| 04/09/2025 | Expense | | Public Employees' Benefits Program (PEBP) | | Payroll Expenses:Company Contributions:Health Insurance | -2,029.49 | 471,875.43 |
| 04/09/2025 | Expense | | PERS | | 5300 PERS | -3,720.54 | 468,154.89 |
| 04/09/2025 | Expense | | | | 8000 Legal & Professional Fees | -2,339.88 | 465,815.01 |
| 04/10/2025 | Deposit | | | | 4015 Psychologist State Exam | 200.00 | 466,015.01 |
| 04/10/2025 | Deposit | | | | 2600 Deferred Revenue | 300.00 | 466,315.01 |
| 04/10/2025 | Deposit | | | | 4015 Psychologist State Exam | 200.00 | 466,515.01 |
| 04/10/2025 | Expense | | | | 9001 Banking Fees:9002 Bank Crgs | -1.00 | 466,514.01 |
| 04/10/2025 | Expense | | | | 9001 Banking Fees:9002 Bank Crgs | -1.00 | 466,513.01 |
| 04/10/2025 | Deposit | | | | -Split- | 1,859.72 | 468,372.73 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Pay Period: 03/28/2025-04/10/2025 | 2700 Direct Deposit Payable | -1,710.95 | 466,661.78 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Pay Period: 03/28/2025-04/10/2025 | 2700 Direct Deposit Payable | -1,956.94 | 464,704.84 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Pay Period: 03/28/2025-04/10/2025 | 2700 Direct Deposit Payable | -277.05 | 464,427.79 |
| 04/11/2025 | Expense | | State Farm Insurance | | 5250 Workers Compensation | -326.00 | 464,101.79 |
| 04/14/2025 | Expense | | Cox Communications | | 7200 Utilities:7290 Telephone:72902 Internet | -64.09 | 464,037.70 |
| 04/15/2025 | Deposit | | | | -Split- | 593.97 | 464,631.67 |
| 04/15/2025 | Tax Payment | | IRS | Tax Payment for Period: 03/01/2025-03/31/2025 | 2100 Federal Income Withholding | -2,773.79 | 461,857.88 |
| 04/15/2025 | Expense | | | | -Split- | -36.88 | 461,821.00 |
| 04/15/2025 | Deposit | | | | 4045 Verification of Licensure | 20.00 | 461,841.00 |
| 04/15/2025 | Deposit | | | | 4015 Psychologist State Exam | 200.00 | 462,041.00 |
| 04/16/2025 | Expense | | Michelle Fox | Bookkeeper | 8050 Prof Servs | -200.00 | 461,841.00 |
| 04/17/2025 | Deposit | | | | -Split- | 3,273.70 | 465,114.70 |
| 04/17/2025 | Expense | | QuickBooks Payroll Service | | 9100 Payroll Expenses | -80.00 | 465,034.70 |
| 04/18/2025 | Expense | | | Envelopes | 7015 Supplies | -17.41 | 465,017.29 |
| 04/21/2025 | Expense | | Canon Financial | | 7500 Copy Lease | -113.74 | 464,903.55 |

NV State Board of Psychological Examiners

General Ledger

April 2025

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|----------------------|-----------------------------------|--|-------------------|------------|
| | | | Services, Inc. | | | | |
| 04/22/2025 | Expense | | NV Energy | | 7200 Utilities | -39.17 | 464,864.38 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Pay Period: 04/11/2025-04/24/2025 | 2700 Direct Deposit Payable | -1,710.95 | 463,153.43 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Pay Period: 04/11/2025-04/24/2025 | 2700 Direct Deposit Payable | -1,956.93 | 461,196.50 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Pay Period: 04/11/2025-04/24/2025 | 2700 Direct Deposit Payable | -138.53 | 461,057.97 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Pay Period: 04/11/2025-04/24/2025 | 2700 Direct Deposit Payable | -374.02 | 460,683.95 |
| 04/28/2025 | Expense | | Mihata Holdings, LP | | 7020 Office Expense:7050 Rent | -1,500.00 | 459,183.95 |
| 04/28/2025 | Deposit | | | | 4010 Psychologist Application:40100 Psychologist Application | 150.00 | 459,333.95 |
| 04/29/2025 | Expense | | State Farm Insurance | | 5250 Workers Compensation | -48.30 | 459,285.65 |
| 04/29/2025 | Expense | | | | 9001 Banking Fees:9002 Bank Crgs | -1.00 | 459,284.65 |
| Total for 1100 Cash in Bank | | | | | | \$ - | |
| | | | | | | 16,234.64 | |
| 1200 Accounts Receivable | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 3,099.29 |
| Total for 1200 Accounts Receivable | | | | | | | |
| 1400 Prepaid Expenses | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 60.41 |
| Total for 1400 Prepaid Expenses | | | | | | | |
| 1106 Accounts Payable | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 3,903.93 |
| Total for 1106 Accounts Payable | | | | | | | |
| 2100 Payroll Liabilities | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 4,337.10 |
| Total for 2100 Payroll Liabilities | | | | | | | |
| 2107 Federal Taxes (941/944) | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | -76.15 |
| Total for 2107 Federal Taxes (941/944) | | | | | | | |
| 2108 PERS | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 3,150.60 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | PERS - Company Contribution | 2700 Direct Deposit Payable | 472.53 | 3,623.13 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | PERS | 2700 Direct Deposit Payable | 411.92 | 4,035.05 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | PERS | 2700 Direct Deposit Payable | 472.53 | 4,507.58 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | PERS - Company Contribution | 2700 Direct Deposit Payable | 411.92 | 4,919.50 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | PERS - Company Contribution | 2700 Direct Deposit Payable | 472.53 | 5,392.03 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | PERS - Company Contribution | 2700 Direct Deposit Payable | 411.92 | 5,803.95 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | PERS | 2700 Direct Deposit Payable | 411.92 | 6,215.87 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | PERS | 2700 Direct Deposit Payable | 472.53 | 6,688.40 |
| Total for 2108 PERS | | | | | | \$3,537.80 | |
| Health Insurance | | | | | | | |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|----------------------|-----------------------------------|-----------------------------|-------------------|------------|
| Beginning Balance | | | | | | | 1,046.42 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Health Insurance | 2700 Direct Deposit Payable | 39.35 | 1,085.77 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Health Insurance | 2700 Direct Deposit Payable | 39.35 | 1,125.12 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Health Insurance | 2700 Direct Deposit Payable | 39.35 | 1,164.47 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Health Insurance | 2700 Direct Deposit Payable | 39.35 | 1,203.82 |
| Total for Health Insurance | | | | | | \$157.40 | |
| NV Unemployment Tax | | | | | | | |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | NV Unemployment Tax | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| Total for NV Unemployment Tax | | | | | | \$0.00 | |
| Total for 2100 Payroll Liabilities with subs | | | | | | \$3,695.20 | |
| 2302 Accrued PTO | | | | | | | |
| Beginning Balance | | | | | | | 6,877.88 |
| Total for 2302 Accrued PTO | | | | | | | |
| 2600 Deferred Revenue | | | | | | | |
| Beginning Balance | | | | | | | 349,030.16 |
| 04/10/2025 | Deposit | | Pattijo Velasquez | Inactive License renewal | 1100 Cash in Bank | 300.00 | 349,330.16 |
| 04/17/2025 | Deposit | | | Psych Reinstatement - License fee | 1100 Cash in Bank | 669.98 | 350,000.14 |
| Total for 2600 Deferred Revenue | | | | | | \$969.98 | |
| 2700 Direct Deposit Payable | | | | | | | |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Direct Deposit | 1100 Cash in Bank | -1,710.95 | -1,710.95 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Pay Period: 03/28/2025-04/10/2025 | -Split- | 277.05 | -1,433.90 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Direct Deposit | 1100 Cash in Bank | -1,956.94 | -3,390.84 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Direct Deposit | 1100 Cash in Bank | -277.05 | -3,667.89 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Pay Period: 03/28/2025-04/10/2025 | -Split- | 1,956.94 | -1,710.95 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Pay Period: 03/28/2025-04/10/2025 | -Split- | 1,710.95 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Direct Deposit | 1100 Cash in Bank | -138.53 | -138.53 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Pay Period: 04/11/2025-04/24/2025 | -Split- | 1,710.95 | 1,572.42 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Direct Deposit | 1100 Cash in Bank | -1,710.95 | -138.53 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Direct Deposit | 1100 Cash in Bank | -1,956.93 | -2,095.46 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Pay Period: 04/11/2025-04/24/2025 | -Split- | 374.02 | -1,721.44 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Direct Deposit | 1100 Cash in Bank | -374.02 | -2,095.46 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Pay Period: 04/11/2025-04/24/2025 | -Split- | 138.53 | -1,956.93 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Pay Period: 04/11/2025-04/24/2025 | -Split- | 1,956.93 | 0.00 |
| Total for 2700 Direct Deposit Payable | | | | | | \$0.00 | |
| 2100 Federal Income Withholding | | | | | | | |
| Beginning Balance | | | | | | | 2,434.20 |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|------------------|-----|----------------------|-----------------------------|-----------------------------|-------------------|------------|
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 514.77 | 2,948.97 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 45.90 | 2,994.87 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 602.01 | 3,596.88 |
| 04/15/2025 | Tax Payment | | IRS | Federal Taxes (941/943/944) | 1100 Cash in Bank | -2,773.79 | 823.09 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 22.94 | 846.03 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 514.77 | 1,360.80 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 61.96 | 1,422.76 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Federal Taxes (941/943/944) | 2700 Direct Deposit Payable | 602.03 | 2,024.79 |
| Total for 2100 Federal Income Withholding | | | | | | \$ -409.41 | |
| 3900 2550 Fund Balance | | | | | | | |
| Beginning Balance | | | | | | | 223,490.62 |
| Total for 3900 2550 Fund Balance | | | | | | | |
| 4010 Psychologist Application | | | | | | | |
| Beginning Balance | | | | | | | 100.00 |
| 04/17/2025 | Deposit | | | Psych Reinstatement App | 1100 Cash in Bank | 100.00 | 200.00 |
| Total for 4010 Psychologist Application | | | | | | \$100.00 | |
| 40100 Psychologist Application | | | | | | | |
| Beginning Balance | | | | | | | 17,120.88 |
| 04/02/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 17,275.98 |
| 04/02/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 17,431.08 |
| 04/10/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 17,586.18 |
| 04/10/2025 | Deposit | | | Psych App extension fee | 1100 Cash in Bank | 155.25 | 17,741.43 |
| 04/17/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 17,896.53 |
| 04/17/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 18,051.63 |
| 04/17/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 155.10 | 18,206.73 |
| 04/28/2025 | Deposit | | | Psych App fee | 1100 Cash in Bank | 150.00 | 18,356.73 |
| Total for 40100 Psychologist Application | | | | | | \$1,235.85 | |
| 40101 PA Application | | | | | | | |
| Beginning Balance | | | | | | | 2,474.43 |
| 04/02/2025 | Deposit | | | PA App Fee | 1100 Cash in Bank | 155.90 | 2,630.33 |
| 04/17/2025 | Deposit | | | PA App fee | 1100 Cash in Bank | 155.90 | 2,786.23 |
| Total for 40101 PA Application | | | | | | \$311.80 | |
| 40102 Intern Application | | | | | | | |
| Beginning Balance | | | | | | | 773.60 |
| Total for 40102 Intern Application | | | | | | | |
| 40103 Trainee Application | | | | | | | |
| Beginning Balance | | | | | | | 2,632.20 |
| 04/02/2025 | Deposit | | | PT App fee | 1100 Cash in Bank | 155.90 | 2,788.10 |
| Total for 40103 Trainee Application | | | | | | \$155.90 | |
| Total for 4010 Psychologist Application with subs | | | | | | \$1,803.55 | |
| 4015 Psychologist State Exam | | | | | | | |
| Beginning Balance | | | | | | | 12,497.80 |
| 04/02/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 12,704.80 |
| 04/02/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 12,911.80 |
| 04/02/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 13,118.80 |
| 04/02/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 13,325.80 |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|------|-----------------------------------|-------------------|-------------------|------------|
| 04/02/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 13,532.80 |
| 04/10/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 200.00 | 13,732.80 |
| 04/10/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 13,939.80 |
| 04/10/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 200.00 | 14,139.80 |
| 04/10/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 14,346.80 |
| 04/15/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 200.00 | 14,546.80 |
| 04/17/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 14,753.80 |
| 04/17/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 14,960.80 |
| 04/17/2025 | Deposit | | | SE App fee | 1100 Cash in Bank | 207.00 | 15,167.80 |
| Total for 4015 Psychologist State Exam | | | | | | \$2,670.00 | |
| 4020 Psych Biennial | | | | | | | |
| Beginning Balance | | | | | | | 175,750.33 |
| Total for 4020 Psych Biennial | | | | | | | |
| 40201 Prorated Psych Biennial | | | | | | | |
| Beginning Balance | | | | | | | 15,346.78 |
| 04/02/2025 | Deposit | | | New Licensure | 1100 Cash in Bank | 594.42 | 15,941.20 |
| 04/10/2025 | Deposit | | | New Licensure | 1100 Cash in Bank | 588.88 | 16,530.08 |
| 04/10/2025 | Deposit | | | New Licensure | 1100 Cash in Bank | 588.88 | 17,118.96 |
| 04/15/2025 | Deposit | | | New licensure | 1100 Cash in Bank | 568.97 | 17,687.93 |
| 04/17/2025 | Deposit | | | New Licensure | 1100 Cash in Bank | 581.51 | 18,269.44 |
| 04/17/2025 | Deposit | | | New Licensure | 1100 Cash in Bank | 581.51 | 18,850.95 |
| Total for 40201 Prorated Psych Biennial | | | | | | \$3,504.17 | |
| 40203 Reinstatement of Psych | | | | | | | |
| Beginning Balance | | | | | | | 100.00 |
| 04/17/2025 | Deposit | | | Psych Reinstatement fee - partial | 1100 Cash in Bank | 100.00 | 200.00 |
| Total for 40203 Reinstatement of Psych | | | | | | \$100.00 | |
| Total for 4020 Psych Biennial with subs | | | | | | \$3,604.17 | |
| 4025 Psychologist Licensing Fee | | | | | | | |
| 40251 New License | | | | | | | |
| Beginning Balance | | | | | | | 1,575.00 |
| 04/02/2025 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,600.00 |
| 04/10/2025 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,625.00 |
| 04/10/2025 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,650.00 |
| 04/15/2025 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,675.00 |
| 04/17/2025 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,700.00 |
| 04/17/2025 | Deposit | | | New License | 1100 Cash in Bank | 25.00 | 1,725.00 |
| Total for 40251 New License | | | | | | \$150.00 | |
| 40252 Change/Duplicate/Reinstatement | | | | | | | |
| Beginning Balance | | | | | | | 429.94 |
| 04/17/2025 | Deposit | | | Duplicate License fee | 1100 Cash in Bank | 31.05 | 460.99 |
| 04/17/2025 | Deposit | | | Duplicate License fee | 1100 Cash in Bank | 31.05 | 492.04 |
| Total for 40252 Change/Duplicate/Reinstatement | | | | | | \$62.10 | |
| Total for 4025 Psychologist Licensing Fee | | | | | | \$212.10 | |
| 4028 Registration Fee | | | | | | | |
| 40281 Psych Asst fee | | | | | | | |
| Beginning Balance | | | | | | | 4,481.09 |
| Total for 40281 Psych Asst fee | | | | | | | |
| 40282 Psych Intern Fee | | | | | | | |
| Beginning Balance | | | | | | | 302.21 |
| Total for 40282 Psych Intern Fee | | | | | | | |
| 40283 Psych Trainee | | | | | | | |
| Beginning Balance | | | | | | | 521.24 |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|---|---|-----------------------------|-------------------|-----------|
| Balance | | | | | | | |
| 04/02/2025 | Deposit | | | PT Reg Extension fee | 1100 Cash in Bank | 31.05 | 552.29 |
| Total for 40283 Psych Trainee | | | | | | \$31.05 | |
| Total for 4028 Registration Fee | | | | | | \$31.05 | |
| 4030 Non-Resident Consultant | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 4030 Non-Resident Consultant | | | | | | | 900.00 |
| 4040 CE App Fee | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 4040 CE App Fee | | | | | | | 934.20 |
| 4045 Verification of Licensure | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/02/2025 | Deposit | | | License Verification Fee | 1100 Cash in Bank | 20.00 | 491.68 |
| 04/15/2025 | Deposit | | | License Verification fee | 1100 Cash in Bank | 20.00 | 511.68 |
| Total for 4045 Verification of Licensure | | | | | | \$40.00 | |
| 4050 Renewal Late Fee | | | | | | | |
| Beginning Balance | | | | | | | |
| Total for 4050 Renewal Late Fee | | | | | | | 3,200.00 |
| 4999 Interest | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/30/2025 | Deposit | | Interest | Interest Earned | 3309 Savings | 3.46 | 34.97 |
| Total for 4999 Interest | | | | | | \$3.46 | |
| 307910 7210 Dolt Web SVb | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/04/2025 | Expense | | | NV Information Technology Bill Payment | 1100 Cash in Bank | 69.50 | 764.36 |
| Total for 307910 7210 Dolt Web SVb | | | | | | \$69.50 | |
| 9100 Payroll Expenses | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/17/2025 | Expense | | QuickBooks Payroll Service | INTUIT * DES:QBooks Pay ID:4441906 BOARD OF PSYCHOLGIC CO ID:XXXXX56346 CCD | INDN:NV 1100 Cash in Bank | 80.00 | 798.00 |
| Total for 9100 Payroll Expenses | | | | | | \$80.00 | |
| 9110 Company Contributions | | | | | | | |
| Health Insurance | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/09/2025 | Expense | | Public Employees' Benefits Program (PEBP) | TRANSFER NV BOARD OF PSYCHOLO:State of Nevada Trea Confirmation# XXXXX54032 | 1100 Cash in Bank | 2,029.49 | 13,140.67 |
| Total for Health Insurance | | | | | | \$2,029.49 | |
| Retirement | | | | | | | |
| Beginning Balance | | | | | | | |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Employer Retirement Contribution | 2700 Direct Deposit Payable | 411.92 | 17,955.66 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Employer Retirement Contribution | 2700 Direct Deposit Payable | 472.53 | 18,428.19 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Employer Retirement Contribution | 2700 Direct Deposit Payable | 472.53 | 18,900.72 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Employer Retirement Contribution | 2700 Direct Deposit Payable | 411.92 | 19,312.64 |
| Total for Retirement | | | | | | \$1,768.90 | |
| Total for 9110 Company Contributions | | | | | | \$3,798.39 | |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|----------------------|--|-----------------------------|--------------------|------------|
| 9130 Wages | | | | | | | |
| Beginning Balance | | | | | | | 102,724.12 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,353.85 | 105,077.97 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 300.00 | 105,377.97 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,700.15 | 108,078.12 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 150.00 | 108,228.12 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,353.85 | 110,581.97 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 2,700.15 | 113,282.12 |
| Total for 9130 Wages | | | | | | \$10,558.00 | |
| Taxes | | | | | | | |
| 9111 Federal Taxes (941/944) | | | | | | | |
| Beginning Balance | | | | | | | 14,737.68 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Social Security Employer | 2700 Direct Deposit Payable | 145.94 | 14,883.62 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Medicare Employer | 2700 Direct Deposit Payable | 4.35 | 14,887.97 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | Social Security Employer | 2700 Direct Deposit Payable | 18.60 | 14,906.57 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Medicare Employer | 2700 Direct Deposit Payable | 34.13 | 14,940.70 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Medicare Employer | 2700 Direct Deposit Payable | 39.15 | 14,979.85 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Social Security Employer | 2700 Direct Deposit Payable | 167.40 | 15,147.25 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Medicare Employer | 2700 Direct Deposit Payable | 39.15 | 15,186.40 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Medicare Employer | 2700 Direct Deposit Payable | 5.87 | 15,192.27 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Social Security Employer | 2700 Direct Deposit Payable | 25.11 | 15,217.38 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Social Security Employer | 2700 Direct Deposit Payable | 167.41 | 15,384.79 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Medicare Employer | 2700 Direct Deposit Payable | 2.17 | 15,386.96 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Medicare Employer | 2700 Direct Deposit Payable | 34.13 | 15,421.09 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Social Security Employer | 2700 Direct Deposit Payable | 145.94 | 15,567.03 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | Social Security Employer | 2700 Direct Deposit Payable | 9.30 | 15,576.33 |
| Total for 9111 Federal Taxes (941/944) | | | | | | \$838.65 | |
| NV Unemployment Tax | | | | | | | |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Whitney E Koch Owens | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | NV Career Enhancement Program | 2700 Direct Deposit | 0.00 | 0.00 |

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| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|------------------|-----|-----------------------------|---|--|--------------------|----------|
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | NV Career Enhancement Program | Payable 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Whitney E Koch Owens | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | NV Career Enhancement Program | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | NV SUI Employer | 2700 Direct Deposit Payable | 0.00 | 0.00 |
| Total for NV Unemployment Tax | | | | | | \$0.00 | |
| Total for Taxes | | | | | | \$838.65 | |
| Total for 9100 Payroll Expenses with subs | | | | | | \$15,275.04 | |
| 5100 Board Sal | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 4,950.00 |
| Total for 5100 Board Sal | | | | | | | |
| 5175 Board Staf | | | | | | | |
| 51753 Investigator Salary | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 9,517.50 |
| 04/25/2025 | Payroll Check | DD | Sheila G. Young | Gross Pay - This is not a legal pay stub | 2700 Direct Deposit Payable | 405.00 | 9,922.50 |
| Total for 51753 Investigator Salary | | | | | | \$405.00 | |
| Total for 5175 Board Staf | | | | | | \$405.00 | |
| 5250 Workers Compensation | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 552.70 |
| 04/11/2025 | Expense | | State Farm Insurance | State Farm Insurance Bill Payment | 1100 Cash in Bank | 326.00 | 878.70 |
| 04/29/2025 | Expense | | State Farm Insurance | State Farm Insurance Bill Payment | 1100 Cash in Bank | 48.30 | 927.00 |
| Total for 5250 Workers Compensation | | | | | | \$374.30 | |
| 5300 PERS | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 1,951.64 |
| 04/09/2025 | Expense | | PERS | TRANSFER NV BOARD OF PSYCHOLO:Public Employee's Re Confirmation# XXXXX07026 | 1100 Cash in Bank | 3,720.54 | 5,672.18 |
| Total for 5300 PERS | | | | | | \$3,720.54 | |
| 6100 Out of State Travel | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 704.42 |
| Total for 6100 Out of State Travel | | | | | | | |
| 6102 Lodging | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 2,519.28 |
| 04/04/2025 | Expense | | Bank of America Credit Card | ASPPB Conf - Hotel Reservation - ED | 1100 Cash in Bank | 182.53 | 2,701.81 |
| 04/04/2025 | Expense | | Bank of America Credit Card | ASPPB Conf - Hotel Reservation - AD | 1100 Cash in Bank | 182.53 | 2,884.34 |
| 04/04/2025 | Expense | | Bank of America Credit Card | ASPPB Conf - Hotel Reservation - BP | 1100 Cash in Bank | 181.60 | 3,065.94 |
| Total for 6102 Lodging | | | | | | \$546.66 | |
| 6106 Air Tvl | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 1,157.21 |

NV State Board of Psychological Examiners

General Ledger

April 2025

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|---------------------|-----|-----------------------------|--|-------------------|-------------------|-----------|
| Total for 6106 Air Tvl | | | | | | | |
| 6110 Out of State Travel Misc Costs | | | | | | | |
| Beginning Balance | | | | | | | 41.94 |
| Total for 6110 Out of State Travel Misc Costs | | | | | | | |
| Total for 6100 Out of State Travel with subs | | | | | | \$546.66 | |
| 6200 In State Travel | | | | | | | |
| Beginning Balance | | | | | | | 428.26 |
| Total for 6200 In State Travel | | | | | | | |
| 7015 Supplies | | | | | | | |
| Beginning Balance | | | | | | | 1,721.95 |
| 04/04/2025 | Expense | | Bank of America Credit Card | Laptop Adapter for Monitors | 1100 Cash in Bank | 54.24 | 1,776.19 |
| 04/08/2025 | Expense | | Target | TARGET T- 4155 04/08 #XXXXX1845 PURCHASE TARGET T- 4155 S Las Vegas NV CKCD 5411 XXXXXXXXXX597956 | 1100 Cash in Bank | 63.75 | 1,839.94 |
| 04/18/2025 | Expense | | | Envelopes | 1100 Cash in Bank | 17.41 | 1,857.35 |
| Total for 7015 Supplies | | | | | | \$135.40 | |
| 7020 Office Expense | | | | | | | |
| Beginning Balance | | | | | | | 178.25 |
| 04/07/2025 | Expense | | | CHECKCARD 0406 WATER COFFEE DELIVERY XXX-XX85508 FL XXXXX4250XXXXXXXXXX4445 CKCD 5999 XXXXXXXXXXXX597956 | 1100 Cash in Bank | 6.99 | 185.24 |
| Total for 7020 Office Expense | | | | | | \$6.99 | |
| 7040 Print-Copy | | | | | | | |
| Beginning Balance | | | | | | | 250.74 |
| Total for 7040 Print-Copy | | | | | | | |
| 7050 Rent | | | | | | | |
| Beginning Balance | | | | | | | 12,719.70 |
| 04/28/2025 | Expense | | Mihata Holdings, LP | TRANSFER NV BOARD OF PSYCHOLO:Mihata Holdings Confirmation# XXXXX88324 | 1100 Cash in Bank | 1,500.00 | 14,219.70 |
| Total for 7050 Rent | | | | | | \$1,500.00 | |
| Total for 7020 Office Expense with subs | | | | | | \$1,506.99 | |
| 7100 Postage | | | | | | | |
| Beginning Balance | | | | | | | 1,011.10 |
| 04/01/2025 | Expense | | U S Post Office | Certified Mail - #25-0324 | 1100 Cash in Bank | 11.99 | 1,023.09 |
| 04/08/2025 | Expense | | | Certified mail - #25-0326 | 1100 Cash in Bank | 11.51 | 1,034.60 |
| 04/15/2025 | Expense | | | Stamps | 1100 Cash in Bank | 26.58 | 1,061.18 |
| 04/15/2025 | Expense | | | Certified Mail - #25-0410 | 1100 Cash in Bank | 10.30 | 1,071.48 |
| Total for 7100 Postage | | | | | | \$60.38 | |
| 7200 Utilities | | | | | | | |
| Beginning Balance | | | | | | | 392.66 |
| 04/02/2025 | Expense | | NV Energy | NV ENERGY SOUTH DES:NPC PYMT ID:XXXXXXXXXX12081 INDN:NEVADA BOARD OF PSYCHO CO ID:XXXXX45330 CCD | 1100 Cash in Bank | 42.15 | 434.81 |
| 04/22/2025 | Expense | | NV Energy | NV ENERGY SOUTH DES:NPC PYMT ID:XXXXXXXXXX12081 INDN:NEVADA BOARD OF PSYCHO CO ID:XXXXX45330 CCD | 1100 Cash in Bank | 39.17 | 473.98 |
| Total for 7200 Utilities | | | | | | \$81.32 | |
| 7290 Telephone | | | | | | | |
| Beginning Balance | | | | | | | -4.64 |
| Total for 7290 Telephone | | | | | | | |
| 72902 Internet | | | | | | | |
| Beginning | | | | | | | 607.16 |

NV State Board of Psychological Examiners

General Ledger

April 2025

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|-----|--------------------------------|---|------------------------|-------------------|-----------|
| Balance | | | | | | | |
| 04/14/2025 | Expense | | Cox Communications | CHECKCARD 0412 COX LAS VEGAS COMM SV 234-3993 NV XXXXX1651XXXXXXXXXX0093 RECURRING CKCD 4899 XXXXXXXXXXXX484434 | 800- 1100 Cash in Bank | 64.09 | 671.25 |
| Total for 72902 Internet | | | | | | \$64.09 | |
| Total for 7290 Telephone with subs | | | | | | \$64.09 | |
| Total for 7200 Utilities with subs | | | | | | \$145.41 | |
| 7500 Copy Lease | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 1,022.19 |
| 04/21/2025 | Expense | | Canon Financial Services, Inc. | Canon Financial Services Bill Payment | 1100 Cash in Bank | 113.74 | 1,135.93 |
| Total for 7500 Copy Lease | | | | | | \$113.74 | |
| 7770 Software | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 2,569.44 |
| 04/04/2025 | Expense | | Bank of America Credit Card | Adobe | 1100 Cash in Bank | 19.99 | 2,589.43 |
| 04/04/2025 | Expense | | Bank of America Credit Card | Jotform | 1100 Cash in Bank | 19.00 | 2,608.43 |
| 04/04/2025 | Expense | | Bank of America Credit Card | Google Suite | 1100 Cash in Bank | 86.40 | 2,694.83 |
| 04/04/2025 | Expense | | Bank of America Credit Card | Dropbox | 1100 Cash in Bank | 89.91 | 2,784.74 |
| 04/10/2025 | Deposit | | | Adobe | 1100 Cash in Bank | 19.99 | 2,804.73 |
| Total for 7770 Software | | | | | | \$235.29 | |
| 7777 Database | | | | | | | |
| 04/04/2025 | Expense | | Bank of America Credit Card | Savvy Ltd | 1100 Cash in Bank | 767.67 | 767.67 |
| Total for 7777 Database | | | | | | \$767.67 | |
| 8000 Legal & Professional Fees | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 4,200.00 |
| 04/09/2025 | Expense | | | NV Attorney General - AG Bill Payment | 1100 Cash in Bank | 2,339.88 | 6,539.88 |
| Total for 8000 Legal & Professional Fees | | | | | | \$2,339.88 | |
| 8010 Legal | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 10,127.24 |
| Total for 8010 Legal | | | | | | | |
| 8015 Tort Claim | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 1,164.30 |
| Total for 8015 Tort Claim | | | | | | | |
| Total for 8000 Legal & Professional Fees with subs | | | | | | \$2,339.88 | |
| 8050 Prof Servs | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 17,986.50 |
| 04/02/2025 | Expense | | Michelle Fox | Zelle payment to Michelle Fox "Inv. No. 457 4-2-2025"; Conf# zbdgfi3qi | 1100 Cash in Bank | 175.00 | 18,161.50 |
| 04/16/2025 | Expense | | Michelle Fox | Bookkeeper | 1100 Cash in Bank | 200.00 | 18,361.50 |
| Total for 8050 Prof Servs | | | | | | \$375.00 | |
| 8055 Lobbyist | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 5,358.75 |
| Total for 8055 Lobbyist | | | | | | | |
| Total for 8050 Prof Servs with subs | | | | | | \$375.00 | |
| 8250 Dues & Reg | | | | | | | |
| Beginning Balance | | | | | | | |
| | | | | | | | 560.00 |

NV State Board of Psychological Examiners

General Ledger

April 2025

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|--|------------------|-----|-----------------------------|--|---------------------------------|-------------------|-----------|
| 04/04/2025 | Expense | | Bank of America Credit Card | ASPPB Conference Registration | 1100 Cash in Bank | 560.00 | 1,120.00 |
| 04/04/2025 | Expense | | Bank of America Credit Card | PsyPact Dues | 1100 Cash in Bank | 1,300.00 | 2,420.00 |
| Total for 8250 Dues & Reg | | | | | | \$1,860.00 | |
| 8500 Admin Serv | | | | | | | |
| 8520 LCB | | | | | | | |
| Beginning Balance | | | | | | | 1,200.00 |
| Total for 8520 LCB | | | | | | | |
| Total for 8500 Admin Serv | | | | | | | |
| 9001 Banking Fees | | | | | | | |
| 9002 Bank Crgs | | | | | | | |
| Beginning Balance | | | | | | | 28.00 |
| 04/04/2025 | Expense | | Bank of America Credit Card | International Transaction fee - Savvy Ltd | 1100 Cash in Bank | 23.03 | 51.03 |
| 04/04/2025 | Expense | | Bank of America Credit Card | International Transaction fee - Hotel Res - BP | 1100 Cash in Bank | 5.45 | 56.48 |
| 04/04/2025 | Expense | | Bank of America Credit Card | International Transaction fee - Hotel Res - AD | 1100 Cash in Bank | 5.48 | 61.96 |
| 04/04/2025 | Expense | | Bank of America Credit Card | International Transaction fee - Hotel Res - ED | 1100 Cash in Bank | 5.48 | 67.44 |
| 04/10/2025 | Expense | | | External transfer fee - 3 Day - 04/09/2025 XXXXX9744 | Confirmation: 1100 Cash in Bank | 1.00 | 68.44 |
| 04/10/2025 | Expense | | | External transfer fee - 3 Day - 04/09/2025 XXXXX2500 | Confirmation: 1100 Cash in Bank | 1.00 | 69.44 |
| 04/29/2025 | Expense | | | External transfer fee - 3 Day - 04/28/2025 XXXXX0168 | Confirmation: 1100 Cash in Bank | 1.00 | 70.44 |
| Total for 9002 Bank Crgs | | | | | | \$42.44 | |
| Total for 9001 Banking Fees | | | | | | \$42.44 | |
| 90100 Miscellaneous Expense | | | | | | | |
| Beginning Balance | | | | | | | 5.00 |
| Total for 90100 Miscellaneous Expense | | | | | | | |
| PayPal Fees | | | | | | | |
| Beginning Balance | | | | | | | 13,441.35 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 13,447.25 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,453.93 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,460.61 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,467.29 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,473.97 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.93 | 13,479.90 |
| 04/02/2025 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 1.57 | 13,481.47 |
| 04/02/2025 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 19.01 | 13,500.48 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 13,506.38 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,513.06 |
| 04/02/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.93 | 13,518.99 |
| 04/10/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 10.82 | 13,529.81 |
| 04/10/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 13,535.71 |
| 04/10/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 8.24 | 13,543.95 |
| 04/10/2025 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 18.85 | 13,562.80 |
| 04/10/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,569.48 |
| 04/10/2025 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 21.91 | 13,591.39 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,598.07 |
| 04/17/2025 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 18.62 | 13,616.69 |
| 04/17/2025 | Deposit | | | Deferred PP fee | 1100 Cash in Bank | 25.63 | 13,642.32 |
| 04/17/2025 | Deposit | | | Deferred PP Fee | 1100 Cash in Bank | 21.66 | 13,663.98 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.93 | 13,669.91 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 13,675.81 |

NV State Board of Psychological Examiners

General Ledger

April 2025

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---------------------------------|------------------|-----|------------------|------------------|-----------------------------|-----------------|-----------|
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 1.42 | 13,677.23 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 13,683.13 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 1.57 | 13,684.70 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 7.71 | 13,692.41 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 5.90 | 13,698.31 |
| 04/17/2025 | Deposit | | | Regular PP fee | 1100 Cash in Bank | 6.68 | 13,704.99 |
| Total for PayPal Fees | | | | | | \$263.64 | |
| Reimbursements | | | | | | | |
| Beginning Balance | | | | | | | 6,144.00 |
| 04/11/2025 | Payroll Check | DD | Laura M. Arnold | Reimbursement | 2700 Direct Deposit Payable | 164.13 | 6,308.13 |
| 04/11/2025 | Payroll Check | DD | Sarah J. Restori | Reimbursement | 2700 Direct Deposit Payable | 143.07 | 6,451.20 |
| 04/25/2025 | Payroll Check | DD | Laura M. Arnold | Reimbursement | 2700 Direct Deposit Payable | 164.13 | 6,615.33 |
| 04/25/2025 | Payroll Check | DD | Sarah J. Restori | Reimbursement | 2700 Direct Deposit Payable | 143.07 | 6,758.40 |
| Total for Reimbursements | | | | | | \$614.40 | |

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

DATE: May 9, 2025

ITEM:

4B - (For Possible Action) Discussion and Possible Action to Approve a Cost of Living Adjustment for the Board Office Staff and to update the Board's Employment, Compensation, and Evaluation Policy accordingly.

SUMMARY:

In a July 20, 2023, memorandum, the State of Nevada provided for a cost of living increase for state employees of 12% for FY 2024 and 11% for FY 2025. During a subsequent Board collaborative meeting, the Board office learned that many Boards followed the State's FY24 and FY25 cost of living increases, either entirely or in part. The Board office also learned that the salaries the Board pays its staff did not align with the salaries paid to comparable positions with similar-sized State agencies (as provided in the State's Unclassified Employee Compensation Schedule), which some Boards also follow for their staff.

At that time, the Board was nearing the end of the 2023-2024 biennium and a renewal period. As a result, the executive director wanted to wait until after March 2025, when renewals for the 2025-26 biennium were complete, to review the budget and the ability of the Board to consider providing its full-time Board staff with a similar 2-step cost of living adjustment that would also: (1) bring the Board office staff salaries a little closer to comparable roles in other boards and state agencies; and (2) reflect what the Board office's full-time staff roles require and who the Board has in those roles.

With the revenue from license renewals for the 2025-26 biennium and the income from regular and deferred revenue so far during 1Q of the new biennium (and the second half of FY 25) having performed on par and better than projected, the Board is able to provide the first 12% cost of living adjustment for Board staff to go into effect immediately. As a result, the Board office is seeking approval for that initial Cost of Living adjustment and a revision to the Board's Employment, Compensation, and Review Policy accordingly.

Whether the second 11% cost of living adjustment (or some portion thereof) is sustainable for FY2026 will be brought to the Board after the end of FY2025, when the budget for FY2026 is created and is before the Board for approval.

Joe Lombardo
Governor



Amy Stephenson
Director

Robin Hager
Deputy Director

Jim Rodriguez
Administrator

**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Budget Division**

209 E. Musser Street, Suite 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.budget.nv.gov | Fax: (775) 684-0260

ALL AGENCY MEMO-2023-05

July 20, 2023

TO: All Agencies
FROM: Amy Stephenson, Director
SUBJECT: Fiscal Year 2024 and 2025 Salary Adjustment Funds

Salary Increases and Grade Increases

Assembly Bill (AB) 522, Sections 4, 5, 13 and 14 authorize a 12% salary increase in Fiscal Year 2024 and an 11% salary increase in Fiscal Year 2025. This bill appropriated General and Highway Funds to the Board of Examiners (BOE) to meet any deficiencies created between the appropriated money of the respective departments and the amount of money required to pay the higher salaries of the employees. The amounts available for agencies to request for each budget account are provided in a separate spreadsheet attached to this memo and is posted on our website. (<http://budget.nv.gov/>)

Additionally, Assembly Bill 522, Sections 8, 9, 19 and 20 appropriated General Funds to the BOE to meet any salary deficiencies for budget accounts whose reserves or fees could not absorb the 12% salary increase in Fiscal Year 2024 and 11% increase in Fiscal Year 2025. This allocation only applies to certain budget accounts that would not have a 30-day balance in their reserves after the salary increases. Those budget accounts eligible for an allocation can be found in the "Other Budget Accounts" column in the attached excel spreadsheet. This funding will only be available over the 2024-2025 biennium and agencies must find alternative funding for ongoing salary expenses for future biennia.

Those budget accounts with positions that received a grade increase have been allocated General Funds or Highway Funds per AB 522, sections 21, 22 and 23. The eligible amounts per budget account in Fiscal Year 2024 and Fiscal Year 2025 can be found under the "2024 Grade Increases" and "2025 Grade Increases" columns in the attached excel spreadsheet.

The authority for salary adjustment funds was not budgeted in individual budget accounts. Therefore, once BOE approves a request, a non-IFC work program must be processed to establish the authority before the transfer of cash can be made. Please use the following naming convention for work program number instead of allowing a default number: [FY SA budget account number]. For example, budget account 1234 would use work program number 24SA1234 in Fiscal Year 2024 and 25SA1234 in Fiscal Year 2025.

Transferring budget authority out of category 01 to another category negates eligibility for salary adjustment funds except for instances where category 01 savings were transferred for contract personnel. Salary adjustment funds are also not available to cover other salary costs such as position reclassification, overtime, callback, shift differential, overpayments, terminal leave payouts or accelerated steps.

If salary adjustment funds are required, please submit the request along with:

- Salary projections which support the amount being requested;
- Projections for the balance of the fiscal year for all categories supported by General Fund and/or Highway Fund; and
- A position fund map.

Agencies with grant funded positions should also monitor the grant's administrative cap, if applicable, to ensure the increase in salaries doesn't cause the agency to exceed the administrative cap. Please work with the federal granting office if the administrative cap will be exceeded and take the appropriate steps to ensure the agency stays within the cap.

Longevity Payments

Longevity payments were authorized in AB 522, section 36. Those funds are employee specific and not position specific, so those funds have not been broken out by agency. The Budget Division will reimburse those expenses as needed (through the BOE process) with a HRDW download or DAWN download of actual longevity payments incurred for General Ledger 5930 in Fiscal Year 2024 and Fiscal Year 2025. There will be two longevity payments in each fiscal year so the agencies may request the longevity payments in one or two transactions. Please be sure to identify the funding source for the position (General Fund or Highway Fund) when requesting funds. Additionally, those budget accounts with reserves or fees that are eligible for General Funds for the 12%/11% salary increases are also eligible for General Fund towards longevity payments.

If you have any questions, please contact your assigned Executive Branch Budget Officer.

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

DATE: May 9, 2025

ITEM:

4C - (For Possible Action) Discussion and Possible Action to approve an additional salary increase for Board Office Staff in the amount of 1.625% to offset the increase in the PERS contribution rate.

SUMMARY:

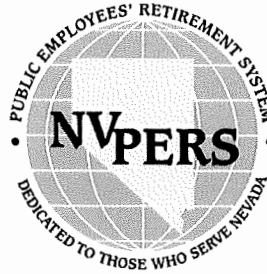
Starting July 1, 2025, PERS will be increasing the contribution rate from 17.50% to 19.25%. Pursuant to the February 27, 2025, Memorandum from PERS, the Board needs to decide whether it will approve increasing its full-time Board staff salaries by 1.625% to absorb that increase.

The last PERS contribution increase became effective July 1, 2023, and increased from 15.5% to 17.5%. At that time, the current executive director was the only full-time board staff for which PERS contributions applied, and she absorbed how the increase affected her salary by taking a reduction in salary rather than asking the Board to provide a salary increase to adjust for the new contribution rate. The Board office requests that, with this PERS contribution increase, the Board approve increasing the full-time Board office staff salaries effective July 1, 2025, to offset the PERS contribution increase.

Retirement Board

Mark Stevens
Chair
Brian A. Wallace
Vice Chair

Jessica Colvin
Dawn E. Huckaby
Todd H. Ingalsbee
Norma Santoyo
Cameron Wagner

Executive Staff

Tina Leiss
Executive Officer

Kabrina Feser
Operations Officer

Steve Edmundson
Chief Investment
Officer

Memorandum

To: All Public Employers

From: Kabrina Feser, Operations Officer

Date: February 27, 2025

Re: Implementation of New Contribution Rates – Adjustments to Compensation Schedules and Employer-Paid Factors

On December 2, 2024, a memorandum was sent to all public employers explaining that as of July 1, 2025, contribution rates will change as follows:

Regular Employer-Pay Rate: **From 33.50% to 36.75%**
 Regular Employee/Employer Rate: **From 17.50% to 19.25%**
 Police/Fire Employer-Pay Rate: **From 50.00% to 58.75%**
 Police/Fire Employee/Employer Rate: **From 25.75% to 30.00%**

The attached certification explains how to adjust your compensation schedules (in accordance with NRS 286.421) and includes the contribution report that will be affected by the new rates. Also, any employer that offers the choice between the Employee/Employer and Employer-Pay contribution plans will be provided with a new Employer-Pay Factor.

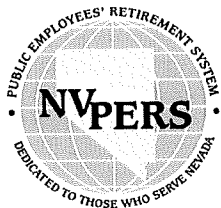
All employers must certify as to how the members' gross salaries will be adjusted on the attached certification sheet.

For Regular members mark the line for "In Lieu of" if the employee's portion of the increase in the contribution rate will be offset with a salary increase of 1.625% or mark the line for "By Salary Reduction" if the employee share will be made by salary reduction.

For Police/Fire members mark the line for "In Lieu of" if the employee's portion of the increase in the contribution rate will be offset with a salary increase of 4.375% or mark the line for "By Salary Reduction" if the employee share will be made by salary reduction.

Please be aware that a copy of your certification will be posted to our website as required under NRS 286.190 (2)(d).

All employer Liaison Officers must complete and sign this form and return it to our office by **June 15, 2025**. If you have any questions, please contact Walter Zeron, Director of Employer Services at (775) 687-4200 extension 470 or Jessica Dean, Manager of Employer Services at (775) 687-4200 extension 464



Public Employees' Retirement System of Nevada

693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131
 5740 S. Eastern Ave. Suite 120, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934
 Toll Free 1-866-473-7768 Website www.nvpers.org

2025 Contribution Rate Change Certification-Choice Employer

| | |
|--|--|
| Agency Name: | State Board of Psychological Examiners |
| Agency Number: | 184 |
| Contribution Report Affected By New Rate: | August-25 |
| Employer-Pay Factor For "In Lieu Of" | 1.191011 |
| Employer-Pay Factor For "Salary Reduction" | 1.191326 |

INSTRUCTIONS

NRS 286.421(3) requires each employee to cost share 50% in the contribution rate, including contribution rate increases, through one of two methods: (1) in lieu of equivalent basic salary increases or cost of living increases; or (2) by reduction of salary.

- A. In the box below, place an "L" in the space next to each employee group that paid the employee portion of the contribution rate increase "In Lieu Of" a promised pay increase effective July 1, 2025.
- B. In the box below, place an "R" in the space next to each employee group that paid the employee portion of the contribution rate increase by a salary reduction effective July 1, 2025.

| Employee Group* | Indicate "L" or "R" |
|-----------------|------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| | |
| | |

*Employee Group represents Regular & Police/Fire Members

I certify as the Liaison Officer I attended/viewed the Contribution Rate Change Training.
 I understand how to implement the necessary payroll changes to be in compliance with
 NRS. 286.421(3).

 Liaison Officer Signature

 Date

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

DATE: May 9, 2025

ITEM:

4D - (For Possible Action) Discussion and Possible Action to Approve Salary Schedule Updates in Addendum A to the Board's Employment, Compensation, and Evaluation Policy to Align with any Approvals Provided in Agenda Items 4B and 4C.

SUMMARY:

Should the Board approve one or both of the board office salary increases requested in Agenda Items 4B and 4C, amendments to the salary schedules in Addendum A of the Board's Employment, Compensation, and Evaluation Policy have been proposed. The first proposed amendment to those salary schedules is identified in the meeting materials as Item 4D(1) (Cost of Living increase only). The second proposed amendment is identified as Item 4D(2) (PERS increase only). The third proposed amendment is identified as Item 4D(3) (Cost of Living and PERS increase).

Depending on which version of the staff salary increases the Board approves, and at the most (assuming the Board approves the COLA plus PERS updated version), there will be an increase in the amounts paid for Board staff salaries for the remainder of FY25 in the amount of about \$2,000. Over a fiscal year, it would be about an \$18,000 total Board staff salary increase for the Board's two full time employees.

ADDENDUM A – Salary and Pay Schedules

Executive Director Salary Schedule (2% annual increase)

Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$56,783 \$63,597 |
| 02 | \$57,919 \$64,869 |
| 03 | \$59,077 \$66,166 |
| 04 | \$60,259 \$67,490 |
| 05 | \$61,464 \$68,840 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$68,828 \$77,087 |
| 02 | \$70,204 \$78,628 |
| 03 | \$71,608 \$80,201 |
| 04 | \$73,040 \$81,805 |
| 05 | \$74,501 \$83,441 |

Administrative Director Salary Schedule (2% annual increase)

Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$49,500 \$55,400 |
| 02 | \$50,490 \$56,549 |
| 03 | \$51,500 \$57,680 |
| 04 | \$52,530 \$58,834 |
| 05 | \$53,581 \$60,011 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$60,000 \$67,200 |
| 02 | \$61,200 \$68,544 |
| 03 | \$62,424 \$69,915 |
| 04 | \$63,672 \$71,313 |
| 05 | \$64,945 \$72,738 |

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

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

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

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

ADDENDUM A – Salary and Pay Schedules

Executive Director Salary Schedule (2% annual increase)

Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$56,783 \$57,706 |
| 02 | \$57,919 \$58,860 |
| 03 | \$59,077 \$60,037 |
| 04 | \$60,259 \$61,238 |
| 05 | \$61,464 \$62,463 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$68,828 \$69,946 |
| 02 | \$70,204 \$71,345 |
| 03 | \$71,608 \$72,772 |
| 04 | \$73,040 \$74,227 |
| 05 | \$74,501 \$75,712 |

Administrative Director Salary Schedule (2% annual increase)

Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$49,500 \$50,304 |
| 02 | \$50,490 \$51,310 |
| 03 | \$51,500 \$52,337 |
| 04 | \$52,530 \$53,384 |
| 05 | \$53,581 \$54,452 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$60,000 \$60,975 |
| 02 | \$61,200 \$62,195 |
| 03 | \$62,424 \$63,438 |
| 04 | \$63,672 \$64,707 |
| 05 | \$64,945 \$66,000 |

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

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

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

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

ADDENDUM A – Salary and Pay Schedules

Executive Director Salary Schedule (2% annual increase)

Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$56,783 \$64,520 |
| 02 | \$57,919 \$65,810 |
| 03 | \$59,077 \$67,126 |
| 04 | \$60,259 \$68,469 |
| 05 | \$61,464 \$69,838 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$68,828 \$78,206 |
| 02 | \$70,204 \$79,769 |
| 03 | \$71,608 \$81,365 |
| 04 | \$73,040 \$82,992 |
| 05 | \$74,501 \$84,652 |

Administrative Director Salary Schedule (2% annual increase)

Plan A
Employer PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$49,500 \$56,244 |
| 02 | \$50,490 \$57,369 |
| 03 | \$51,500 \$58,517 |
| 04 | \$52,530 \$59,687 |
| 05 | \$53,581 \$60,881 |

Plan B
Employer/Employee PERS Contribution

| STEP | PER YEAR |
|------|------------------------------|
| 01 | \$60,000 \$68,175 |
| 02 | \$61,200 \$69,539 |
| 03 | \$62,424 \$70,929 |
| 04 | \$63,672 \$72,347 |
| 05 | \$64,945 \$73,794 |

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

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

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

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

Regulation Revisions Table

| <u>Legislative File No.</u> | <u>Description</u> | <u>Status</u> |
|------------------------------------|---------------------------------|--|
| R192-24 | National Exam Regulation | LCB has issued a regulation number; awaiting an LCB Draft to be able to have a Regulation hearing. |
| R001-25 | Continuing Education Regulation | LCB has issued a regulation number; awaiting an LCB Draft to be able to have a Regulation hearing. |

2025 Legislative Session

| <u>Bill No</u> | <u>Description</u> | <u>Status</u> |
|-----------------------|---|--|
| SB78 | Board consolidation bill – consolidates Nevada’s behavioral health boards under the Dept. of Business & Industry – Office of Boards, Commissions and Councils Standards | <p>Dept. of B&I has made several presentations to various Senate and Assembly Committees, including a summary of the impact on Boards and Commissions. Passed through Senate Government Affairs (4-3) on 4/7/2025 and via Government Senate Affairs Work Session 4/11/2025; currently in the Assembly.</p> <p>Dept. of B&I sent amendments on 5/1/2025 that, among other things, removed the board consolidation aspect of the bill.</p> |
| SB165 | Revises NRS Chapter 641 (Psychologists) to provide for the licensure, regulation, investigation and discipline of Behavioral Health and Wellness Practitioners | Presented to Senate Commerce and Labor on 2/26/2025; the bill, as amended , passed through Senate Commerce and Labor Work Session on 3/24/2025. |
| SB251 | Revises NRS Chapter 641 (Psychologists) relating to Psychological Assistants, Psychological Interns, and Psychological Trainees. | Presented to Senate Commerce and Labor on 3/10/2025; the bill, as amended , passed through Senate Commerce and Labor Work Session on 3/21/2025. Scheduled to go before Assembly Commerce and Labor on May 9, 2025. |
| SB425 | Behavioral Health Board consolidation bill – proposes to consolidate Nevada’s Behavioral Health Boards under the Dept. of Health Human Services, Division of Public and Behavioral Health | As drafted and introduced, it was presented and passed through Senate Health and Human Services 4/11/2025; a substantially amended version of |

| | | |
|-----------------------|---|---|
| | | the bill is expected to go forward to the Assembly. |
| AB196 | Revises certain provisions of NRS Chapter 641 related to the term "psychometrist", the registration of business entities, and creating a limitations period for complaints. | Presented to Assembly Commerce and Labor on 2/26/2025; Passed through Assembly Commerce and Labor Work Session on 3/19/2025. Presented to Senate Commerce and Labor on 4/30/2025. |

**Board Office Statistics
Fiscal Year 25**

Item 7

| | | 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 | 8 | 8 | 6 | 5 | 6 | 8 | 5 | 5 | | | 68 |
| | Applications Received | 16 | 13 | 18 | 4 | 13 | 7 | 5 | 17 | 11 | 9 | | | 113 |
| Psychological Assistants | Registrations Issued | 1 | 7 | 3 | 3 | 3 | 1 | 0 | 0 | 1 | 0 | | | 19 |
| | Applications Received | 4 | 3 | 4 | 0 | 0 | 0 | 0 | 1 | 2 | 1 | | | 15 |
| Psychological Interns | Registrations Issued | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | | | 4 |
| | Applications Received | 0 | 0 | 1 | 2 | 0 | 1 | 0 | 2 | 1 | 0 | | | 7 |
| Psychological Trainees | Registrations Issued | 0 | 1 | 1 | 8 | 0 | 0 | 0 | 2 | 0 | 0 | | | 12 |
| | Applications Received | 0 | 2 | 8 | 0 | 0 | 1 | 2 | 1 | 0 | 2 | | | 16 |
| Non-Resident Consultants | Registrations Issued | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 2 | 2 | 0 | | | 8 |
| Background Checks | Reviewed | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | | | 4 |
| Continuing Education | Applications Reviewed | 7 | 0 | 4 | 2 | 1 | 2 | 1 | 1 | 11 | 3 | | | 32 |
| State Exams | Administered | 11 | 12 | 13 | 9 | 7 | 3 | 5 | 3 | 5 | 6 | | | 74 |
| Complaints | Received | 4 | 3 | 2 | 2 | 1 | 1 | 2 | 0 | 5 | 7 | | | 27 |
| Totals | | 55 | 49 | 63 | 40 | 31 | 21 | 22 | 38 | 45 | 35 | 0 | 0 | 399 |

Licenses - 2025-26 as of 4/30/2025:

| | |
|----------|------------|
| Active | 693 |
| Inactive | 79 |
| Expired | 358 |

Applications and Registrations - as of 4/30/2025:

| | App | Reg |
|--------------------------|-----|-----|
| Psychologists | 156 | |
| Psychological Assistants | 10 | 30 |
| Psychological Interns | 8 | 6 |
| Psychological Trainees | 8 | 30 |

Nevada Board of Psychological Examiners Board Meeting Staff Report

DATE: May 9, 2025

ITEM:

13 - (For Possible Action) Discussion and Possible Action to Approve Update Revisions to the Application and Registration Policies and Procedures for Psychological Assistants, Psychological Interns, and Psychological Trainees.

SUMMARY:

During the its December 6, 2024, meeting, the Board approved its Clinical Supervisor Handbook, which provides guidance to clinical supervisors of Psychological Assistants, Psychological Interns, and Psychological Trainees based upon the Board's supervision regulations, including the revisions in [R002-24](#)¹.

Because the Board's policies governing Psychological Assistants, Psychological Interns, and Psychological Trainees were outdated based upon the regulation revisions that are in effect as a result of R002-24, the Board office has updated those policies to bring the information in them current. Those revisions are before the Board for review and consideration.

¹ The regulation revisions in R002-24 went into effect on September 16, 2024, but have not yet been incorporated into the publicly-available version of NAC Chapter 641.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

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

Purpose

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

Procedure

1. General

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

and have found and secured a supervisor. Registration can take a minimum of three weeks to complete and may take eight weeks or more.

- e. It is the psychological assistant candidate's responsibility to ensure all provisions of Nevada state laws and regulations, as well as this policy and accompanying procedures, have been met and approved by the Board and/or its designee prior to providing psychological services and accruing training hours.

2. Application.

- a. Those who wish to apply to register as a psychological assistant may submit their applications online, by mail, or in person at the Board office. A \$150 application fee must accompany the application.
- b. Upon the Board office's approval of the psychological assistant candidate's application, the Board office shall provide the psychological assistant with a registration number, after which the psychological assistant may begin providing services and accruing training hours. Should a psychological assistant candidate's application indicate the need for referral to the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee, registration shall not be issued and hours shall not be accrued until the ATEAM Committee reviews and approves the application, and the psychological assistant candidate has otherwise satisfied the requirements for registration. Additional information regarding the Board's ATEAM Committee and its Procedures is provided below and is available in the Board's written Application Tracking Equivalency and Mobility (ATEAM) Committee Procedure.
- c. Registration requires submission of information and/or documents including, but not limited to:
 - i. Verification of Credentials including, but not limited to, education, internship experience, conduct, and character references;
 - ii. Verification of fingerprinting, generally in the form of a dated receipt from a recognized fingerprinting provider;
 - iii. Fingerprinting / background check waiver;
 - iv. Registration fee (\$150) for the initial registration of a psychological assistant (the registration fee is separate from the application fee);
 - v. Supervised Practice Plan (SPP);
 - vi. Employment Agreement; and
 - vii. Any other documents or information the Board deems necessary to make a determination of eligibility for registration, which may include, but is not limited to, educational transcripts, course guides, and/or course syllabi.
- d. Psychological assistant candidates:

- i. whose applications do not require ATEAM review and approval shall be provided a 60-day grace period to complete the process of credential verification through the Psychology Licensure Universal System (PLUS) report and, if necessary, for the return of their background check results; and
- ii. whose applications have received ATEAM review and approval but have not yet satisfied the background check requirements shall be provided a 60-day grace period for the return of their background check results.

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

- e. If, upon receipt of the application, PLUS report, or background check report, any potentially disqualifying information is found, the registration may be suspended until a determination on that information is made. Such determination may require referral to the ATEAM Committee and/or Board. Examples of reasons for suspension of registration and/or referral to the ATEAM/Board include, but are not limited to:
 - i. Educational program is not accredited by the American Psychological Association (APA);
 - ii. Insufficient internship training and/or supervised hours; and/or
 - iii. A significant finding on the background check report.
- f. Suspension of registration prohibits a psychological assistant from providing any services or accruing any training hours until the matter is resolved and the Board office notifies the psychological assistant accordingly.

3. Registration Packet Defined.

- a. Credential Verification / PLUS Report. The Board shall verify the educational program, internship, and professional references through PLUS, administered by the Association of State and Provincial Psychology Boards (ASPPB). The psychological assistant candidate is responsible for any costs associated with the use of PLUS.
- b. Background Check / Fingerprinting. In accordance with Nevada state law (NRS 641.226), all psychological assistant candidates are required to pass a criminal background check.
 - i. Fingerprints shall be taken at an approved location and at the candidate's own expense.

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

4. Supervision

- a. A psychological assistant shall be employed by the supervisor. If not employed by the supervisor, the psychological assistant must be subject to the control and direction of a supervisor who is affiliated with the same agency or institution at which the psychological assistant works. Evidence of the

supervisor's contractual relationship with the agency or institution must be submitted to the Board along with the SPP and employment agreement.

- b. Supervisors of psychological assistants shall:
- i. Employ methods of proper and diligent oversight of a psychological assistant under their supervision to meet their ethical and legal responsibilities. Such methods must include the implementation of policies and procedures that ensure the accessibility of the supervisor to the psychological assistant commensurate with the psychological assistant's professional developmental level.
 - ii. Maintain primary responsibility for the psychological assistant's treatment plan for each client and patient the psychological assistant treats or assesses.
 - iii. Review and sign all clinical documentation, including, but not limited to, reports, treatment plans, and progress notes for all services the psychological assistant provides, including, but not limited to, those services for which reimbursement will be sought under the State Plan for Medicaid.
 - iv. Be available to the psychological assistant while the psychological assistant is providing services to a client or patient. A supervisor shall arrange for the availability of another appropriate licensed medical or behavioral health provider to be on site in the case of the supervisor's absence.
 - v. Provide a full-time psychological assistant with at least 1 hour of face-to-face individual supervision each week or a proportional level of supervision for a part-time psychological assistant.
- c. Supervisor Qualifications. A psychological assistant's primary supervisor must:
- i. ~~have been~~ *be* licensed by the Board ~~for at least three (3) years. Any exception must be approved by the Board~~; and
 - ii. have ~~had training in clinical supervisor (e.g., continuing education courses, independent study, formal coursework).~~ *appropriate and sufficient training that provides the ability to provide competent clinical supervision, including:*
 1. *15 Continuing Education Credits in clinical supervision, half of which may be obtained via self-study, from an approved accrediting agency.*
 2. *One semester of supervised clinical supervisory experience.*

A psychological assistant may provide clinical supervision to a junior psychological assistant, psychological intern, or psychological trainee under the supervision of a supervising

psychologist as part of a graduate-level supervision course or other formal training plan to develop supervision competencies.

3. A formal graduate course in clinical supervision.

4. A combination of the above that are equivalent to any one of the above.

d. A psychologist who has not had training as provided above may submit the training experience that psychologist has had for the Board's equivalency evaluation for purposes of being able to provide clinical training.

e. The Board does not preapprove supervisors and does not assist with finding a supervisor for a candidate.

f. Change of supervision. Any change of supervisor must be submitted to the Board Office with a new SPP and employment agreement. The requested change may be referred to the Board for approval at the Executive Director's discretion.

g. Where applicable, the term "supervisor," as used in this procedure and Nevada Administrative Code, includes primary and secondary supervisors.

5. Expiration or Withdrawal of Application

a. An application to register as a psychological assistant is valid for two years.

b. An application to register as a psychological assistant shall be deemed withdrawn and all fees forfeited if registration is not completed within 2 years after the date on which the Board first received the application materials.

c. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of reapplication.

6. Expiration and/or Renewal of Application/Registration (NAC 641.151)

a. Once registered as a psychological assistant, registration is valid for one year after the date of registration. A candidate may indicate upon initial application that the registration is for two years. This must be noted on the SPP and, if applicable, the employment agreement.

b. To renew registration for an additional year beyond the initial registration period, the psychological assistant shall, on or before the expiration of the registration:

i. submit a request, in writing, to the Board office that includes confirmation that the supervisor of record, supervised practice plan, and employment agreement will not change;

ii. Pay the \$150 registration renewal fee pursuant to NAC 641.019; and

- iii. Provide any other information the Board may require to complete the renewal.

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

- c. Where renewal would result in a psychological assistant being registered for more than three years, Board approval is required.
- d. A psychological assistant who has obtained the required amount of postdoctoral supervised experience in another jurisdiction, but has not completed the other requirements for licensure as a psychologist, must register as a psychological assistant. Unless otherwise approved by the Board, registration under those circumstances shall not be approved if it would cause the psychological assistant to be registered for more than 2 years.

7. Requirements for Licensure as a Psychologist

- a. **Supervised Hours.** To be considered for licensure, a psychological assistant shall accrue not less than 1,750 supervised hours. The Board shall monitor progress through the submission and review of quarterly hour logs. Logs may be submitted electronically, by mail, or in person at the Board office.

b. Exams

- i. EPPP Part-1. Candidates may take the EPPP Part-1 at any time as a registered psychological intern or psychological assistant. Contact the Board office to request access to register for the exam.
- ii. EPPP Part-2. Candidates who have passed the EPPP Part-1, ~~and~~ are a registered psychological assistant, *have accrued at least 1,400 of the required 1,750 training hours, and are required to take the EPPP-2*, may request access to register for the EPPP Part-2.
- iii. Nevada State Examination in Psychology (Jurisprudence and Ethics). Registered psychological assistants who have accrued at least 1,400 of the required 1,750 training hours may apply to take the state exam. Qualifying psychological assistants will need to contact the Board office for information.

8. A psychological assistant candidate's failure to register may result in:

- a. any hours accrued in Nevada prior to registration not being-accepted for licensure; and
- b. Board action against a candidate for unlicensed practice in the state and the supervising psychologist for supporting unlicensed activity.

Revision History

Adopted August 13, 2021; revised May 10, 2024; *revised May 9, 2025*

Addendums

1. Addendum A - Employment Contract Guidelines

ADDENDUM A – Employment Contract Guidelines

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

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



**POLICY OF THE NEVADA STATE BOARD OF
PSYCHOLOGICAL EXAMINERS**

Psychological Intern

Application and Registration Policy and Procedure

Purpose

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

Procedure

1. General

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

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

2. Application.

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

- iv. Registration fee (\$75) for the initial registration of a psychological intern (the registration fee is separate from the application fee);
 - v. Supervised Practice Plan (SPP);
 - vi. Employment Agreement;
 - vii. Training Program Verification Form; and
 - viii. Any other documents or information the Board deems necessary to make a determination of eligibility for registration, which may include, but is not limited to, educational transcripts, course guides, and/or course syllabi.
- d. Psychological intern candidates:
- i. Whose applications do not require ATEAM review and approval shall be provided a 60-day grace period to complete the process of credential verification through the Psychology Licensure Universal System (PLUS) report and, if necessary, for the return of their background check results; and
 - ii. whose applications have received ATEAM review and approval but have not yet satisfied the background check requirements shall be provided a 60-day grace period for the return of their background check results.

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

- e. If, upon receipt of the application, PLUS report, or background check report, any potentially disqualifying information is found, the registration may be suspended until a determination on that information is made. Such determination may require referral to the ATEAM Committee and/or Board. Examples of reasons for suspension of registration and/or referral to the ATEAM/Board include, but are not limited to:
- i. Educational program is not accredited by the American Psychological Association (APA); and/or
 - ii. A significant finding on the background check report.
- f. Suspension of registration prohibits a psychological intern from providing any services or accruing any training hours until the matter is resolved and the Board office notifies the psychological intern accordingly.

3. Registration Packet Defined.

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

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

4. Supervision

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

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- iv. Be available to the psychological intern while the psychological intern is providing services to a client or patient. A supervisor shall arrange for the availability of another appropriate licensed medical or behavioral health provider to be on site in the case of the supervisor's absence.
 - v. Provide regularly scheduled supervision and ensure that psychological interns:
 - 1. Have access to consultation and supervision while clinical services are being provided; and
 - 2. Receive not less than 4 hours per week of supervision, including not less than 2 hours per week of face-to-face individual supervision by one or more doctoral-level licensed psychologists who are involved in an ongoing supervisory relationship with the psychological intern and have primary professional responsibility for the cases on which face-to-face individual supervision is provided.
 - c. Supervisor Qualifications. A psychological intern's primary supervisor must:
 - i. ~~have been~~ *be* licensed by the Board ~~for at least three (3) years. Any exception must be approved by the Board~~; and
 - ii. have ~~had training in clinical supervisor (e.g., continuing education courses, independent study, formal coursework)~~. *appropriate and sufficient training that provides the ability to provide competent clinical supervision, including:*
 - 1. *15 Continuing Education Credits in clinical supervision, half of which may be obtained via self-study, from an approved accrediting agency.*
 - 2. *One semester of supervised clinical supervisory experience.*
A psychological intern may provide clinical supervision to a junior psychological intern or psychological trainee under the supervision of a supervising psychologist as part of a graduate-level supervision course or other formal training plan to develop supervision competencies.
 - 3. *A formal graduate course in clinical supervision.*
 - 4. *A combination of the above that are equivalent to any one of the above.*
 - d. *A psychologist who has not had training as provided above may submit the training experience that psychologist has had for the Board's equivalency evaluation for purposes of being able to provide clinical training.*
 - e. The Board does not preapprove supervisors and does not assist with finding a supervisor for a candidate.

- f. Change of supervision. Any change of supervisor must be submitted to the Board Office with a new SPP and employment agreement. The requested change may be referred to the Board for approval at the Executive Director's discretion.
 - g. Where applicable, the term "supervisor," as used in this procedure and Nevada Administrative Code, includes primary and secondary supervisors.
5. Expiration or Withdrawal of Application
- a. An application to register as a psychological intern is valid for two years.
 - b. An application to register as a psychological intern shall be deemed withdrawn and all fees forfeited if registration is not completed within 2 years after the date on which the Board first received the application materials.
 - c. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of reapplication.
6. Expiration and/or Renewal of Application/Registration
- a. Once registered as a psychological intern, registration is valid for two years after the date of registration and may not be renewed unless otherwise approved by the Board.
 - b. To renew registration for an additional year beyond the initial two year registration, the psychological intern must, on or before the expiration of the registration:
 - i. Submit a request, in writing, to the Board office that includes confirmation that the supervisor of record, supervised practice plan, and employment agreement will not change;
 - ii. Pay the \$75 registration renewal fee pursuant to NAC 641.019; and
 - iii. Provide any other information the Board may require to complete the renewal.

Requests to renew registration beyond the initial registration period shall be processed by the Board Office but may be referred to the Board at the Executive Director's discretion.
 - c. A psychological intern who has obtained the required amount of predoctoral supervised experience may not apply to renew registration as a psychological intern.
7. Requirements for Licensure as a Psychologist
- a. Supervised Hours. To be considered for licensure, and unless otherwise approved by the Board, a candidate shall accrue:
 - i. not less than 2,000 supervised hours as a psychological intern; and
 - ii. not less than 1,750 supervised hours as a psychological assistant.

- b. Exams
 - i. EPPP Part-1. Candidates may take the EPPP Part-1 at any time as a registered psychological intern (upon approval) or psychological assistant. The candidate will need to contact the Board office to request access to register for the exam.
 - ii. EPPP Part-2. Candidates who have passed the EPPP Part-1, **and** are a registered *psychological assistant*, **have accrued at least 1,400 of the required 1,750 training hours, and are required to take the EPPP-2**, may request access to register for the EPPP Part-2.
 - iii. Nevada State Examination in Psychology (Jurisprudence and Ethics). Registered *psychological assistants* who have accrued at least 1,400 of the required 1,750 training hours may apply to take the state exam. Qualifying psychological assistants will need to contact the Board office for information.
- 8. If a psychological intern candidate is required, but fails, to register as a psychological intern, it may result in the following:
 - a. any hours accrued in Nevada prior to registration not being may not be accepted for licensure; and
 - b. The Board may take action against a candidate for unlicensed practice in the state and the supervising psychologist for supporting unlicensed activity.

Revision History

Adopted: October 8, 2021; Revised May 10, 2024; **revised May 9, 2025**

Addendums

1. Addendum A - Employment Contract Guidelines

ADDENDUM A – Employment Contract Guidelines

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



**POLICY OF THE NEVADA STATE BOARD OF
PSYCHOLOGICAL EXAMINERS**

Psychological Trainee

Application and Registration Policy and Procedure

Purpose

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

Procedure

1. General

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

- f. Candidates are encouraged to apply for registration once all requirements have been met and a supervisor found. Registration can take a minimum of three weeks to complete and may take eight weeks or more.
 - g. It is the psychological trainee candidate's responsibility to ensure all provisions of Nevada state laws and regulations, as well as this policy and accompanying procedures, have been met and approved by the Board office prior to providing psychological services and accruing training hours.
2. Application.
- a. Those who wish to apply to register as a psychological trainee may submit their applications online, by mail or in person at the Board office. A \$150 application fee must accompany the application.
 - b. Upon the Board office's approval of the psychological trainee candidate's application, the Board office shall provide the psychological trainee with a registration number, after which the psychological trainee may begin providing services and accruing training hours. Should a psychological trainee candidate's application indicate the need for referral to the Board's Application Tracking Equivalency and Mobility (ATEAM) Committee, registration shall not be approved and hours shall not be accrued until the ATEAM Committee reviews and approves the application, and the psychological trainee candidate has otherwise satisfied the requirements for registration. Additional information regarding the Board's ATEAM Committee and its Procedures is provided below and is available in the Board's written Application Tracking Equivalency and Mobility (ATEAM) Committee Procedure.
 - c. Registration requires submission of information and/or documents including, but not limited to:
 - i. Verification of Credentials including, but not limited to, education, conduct, and character references;
 - ii. Verification of fingerprinting, generally in the form of a dated receipt from a recognized fingerprinting provider;
 - iii. Fingerprinting / background check waiver;
 - iv. Registration fee (\$30) for the initial registration of a psychological trainee (the registration fee is separate from the application fee);
 - v. Supervised Practice Plan (SPP);
 - vi. Employment Agreement;
 - vii. Training Program Verification Form; and
 - viii. Any other documents or information the Board deems necessary to make a determination of eligibility for registration, which may include,

but is not limited to, educational transcripts, course guides, and/or course syllabi.

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

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

- e. If, upon receipt of the application or background check report, any potentially disqualifying information is found, the registration may be suspended until a determination on that information is made. Such determination may require referral to the ATEAM Committee and/or Board. Examples of reasons for suspension of registration and/or referral to the ATEAM/Board include, but are not limited to:
 - i. Educational program is not accredited by the American Psychological Association (APA) or is not equivalent to an accredited program; and/or
 - ii. A significant finding on the background check report.
- f. Suspension of registration prohibits a psychological trainee from providing any services or accruing any training hours until the matter is resolved and the Board office notifies the psychological trainee accordingly.

3. Registration Packet Defined.

- a. Background Check / Fingerprinting. In accordance with Nevada state law (NRS 641.226), all psychological trainee candidates are required to pass a criminal background check.
 - i. Fingerprints shall be taken at an approved location and at the candidate's own expense.
 - 1. Fingerprints taken in Nevada are generally submitted electronically to the Nevada Department of Public Safety (NDPS) by the agency taking the fingerprints.

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

4. Supervision

- a. A psychological trainee shall be employed by the supervisor. If not employed by the supervisor, the psychological trainee must be subject to the control and direction of a supervisor who is affiliated with the same agency or institution at which the psychological trainee works. Evidence of the supervisor's contractual relationship with the agency or institution must be submitted to the Board along with the SPP and employment agreement.

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- b. Supervisors of psychological trainees shall:
- i. Employ methods of proper and diligent oversight of a psychological trainee under their supervision to meet their ethical and legal responsibilities. Such methods must include the implementation of policies and procedures that ensure the accessibility of the supervisor to the psychological trainee commensurate with the psychological trainee's professional developmental level.
 - ii. Maintain primary responsibility for the psychological trainee's treatment plan for each client and patient the psychological trainee treats or assesses.
 - iii. Review and sign all clinical documentation, including, but not limited to, reports, treatment plans and progress notes, for all services the psychological trainee provides, including, but not limited to, those services for which reimbursement will be sought under the State Plan for Medicaid.
 - iv. Be available to the psychological trainee while the psychological trainee is providing services to a client or patient. A supervisor shall arrange for the availability of another appropriate licensed medical or behavioral health provider to be on site in the case of the supervisor's absence.
 - v. Provide regularly scheduled supervision and ensure that psychological trainees:
 1. Have access to consultation and supervision while clinical services are being provided; and
 2. Receive at least 1 hour per week of face-to-face individual supervision for every 10 hours of a psychological trainee's placement at the assigned training site.
- c. Supervisor Qualifications. A psychological trainee's primary supervisor must:
- i. ~~have been~~ **be** licensed by the Board ~~for at least three (3) years. Any exception must be approved by the Board;~~ and
 - ii. have ~~had training in clinical supervisor (e.g., continuing education courses, independent study, formal coursework).~~ **appropriate and sufficient training that provides the ability to provide competent clinical supervision, including:**
 1. **15 Continuing Education Credits in clinical supervision, half of which may be obtained via self-study, from an approved accrediting agency.**
 2. **One semester of supervised clinical supervisory experience.**

A psychological trainee may provide clinical supervision to a junior psychological trainee under the supervision of a supervising psychologist as part of a graduate-level supervision course or other formal training plan to develop supervision competencies.

3. A formal graduate course in clinical supervision.

4. A combination of the above that are equivalent to any one of the above.

- a. *A psychologist who has not had training as provided above may submit the training experience that psychologist has had for the Board's equivalency evaluation for purposes of being able to provide clinical training.*
- d. The Board does not preapprove supervisors and does not assist with finding a supervisor for a candidate.
- e. Change of supervision. Any change of supervisor must be submitted to the Board Office with a new SPP and employment agreement. The requested change may be referred to the Board for approval at the Executive Director's discretion.
- f. Where applicable, the term "supervisor," as used in this procedure and Nevada Administrative Code, includes primary and secondary supervisors.

5. Expiration or Withdrawal of Application

- a. An application to register as a psychological trainee is valid for two years.
- b. An application to register as a psychological trainee shall be deemed withdrawn and all fees forfeited if registration is not completed within 2 years after the date on which the Board first received the application materials.
- c. If an application is deemed withdrawn, the applicant may reapply and must pay any application fees in effect at the time of reapplication.

6. Expiration and/or Renewal of Application/Registration (NAC 641.151)

- a. Once registered as a psychological trainee, registration is valid for two years after the date of registration. Registration may be renewed once for a two-year period and for a second renewal period of 1 year.
- b. To renew registration beyond the initial two year registration, the psychological trainee must, on or before the expiration of the registration:
 - i. Submit a request, in writing, to the Board office that includes confirmation that the supervisor of record, supervised practice plan, and employment agreement will not change;
 - ii. Pay the \$30 registration renewal fee pursuant to NAC 641.019; and

- iii. Provide any other information the Board may require to complete the renewal.
 - c. Registration as a psychological trainee may not be renewed if the renewal would cause the psychological trainee to be registered as a psychological trainee for more than 5 years unless otherwise approved by the Board.
7. Requirements for Licensure as a Psychologist
 - a. Supervised Hours. To be considered for licensure, and unless otherwise approved by the Board, a candidate shall accrue:
 - i. not less than 2,000 supervised hours as a psychological intern; and
 - ii. not less than 1,750 supervised hours as a psychological assistant.
 - b. Exams
 - i. EPPP Part-1. Candidates may take the EPPP Part-1 at any time as a registered psychological intern or psychological assistant. The candidate will need to contact the Board office to request access to register for the exam.
 - ii. EPPP Part-2. Candidates who have passed the EPPP Part-1 and are a registered *psychological assistant*, **have accrued at least 1,400 of the required 1,750 training hours, and are required to take the EPPP-2**, may request access to register for the EPPP Part-2.
 - iii. Nevada State Examination in Psychology (Jurisprudence and Ethics). Registered *psychological assistants* who have accrued at least 1,400 of the required 1,750 training hours may apply to take the state exam. Qualifying psychological assistants will need to contact the Board office for information.

Revision History

Adopted: October 8, 2021; revised May 10, 2024; **revised May 9, 2025**

Addendums

1. Addendum A - Employment Agreement Guidelines

ADDENDUM A – Employment Agreement Guidelines

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