

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

DATE OF MEETING: Friday, October 14, 2022 Time: 8:30 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/83407842421>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID: 834 0784 2421. The meeting may also be attended at the physical location of the Board Office at 4600 Kietzke Lane, Suite B-116, Reno, Nevada, 89502. (The Board office recommends that individuals unfamiliar with ZOOM should visit the website in advance to familiarize themselves with the format by viewing the online tutorials and reading the FAQs. To learn more about Zoom, go to <https://zoom.us/>.)

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

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

AGENDA

1. Call To Order/Roll Call to Determine the Presence of a Quorum.
2. Public Comment. Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as

time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

3. (For Possible Action) Discussion and Possible Approval of the Minutes of the Regular Meeting of the State of Nevada Board of Psychological Examiners on September 9, 2022.
4. Financials
 - A. (For Possible Action) Discussion and Possible Action to Accept the Final Treasurer's Report for Fiscal Year 2022 (July 1, 2021, Through June 30, 2022).
 - B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2023 (July 1, 2022, Through June 30, 2023).
5. Board Needs and Operations
 - A. Report from the Nevada Psychological Association
 - B. Report From the Executive Director on Board Office Operations.
 - C. Report on Legislative Activities, including the work of Interim Committees and the 2023 Session of the Nevada Legislature
6. (For Possible Action) Discussion and Possible Action to Approve the Search for a Hearing Officer to Conduct a Hearing in Case #19-0626 Upon the Recusal of a Majority of Board Members
7. (For Possible Action) Discussion, and Possible Action on Pending Consumer Complaints:
 - A. Complaint #19-0626
 - B. Complaint #19-0709
 - C. Complaint #19-1106
 - D. Complaint #21-0726
 - E. Complaint #22-0321
 - F. Complaint #22-0519
 - G. Complaint #22-0804
 - H. Complaint #22-0930
8. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. The Board May Convene in Closed Session to Receive Information Regarding Applicants, Which May Involve Considering the Character, Alleged Misconduct, Professional

Competence or Physical or Mental Health of the Applicant (NRS 241.030). All Deliberation and Action Will Occur in an Open Session. *Note: Applicant names are listed on the agenda to allow the Board to discuss applicants when necessary to move the applicant through the licensure process. The listing of an applicant's name on the agenda indicates only that an application for licensure/registration has been received. It does not mean that the application has been approved or that the applicant must appear at the meeting in order for the applicant's application to move forward through the licensure process. If an applicant needs to attend the meeting for the Board to take action, the applicant will be notified in writing prior to the meeting. Please, direct questions or comments regarding licensure applications to the Board office.*

PSYCHOLOGISTS

Amy Ahlfeld	Erika Frieze	Melissa Marrapese	David Robinson (PA)
Catherine Aisner	Yvonne Fritz	Robert McGahey	Vincent Rodriguez
Dana Anderson	Nancy Grau	Patricia McGuire	Keri Ross
Gera Anderson	Kalana Greer	Viola Mejia	Shelly Sheinbein
Cherly Ballou	Dehnad Hakimi	Michelle Mercurio	Nicole Short
John Barona	Bernadette Hinojos (PA)	Kimberly Miller	David Shoup
Stephanie Bellusa (PA)	Alberto Ibarra	Shanna Mohler	Nancy Small
Kimberly Bergman	Billie Ivra	Samuel Montano	DeAnn Smetana
Luke Bigler	Saira Jhorn	Carolina Morales-Alicea	Michael Stein
Mantsha Boikanyo	Lori Johnson	Luzviminda Morrow (PA)	Nicole Steiner-Pappalardo
Latoya Brogdon	Samantha Johnson	Michellane Mouton	Vahe Sukiasyan
Corby Bubb	Natalie Jones	Patrick Murphy	LaTanya Takla
Tyler Camaione (PA)	Carolynne Karr	Jonine Nazar-Biesman	Nicholas Thaler
Jonathan Campos (PA)	Patricia Keeler	Raymond Nourmand	Donna Truong
Si Arthur Chen	Christine Kim	Ana Ochoa	John Tsanadis
Dana Chidekel	Kathryn Kimball	Ariel Ogilvie-McSweeney	Alisa Turner-Augustyn
Filippo Cieri	Ashley Kirby-Ward	Brian Olsen	Deepti Vaswani
Irma Corral	Sandra Kubicki	Stephanie Orbon	John Walker
Pegeen Cronin	Lisa Lainer	Rhea Pobuda	Ann Watters
Edward De Anda	Laura LaPiana	Mary Man Yee Poon	Justin Weber
Hector De Los Santos	Timothy Law	Sharon Rafferty	Jessica Weis
Nicola De Paul	Rose Leung	Jennifer Ramirez	Kiara Wesley
Roman Dietrich	Bertrand Levesque	Kilynda Ray	Jennifer Wilcox
Mark Dillon	Karen Levine	Elke Rechberger	Michele Wilkens
Mary Dinerman	George Lough	Jasmine Reed	Stephen Winston
Jene Edwards	Jodi Lovejoy	Rory Reid	Christine Winter
Howard Friedman	Debra Maddox	Kristina Reynoso	Jamie Wong
	Elizabeth Maines	Danielle Richards	Wendy Worrell

PSYCHOLOGICAL ASSISTANTS

Ines Acevedo	Andrew Buchanan	Kara Christensen	Emerson Epstein
Jeffrey Aguiar	Shannon Burns-Darden	Althea Clark	Evan Fertel
Sonakshi Arora	Rachel Butler Pagnotti	Tasman Cleaver	Jacqueline Friar
Tracy Basile	Nicholas Carfagno	Jessica Conner	Alyssa Gallagher
Ramy Bassioni	Leandrea Caver	Althea Cook	Milagro Gonzalez
Michelle Berumen	Christina Cendejas	Jessica Crellin	Jennifer Grimes Vawters
Dallas Boyce	Nino Chkhaidze	Melanie Duckworth	Akiko Hinds

Kelly Hughes	Carolina Morales Alcea	Jacquelyn Rinaldi	Katherine Stypulkowski
Kelly Humphreys	Blanca Naudin	Shannon Rojas	Holly Summers
Dorota Krotkiewicz	Jonathan Parker	Daniela Sandelin	Raven Townsel
Tracy Lawrence	Dylena Pierce	Shweta Sharma	Amanda Wallick
Vanessa Ma	Chelsea Powell	Gerald Shorty	Nathaniel Wilkns
James Maltzahn	Amanda Powers	Sharon Simington	Jaime Wong
Alexandra Miguel	Eric Prince	Alexis Sliva	Amanda Zayas
Desiree Misanko	January Prince	Krystal Smith	
Candis R. Mitchell	Elizabeth Pritchard	Lydia Stevenson	

PSYCHOLOGICAL INTERNS

Lorraine Apodaca	Linda Curtis	Jeanine Johnson	Megan Tedrow
Lynne Ballard	Michelle Gaston	Kayla Kaiser	Charlotte Watley
Amanda Barone	Kimberly Gray	Elisabeth Lischer	Rachel Wiggins
Leslie Bautista	Michelle Harden	Coreen Schwartz	Melina Yaraghchi
Katie Biggers	Shanel Harris	Jasmin Smith	Qingqing Zhu
Shantay Coleman	Michael Hobbs	Barbara Sommer	

PSYCHOLOGICAL TRAINEES

Glen Blessington	Madison Hurley	Erica Marino	Jason Sadora
Dominique Cheung	Bianca Islas	Nicole Martinez	Mary Smirnova
Jacqueline Eddy	Jessica Jensen	Mollie McDonald	Heather Thompson
Kayla Fobian	Cynthia Johnston	Michael McNamara	Sherri Tschida
Paola Garcia Betancourt	Stacey Juthapan	Sara Moore	Bailey Way
Grace Goodwin	Demi Kourtesi	Amanda Mraz	Kayli Wrenn
Jaqueline Green	Haeun Lee	Kelly Parker	
Amanda Howard	Raymond Lopez	Nicky Petersen	

9. (For Possible Action) Discussion and Possible Approval of the Application of Dr. Andrew Carr for a waiver of NAC 641.1519, Requires a Supervisor of a Psychological Assistant be Licensed for 3 Years
10. (For Possible Action) Discussion and Possible Action to Revise the Provisions of Nevada Administrative Code (NAC) 641.1519, Qualifications of supervisor, to Require Registration of Supervisors of Psychological Trainees, Psychological Interns, and Psychological Assistants; and the Provisions of Nevada Administrative Code (NAC) 641.158, Limitations on Number of Assistants, Interns, and Supervisors
11. For Possible Action) Discussion and Possible Action to Consider a Process for Providing Temporary or Short-Term Licensure for Applicants for Licensure by Endorsement. Discussion may include creation provisional licensure and/or revisions to Non-Resident Consultant provisions (NRS 641.0295, NAC 641.169)
12. (For Possible Action) Discussion and Possible Action to Create a Psychological Assistant (Post-Doctoral) License

13. (For Possible Action) Discussion of a Request by Licensees that the Board Create a Statement Regarding the Confidentiality of Testing Materials Related to Subpoenas
14. (For Possible Action) Discussion and Possible Action to Revise the Fees Schedule (Nevada Administrative Code (NAC) 641.019, Fees) to Clarify fees for the restoration of an inactive license and the initial licensure fee of new licensees
15. (For Possible Action) Discussion and Possible Action to Revise and/or Adopt a Finance and Budget Procedures Policy
16. (For Possible Action) Discussion and Possible Action to Revise and/or Adopt a Policy on Licensure Renewal, including Continuing Education Requirements
17. Legislative Update
 - A. (For Possible Action) Discussion and Possible Action on the Proposed Revision of Nevada Revised Statutes (NRS) 641.390, Representation or Practice Without License or Registration Prohibited, During the 2023 Session of the Nevada State Legislature
18. (For Possible Action) Discussion and Possible Action to Approve Posting of the Executive Director Position and to Provide Direction to Staff and/or the *Sub-Committee to Hire an Executive Director* Related to the Recruitment and Hiring of a New Executive Director. Discussion may include revisions to the job description and a timeline for posting the job announcement.
19. (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
 - A. The next regularly scheduled meeting of the Nevada Board of Psychological Examiners is Friday, November 4, 2022, at 8:30 a.m.
 - B. A Strategic Planning Work Session of the Board will occur on Friday, November 4, 2022, following the regular Board meeting.
20. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)
21. 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 his 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)

22. (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 (775) 688-1268 no later than 4 p.m. on Thursday, October 13, 2022.

For supporting materials, visit the Board's website at <http://psyexam.nv.gov/Board/2021/2021/> or contact Lisa Scurry, Executive Director at the Board office by telephone (775-688-1268), e-mail (nbop@govmail.state.nv.us) or in writing at Board of Psychological Examiners, 4600 Kietzke Lane, Suite B-116, Reno, Nevada 89502.

In accordance with NRS 241.020, this public meeting notice was properly posted at or before 9 a.m. on Tuesday, October 11, 2022, at the following locations:

- Board office located at 4600 Kietzke Lane, Bldg. B-116, Reno;
- Nevada Public Notice website: <https://notice.nv.gov/>; and
- Board's website at <http://psyexam.nv.gov/Board/2021/2021/>.

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).

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

DATE: October 14, 2022

ITEM: 4(A) - Discussion and Possible Action to Accept the Final Treasurer's Report for Fiscal Year 2022 (July 1, 2021, Through June 30, 2022)

SUMMARY:

As of the writing of this staff report, all income and expenses for Fiscal Year 2022 (July 1, 2021 through June 30, 2022) have been reconciled. The total income during that time period was \$224,883 and the total payroll and expenses was \$200,299.

The final external audit of Fiscal Year 2022 is in progress and will be presented to the Board at a future meeting.

**NV State Board of Psychological Examiners
Budget-To-Actual - Fiscal Year 2022**

10/1/2022

		FY22 Budgeted Amount	Total	% actual to budget
		150,000.00		
INCOME				
40100	Psychologist Application	4,500.00	14,035.50	311.90%
40101	PA Application	2,500.00	3,228.53	129.14%
40102	Intern Application	1,250.00	1,535.20	122.82%
40103	Trainee Application	500.00	1,846.50	369.30%
4020	Psych Biennial (licenses, registrations from deferred revenue)	29,250.00	187,482.85	640.97%
40203	Reinstatement of Psych	500.00	200.00	40.00%
4050	Late Fees	0.00	0.00	0.00%
4025, 40251	New License	2,000.00	1,400.00	70.00%
4030	Non-Resident Consultant	1,000.00	1,108.17	110.82%
4015	Psychologist State Exam	6,000.00	12,819.91	213.67%
4040	CE App Fee	1,500.00	985.63	65.71%
4045	Verification of Licensure	350.00	200.00	57.14%
4078	Cost Recovered (Disciplinary)	1,000.00	0.00	0.00%
xxxx	Mediation Review	500.00	0.00	0.00%
4999	Interest, Misc	100.00	40.97	40.97%
Total Income		\$ 200,950.00	\$ 224,883.26	111.91%

Payroll Expenses		FY22 Budgeted Amount	Total	% actual to budget
5100	Board Salary/Per Diem	13,000.00	8,250.00	63.46%
5175, 51751	Wages, Staff Salary	67,000.00	52,689.69	78.64%
xxxx	Staff Benefits Reserve	5,000.00	5,413.28	108.27%
51753	Investigator Salary	23,000.00	8,227.64	35.77%

		FY22 Budgeted Amount	Total	% actual to budget	
5250	Workers Compensation	3,000.00	471.19	15.71%	
5300	PERS	35,000.00	16,807.9	48.02%	
xxxx	Payroll Taxes (SS, Medicare)	3,500.00	229.37	6.55%	
xxxx	Other	2,500.00		0.00%	
	Total Payroll	152,000.00	92,089.11	60.58%	

Operating Expenses		FY22 Budgeted Amount	Total	% actual to budget	
6200	Out of State, In-State Travel	3,500.00	3,493.89	99.83%	
7015	Supplies	500.00	421.28	84.26%	
7020, 70202, 85100	Office Expense (Office Furniture, Shredding, Office Equipment)	3,000.00	1,793.02	59.77%	
7040	Print-Copy	750.00	29.92	3.99%	
7500	Copy Lease	1,500.00	1,573.08	104.87%	
7050	Rent	15,000.00	13,910.00	92.73%	
7100	Postage	1,000.00	46.09	4.61%	
7210	DoIt Web SV	4,200.00	586.88	13.97%	
7290, 72901, 72902	Telephone & Internet	2,500.00	2,148.96	85.96%	
7770	Software & Database	5,750.00	6,078.85	105.72%	
8100	Exam Administration	500.00	0	0.00%	
8000, 8010	Legal & Professional Fees	40,000.00	45,030.6	112.58%	
8015	Tort Claim	3,000.00	768.60	25.62%	
8050	Professional Services (Auditor, Bookkeeper, Lobbyist)	25,000.00	24,264.75	97.06%	
8250	Dues & Reg	5,000.00	4,590.00	91.80%	
7111, 8500, 8520	Admin Services (LCB)	7,500.00	1,549.30	20.66%	
9001, 9002	Banking Fees	200.00	191.15	95.58%	
90100	Miscellaneous Expense	1,500.00	0.00	0.00%	
xxxx	PayPal Fees	0.00	1,457.51		
xxxx	Uncategorized Expense	0.00	276.25		

		FY22 Budgeted Amount	Total	% actual to budget	
	Total Expenses	\$120,400.00	\$108,210.08	89.88%	
	Total Expenses + Payroll	\$272,400.00	\$200,299.19	73.53%	
	Total Income	\$ 200,950.00	\$ 224,883.26	111.91%	
	Final Balance		\$24,584.07		

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

DATE: October 14, 2022

ITEM: 4(B) - Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2023 (July 1, 2022, Through June 30, 2023)

SUMMARY:

As of September 30, 2022, the checking account balance is \$106,254 and the savings account balance is \$105,017.

To date 45% of the projected income for this fiscal year has been received, approximately \$99,500 of the projected \$100,680. This comes from the opening deferred revenue amount of \$88,000 plus additional income from applications, registrations, state exams, and licensures. Note – income from the ongoing licensure renewals are considered deferred revenue and will be placed in the deferred revenue account for use in the future.

No unexpected or non-budgeted expenses were paid. To date, approximately 15% of projected expenses have been paid. The largest expenses to date are the accounting firm for the external audit, legal fees and office rent. All of those expenses, however, were within expected ranges.

**NV State Board of Psychological Examiners
Proposed Budget - Fiscal Year 2023**

9/30/22

		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted
					7/1 - 12/31/22
INCOME					
	Balance Forward fr FY22				
2600	Deferred Revenue	83,480.15	87,931.04		83,480.00
40100	Psychologist Application	13,000.00	2,140.80	16.47%	6,500.00
40101	PA Application	3,000.00	1,695.23	56.51%	1,500.00
40102	Intern Application	1,400.00	155.10	11.08%	700.00
40103	Trainee Application	750.00	615.30	82.04%	375.00
4020	Psych Biennial (licenses, registrations)	100,000.00	2,849.06	2.85%	
40203	Reinstatement of Psych	500.00	100.00	20.00%	250.00
4050	Late Fees	0.00	0.00	0.00%	0.00
4025, 40251, 40252	New License	1,500.00	380.00	25.33%	750.00
4030	Non-Resident Consultant	1,000.00	200.00	20.00%	500.00
4015	Psychologist State Exam	12,000.00	3,072.94	25.61%	6,000.00
4040	CE App Fee	1,000.00	360.89	36.09%	500.00
4045	Verification of Licensure	200.00	65.74	32.87%	100.00
4078	Cost Recovered (Disciplinary)	0.00	0.00		0.00
xxxx	Mediation Review	0.00	0.00		0.00
4999	Interest, Misc	50.00	10.59	21.18%	25.00
Total Income		\$ 217,880.15	\$ 99,576.69	45.70%	\$ 100,680.00

Payroll Expenses		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted
5100	Board Salary/Per Diem	9,000.00	0.00	0.00%	4,500.00
5175, 51751	Wages, Staff Salary	60,000.00	13,432.68	22.39%	30,000.00
xxxx	Staff Benefits Reserve	2,500.00	0.00	0.00%	500.00
51753	Investigator Salary	15,000.00	0.00	0.00%	7,500.00
5250	Workers Compensation	1,000.00	422.00	42.20%	500.00
5300	PERS	18,000.00	3,043.27	16.91%	9,000.00
xxxx	Payroll Taxes (SS, Medicare)	1,000.00	117.00	11.70%	500.00
xxxx	Other	500.00	0.00	0.00%	250.00
	Total Payroll	107,000.00	17,014.95	15.90%	52,750.00

Operating Expenses		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted
6200	Out of State, In-State Travel	2,500.00	0.00	0.00%	2,500.00
7015	Supplies	750.00	0.00	0.00%	500.00
7020, 70202, 85100	Office Expense (Office Furniture, Shredding, Office Equipment)	2,000.00	74.00	3.70%	1,000.00
7040	Print-Copy	600.00	5.85	0.98%	500.00
7500	Copy Lease	1,500.00	224.70	14.98%	750.00
7050	Rent	15,000.00	3,246.00	21.64%	7,500.00
7100	Postage	500.00	0.00	0.00%	450.00
7210	DoIt Web SV	1,000.00	203.97	20.40%	500.00
7290, 72901, 72902	Telephone & Internet	2,000.00	88.25	4.41%	1,000.00
7770	Software & Database	7,500.00	281.96	3.76%	2,500.00
8000, 8010	Legal & Professional Fees	40,000.00	2,201.5	5.50%	20,000.00
8015	Tort Claim	1,000.00	0.00	0.00%	1,000.00

Payroll Expenses		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted
8050	Professional Services (Auditor, Bookkeeper, Lobbyist)	25,000.00	8,120.25	32.48%	7,500.00
8250	Dues & Reg (ASPPB, Conf, Continuing Ed)	5,000.00	0.00	0.00%	1,000.00
7111, 8500, 8520	Admin Services (LCB)	1,000.00	850.00	85.00%	500.00
9001, 9002	Banking Fees	250.00	72.53	29.01%	125.00
9011	PayPal Fees		364.51		
90100	Miscellaneous Expense	500.00	0.00	0.00%	250.00
xxxx	Uncategorized Expense	300.00	0.00		150.00
Total Expenses		\$106,400.00	\$15,733.52	14.79%	\$47,775.00
Total Expenses + Payroll		\$213,400.00	\$32,748.47	15.35%	\$100,525.00
Total Income		\$ 217,880.15	\$ 99,576.69	45.70%	\$ 100,680.00
Final Balance		\$4,480.15	\$66,828.22		

NV State Board of Psychological Examiners

ITEM 4B

Balance Sheet for Monthly Board Meeting

As of September 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1100 Cash in Bank	106,253.44
3309 Savings	105,017.43
Total Bank Accounts	\$211,270.87
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12000 Undeposited Funds	0.00
12100 Inventory Asset	0.00
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$211,270.87
Other Assets	
1300 Deferred outflows of resources	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$211,270.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1106 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2100 Federal Income Withholding	-141.49
2100 Payroll Liabilities	1,020.98
Federal Taxes (941/944)	-142.53
NV Unemployment Tax	0.00
PERS	11,112.01

NV State Board of Psychological Examiners

Balance Sheet for Monthly Board Meeting

As of September 30, 2022

	TOTAL
Total 2100 Payroll Liabilities	11,990.46
2101 Federal FICA Withholding	0.00
2102 Federal Medicare Withhold	0.00
2105 Employment Security	0.00
2110 Direct Deposit Liabilities	0.00
2200 Unearned Revenue	0.00
2300 Liability	971.08
2301 Payroll Liabilities-Pers	9,198.28
2302 Accrued PTO	5,079.35
2450 Deferred inflow-pension	0.00
2455 Net pension liability	0.00
2600 Deferred Revenue	89,688.44
2700 Direct Deposit Payable	2,125.78
Total Other Current Liabilities	\$118,911.90
Total Current Liabilities	\$118,911.90
Total Liabilities	\$118,911.90
Equity	
3000 Opening Bal Equity	0.00
3900 2550 Fund Balance	33,407.38
Net Income	58,951.59
Total Equity	\$92,358.97
TOTAL LIABILITIES AND EQUITY	\$211,270.87

NV State Board of Psychological Examiners

ITEM 4B

Profit and Loss Monthly Board Meeting

July - September, 2022

	TOTAL
Income	
4010 Psychologist Application	
40100 Psychologist Application	2,140.80
40101 PA Application	1,695.23
40102 Intern Application	155.10
40103 Trainee Application	615.30
Total 4010 Psychologist Application	4,606.43
4015 Psychologist State Exam	3,072.94
4020 Psych Biennial	87,931.04
40201 Prorated Psych Biennial	1,744.70
40203 Reinstatement of Psych	100.00
Total 4020 Psych Biennial	89,775.74
4025 Psychologist Licensing Fee	
40251 New License	355.00
40252 Change/Duplicate/Reinstatement	25.00
Total 4025 Psychologist Licensing Fee	380.00
4028 Registration Fee	
40281 Psych Asst fee	922.15
40282 Psych Intern Fee	152.21
40283 Psych Trainee	30.00
Total 4028 Registration Fee	1,104.36
4030 Non-Resident Consultant	200.00
4040 CE App Fee	360.89
4045 Verification of Licensure	65.74
4999 Interest	10.59
Total Income	\$99,576.69
GROSS PROFIT	\$99,576.69
Expenses	
5250 Workers Compensation	-422.00
5300 PERS	952.96
6100 Out of State Travel	
6101 Meals	0.00
6102 Lodging	0.00
6106 Air Tvl	0.00
Total 6100 Out of State Travel	0.00
7020 Office Expense	
7040 Print-Copy	5.85
7050 Rent	3,246.00
85100 Shredding	74.00
Total 7020 Office Expense	3,325.85

NV State Board of Psychological Examiners

ITEM 4B

Profit and Loss Monthly Board Meeting

July - September, 2022

	TOTAL
7200 Utilities	
7210 Dolt Web SV	258.38
7290 Telephone	85.70
72901 Long Distance	2.55
Total 7290 Telephone	88.25
Total 7200 Utilities	346.63
7500 Copy Lease	337.05
7770 Software	281.96
7777 Database	2,350.95
8000 Legal & Professional Fees	
8010 Legal	6,438.50
Total 8000 Legal & Professional Fees	6,438.50
8050 Prof Servs	4,995.00
8055 Lobbyist	3,125.25
Total 8050 Prof Servs	8,120.25
8500 Admin Serv	
8520 LCB	850.00
Total 8500 Admin Serv	850.00
9001 Banking Fees	
9002 Bank Crgs	72.53
Total 9001 Banking Fees	72.53
PayPal Fees	364.51
Payroll Expenses	177.00
9110 Company Contributions	
Retirement	3,996.23
Total 9110 Company Contributions	3,996.23
Taxes	
NV Unemployment Tax	0.00
Total Taxes	0.00
Wages	13,432.68
Total Payroll Expenses	17,605.91
Total Expenses	\$40,625.10
NET OPERATING INCOME	\$58,951.59
NET INCOME	\$58,951.59

NV State Board of Psychological Examiners

General Ledger

September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
3309 Savings							
	Beginning Balance						105,013.98
09/30/2022	Deposit		Interest		4999 Interest	3.45	105,017.43
Total for 3309 Savings						\$3.45	
1100 Cash in Bank							
	Beginning Balance						109,672.32
09/01/2022	Expense		Kietzke Plaza		7020 Office Expense:7050 Rent	-1,082.00	108,590.32
09/01/2022	Expense		Michelle Fox		8050 Prof Servs	-180.00	108,410.32
09/02/2022	Payroll Check	DD	Lisa Scurry	Pay Period: 08/19/2022-09/01/2022	2700 Direct Deposit Payable	-2,125.78	106,284.54
09/06/2022	Bill Payment (Check)		Information Technology		1106 Accounts Payable	-85.72	106,198.82
09/06/2022	Deposit				-Split-	435.00	106,633.82
09/07/2022	Expense		Shred-it Reno		7020 Office Expense:85100 Shredding	-37.00	106,596.82
09/08/2022	Tax Payment		IRS	Tax Payment for Period: 08/01/2022-08/31/2022	2100 Federal Income Withholding	-448.42	106,148.40
09/13/2022	Deposit				-Split-	929.95	107,078.35
09/16/2022	Payroll Check	DD	Lisa Scurry	Pay Period: 09/02/2022-09/15/2022	2700 Direct Deposit Payable	-2,125.78	104,952.57
09/19/2022	Expense		Canon Financial Services, Inc.		7500 Copy Lease	-112.35	104,840.22
09/19/2022	Expense		QuickBooks Payroll Service		Payroll Expenses	-60.00	104,780.22
09/20/2022	Deposit				-Split-	743.25	105,523.47
09/21/2022	Deposit				-Split-	552.00	106,075.47
09/23/2022	Expense		Kathleen Laxalt		8050 Prof Servs:8055 Lobbyist	-1,041.75	105,033.72
09/28/2022	Deposit		Gary Lenkeit		-Split-	1,487.72	106,521.44
09/30/2022	Expense		Kietzke Plaza		7020 Office Expense:7050 Rent	-1,082.00	105,439.44
09/30/2022	Deposit				-Split-	814.00	106,253.44
Total for 1100 Cash in Bank						\$ - 3,418.88	
1106 Accounts Payable							
	Beginning Balance						85.72
09/06/2022	Bill Payment (Check)		Information Technology		1100 Cash in Bank	-85.72	0.00
Total for 1106 Accounts Payable						\$ -85.72	
2100 Payroll Liabilities							
	Beginning Balance						1,020.98
Total for 2100 Payroll Liabilities							
Federal Taxes (941/944)							
	Beginning Balance						-142.53
Total for Federal Taxes (941/944)							
NV Unemployment Tax							
09/02/2022	Payroll Check	DD	Lisa Scurry	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
09/16/2022	Payroll Check	DD	Lisa Scurry	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
09/30/2022	Payroll Check	DD	Lisa Scurry	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax						\$0.00	
PERS							
	Beginning Balance						8,969.29

NV State Board of Psychological Examiners

General Ledger

September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
09/02/2022	Payroll Check	DD	Lisa Scurry	PERS - Company Contribution	2700 Direct Deposit Payable	714.24	9,683.53
09/16/2022	Payroll Check	DD	Lisa Scurry	PERS - Company Contribution	2700 Direct Deposit Payable	714.24	10,397.77
09/30/2022	Payroll Check	DD	Lisa Scurry	PERS - Company Contribution	2700 Direct Deposit Payable	714.24	11,112.01
Total for PERS						\$2,142.72	
Total for 2100 Payroll Liabilities with subs						\$2,142.72	
2301 Payroll Liabilities-Pers							
Beginning Balance							9,198.28
Total for 2301 Payroll Liabilities-Pers							
2302 Accrued PTO							
Beginning Balance							5,079.35
Total for 2302 Accrued PTO							
2600 Deferred Revenue							
Beginning Balance							89,688.44
Total for 2600 Deferred Revenue							
2700 Direct Deposit Payable							
09/02/2022	Payroll Check	DD	Lisa Scurry	Direct Deposit	1100 Cash in Bank	-2,125.78	-2,125.78
09/02/2022	Payroll Check	DD	Lisa Scurry	Pay Period: 08/19/2022-09/01/2022	-Split-	2,125.78	0.00
09/16/2022	Payroll Check	DD	Lisa Scurry	Direct Deposit	1100 Cash in Bank	-2,125.78	-2,125.78
09/16/2022	Payroll Check	DD	Lisa Scurry	Pay Period: 09/02/2022-09/15/2022	-Split-	2,125.78	0.00
09/30/2022	Payroll Check	DD	Lisa Scurry	Pay Period: 09/16/2022-09/29/2022	-Split-	2,125.78	2,125.78
Total for 2700 Direct Deposit Payable						\$2,125.78	
2100 Federal Income Withholding							
Beginning Balance							-518.13
09/02/2022	Payroll Check	DD	Lisa Scurry	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	275.02	-243.11
09/08/2022	Tax Payment		IRS	Federal Taxes (941/943/944)	1100 Cash in Bank	-448.42	-691.53
09/16/2022	Payroll Check	DD	Lisa Scurry	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	275.02	-416.51
09/30/2022	Payroll Check	DD	Lisa Scurry	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	275.02	-141.49
Total for 2100 Federal Income Withholding						\$376.64	
2300 Liability							
Beginning Balance							971.08
Total for 2300 Liability							
3900 2550 Fund Balance							
Beginning Balance							33,407.38
Total for 3900 2550 Fund Balance							
4010 Psychologist Application							
40100 Psychologist Application							
Beginning Balance							1,680.60
09/06/2022	Deposit			BKOFAMERICA ATM 09/06 #XXXXX1644 DEPOSIT RENO RENO NV CKCD XXXXX9XXXXX69419	MIDTOWN 1100 Cash in Bank	150.00	1,830.60
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	155.10	1,985.70
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	155.10	2,140.80
Total for 40100 Psychologist Application						\$460.20	
40101 PA Application							
Beginning Balance							1,074.83
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706	INDN:NEVADA 1100 Cash in Bank	155.10	1,229.93

NV State Board of Psychological Examiners

General Ledger

September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
09/13/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX12687706	INDN:NEVADA 1100 Cash in Bank	155.10	1,385.03
09/13/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX12687706	INDN:NEVADA 1100 Cash in Bank	155.10	1,540.13
09/20/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX38637897	INDN:NEVADA 1100 Cash in Bank	155.10	1,695.23
Total for 40101 PA Application						\$620.40	
40102 Intern Application							
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	155.10	155.10
Total for 40102 Intern Application						\$155.10	
40103 Trainee Application							
Beginning Balance							615.30
Total for 40103 Trainee Application							
Total for 4010 Psychologist Application						\$1,235.70	
4015 Psychologist State Exam							
Beginning Balance							2,046.48
09/06/2022	Deposit			BKOFAMERICA ATM 09/06 #XXXXX1644 DEPOSIT RENO RENO NV CKCD XXXXX9XXXXX69419	MIDTOWN 1100 Cash in Bank	200.00	2,246.48
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	206.64	2,453.12
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	206.64	2,659.76
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	206.54	2,866.30
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	206.64	3,072.94
Total for 4015 Psychologist State Exam						\$1,026.46	
4020 Psych Biennial							
Beginning Balance							87,931.04
Total for 4020 Psych Biennial							
40201 Prorated Psych Biennial							
Beginning Balance							1,487.70
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	87.40	1,575.10
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	90.72	1,665.82
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	78.88	1,744.70
Total for 40201 Prorated Psych Biennial						\$257.00	
40203 Reinstatement of Psych							
Beginning Balance							100.00
Total for 40203 Reinstatement of Psych							
Total for 4020 Psych Biennial with subs						\$257.00	
4025 Psychologist Licensing Fee							
40251 New License							
Beginning Balance							250.00
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	25.00	275.00
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	25.00	300.00
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	30.00	330.00
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	25.00	355.00

NV State Board of Psychological Examiners

General Ledger

September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 40251 New License						\$105.00	
40252	Change/Duplicate/Reinstatement						
09/06/2022	Deposit			BKOFAMERICA ATM 09/06 #XXXXX1644 DEPOSIT RENO RENO NV CKCD XXXXX9XXXXX69419	MIDTOWN 1100 Cash in Bank	25.00	25.00
Total for 40252 Change/Duplicate/Reinstatement						\$25.00	
Total for 4025 Psychologist Licensing Fee						\$130.00	
4028	Registration Fee						
40281	Psych Asst fee						
	Beginning						767.72
	Balance						
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	154.43	922.15
Total for 40281 Psych Asst fee						\$154.43	
40282	Psych Intern Fee						
	Beginning						77.21
	Balance						
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	75.00	152.21
Total for 40282 Psych Intern Fee						\$75.00	
40283	Psych Trainee						
09/21/2022	Deposit				1100 Cash in Bank	30.00	30.00
Total for 40283 Psych Trainee						\$30.00	
Total for 4028 Registration Fee						\$259.43	
4030	Non-Resident Consultant						
09/21/2022	Deposit				1100 Cash in Bank	100.00	100.00
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	100.00	200.00
Total for 4030 Non-Resident Consultant						\$200.00	
4040	CE App Fee						
	Beginning						300.89
	Balance						
09/06/2022	Deposit			BKOFAMERICA ATM 09/06 #XXXXX1644 DEPOSIT RENO RENO NV CKCD XXXXX9XXXXX69419	MIDTOWN 1100 Cash in Bank	30.00	330.89
09/06/2022	Deposit			BKOFAMERICA ATM 09/06 #XXXXX1644 DEPOSIT RENO RENO NV CKCD XXXXX9XXXXX69419	MIDTOWN 1100 Cash in Bank	30.00	360.89
Total for 4040 CE App Fee						\$60.00	
4045	Verification of Licensure						
	Beginning						65.74
	Balance						
Total for 4045 Verification of Licensure							
4999	Interest						
	Beginning						7.14
	Balance						
09/30/2022	Deposit		Interest	Interest Earned	3309 Savings	3.45	10.59
Total for 4999 Interest						\$3.45	
5250	Workers Compensation						
09/21/2022	Deposit			BKOFAMERICA ATM 09/21 #XXXXX2433 DEPOSIT RENO NV CKCD XXXXX9XXXXX69419	MEADOWOOD 1100 Cash in Bank	-422.00	-422.00
Total for 5250 Workers Compensation						\$ -422.00	
5300	PERS						
	Beginning						952.96
	Balance						
Total for 5300 PERS							
6100	Out of State Travel						
6101	Meals						
	Beginning						138.00
	Balance						
09/28/2022	Deposit		Gary Lenkeit	RETURNED BILL PAYMENT FROM Gary Lenkeit ISSUE DATE 09-15-22	1100 Cash in Bank	-138.00	0.00
Total for 6101 Meals						\$ -138.00	
6102	Lodging						

NV State Board of Psychological Examiners

General Ledger

September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	Beginning Balance						699.72
09/28/2022	Deposit		Gary Lenkeit	RETURNED BILL PAYMENT FROM Gary Lenkeit ISSUE DATE 09-15-22	1100 Cash in Bank	-699.72	0.00
	Total for 6102 Lodging					\$ -699.72	
	6106 Air Tvl Beginning Balance						650.00
09/28/2022	Deposit		Gary Lenkeit	RETURNED BILL PAYMENT FROM Gary Lenkeit ISSUE DATE 09-15-22	1100 Cash in Bank	-650.00	0.00
	Total for 6106 Air Tvl					\$ -650.00	
	Total for 6100 Out of State Travel					\$ - 1,487.72	
	7020 Office Expense 7040 Print-Copy Beginning Balance						5.85
	Total for 7040 Print-Copy						
	7050 Rent Beginning Balance						1,082.00
09/01/2022	Expense		Kietzke Plaza	Kietzke Plaza Bill Payment	1100 Cash in Bank	1,082.00	2,164.00
09/30/2022	Expense		Kietzke Plaza	Kietzke Plaza Bill Payment	1100 Cash in Bank	1,082.00	3,246.00
	Total for 7050 Rent					\$2,164.00	
	85100 Shredding Beginning Balance						37.00
09/07/2022	Expense		Shred-it Reno	Shred-it USA Bill Payment	1100 Cash in Bank	37.00	74.00
	Total for 85100 Shredding					\$37.00	
	Total for 7020 Office Expense					\$2,201.00	
	7200 Utilities 7210 Dolt Web SV Beginning Balance						258.38
	Total for 7210 Dolt Web SV						
	7290 Telephone Beginning Balance						85.70
	Total for 7290 Telephone						
	72901 Long Distance Beginning Balance						2.55
	Total for 72901 Long Distance						
	Total for 7290 Telephone with subs						
	Total for 7200 Utilities						
	7500 Copy Lease Beginning Balance						224.70
09/19/2022	Expense		Canon Financial Services, Inc.	Canon Financial Services Bill Payment	1100 Cash in Bank	112.35	337.05
	Total for 7500 Copy Lease					\$112.35	
	7770 Software Beginning Balance						266.97
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	14.99	281.96
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	14.99	296.95
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA 1100 Cash in Bank	-14.99	281.96
	Total for 7770 Software					\$14.99	
	7777 Database						

NV State Board of Psychological Examiners

General Ledger

September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							2,350.95
Total for 7777 Database							
8000 Legal & Professional Fees							
8010 Legal							
Beginning Balance							6,438.50
Total for 8010 Legal							
Total for 8000 Legal & Professional Fees							
8050 Prof Servs							
Beginning Balance							4,815.00
09/01/2022	Expense		Michelle Fox	Zelle Transfer Conf# im2c1leuc;	Fox, Michelle	1100 Cash in Bank 180.00	4,995.00
Total for 8050 Prof Servs							\$180.00
8055 Lobbyist							
Beginning Balance							2,083.50
09/23/2022	Expense		Kathleen Laxalt	Kathleen Laxalt Bill Payment		1100 Cash in Bank 1,041.75	3,125.25
Total for 8055 Lobbyist							\$1,041.75
Total for 8050 Prof Servs with subs							\$1,221.75
8500 Admin Serv							
8520 LCB							
Beginning Balance							850.00
Total for 8520 LCB							
Total for 8500 Admin Serv							
9001 Banking Fees							
9002 Bank Crgs							
Beginning Balance							72.53
Total for 9002 Bank Crgs							
Total for 9001 Banking Fees							
PayPal Fees							
Beginning Balance							263.11
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	269.01
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 7.70	276.71
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	282.61
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	288.51
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	294.41
09/13/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX12687706 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	300.31
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 7.70	308.01
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 1.54	309.55
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 4.41	313.96
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 6.26	320.22
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	326.12
09/20/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX38637897 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 5.90	332.02
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 3.98	336.00
09/30/2022	Deposit			PAYPAL DES:TRANSFER ID:XXXXX19631580 BOARD OF PSYCHO CO ID:PAYPALSD11 PPD	INDN:NEVADA	1100 Cash in Bank 7.70	343.70

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September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
09/30/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX19631580	INDN:NEVADA 1100 Cash in Bank	5.88	349.58
09/30/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX19631580	INDN:NEVADA 1100 Cash in Bank	4.12	353.70
09/30/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX19631580	INDN:NEVADA 1100 Cash in Bank	7.70	361.40
09/30/2022	Deposit			BOARD OF PSYCHO CO ID:PAYPALSD11 PPD PAYPAL DES:TRANSFER ID:XXXXX19631580	INDN:NEVADA 1100 Cash in Bank	3.11	364.51
Total for PayPal Fees						\$101.40	
Payroll Expenses							
Beginning Balance							117.00
09/19/2022	Expense		QuickBooks Payroll Service	18004INTUIT DES:QBooks Pay ID:5416532 PSYCHOLGIC CO ID:XXXXX56346 CCD	INDN:NV BOARD OF 1100 Cash in Bank	60.00	177.00
Total for Payroll Expenses						\$60.00	
9110 Company Contributions							
Retirement							
Beginning Balance							1,853.51
09/02/2022	Payroll Check	DD	Lisa Scurry	Employer Retirement Contribution	2700 Direct Deposit Payable	714.24	2,567.75
09/16/2022	Payroll Check	DD	Lisa Scurry	Employer Retirement Contribution	2700 Direct Deposit Payable	714.24	3,281.99
09/30/2022	Payroll Check	DD	Lisa Scurry	Employer Retirement Contribution	2700 Direct Deposit Payable	714.24	3,996.23
Total for Retirement						\$2,142.72	
Total for 9110 Company Contributions						\$2,142.72	
Taxes							
NV Unemployment Tax							
09/02/2022	Payroll Check	DD	Lisa Scurry	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
09/02/2022	Payroll Check	DD	Lisa Scurry	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
09/16/2022	Payroll Check	DD	Lisa Scurry	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
09/16/2022	Payroll Check	DD	Lisa Scurry	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
09/30/2022	Payroll Check	DD	Lisa Scurry	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
09/30/2022	Payroll Check	DD	Lisa Scurry	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax						\$0.00	
Total for Taxes						\$0.00	
Wages							
Beginning Balance							6,230.28
09/02/2022	Payroll Check	DD	Lisa Scurry	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,400.80	8,631.08
09/16/2022	Payroll Check	DD	Lisa Scurry	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,400.80	11,031.88
09/30/2022	Payroll Check	DD	Lisa Scurry	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,400.80	13,432.68
Total for Wages						\$7,202.40	
Total for Payroll Expenses with subs						\$9,405.12	

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

DATE: October 14, 2022

ITEM: 5(B) - Report From the Executive Director on Board Office Operations

SUMMARY:

The executive director will provide a report on the following:

1. statistical information for the last month in the Board office.
2. the meeting calendar for 2023 will be presented.
3. Status of the following regulations:
 - a. R175-20: Removal of "Moral"
 - b. R127-21: Regulations related to Assembly Bill 327
 - c. R128-21: Regulations related to Assembly Bill 366
 - d. R121-21: Regulations related to Senate Bill 44

State of Nevada Board of Psychological Examiners

2023 Schedule of Meetings

Regular Board Meetings

Meetings of the Board begin at 8:30 a.m. unless otherwise stated on the official meeting notice. Meeting dates and times are subject to change.

- Friday, January 13, 2023
- Friday, February 10, 2023
- Friday, March 10, 2023
- Friday, April 7, 2023
- Friday, May 12, 2023
- Friday, June 2, 2023
- Friday, July 14, 2023
- Friday, August 11, 2023
- Friday, September 8, 2023
- Friday, October 13, 2023
- Friday, November 3, 2023
- Friday, December 8, 2023

Application Tracking Equivalency and Mobility (ATEAM) Committee

Meetings of the ATEAM Committee begin at 8:30 a.m. unless otherwise stated on the official meeting notice. Meeting dates and times are subject to change.

- Friday, January 27, 2023
- Friday, February 24, 2023
- Friday, March 24, 2023
- Friday, April 21, 2023
- Friday, May 26, 2023
- Friday, June 16, 2023
- Friday, July 28, 2023
- Friday, August 25, 2023
- Friday, September 22, 2023
- Friday, October 20, 2023
- Friday, November 17, 2023
- Friday, December 15, 2023

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

DATE: October 14, 2022

ITEM: 9 - Discussion and Possible Approval of the Application of Dr. Andrew Carr for a waiver of NAC 641.1519, Requires a Supervisor of a Psychological Assistant be Licensed for 3 Years

SUMMARY:

Dr. Andrew Carr has requested approval to supervise a psychological assistant. Dr. Carr has been licensed in Nevada since 2021 and in California since 2016.

Nevada Administrative Code (NAC) 641.1519 states that a supervisor of a psychological assistant must:

- be licensed by the Board to practice psychology; and
- have been licensed to practice psychology for 3 years or more.

Note: There has been debate about whether the 3 year provision should be interpreted as 3 years in total or 3 years of licensure specifically in Nevada. As similar requests have also come before the Board, their consideration will be sought for this request.

Andrew "Drew" R. Carr, Ph.D., HSP

State of Nevada Board of Psychological Examiners
4600 Kietzke Lane, Bldg B-116
Reno, NV 89502

Dear Members of the Board of Psychology,

Thank you for creating guidance for the professional practice of psychology in the state of Nevada. I appreciate your dedication to serving the public and ensuring competent practice.

In addition to my Nevada license (#1001, Issued 2021), I maintain a psychologist license in California (#28126, Issued 2016.) In California, I served as the Director of Clinical Training at a practicum site and created a nonprofit professional training site. In those roles, I supervised many students. I consider supervision one of my clinical strengths. I train individuals across the US and the world in evidence-based psychotherapy at conferences such as the Association of Contextual Behavior Science. I completed coursework in Consultation and Supervision in graduate school. I had three training experiences in which I supervised other trainees and received the supervision of supervision. As part of my California licensure, I completed a required six-hour supervision course to supervise trainees. As such, I feel adequately prepared to provide supervision to a psychology associate in Nevada.

Given the paucity of mental health resources in the northern Nevada area, I write to request an exception to the year's licensing requirement for the supervision of a psychology associate. I hope you will consider my request and look forward to hearing from you.

Sincerely,

Andrew Carr, Ph.D.
Psychologist NV 1001; CA 28126

Revised in R074-18**NAC 641.1519 Qualifications of supervisor.** (NRS 641.100, 641.170)

1. A psychologist who wishes to serve as a supervisor of a psychological assistant, psychological intern or psychological trainee must:

(a) Except as otherwise approved by the Board, be licensed by the Board to practice psychology; and

(b) Have had training in clinical supervision, including, without limitation, the completion of continuing education courses, other courses or courses of independent study relating to clinical supervision.

2. In addition to the requirements of subsection 1, a psychologist who wishes to serve as a supervisor of a psychological assistant must, except as otherwise approved by the Board, have been licensed to practice psychology for 3 years or more.

3. A supervisor of:

(a) a psychological assistant shall maintain, and provide to the Board upon request, documentation substantiating that he or she satisfies the requirements set forth in subsections 1 and 2.

(b) A psychological intern or psychological trainee shall maintain, and provide to the Board upon request, documentation substantiating that he or she satisfies the requirements set forth in subsection 1

(Added to NAC by Bd. of Psychological Exam'rs by R089-03, eff. 1-18-2005; A by R117-08, 12-17-2008; R038-16, 12-21-2016) — (Substituted in revision for NAC 641.1563) (R074-18 effective January 30, 2019)

NAC 641.1519 Registration and Qualifications of supervisor. ([NRS 641.100](#), [641.170](#))

1. A psychologist who wishes to serve as a supervisor of a psychological assistant, psychological intern or psychological trainee must:
 - a. **Be approved by the Board to serve as the supervisor of a psychological assistant, psychological intern, or psychological trainee;**
 - b. ~~Except as otherwise approved by the Board,~~ Be licensed by the Board to practice psychology; **and**
 - c. **Demonstrate completion of coursework in supervision, continuing education in supervision, or supervised supervision. Education and training in supervision may include, without limitation: models and theories of supervision; modalities; relationship formation, maintenance, rupture and repair; diversity and multiculturalism; feedback, evaluation; management of supervisee's emotional reactivity and interpersonal behavior; reflective practice; application of ethical and legal standards; decision making regarding gatekeeping; and considerations of developmental level of the trainee.**
 - d. ~~Have had training in clinical supervision, including, without limitation, the completion of continuing education courses, other courses or courses of independent study relating to clinical supervision.~~
2. Registration of a supervisor of a psychological assistant, psychological intern or psychological trainee shall require:
 - a. Submission of an application to register as a supervisor, in a manner prescribed by the Board; and
 - b. Biennial renewal of registration as a supervisor during licensure renewal.
3. **The supervisor of record must submit to the Board a plan of supervision which meets the requirements of NAC Chapter 641 (e.g. supervised practice plan, terms of employment and training, work location) for each supervisee.**
4. **The Board shall not recognize time accrued by a psychological assistant, psychological intern, or psychological trainee:**

- a. Under the supervision of a supervisor(s) of record person who has not been approved by the Board to supervise psychological assistants, psychological interns, or psychological trainees; or
 - b. Under the supervision of a supervisor(s) of record person not covered by the supervised practice plan submitted by that psychological assistant, psychological intern, or psychological trainee and who has not been previously approved by the Board.
5. The Board will, if it deems it appropriate, withdraw its approval of a person to supervise a psychological assistant, psychological intern, or psychological trainee if the supervisor:
 - a. Fails to provide supervision in accordance with commensurate hourly requirement of training for psychological assistants, psychological interns, or psychological trainees;
 - b. Fails to comply with each applicable provision of a statute or regulation;
 - c. Fails to submit acceptable reports or documentation as required regarding the progress of each psychological assistant, psychological intern, or psychological trainee under his, her, or their supervision;
 - d. Without good cause or approval by the Board, fails to submit two consecutive reports as required in 7(c).
 - e. Becomes subject to an order issued by the Board for disciplinary action.
6. A person whose approval to supervise a psychological assistant, psychological intern, or psychological trainee has been withdrawn by the Board because he or she is subject to an order issued by the Board for disciplinary action may reapply for approval to supervise after satisfactorily completing the requirements of the order.
7. If the Board withdraws its approval of the person supervising a psychological assistant, psychological intern, or psychological trainee, the supervisee may apply to the Board for approval of registration as a psychological assistant, psychological intern, or psychological trainee under another approved supervisor. Such registration shall require Board approval of a new Supervised Practice Plan and employment agreement.
- 8. The Board shall maintain a list of persons who have been approved by the Board to supervise psychological assistants, psychological interns, or psychological trainees and will provide, upon request, a copy of the list to any person who is applying to become a psychological assistant, psychological intern, or psychological trainee.**

9. "Supervisor of record" is defined as the primary supervisor of the psychological assistant, psychological intern, or psychological trainee. A "secondary supervisor" is defined as:
- a. a psychologist licensed by the Board to practice psychology who is not the primary supervisor;
 - b. a specialist, including, without limitation, a person who is licensed in this State as a psychiatrist, behavior analyst, social worker, marriage and family therapist or clinical professional counselor or a person who is licensed or certified in this State as an alcohol and drug abuse counselor (See NAC 641.152(5));
 - c. a psychological assistant assigned to supervise a psychological intern or psychological trainee in accordance with the provisions established in NAC 641.152(3)(a); or,
 - d. a psychological intern assigned to supervise a psychological trainee in accordance with the provisions established in NAC 641.152(3)(b).

(Suggested 8/12/2022 – add "supervision of supervisor" language for supervisors who are PAs or PIs)

~~2.—In addition to the requirements of subsection 1, a psychologist who wishes to serve as a supervisor of a psychological assistant must, except as otherwise approved by the Board, have been licensed to practice psychology for 3 years or more.~~

~~3.—A supervisor of:~~

~~a.—A psychological assistant shall maintain, and provide to the Board upon request, documentation substantiating that he or she satisfies the requirements set forth in subsections 1 and 2.~~

~~b.—A psychological intern or psychological trainee shall maintain, and provide to the Board upon request, documentation substantiating that he or she satisfies the requirements set forth in subsection 1.~~

PROPOSED

NAC 641.158 Limitations on number of assistants, interns and supervisors. ([NRS 641.100](#), [641.170](#))

1. A psychologist may serve as:
 - a. **Primary** supervisor to:
 - i. Not more than three full-time equivalent psychological assistants;
 - ii. Not more than two full-time equivalent psychological interns;
 - iii. Not more than four part-time psychological trainees working not more than **16** ~~10~~ hours each per week **or other interns licensed, registered, or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS;** or
 - b. **Secondary supervisor to:**
 - i. **Not more than X full-time equivalent psychological assistants;**
 - ii. **Not more than X full-time equivalent psychological interns;**
 - iii. **Not more than X part-time psychological trainees working not more than 16 hours each per week or other interns licensed, registered, or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS;** or
 - ~~c. A combination of not more than five psychological assistants, psychological interns, psychological trainees, or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS;~~

>>> at the same time.

2. **Within the limits defined in (1) above, a psychologist may serve as a**
 - a. **Primary supervisor to a combination of not more than five total psychological assistants, psychological interns, psychological trainees or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS.**
 - b. **secondary supervisor to a combination of not more than X total psychological assistants, psychological interns, psychological trainees or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS.**

3. A psychological assistant or psychological intern may not be employed by more than two supervisors at the same time.
4. A psychological trainee may not be assigned to more than two training sites at the same time.

5. For the purposes of this provision,

- a. Unless otherwise designated, the term "supervisor" includes primary and secondary supervisors.**
- b. A secondary supervisor shall not be responsible for regular supervision, clinical care, nor emergent consultation.**

CURRENT:

NAC 641.158 Limitations on number of assistants, interns and supervisors. ([NRS 641.100](#), [641.170](#))

1. A psychologist may serve as a supervisor to:
 - a. Not more than three full-time equivalent psychological assistants;
 - b. Not more than two full-time equivalent psychological interns;
 - c. Not more than four part-time psychological trainees working not more than 10 hours each per week; or
 - d. A combination of not more than five psychological assistants, psychological interns, psychological trainees, or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS,

>>> at the same time.

2. A psychological assistant or psychological intern may not be employed by more than two supervisors at the same time.
3. A psychological trainee may not be assigned to more than two training sites at the same time.

PROPOSED

NAC 641.158 Limitations on number of assistants, interns and supervisors. ([NRS 641.100](#), [641.170](#))

1. A psychologist may serve as:
 - a. **Primary** supervisor to:
 - i. Not more than three full-time equivalent psychological assistants;
 - ii. Not more than two full-time equivalent psychological interns;
 - iii. Not more than four part-time psychological trainees working not more than **16** ~~10~~ hours each per week **or other interns licensed, registered, or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS;** or
 - b. **Secondary supervisor to:**
 - i. **Not more than X full-time equivalent psychological assistants;**
 - ii. **Not more than X full-time equivalent psychological interns;**
 - iii. **Not more than X part-time psychological trainees working not more than 16 hours each per week or other interns licensed, registered, or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS;** or
 - ~~c. A combination of not more than five psychological assistants, psychological interns, psychological trainees, or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS;~~

>>> at the same time.

2. **Within the limits defined in (1) above, a psychologist may serve as a**
 - a. **Primary supervisor to a combination of not more than five total psychological assistants, psychological interns, psychological trainees or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS.**
 - b. **secondary supervisor to a combination of not more than X total psychological assistants, psychological interns, psychological trainees or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS.**

3. A psychological assistant or psychological intern may not be employed by more than two supervisors at the same time.
4. A psychological trainee may not be assigned to more than two training sites at the same time.

5. For the purposes of this provision,

- a. **Unless otherwise designated, the term "supervisor" includes primary and secondary supervisors.**
- b. **A secondary supervisor shall not be responsible for regular supervision, clinical care, nor emergent consultation.**

CURRENT:

NAC 641.158 Limitations on number of assistants, interns and supervisors. ([NRS 641.100](#), [641.170](#))

1. A psychologist may serve as a supervisor to:
 - a. Not more than three full-time equivalent psychological assistants;
 - b. Not more than two full-time equivalent psychological interns;
 - c. Not more than four part-time psychological trainees working not more than 10 hours each per week; or
 - d. A combination of not more than five psychological assistants, psychological interns, psychological trainees, or other interns licensed, registered or certified, as applicable, under the provisions of chapter 641A, 641B or 641C of NRS,

>>> at the same time.

2. A psychological assistant or psychological intern may not be employed by more than two supervisors at the same time.
3. A psychological trainee may not be assigned to more than two training sites at the same time.

Nevada Administrative Code:**NONRESIDENT PSYCHOLOGICAL CONSULTANTS****NAC 641.169 Approval to practice. ([NRS 641.100](#), [641.410](#))**

1. A psychologist who is invited to practice as a consultant in Nevada pursuant to [NRS 641.0295410](#) must obtain the approval of the Board before practicing.

a) A consultant and shall submit to the Board:

- i. An application for approval to practice as a consultant in this State. The application must be submitted at least 30 days before the psychologist intends to begin practice in this State.
- ii. A letter from the inviting psychologist, who is licensed in Nevada, stating that he or she will have primary responsibility for the professional conduct of the invited psychologist.
- iii. A sworn statement by the invited psychologist that he or she will only practice as a consultant in this State.

b) For the purposes of Section 1, "consultant" is defined as a psychologist who is engaging in services of limited duration and responsibility and include, without limitation, psychological assessment, forensic assessment, neuropsychological evaluation, or any other psychological testing and assessment; testifying as an expert witness in a court proceeding; or conducting a one-time evaluation for a specific purpose, including, without limitation, a court proceeding or the preparation of a presentence report.

2. A psychologist may be permitted short-term approval to provide psychological services via telehealth in Nevada upon application and approval by the Board.

a. He/she/they shall submit to the Board:

- i. An application for approval to practice in this State. The application must be submitted at least 30 days before the psychologist intends to begin practice in this State.
- ii. The application must be accompanied by the application fee prescribed by the Board and include all information required to complete the application.

b. Approval is limited to one time for a duration of 6 months.

Nevada Revised Statutes

NRS 641.0295 Applicability of chapter: Practice by nonresident psychologist as consultant.

A psychologist, not a resident of Nevada and not licensed in Nevada, who is certified or licensed in another state whose requirements for certification or licensure are equivalent to the requirements of this chapter is not subject to the provisions of this chapter if the psychologist does not practice psychology in the State of Nevada for over 30 days in any 1 calendar year, and if the psychologist is invited as a consultant by a psychologist licensed in Nevada.

NRS 641.0295 Applicability of chapter: Practice by nonresident psychologist as consultant.

1. A psychologist, not a resident of Nevada and not licensed in Nevada, who is certified or licensed in another state or territory of the United States or the District of Columbia, whose requirements for certification or licensure are equivalent to the requirements of this chapter is not subject to the provisions of this chapter if the psychologist does not and may be approved by the Board to practice psychology in the State of Nevada for over not more than 30 days in any 1 calendar year, ~~and~~ if the psychologist is invited as a consultant by a psychologist licensed in Nevada.

NRS 641.196 Expedited license by endorsement as psychologist: Requirements; procedure for issuance; provisional license pending action on application.

1. The Board may issue a license by endorsement as a psychologist to an applicant who meets the requirements set forth in this section. An applicant may submit to the Board an application for such a license if the applicant holds a corresponding valid and unrestricted license as a psychologist in the District of Columbia or any state or territory of the United States.

2. An applicant for a license by endorsement pursuant to this section must submit to the Board with his or her application:

(a) Proof satisfactory to the Board that the applicant:

(1) Satisfies the requirements of subsection 1;

(2) Has not been disciplined or investigated by the corresponding regulatory authority of the District of Columbia or the state or territory in which the applicant holds a license as a psychologist; and

(3) Has not been held civilly or criminally liable for malpractice in the District of Columbia or any state or territory of the United States;

(b) A complete set of fingerprints and written permission authorizing the Board to forward the fingerprints in the manner provided in [NRS 641.160](#);

(c) An affidavit stating that the information contained in the application and any accompanying material is true and correct;

(d) The fee prescribed by the Board pursuant to [NRS 641.228](#) for the issuance of an initial license; and

(e) Any other information required by the Board.

3. Not later than 15 business days after receiving an application for a license by endorsement as a psychologist pursuant to this section, the Board shall provide written notice to the applicant of any additional information required by the Board to consider the application. Unless the Board denies the application for good cause, the Board shall approve the application and issue a license by endorsement as a psychologist to the applicant not later than 45 days after receiving all the additional information required by the Board to complete the application.

4. A license by endorsement as a psychologist may be issued at a meeting of the Board or between its meetings by the President of the Board. Such an action shall be deemed to be an action of the Board.

5. At any time before making a final decision on an application for a license by endorsement pursuant to this section, the Board may, for any reason, grant a provisional license authorizing an applicant to practice as a psychologist in accordance with regulations adopted by the Board.

(Added to NRS by [2015, 3906](#); A [2017, 4249](#); [2019, 4303](#); [2021, 3486](#))

NAC 641.xxx Issuance of provisional license to applicant by endorsement as psychologist. ([NRS 641.100](#), [641.196](#))

1. The Board will issue a license to provisional license to practice as a psychologist to an applicant for licensure by endorsement if the applicant:

- a) Has applied for licensure as a psychologist in a manner prescribed by the Board and paid the appropriate fees;
- b) Has been licensed to practice psychology based on a doctoral degree that relates primarily to psychology in a jurisdiction whose requirements have been determined by the Board to be at least equivalent to the requirements of chapter 641 of NRS;
- c) Has not previously been convicted of a felony;
- d) Has not been subject to disciplinary action in another jurisdiction;
- e) Does not have any outstanding complaints or charges pending against him or her in another jurisdiction;
- f) Has not previously been denied licensure by the Board;
- g) Has scheduled to take the Nevada State Examination for Licensure as a Psychologist; and
- h) Complies with subsection 1 of NRS 641.160 by submitting:
 - 1) A complete set of the applicant's fingerprints to the Board with written permission authorizing the Board to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation; or
 - 2) Verification to the Board that the applicant's fingerprints were so forwarded by the law enforcement agency or other authorized entity taking the fingerprints.

2. The Board may require the applicant to appear before the Board to demonstrate the applicant's:

- a) Current fitness to practice psychology; and
- b) Intent to practice psychology in a manner consistent with his or her education, training and experience.

3. Failure to show positive movement toward completion of licensure within six months of application may result in termination of the provisional license.

NAC 641.019 Fees. ([NRS 641.100](#), [641.110](#), [641.228](#))

- The Board will charge and collect the following fees:

For an application for licensure	100 150*
<i>For an application for registration as a psychological assistant, psychological intern or psychological trainee **</i>	150**
For the state examination for licensure administered by the Board pursuant to NAC 641.112 or 641.113	Actual Costs to the Board plus \$100
For the issuance of an initial license	25
For the biennial renewal or reinstatement of a license as a psychologist	500 600**
For the biennial renewal or reinstatement of a license as a licensed behavior analyst	400
For the biennial renewal or reinstatement of a license as a licensed assistant behavior analyst	275
For the initial registration of a psychological assistant, psychological intern or psychological trainee]	150
<i>For the initial registration of a psychological intern</i>	75
<i>For the initial registration of a psychological trainee</i>	30
For the renewal of a registration of a psychological assistant, psychological intern or psychological trainee]	150
<i>For the renewal of a registration of a psychological intern</i>	75
<i>For the renewal of a registration of a psychological trainee</i>	30
For the registration of a firm, partnership or corporation	300
For the placement of a license on inactive status	100
For the biennial renewal of a license on inactive status	100
<i>For initial licensure or reinstatement of licensure</i>	Prorated biennial fee
For the restoration to active status of a license as a psychologist on inactive status if the restoration occurs during the first year of the biennium in which the license was issued or renewed	400 250*
For the restoration to active status of a license as a psychologist on inactive status if the restoration occurs during the second year of the biennium in which the license was issued or renewed	150
For the restoration to active status of a license as a licensed behavior analyst on inactive status if the restoration occurs during the first year of the biennium in which the license was issued or renewed	300
For the restoration to active status of a license as a licensed behavior analyst on inactive status if the restoration occurs during the second year of the biennium in which the license was issued or renewed	100

* R169.18, Effective 1/30/2019

**R057-19, Effective 9/14-2021

***R121-21, Effective 9/27/2022

For the restoration to active status of a license as a licensed assistant behavior analyst on inactive status if the restoration occurs during the first year of the biennium in which the license was issued or renewed	175
For the restoration to active status of a license as a licensed assistant behavior analyst on inactive status if the restoration occurs during the second year of the biennium in which the license was issued or renewed	40
For the registration of a nonresident consultant	100
For reproduction and mailing of material for an application	25 30 *
For a dishonored check	15 30 *
For a change of name on a license	25 30 *
For a duplicate license	25 30 *
For copies of the provisions of NRS relating to the practice of psychology and applied behavior analysis and the rules and regulations adopted by the Board	25 30 *
For a letter of good standing	15 30 *
For the review and approval of a course or program of continuing education	25 30 *

2. The Board will annually determine the actual costs to the Board for the state examination administered by the Board pursuant to [NAC 641.112](#) or ~~641.113~~ for purposes of determining the fee charged and collected pursuant to subsection 1.

3. If an applicant submits an application for a license or an application for reactivation of a license, the Board shall charge and collect:

(a) Not more than the fee specified in subsection 1 for the issuance of an initial license; and

(b) The biennial fee for the renewal of a license, which must be prorated for the period from the date the license is issued to the end of the biennium.

4. If an active member of, or the spouse of an active member of, the Armed Forces of the United States, a veteran or the surviving spouse of a veteran submits an application for a license by endorsement pursuant to NRS 641.196, as amended by section 3.6 of Senate Bill No. 44, chapter 522, Statutes of Nevada 2021, at page 3486, the Board will charge and collect a fee of ~~\$62.50-half the prorate biennial fee~~ for the issuance of an initial license.***

5. In accordance with NRS 353C.115 and NAC 353C.400, the Board will charge and collect from any person whose check or other method of payment is returned to the Board or otherwise dishonored because the person had insufficient money or credit with the drawee or financial institution to pay the check or other method of payment or because the person stopped payment on the check or other method of payment a fee of \$25 or such other amount as may subsequently be required by NRS 353C.115 and NAC 353C.400.*

* R169.18, Effective 1/30/2019

**R057-19, Effective 9/14-2021

***R121-21, Effective 9/27/2022

6. As used in this section, "veteran" has the meaning ascribed to it in NRS 417.005.***

(Added to NAC by Bd. of Psychological Exam'rs, eff. 7-7-82; A 8-24-90; 7-11-94; 12-28-95; R153-97, 12-19-97; R078-99, 3-13-2000; R090-01, 2-7-2002; R077-02, 7-25-2002; R131-09, 1-28-2010; R209-09, 10-15-2010; R127-14, 6-28-2016)—(Substituted in revision for NAC 641.135)

* R169.18, Effective 1/30/2019

**R057-19, Effective 9/14-2021

***R121-21, Effective 9/27/2022

NAC 641.019 Fees. ([NRS 641.100](#), [641.110](#), [641.228](#))

1. The Board will charge and collect the following fees:

For an application for licensure	150
For an application for registration as a psychological assistant, psychological intern or psychological trainee	150
For the state examination for licensure administered by the Board pursuant to NAC 641.112 or 641.113	Actual Costs to the Board plus \$100
For the issuance of an initial license	25
For the biennial renewal or reinstatement of a license as a psychologist	600
For the initial registration of a psychological assistant	150
For the initial registration of a psychological intern	75
For the initial registration of a psychological trainee	30
For the renewal of a registration of a psychological assistant	150
For the renewal of a registration of a psychological intern	75
For the renewal of a registration of a psychological trainee	30
For the registration of a firm, partnership or corporation	300
For the placement of a license on inactive status	100
For the biennial renewal of a license on inactive status	100
For the restoration to active status of a license as a psychologist on inactive status	250
For the registration of a nonresident consultant or provisional licensure¹	100
For reproduction and mailing of material for an application	30
For a change of name on a license	30
For a duplicate license	30
For copies of the provisions of NRS relating to the practice of psychology and the rules and regulations adopted by the Board	30
For a letter of good standing	30
For the review and approval of a course or program of continuing education	30

2. The Board will annually determine the actual costs to the Board for the state examination administered by the Board pursuant to [NAC 641.112](#) for purposes of determining the fee charged and collected pursuant to subsection 1.

¹ Text would be determined by any change to Non-Resident Consultant language

* R169.18, Effective 1/30/2019

**R057-19, Effective 9/14-2021

***R121-21, Effective 9/27/2022

3. If an applicant submits an application for a license or an application for reactivation of a license, the Board shall charge and collect:

(a) Not more than the fee specified in subsection 1 for the issuance of an initial license; and

(b) The biennial fee for the renewal of a license, which must be prorated for the period from the date the license is issued to the end of the biennium.

4. If an active member of, or the spouse of an active member of, the Armed Forces of the United States, a veteran or the surviving spouse of a veteran submits an application for a license by endorsement pursuant to [NRS 641.196](#), the Board shall collect not more than one-half of the fee set forth in subsection 1 for the initial issuance of the license by endorsement.

5. In accordance with NRS 353C.115 and NAC 353C.400, the Board will charge and collect from any person whose check or other method of payment is returned to the Board or otherwise dishonored because the person had insufficient money or credit with the drawee or financial institution to pay the check or other method of payment or because the person stopped payment on the check or other method of payment a fee of \$25 or such other amount as may subsequently be required by NRS 353C.115 and NAC 353C.400.

6. As used in this section, "veteran" has the meaning ascribed to it in NRS 417.005.

(Added to NAC by Bd. of Psychological Exam'rs, eff. 7-7-82; A 8-24-90; 7-11-94; 12-28-95; R153-97, 12-19-97; R078-99, 3-13-2000; R090-01, 2-7-2002; R077-02, 7-25-2002; R131-09, 1-28-2010; R209-09, 10-15-2010; R127-14, 6-28-2016)—(Substituted in revision for NAC 641.135)

* R169.18, Effective 1/30/2019

**R057-19, Effective 9/14-2021

***R121-21, Effective 9/27/2022



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Finance: Budgeting

Purpose

This document establishes the financial and budgeting procedures of the Nevada State Board of Psychological Examiners ("Board"). It seeks to ensure that the financial statements conform to generally accepted bookkeeping principles; assets are safeguarded; and finances are managed with accuracy, efficiency, and transparency.

Definitions

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

Procedure

1. General

- a. Board members and staff, including independent contractors, are expected to comply with the policies and procedures in this manual.
- b. The Board shall comply with state and/or federal laws and regulations related to accounting, purchasing, and contracting, as applicable.

2. Accounts Payable

a. Cash Disbursements and Expense Allocations

i. Cash disbursements are generally made for:

- 1. Payroll
- 2. Payments to vendors for goods and services, including contracts and leases
- 3. Taxes/license fees
- 4. Board member / training, professional development, and travel
- 5. Fees, memberships and registrations
- 6. Meeting expenses
- 7. Office supplies
- 8. Professional fees

b. Accounts payable should be paid from the banking account or a Board authorized credit card.

- i. When necessary, reimbursement to a Board member or staff member must be approved and documented. Such reimbursement is generally limited to Board approved travel or related expenses.

c. Payroll Processing

- i. Payroll checks shall be paid by direct deposit to a bank account.
- ii. Time Recording

1. The executive director shall maintain a spreadsheet to account for hours worked and leave taken (vacation, sick, and leave without pay).
 2. Other staff shall submit documented payroll to the executive director every two weeks, or as applicable.
- iii. The Operations Manager will review payroll expenditures and allocations monthly.
 - iv. All quarterly federal and state payroll reports will be prepared and filed appropriately by the bookkeeper.
 - v. All W-2 statements are issued prior to January 31st of the following year for the prior calendar year.
- d. Travel Expenses and Reimbursement
- i. In connection with their official duties, Board members and/or staff may occasionally need to travel to obtain professional development and/or training to keep current with professional best practices and other legitimate purposes.
 - ii. Travel costs shall conform with approved lodging and per diem costs as set by the Federal Government Services Administration (see [Travel Resources | GSA](#)). Exceptions for lodging costs may be approved when the lodging is at the location of the event.
 - iii. Expenses outside of allowable amounts must have the approval of the Board prior to reimbursement.
- e. Credit Card Usage
- i. All Board and staff members (executive director, secretary / treasurer) who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by the Board, state/federal laws and regulations.
 - ii. The receipts for all credit card charges will be given to the executive director within two (2) weeks of the purchase along with

proper documentation. The bookkeeper will verify all credit card charges with the monthly statements.

3. Accounts Receivable

a. Income - Fees

- i. Income is the result of fees collected in accordance with NAC 641.019, Fees.
- ii. Fees shall be accepted as checks (personal, business, or cashier), money orders, or credit card payments received through a digital payment system (PayPal). At no time shall the Board office accept cash payments nor keep cash on hand in the Board office.

b. Deferred Revenue

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

- a. \$50,000 will be allocated on January 1 of the odd-numbered year for use during the first quarter of the biennium (January 1 - June 30 of the odd-numbered year);
 - b. \$50,000 will be allocated on July 1 of the odd-numbered year for use during the second quarter of the biennium (July 1 - December 31 of the odd-numbered year);
 - c. \$50,000 will be allocated on January 1 of the even-numbered year for use during the third quarter of the biennium (January 1 - June 30 of the even-numbered year);
 - d. \$50,000 will be allocated on July 1 of the even-numbered year for use during the fourth quarter of the biennium (July 1 - December 31 of the even-numbered year).
- iii. By action of the Board, monies classified as deferred revenue may be moved to the savings account until it is time to move them to the checking account for operational use. Inter-Account Bank Transfers shall be conducted in accordance with the Fund Balance policy.
4. Annual Operating Budget - Preparation and Adoption
- a. The annual budget is an expression of the goals and policy priorities of the Board within the scope of funds available from all sources. It is generally incremental, where the previous year's spending is used to estimate the next year's budget.
 - b. Balanced Budget. The Board shall strive to create a structurally balanced budget, in which recurring revenues are equal to or greater than recurring expenses.
 - c. Preparation of Budget. The budget shall be prepared in compliance with state law and accepted accounting principles.
 - i. The budget shall be based on, but is not limited to:
 1. Salaries and benefits based on current staffing and the adopted salary schedule.

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

- b. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
- c. All appropriate government filings including those required by the State will be completed and filed with the appropriate agency.

8. Financial Reports

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

9. Accounting and personnel records will be kept in the Board office and, when possible, in a digital format.

10. Division of Responsibilities

- a. Board. The Board shall:
 - i. Review and approve the annual fiscal budget.
 - ii. Review monthly financial statements and information.
 - iii. Review the executive director's performance annually and establish the salary through adoption of an HR policy with salary schedule.
 - iv. Appoint a voting member of the Board as Secretary/Treasurer on an annual basis.
 - v. Reviews and approves all contracts and leases.
 - 1. The Board president or, in the absence of the Board president, Secretary/Treasurer shall be the primary signatory on contracts and leases.
 - vi. Reviews and approves all non-budgeted expenditures of \$500 or more.
 - vii. Reviews and approves inter-account bank transfers
 - viii. Reviews internal controls and accounting policies and procedures.

- ix. Chooses and contracts with an annual external auditor for compliance with NRS ...
 - x. Reviews annual external audit and puts findings into practice, in conjunction with the executive director
 - xi. Chooses and contracts with a bookkeeper to work with the executive director to provide additional oversight of the finances.
- b. Secretary/Treasurer of the Board. The Secretary/Treasurer shall:
- i. Present monthly financial reports to the Board which include a statement of the bank balances, budget-to-actual report of income and expenses, general ledger, accounts payable / receivable, and deferred revenues. An expanded financial report shall be presented quarterly (January, April, July, October).
 - ii. Be an authorized signer on the bank accounts and credit card.
 - iii. Monitors financial reports as part of financial oversight procedures, including bank statements, budget-to-actuals, and general ledger
 - iv. Develop, in conjunction with the executive director, the annual fiscal budget.
- c. Executive Director. The executive director shall:
- i. Conduct the general bookkeeping duties, with oversight by the bookkeeper, including but not limited to:
 - 1. Overall responsibility for data entry into accounting system and integrity of accounting system data and maintain general ledger
 - 2. Process invoices and payments including checks, credit cards and electronic payments (e.g., Zelle, PayPal); make bank deposits
 - 3. Process payroll
 - 4. Prepares monthly and year-end financial reports
 - 5. Manages Accounts Receivable, including deferred revenues

- ii. Create and monitor an appropriate annual fiscal budget, in conjunction with the Secretary/Treasurer, including but not limited to review of financial reports including cash flow projections.
 - iii. Maintain internal controls through the creation, review and revision of financial policies and procedures to ensure consistency and transparency
 - iv. Maintain all financial records
 - v. Review all contracts in accordance with State of Nevada contracting procedures
 - vi. Request, as needed, inter-account bank transfers
 - vii. Serves as on-site signatory for all bank accounts
 - viii. Reviews bank statements for any irregularities, and provides to the bookkeeper for monthly bank reconciliations
- d. Independent Contractors
- i. Bookkeeper
 - 1. Reconciles all bank accounts
 - 2. Provides training in accounting software to executive director and Secretary / Treasurer
 - 3. Assists with annual external audit of finances and internal controls
 - 4. Makes tax payments
 - 5. Processes end of year W-2s and 1099's, as applicable
 - ii. Certified Public Accountant
 - 1. Conducts, in accordance with state law, the annual external audit and presents findings to the Board prior to submission to the State

Review

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

Addendum

A. Chart of Accounts

INCOME ACCOUNTS

2550	Fund Balance	<ul style="list-style-type: none"> Retained Earnings; Kept as Savings account
2600	Deferred Revenue	<ul style="list-style-type: none"> Account # used to hold monies deferred to a future quarter of the fiscal biennium. Used from January 1 of the odd-numbered year through June 30 of the even-numbered year.
4010	Psychologist Application	<ul style="list-style-type: none"> Overarching account # for incoming fees related to applications. It is broken up by psychologist, psychological assistant, psychological intern and psychological trainee. Account #s 4010, 40100, 40101, 40102 and 40103 are only used in the 6 months prior to the start of a new renewal period (July 1 - December 31 of even-numbered years). Otherwise, these fees are placed in deferred revenue.
40100	Psychologist Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychologists. Fee is \$150
40101	Psychological Assistant Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychological assistants Fee is \$150; waived if paid as an intern or trainee
40102	Psychological Intern Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychological interns Fee is \$150; waived if paid as a trainee
40103	Psychological Trainee Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychological trainees Fee is \$150

4015	Psychologist State Exam	<ul style="list-style-type: none"> ● Account # for fees received from applicants taking the Nevada State Exam ● Fee is \$200
4020	Psychologist Biennial Fee (licenses, registrations, deferred revenue)	<ul style="list-style-type: none"> ● Income collected from 40201 and 40202 <ul style="list-style-type: none"> ○ Renewed active licenses ○ New licenses ○ Deferred revenue transferred on January 1 each year and July 31 of odd-numbered years
40201	Prorated psychologist biennial	<ul style="list-style-type: none"> ● Income collected from new licenses ● Amount is prorated against the biennial renewal fee of \$600
40202	Inactive psychologist biennial	<ul style="list-style-type: none"> ● Income collected from renewed inactive licenses ● \$100
40203	Reinstatement of Psychologist	<ul style="list-style-type: none"> ● Income collected for an application to reinstate a license <ul style="list-style-type: none"> ○ Psychologist must also pay prorated fee (40201) once approved
40204	Temporary License	<ul style="list-style-type: none"> ● Currently inactive <ul style="list-style-type: none"> ○ Income collected from issuance of a temporary license
4028	Registration Fee	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological assistant, intern, or trainee
40281	Registration Fee: Psychological assistant	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological assistant ● Fee for initial registration of a psychological assistant ● \$150
4025	New License	<ul style="list-style-type: none"> ● Hard copy license
40251	New License	<ul style="list-style-type: none"> ● Hard copy license for new licensees ● \$25
40252	License: Change, Duplicate, Reinstatement	<ul style="list-style-type: none"> ● Hard copy license ● \$30
40282	Registration Fee: Psychological intern	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological intern

		<ul style="list-style-type: none"> • Fee for initial registration of a psychological intern • \$75
40283	Registration Fee: Psychological intern	<ul style="list-style-type: none"> • Fee for initial registration of a psychological trainee • Fee for initial registration of a psychological trainee • \$30
4030	Non-Resident Consultant	<ul style="list-style-type: none"> • Fee for application of a non-resident consultant • \$100
4040	CE App Fee	<ul style="list-style-type: none"> • Application fee for review of continuing education program for the sponsoring organization
4045	Verification of Licensure	<ul style="list-style-type: none"> • Fee for verification of licensure request by licensee
4048	Request for Public Records	<ul style="list-style-type: none"> • Fee for reproduction of public records
4050	Renewal Late Fees	<ul style="list-style-type: none"> • Income collected from licensees who do not pay the renewal fee by the deadline of December 31 of the even-numbered year • \$200
4076	Restitution of Legal Costs	<ul style="list-style-type: none"> • Restitution of costs for legal matters
4078	Legal Fines recovered	<ul style="list-style-type: none"> • Costs Recovered for disciplinary matters
4080	Corporation / Firm Registration	<ul style="list-style-type: none"> • Fee for registration of a firm, partnership or corporation which engages in or offers to engage in the practice of psychology • NRS 641.2265 and NAC 641.1505
3377	Mediation Review	?
4090	Other Income	?
4999	Interest	?
Payroll Expens		

es		
5100	Board Salary	<ul style="list-style-type: none"> • Salary of Board members • \$150 per Board meeting attended; Paid no more than once per month • Board members who are state employees are generally not eligible for salary
5175	Wages, Staff Salary	<ul style="list-style-type: none"> • Combination of all wages / salary
51751	Salary: Executive Director	<ul style="list-style-type: none"> • Salary of executive director
51752	Salary: Executive Assistant	<ul style="list-style-type: none"> • Salary of part-time assistant
51753	Salary: Investigator	<ul style="list-style-type: none"> • Salary of investigator(s)
xxxx	Staff Benefits Reserve	<p>Needs number</p> <ul style="list-style-type: none"> • Reserve money for vacation payout of staff who separate from service
5250	Workers Compensation	<ul style="list-style-type: none"> • Expense for workers compensation
5300	PERS	<ul style="list-style-type: none"> • Retirement benefit expense • Only executive director
5800	Employer FICA	Which of these do we use?
5810	Employer Medicare	
5900	Board Other	<ul style="list-style-type: none"> • This number is inactive
Operati ng Expens es		
6000	Travel Expenses	<ul style="list-style-type: none"> • Combination of all travel expenses
6100	Out of State Travel	<ul style="list-style-type: none"> • Total of all out-of-state travel expenses
6101	Out of State Travel - Meals	<ul style="list-style-type: none"> • Monies paid for meals during out-of-state travel • Expense based on GSA rates
6102	Out of State Travel - Lodging	<ul style="list-style-type: none"> • Monies paid for lodging during out-of-state travel • Allowable lodging expense based on GSA rates unless lodging is at the location of the

		event
6103	Out of State Travel - Baggage, incidentals	<ul style="list-style-type: none"> • Monies paid for baggage and incidentals during out-of-state travel • Expense based on GSA rates
6104	Out of State Travel - Auto Rental	<ul style="list-style-type: none"> • Monies paid for rental car during out-of-state travel • Expense based on GSA rates • Car rental should be pre-approved by the Board
6105	Out of State Travel - Auto, Public Carrier	<ul style="list-style-type: none"> • Monies paid for transportation (e.g. taxi, ride hailing service) during out-of-state travel • Expense based on GSA rates
6106	Out of State Travel - Air Travel	<ul style="list-style-type: none"> • Monies paid for air travel during out-of-state travel • Expense based on GSA rates
6110	Out of State Travel - Misc	<ul style="list-style-type: none"> • Monies paid for meals during out-of-state travel • Meal reimbursement based on GSA rates
6200	In-State Travel	<ul style="list-style-type: none"> • Total in-state travel line items
6201	In-State Travel - Meals	<ul style="list-style-type: none"> • Monies paid for meals during in-state travel • Meal reimbursement based on GSA rates
6202	In-State Travel - Lodging	<ul style="list-style-type: none"> • Monies paid for lodging during in-state travel • Expense based on GSA rates
6203	In-State Travel - Baggage, incidental	<ul style="list-style-type: none"> • Monies paid for meals during in-state travel • Expense based on GSA rates
6204	In-State Travel - Room Rental	<ul style="list-style-type: none"> • Monies paid for room rental (e.g. meeting space) in-state • Expense based on GSA rates
6205	In-State Travel - Auto Rental	<ul style="list-style-type: none"> • Monies paid for rental car during in-state travel • Expense based on GSA rates
6206	In-State Travel - Personal Auto	<ul style="list-style-type: none"> • Monies paid for mileage when using personal vehicle during in-state travel • Reimbursement based on IRS rates

6207	In-State Travel - NV Auto Public Carrier	<ul style="list-style-type: none"> • Monies paid for ground transportation (e.g. taxi, ride hailing service) during in-state travel • Expense based on GSA rates
6250	In-State Travel - Air Travel	<ul style="list-style-type: none"> • Monies paid for in-state air travel • Expense based on GSA rates
7015	Supplies	<ul style="list-style-type: none"> • General office supplies • Includes 70151
70151	Supplies	<ul style="list-style-type: none"> • Combined into 7015
7020	Office Expense	<ul style="list-style-type: none"> • Total office expenses
70202	Office Furniture	<ul style="list-style-type: none"> • Office furniture includes, but is not limited to, desks, chairs, filing cabinets, tables
7040	Office Expense - Print Copy	<ul style="list-style-type: none"> • Cost of printing, including in-office printing costs and use of outside printing service (mailers, licenses, envelopes)
7041	Office Expense - Print Copy - State Exam	<ul style="list-style-type: none"> • Printing cost for state exam • This account is inactive
85100	Office Expenses - Shredding	<ul style="list-style-type: none"> • Office expense for shredding service
7050	Office Expenses - Rent	<ul style="list-style-type: none"> • Rent for office space
7100	Postage	<ul style="list-style-type: none"> • Office expense for postage
7111	Property & Contents Insurance	
7200	Utilities	<ul style="list-style-type: none"> • Combination of information technology, internet, and telephone
7210, 307910	DoIt Web SV	<ul style="list-style-type: none"> • Information technology expense for state website maintenance
7290	Telephone	
72901	Long Distance	
72902	Internet	
72903	Teleconference	

7294	DoIT VPN	
7500	Copy Lease	
7770	Software	
7777	Database	
8000	Legal & Professional Fees	
8010	Legal	
8011	Hearing Expense	
8015	Tort Claim	
8025	Repairs	
8050	Professional Services	Auditor, Bookkeeper
8055	Lobbyist	
8100	Exam Administration	
8250	Dues & Reg	Conference Registration
8255	Membership	ASPPB Annual Dues
8400	Staff Development	
8500	Admin Services	
8520	LCB	
8550	State Misc	
8600	Moving Expenses	
9001	Banking Fees	
9002	Bank Crgs	
9011	Fees Collected	PayPal Fees
90100	Miscellaneous Expense	
xxxx	Uncategorized Expense	



NEVADA STATE
BOARD OF PSYCHOLOGICAL EXAMINERS

License Renewal Procedure

Purpose

The Nevada Board of Psychological Examiners (“Board”) has adopted this document to establish the process for licensure renewal of psychologists in the state of Nevada. This includes the requirements of continuing education.

Definitions

1. Licensure Biennial. The licensure biennial is defined as the period from January 1 of the odd-numbered year through December 31 of the even-numbered year, inclusive.
2. “Reactivation” refers to the process for reactivating a license that is inactive, expired, suspended or revoked. The process for reactivation differs related to the reason for its not being active.
3. “Face-to-Face” or “Live” continuing education courses refer to opportunities where real-time interaction with the instructor(s) is possible. This includes live opportunities offered online.
4. “Distance learning” refers to continuing education courses that are not live and includes home study and asynchronous learning.

Procedures

1. License Types
 - a. Active License. “Active” refers to a license that is current and the psychologist is permitted to perform psychological services in the state of Nevada.
 - b. Inactive License. A psychologist with an “inactive” license cannot perform psychological services in the state of Nevada. The license remains in good standing and can be reactivated upon application and approval by the Board. Proof of continuing education is required upon reactivation.
 - c. Expired License. An “expired” license means the psychologist cannot perform psychological services in the state of Nevada. Non-renewal of a

license shall result in the license being deemed expired but shall not be considered a disciplinary action.

2. Licensure Renewal

- a. The renewal period shall be opened on or about October 15 of each even-numbered year, and not later than November 1.
- b. Active License Renewal
 - i. To renew an active license each person must, by December 31 of each even-numbered year:
 1. Complete the online renewal application. A hard copy renewal application shall be available upon request;
 - a. The application shall include, but not be limited to, information regarding the psychologist's licensure in other jurisdictions; pending or ongoing complaints, legal or disciplinary action against the licensee; whether the licensee received training in the treatment of mental and emotional trauma immediately following an emergency or disaster; and the name of the designated custodian of health care records in the event of the discontinuation of the practice.
 2. Pay the biennial fee for the renewal of a license;
 3. Submit evidence of completion of the continuing education requirements; and
 - a. Individuals newly licensed during that renewal period may have the continuing education requirement waived.
 4. Submit any other information required to complete the renewal.
- c. Inactive License Renewal or Placement of License on Inactive Status
 - i. A person who wishes to renew an inactive license or place a license on inactive status must submit to the Board:
 1. An application for the renewal of the license; and
 2. The fee for the biennial renewal of a license on inactive status.

- ii. Individuals moving a license to inactive or renewing an inactive license are not required to complete continuing education requirements until or unless reactivation of the license is sought.
 - iii. A person whose license is placed on inactive status shall not engage in the practice of psychology during the period in which the license is on inactive status.
- d. Renewal of an active or inactive license must be electronically paid/posted, postmarked or hand delivered by December 31.
- e. An audit of proof of continuing education shall be conducted through a random pool of not less than 10% of all licensees. If selected, the licensee must provide evidence of completion of the continuing education requirement. Evidence of completion of continuing education includes, but is not limited to, a letter signed by the instructor of the course or program or the agent of the sponsoring agency or organization, and a certificate of completion.
- f. Failure to complete license renewal
 - i. A licensee who fails to complete licensure renewal sixty (60) days after the expiration date, March 1, shall have their license suspended.
 - ii. If a licensee does not satisfy the continuing education requirement, the license will not be renewed and the licensee shall be subject to disciplinary action.

3. General

- a. Renewals shall be submitted by licensees through the online portal to the Board's database. Hard copies of renewal materials shall be made available, upon request by the licensee.
 - i. Licensees shall be made aware of the renewal process through email (distributed through the licensee database) and a mailer.
 - ii. The Board website shall be updated with appropriate information including significant deadlines, access to the renewal portal, and any changes in renewal requirements.
 - iii. Notification to licensees should begin in late summer of the even-numbered year with reminders sent periodically through the renewal period.

- b. New expiration stickers shall be mailed to the licensee following verification of completion of the renewal process, including the continuing education audit, if applicable.
 - c. The Board will award not more than 8 hours of continuing education within a 2-year period to any person licensed by the Board who is appointed by the Board to:
 - i. Conduct or develop an examination; or
 - ii. Serve on a committee approved by the Board.
4. Continuing Education
- a. To renew an active license, a psychologist must certify to the Board that during the preceding 2 years he/she/they completed thirty (30) hours of continuing education in courses approved by the Board.
 - i. At least 6 hours must include instruction in scientific and professional ethics and standards, and common areas of professional misconduct.
 - ii. At least 2 hours of instruction on evidence-based suicide prevention and awareness. The hours of instruction must be completed within 2 years after initial licensure and at least every 4 years thereafter.
 - iii. At least 2 hours must include instruction in evidence-based suicide prevention and awareness.
 - iv. At least 2 hours of instruction relating to cultural competency and diversity, equity and inclusion. Such instruction:
 - 5. May include the training provided pursuant to NRS 449.103, where applicable.
 - 6. Must be based upon a range of research from diverse sources.
 - 7. Must address persons of different cultural backgrounds, including, without limitation:
 - a. Persons from various gender, racial and ethnic backgrounds;
 - b. Persons from various religious backgrounds;
 - c. Lesbian, gay, bisexual, transgender and questioning persons;
 - d. Children and senior citizens;
 - e. Veterans;
 - f. Persons with a mental illness;
 - g. Persons with an intellectual disability, developmental disability or physical disability; and

h. Persons who are part of any other population that the holder of a license may need to better understand, as determined by the Board.

ii. Method

1. At least 15 hours must be live.
2. Not more than 15 hours may be obtained from a distance education course.
3. A licensee may not receive credit for continuing education for a course in which he/she/they is the instructor.

vi. Generally, the Board will accept the following types of continuing education courses or programs:

1. Formally organized workshops, seminars or classes which maintain an attendance roster and are conducted by or under the auspices of an accredited institution of higher education offering graduate instruction.
2. Workshops, seminars or classes which maintain an attendance roster and are certified or recognized by a state, national or international accrediting agency.
3. Other workshops, classes, seminars and training sessions in psychology or a closely related discipline which have a formal curriculum and attendance roster and receive approval by the Board.
4. Distance education courses in psychology or a closely related discipline that are approved by the Board.

- b. A continuing education course may only count for one required category (ethics and suicide prevention).
- c. The Board may grant a licensee a 60-day extension if the licensee submits to the Board, on or before December 1 immediately preceding the expiration of the license, a written request for an extension which includes a compelling explanation for the licensee's inability to complete the continuing education requirement during the immediately preceding 2 years.
- d. Misrepresentation of completion of continuing education shall be subject to disciplinary action including, but not limited to, suspension, revocation or nonrenewal of the license.
- e. The licensee shall retain evidence of the completion of the continuing education for at least 5 years after the completion of that continuing education.

5. Reactivation of a License from Inactive Status

- a. A person whose license is placed on inactive status may apply to the Board to have the license restored to active status. The Board will restore the license to active status upon:
 - i. The submission of an application for the restoration of the license;
 - ii. The payment of the appropriate fee for the restoration to active status of a license on inactive status;
 - iii. The submission of proof of completion of the requirements for continuing education for the 2 years immediately preceding the date of the application;
 - iv. If the applicant has engaged in the practice of psychology in another jurisdiction during the period his or her license was on inactive status, the submission of proof that he or she is in good standing and that there are no disciplinary proceedings pending against him or her in that jurisdiction;
 - v. Submission of any other proof the Board may require to determine whether the applicant is qualified and competent to engage in the practice of psychology or applied behavior analysis, as applicable; and
 - vi. If the Board considers it necessary, the successful completion of the national examination or the state examination administered by the Board.

6. Suspension of License / License Declared Expired

- a. The license of any person who fails to pay the biennial fee for the renewal of a license within 60 days after the date when it is due is automatically suspended and declared as "expired."
- b. The Board may, within 2 years after the date the license is so suspended, reinstate the license upon payment to the Board of the amount of the then current biennial fee for the renewal of a license and the amount of the fee for the restoration of a license so suspended.
- c. If the license is not reinstated within 2 years, the Board may reinstate the license only if it also determines that the holder of the license is competent to practice psychology. This may require re-application and completion of licensure requirements.
- d. A licensee whose license has been suspended or not renewed must complete the required continuing education before the Board will consider whether to reinstate his or her license.
- e. A notice shall be sent to any person who fails to pay the biennial fee, informing the person that the license is suspended.

Review & Revision

Adopted: TBD