



State of Nevada

**Board of Examiners for Social Workers**

4600 Kietzke Lane, #C-121, Reno, NV 89502

(775) 688-2555

**PUBLIC NOTICE OF BOARD MEETING**

**9:00 AM on Wednesday, October 18, 2023**

BESW strives to maintain government transparency and protect public safety. We are offering a virtual option for attendance via Zoom conference. Cameras will be on for the duration of the meeting. Supporting materials will be available electronically at the BESW website: <http://socwork.nv.gov/board/Mtgs/>.

The Nevada Board of Examiners for Social Workers is Inviting you to a scheduled Zoom meeting.

**Date and Time: October 18, 2023 at 9:00 AM Pacific – Daylight Savings Time**

**Topic: BESW October Board Meeting via Zoom**

**Join Zoom Meeting**

Join Zoom Meeting

<https://zoom.us/j/99795032217?pwd=eklMNjl4YmlmS1VMSSStCRWtoaTlpUT09>

Meeting ID: 997 9503 2217

Passcode: 979980

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One tap mobile

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• +1 253 215 8782 US (Tacoma)

Meeting ID: 997 9503 2217

Passcode: 979980

Please Note: The Board of Examiners for Social Workers may address agenda items out of sequence, combine the agenda items, pull, or remove the agenda items, to aid the efficiency or effectiveness of the meeting or to accommodate persons appearing before the Board. The Board may continue agenda items to the next meeting as needed. (NRS 241.020)

Public comment is welcome by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of agenda prior to the adjournment of the Board meeting. Public comment may be limited to three (3) minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B126.

## **AGENDA**

Items may be taken out of order; Items may be combined for consideration by the public body; Items may be pulled or removed from the agenda at any time; the public body may place reasonable restrictions on the time, place, and manner of public comments, but may not restrict comments based upon viewpoint.

- **NOTE: Per Open Meeting Law, before speaking please state your full name for the record.**

**1. Call to Order, Roll Call.**

**2. Public Comment.**

*Note: No vote 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). Public comment may be limited to three (3) minutes.*

**3. Board Operations:**

**A. Review and Discuss August 16,2023 Meeting Minutes (For Possible Action).**

**B. Introduction of New Board Member Michelle Rubinstein Meadows, LMSW, Licensed Member (Informational).**

**C. ASWB Test Waiver Option (For Possible Action).**

**D. Additional Content for NAC Changes (For Possible Action).**

**E. BESW Audit Progress by Casey Nielon (Informational).**

**F. 1<sup>st</sup> Quarter Financials Report (For Possible Action).**

- G. CE Broker Resources (For Possible Action).**
- H. ASWB New Board Member Training, October 1-3, 2023 (Informational).**
- I. ASWB Delegate Assembly, November 2-4, 2023 in Memphis TN. (Informational).**
- J. Board Review of Hearing for Virgilio DeSio, License No. 6200-C (For Possible Action).**
- K. Executive Director's Report (Informational).**
  - i. Inquiry about future agenda items.
  - ii. Next Scheduled Board Meeting is 9AM, Wednesday, November 15, 2023.

**4. Public Comment.**

*Note: No vote 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). Public comment will be limited to three (3) minutes.*

**5. Adjournment.**

**Please contact Vikki Erickson, LCSW at (775) 688-2555 for informational regarding the meeting. Supporting materials can be accessed electronically at the BESW website:**

**<http://socwork.nv.gov/board/Mtgs//>.**

**This notice has been posted at the Office of the Board of Examiners for Social Workers; the Board's Web Site [www.socwork.nv.gov](http://www.socwork.nv.gov) and the State of Nevada's Public Notice Website <http://notice.nv.gov>**

3A

Meeting Minutes – August 2023



State of Nevada

**Board of Examiners for Social Workers**

4600 Kietzke Lane, #C-121, Reno, NV 89502

(775) 688-2555

**Board Meeting Minutes, Wednesday, August 16, 2023**

The Board meeting for August 16, 2023, was called to order by Linda **Holland-Browne** at 1:01 pm. Roll Call was taken. Board members in attendance: Linda **Holland-Browne**, Jamie **Vaughn**, Abigail Klimas and Esther Langston, who had a brief overlapping appointment and joined a couple minutes later. BESW Staff in attendance: Vikki **Erickson** and Sandra **Lowery**. In attendance was Board Counsel/Deputy Attorney General Harry **Ward**. Guest in attendance: Nick **Vanderpoel** from Flynn Guidici Government Affairs.

**Public Comment:** There was no public comment in person and **Erickson** stated that there was no public comment in writing or online.

**Langston** moved to Item **3A. Review and Discuss June 21, 2023 Meeting Minutes (For Possible Action)**.

**Motion was made by Abigail Klimas to approve the June 21, 2023 meeting minutes; seconded by Linda Holland-Browne, the Motion was approved unanimously.**

**Langston** moved to Agenda Item 3B. Introduction of New Board Member Jamie **Vaughn**, Public Member (Informational). Ms. **Vaughn** provided her background, "I am a native of Reno, Nevada. I've been in and out of Reno, Nevada but here since I've been 21 years old". "I'm a former schoolteacher of the Washoe County School District. I am currently retired, and I have a million other things that I do in my retirement". The board members welcomed Ms. **Vaughn**.

**Langston** moved to Item **3C. Review and Discuss 2023 Final Legislative Tracking Report – Flynn Guidici Government Affairs Advocates Report. (For Possible Action)**. Mr. **Vanderpoel** introduced himself to present the 2023 final legislative report. He states that the 2023 legislative session began on February 6<sup>th</sup> and ended on June 5<sup>th</sup>. They went into a special session on June 6<sup>th</sup>, which he described as the fastest special session in legislative history on the capital improvement projects bills, also known as the CIP. Mr. **Vanderpoel** states that immediately following, they went into another special session June 7<sup>th</sup> through June 14<sup>th</sup> for the Oakland A's stadium. He states there were 1234 bill draft requests. He states that of the 1234 bill draft requests, 1096 were introduced and 295 died. Mr. **Vanderpoel** indicated that 2 open meeting bills were adopted, AB 52 and AB219 on how to conduct business, specifically that there needs to be a physical space for participants and to allow multiple days to allow

public comment and for public participation. He described AB522 was to assist in increasing staff by adjusting the budget to increase salary. He states SB231 is for appropriation to increase pay for school social workers in the school districts. He indicates AB245 relates to school violence and SB163 relates to the treatment of disorders of sexual development, which includes health insurance coverage which includes social work services. Mr. **Vanderpoel** indicates the final bill he'll bring to the attention of the board is SB431, which is the Governor's restructuring bill which under the Department of Business and Industry, there is a director of Boards and Commissions. He states that to his understanding the Governor's office or maybe Director Reynolds from Business and Industry have been reaching out to boards and commissions about what the next steps look like. He believes this is still a fluid conversation of what that looks like, but the conversation is starting to take place and boards are being contacted.

Mr. **Vanderpoel** discussed the bill that the board tried to put forward this legislative session in February. He described it in collaboration with the Council of State Governments in partnership with the Department of Defense called the Social Work Interstate Compact. He states that once seven states adopt the compact that it allows social workers to move across state lines. He states the assembly minority leader gave him an emergency bill. He described why the bill failed due to unforeseen consequences; however, we will still try to bring the compact forward in the next legislative session. "My response to Council of State Governments was that we need to think this through a little more" and "how to approach this and protect the social workers". "There's a dire need for social workers in Nevada and they wanna find a solution". "The plan is to revisit the topic with the individuals, my colleagues in the legislative building in September after the dust is settled and everybody's un-winded from the legislative session and at least have a conversation of how to maybe address this going forward in 2025".

**Erickson** discussed how there has already been contact from the office of the director from Terry Reynolds, that they would be reaching out to set up a meeting and gather information. **Erickson** discussed that a copy of the letter the Director's office put out was in the Board packet for them to review. She also discussed that she has been in contact from an assistant reaching out requesting information for the Director's office regarding financial information and we have been fully cooperative with their requests.

**Langston** inquired if there were further questions or discussion and thanked Mr. **Vanderpoel**. She indicated that we certainly will be having conversations with him as all the states wrestle with how to develop an interstate compact that will protect social workers. She states that we will take part in those discussions and come up with solutions and will share them with him.

**Langston** introduced agenda Item 3D. **Review and Discuss the "Screening Question"/ "YES Policy" Matrix (For Possible Action)**. **Erickson** indicated that Ms. **Lowery** has been working on the completion of the matrix and turned the discussion over to Ms. **Lowery**. Ms. **Lowery** shared her screen with the Screening Policy. Ms.

**Lowery** oriented the board to the matrix and discussed the various legal issues that would take an applicant to the board for licensing versus allowing the compliance unit and/or a board member and the executive director to make the decision to move forward with licensure.

**Klimas** thanked **Lowery** for streamlining the matrix to make it understandable.

**Holland-Browne** stated that she realized that we were getting a little bit backlogged with some of our complaints and investigations, and she understands some need to be expedient and move things along. She inquired if this change would move things from the compliance unit to the board members or the entire board. "Is this gonna be a significant number of cases?"

**Lowery** clarified that this would apply to initial applications coming in for licensure and renewal, indicating that rarely do these cases come before the board. It will speed things up in terms of what can be cleared in the office without needing to include a board member, and that none of these situations go to DAG **Ward** unless egregious or unless the Executive Director is looking for an opinion. She further clarified that this is licensing, not disciplinary cases and inquired if **Holland-Browne** was inquiring about disciplinary cases and where we were with those.

**Holland-Browne** acknowledged that she would like this streamlined with the application process and not getting hung up on a case.

**Langston** thanked everybody for working on this project and streamlining the process so things can move along more efficiently. She acknowledged that this was a work in progress, "it's not finished. Stuff will happen that's not there. And we will deal with it as it arises".

**Langston** asked for a motion to approve the screening policy to be reviewed in 6 months.

**Holland-Browne** made a motion to approve the screening policy to be reviewed in 6 months; seconded by **Klimas**. The Motion was approved unanimously.

**Langston** moved to Agenda Item 3E. **4<sup>th</sup> Quarter Financials and Finalized Budget (for Possible Action)**. **Erickson** turned this item over to **Lowery** who shared her screen. **Lowery** discussed that we came in at 116% of anticipated income, indicating we brought in more money than anticipated. She discussed that our expenses were in line with the salary expense at 100%. All other related expenses were at 70% so we did well. **Lowery** reminded the board with the GASB changes that the board took a large hit in relation to accounting for possible funds. Specifically keeping a fund to pay retirement if there were issues with State funding. **Lowery** discussed with the Board that last year, the Board decided to pay the funds for the retirement account after the GASB adjustment was, paying about \$400,000, but despite that, the board remains financially ahead. **Lowery** discussed the reserves that the Board is required to account

for. as well as the, except for December, the Board was above anticipated income. **Lowery** discussed that in April, the expenses were higher because of the way things fell into the budget such as paying the auditors, but for the most part the expenses are running pretty well and are overall 70% lower than anticipated.

**Lowery** discussed the year end numbers, indicating that she and **Erickson** decided to increase income expectations a little bit since we were being conservative. She indicated that we anticipate having \$714,000 in income over the next fiscal year and that expenses were under that amount without touching the \$199,000 that are in reserve. Payroll expenses are going to come in at about \$440,000 since we were able to do a 12% raise for the employees that was granted by the Governor. We were able to accommodate that in our budget. **Lowery** indicated that the contract labor is from the temporary company, board reimbursement is the money paid to the board members, etc. She indicated that we always anticipate a higher cost on credit card processing because as more and more of our business is on the credit cards and the amount of processing fees go up. She described that at the end of the year, we would make \$900, but that means that our budget balances with out income. She reminded the Board that the Board had severe financial issues several years ago which required us to do a 10% raise in fees.

**Langston requested a motion to accept the budget. Holland-Browne moved to accept the budget, Klimas seconded. The Motion was approved unanimously.**

**Holland-Browne** states "I need to say what a phenomenon this is having been aware of the comings and goings of the Board for some years". She states, "through Karen's leadership, I don't know of any other board that has been successful in turning their budget around".

**Langston** inquired if the Board charges credit card fees back to the applicant when they renew, or does the board absorb it all?

**Lowery** indicates we do not charge the licensee, but it was a small expense totaling about \$14,000, and we are uncertain if we are legally authority to charge it back to the licensee.

**Ward** indicates that unless we have statutory authority to charge it back, we are unable to do that, and his boards cannot do that.

**Langston** thanked Board staff for their due diligence and managing the budget.

**Langston** moved to Item 3F. **Request for additional Check Signer (For Possible Action).** **Erickson** discussed that the checks the Board has written require 2 signers, the Executive Director and a Board Member who is currently **Holland-Browne**. She requested that the board consider having another check signer authorized on the account in case **Holland-Browne** is unavailable and requested **Jamie Vaughn** since she resides in Northern Nevada. Discussed that **Vaughn** would need to accompany



**Holland-Browne and Erickson** to the bank to sign on to the account if the Board approves.

**Langston requests a motion. Holland-Browne makes the motion to approve Ms. Vaughn as a check signer. Klimas seconded the motion. Unanimous approval of the motion.**

**Langston** moves to Agenda Item **3G. Online Complaint Form (For Possible Action)**. **Lowery** shares her screen with the Board to review the old accusation form. She describes that Karen started the process to improve the Complaint form and put it on the data base. **Lowery** indicates that 90% of states have an online complaint form and reviewed some states that seemed to have a database that would be helpful to this Board. She indicates the link for the form will be on the Board website. She indicates that the form will have several more questions to identify the complaint. The module is ready on the database if the Board approves to move forward with it.

**Langston requests a motion to move forward with use of the online complaint form. Holland-Browne makes a motion. Klimas seconds the motion. Unanimous approval of the motion.**

**Langston** indicates she finds this to be “user friendly”. **Holland-Browne** states that she feels this is a big move forward. **Klimas** inquires when this will start. **Lowery** indicates the link will go up on the website tomorrow.

**Vaughn** inquired if the complainant must use their name when filling out the form, and if it would deter people from making complaints. **Holland-Browne** states the importance of identifying who the complainant is for questions since this is regarding possible disciplinary action.

**Holland-Browne** inquired about if there were very many anonymous complaints. **Erickson** indicated it was relatively rare to get an anonymous complaint. **DAG Ward** indicates that he cannot prosecute a case from an anonymous complaint because the defense attorney would say that his client has a right to confront his accuser which is a constitutional right.

**Langston** moves to Agenda Item **3H. ASWB Delegate Assembly, November 2-4, 2023 in Memphis, TN, Delegate Request (For Possible Action)**. **Erickson** discussed the role of a board member in the delegate assembly, which would be fully funded by the ASWB, and the importance of participation and voting for ASWB leadership, and other topics up for vote in November. She discussed that she would be attending as the Chair of the Nominating Committee and participating in the Administrators Forum. Discussed that she could also serve as the delegate if no board member was able to attend, but it would be a good idea for a board member to participate. **Vaughn** indicated that she would be honored to go although she is newly appointed to the board. **Langston** indicates she is able to participate in the Delegate Assembly.

**Langston requests a motion. Klimas makes the motion, Holland-Browne seconds the motion. Unanimously approved.**

**Langston** indicates if somebody else on the board would also like to go, to notify **Erickson**.

**Langston** moves to Agenda Item **3I. ASWB New Board Member Training October 1-3, 2023 in Washington DC (For Possible Action)**. **Erickson** states that both **Langston** and **Vaughn** are signed up for this training. **Holland-Browne** states she is also signed up.

**Langston** moved to Agenda Item **3J. ASWB Conference Report Update (Informational)**. **Erickson** provided an update to the ASWB meeting in Westminster Colorado in August. She is chairing the Nominating Committee and provided an update that a slate has been completed and submitted to ASWB for the Delegate Assembly. Discussed that all Committees met together in Westminster, CO.

**Langston** moved to Agenda Item **3K. Board Review of Hearing for Virgilio DeSio, License No. 6200-C (For Possible Action)**. **Ward** reviewed with the board that there are negotiations in regard to a settlement in this matter. He states that he and the licensee's attorney are trying to hammer out the language in the settlement agreement, however the licensee's attorney has left the firm so another attorney is taking over for him. **Ward** states that he anticipates this will be resolved and that he does not anticipate this being set for a hearing. He hopes to have a settlement agreement for the board in the very near future.

**Holland-Browne** inquired that a few months ago **Ward** had mentioned that there was hiring at the attorney general's office to assist with handling some of the boards and inquired on the progress of that. **Ward** stated that another attorney was hired and they had been assigned one of the boards at this time, that he is now working with 18 boards. **Holland-Browne** inquired how far behind we are on current investigations, hearing that a few years ago it was dreadful and thought they were making good progress but didn't know where we currently stand. **Ward** indicated that we were on top of everything. He states that we've sent out letters and some responses and although they're not resolved, **Erickson** is in a better position. **Ward** indicates we are caught up currently.

**Langston** moves to Agenda Item **3L. Executive Director's Report (Informational)**. **Erickson** informed the board to let her know if there are any agenda items they would like added to future agendas. **Erickson** discussed that she and **Lowery** will begin working on NAC changes shortly. **Erickson** inquired if the Board was able to have the next meeting September 20, 2023 at 9:00 am. The Board agreed to this.

**Langston** moved to Agenda Item **4. Public Comment**. No public comment in person, online or via email noted.

**Langston moved to Agenda Item 5. Adjournment. Meeting adjourned at 2:33pm.**

**3C**

**ASWB Test Waiver Option**



## If you fail the exam

We understand that it is disappointing to fail a social work licensing exam. When you are ready to begin preparing for your next attempt, we suggest you begin with the unofficial score report you received at the test center. It breaks down your performance by exam content area and serves as a good resource as you make a study plan.

### 90-day waiting period

ASWB policy states that candidates must wait 90 days between exam attempts. This waiting period exists for exam security reasons. It also benefits you because it sets aside time to prepare for your next attempt.

You may request a waiver that allows you to retake the exam before the end of the 90-day period if you meet all of the following criteria:

- The state or provincial board where you are applying for a license allows waivers.
- Your most recent exam score was within ten correct answers of the passing score.

Candidates may not use more than two waivers in twelve months for any single examination category.

[Submit a request to waive the waiting period](#)

### Next steps

When you are ready to retake the exam:

**3D**

**NAC Changes – Additional Proposed Changes**

CHAPTER 641B - SOCIAL WORKERS

**GENERAL PROVISIONS**

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- [641B.022](#) "Colleague" defined.
- [641B.025](#) "Complainant" defined.
- [641B.027](#) "Continuing education hour" defined.
- [641B.028](#) "Degree in a related field" defined.
- [641B.029](#) "Dual relationship" defined.
  - Inactive status*
  - [641B.035](#) "Intern" defined.
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**LICENSING, AUTHORIZATIONS AND SUPERVISION**

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- [641B.080](#) Display of license.
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- [641B.090](#) Application for licensure or renewal; conditions for waiver of examination; Board approval required to take examination.
- [641B.093](#) Application for authorization to make certifications for emergency admission, release from emergency admission or involuntary court-ordered admission to mental health facility; duty to maintain certain insurance.
- [641B.095](#) Evidence of age of applicant.

- [641B.100](#) Evidence of education.
- [641B.105](#) Examinations; retaking failed examination.
- [641B.110](#) Expiration and renewal of license **and provisional license**; circumstances under which license becomes delinquent.
- [641B.111](#) Restoration of expired license: Required submissions with application; notification of owed debt; extension for completion of or waiver from requirements of continuing education; hearing for restoration under certain circumstances.
- [641B.112](#) Provisional license: Eligibility; validity; disciplinary action; reinstatement or restoration not allowed if license invalidated or revoked; supervision of holder.
- [641B.115](#) Fees.
- [641B.120](#) Payment and handling of fees and remittances; refund not allowed in certain circumstances.
- [641B.124](#) Practice remotely by electronic means, use of telecommunication technologies or by other means.
- [641B.126](#) Licensure by endorsement.  
*Licensure by endorsement for individuals licensed in another country*
- [641B.131](#) "Degree in a related field" defined for purposes of qualifying for license or provisional license.
- [641B.140](#) Licensed independent social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state.
- [641B.150](#) Licensed clinical social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state.
- [641B.155](#) Supervisors of interns: Generally; maintenance of list of supervisors approved by Board.
- [641B.160](#) Supervisors of interns: Duties; additional internship hours required under certain circumstances; use of telecommunication technologies to supervise; withdrawal of approval to supervise; reapplication for approval; disallowance of credit.
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**CONTINUING EDUCATION**

- [641B.186](#) Interpretation of "reporting period" as used in [NAC 641B.187](#) and [641B.188](#).
- [641B.187](#) Continuing education requirements for reporting period; waivers; grounds for disciplinary action.
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- [641B.189](#) Approval of program by Board; acceptable forms of program; certain courses and programs deemed approved; unacceptable courses and programs.
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## **STANDARDS OF PRACTICE**

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## **PRACTICE BEFORE THE BOARD OF EXAMINERS FOR SOCIAL WORKERS**

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### **Pleadings, Motions and Discovery**

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## Miscellaneous Petitions

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<a href="#">641B.425</a>	Petition for declaratory order or advisory opinion: Action by Board.
<a href="#">641B.430</a>	Petition for declaratory order or advisory opinion: Preparation of order or opinion.
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<a href="#">641B.440</a>	Petition for declaratory order or advisory opinion: Violation of order or opinion.
<a href="#">641B.445</a>	Petition for adoption, amendment or repeal of regulation.
<a href="#">641B.450</a>	Petition to appear before Board.

## GENERAL PROVISIONS

**NAC 641B.005 Definitions.** ([NRS 641B.160](#)) As used in this chapter, unless the context otherwise requires, the words and terms defined in [NAC 641B.010](#) to [641B.066](#), inclusive, have the meanings ascribed to them in those sections.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R110-17, 2-27-2018)

**NAC 641B.010 "Applicant" defined.** ([NRS 641B.160](#)) "Applicant" means a person who applies for any privilege, license, approval or authority from the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99)

**NAC 641B.012 "Approved provider of continuing education" defined.** ([NRS 641B.160](#)) "Approved provider of continuing education" means a provider that the Board has approved to provide programs of continuing education without submitting the contents of each individual program for the review process set forth in subsection 1 of [NAC 641B.191](#).

(Added to NAC by Bd. of Exam'rs for Social Workers by R112-00, 1-17-2001)

**NAC 641B.015 "Board" defined.** ([NRS 641B.160](#)) "Board" means the Board of Examiners for Social Workers.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.017 "Client" defined.** ([NRS 641B.160](#)) "Client" means a natural person, couple, family, group, organization, governmental agency or political subdivision of this State that receives services from a social worker, regardless of whether the social worker charges a fee or receives any compensation for the services.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R142-08, 2-11-2009)

**NAC 641B.022 "Colleague" defined.** ([NRS 641B.160](#)) "Colleague" means any provider of services directly to a client, including, without limitation, professionals, paraprofessionals and team members.

(Added to NAC by Bd. of Exam'rs for Social Workers by R079-02, eff. 1-9-2003)

**NAC 641B.025 "Complainant" defined.** ([NRS 641B.160](#)) "Complainant" means any person who complains to the Board of any act of another person practicing as a social worker.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R055-19, 12-30-2019)

**NAC 641B.027 "Continuing education hour" defined.** ([NRS 641B.160](#)) "Continuing education hour" means 60 minutes of instruction devoted to a program of continuing education.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 11-8-95; R113-98, 1-13-99)

~~NAC 641B.028 "Degree in a related field" defined. (NRS 641B.160) "Degree in a related field" means a degree that includes a curriculum in:~~

- ~~1. Theories or concepts of human behavior and the social environment;~~
- ~~2. Methods used in the practice of social work for intervention and delivery of services;~~
- ~~3. Research concerning social work, including, without limitation, the evaluation of programs or practices;~~
- ~~4. Management, administration or social policy; and~~
- ~~5. Ethics in the practice of social work.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R112-00, 1-17-2001) (Substituted in revision for NAC 641B.058)~~

**NAC 641B.029 "Dual relationship" defined.** "Dual relationship" means a relationship between a licensee and a client to whom the licensee provides professional services or an intern or person who is supervised by the licensee that includes another professional, social or business relationship with the client, intern or other person.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

**NAC 641B.XXX "Inactive status" defined.** *"Inactive status" means the granting of an application to stop practice as a social worker in the State. Inactive status can be granted if a licensee is in good standing and the licensee has met all requirements for issuance or renewal of the license as of the application. During the period of inactive status, the license must not engage in social work in the State unless the license is returned to active status.*

*(Added to NAC by Bd. of Exam'rs for Social Workers)*

**NAC 641B.035 "Intern" defined. (NRS 641B.160)** "Intern" means an applicant for licensure as a licensed independent social worker or as a licensed clinical social worker who has not yet completed 3,000 hours of supervised postgraduate training, but is in the process of doing so under a program of internship approved by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R079-02, 1-9-2003)

**NAC 641B.040 "Intervener" defined. (NRS 641B.160)** "Intervener" means any person who is not an original party to a proceeding but who may be directly and substantially affected by it and who secures an order from the Board or presiding officer granting him or her leave to intervene.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.041 "Licensed associate in social work" defined. (NRS 641B.160)** "Licensed associate in social work" means a person licensed by the Board pursuant to [NRS 641B.210](#) to engage in the practice of social work as an associate in social work.

(Added to NAC by Bd. of Exam'rs for Social Workers by R079-02, eff. 1-9-2003; A by R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.042 "Licensed clinical social worker" defined. (NRS 641B.160)** "Licensed clinical social worker" means a person licensed by the Board pursuant to [NRS 641B.240](#) to engage in the practice of social work as a clinical social worker.

(Added to NAC by Bd. of Exam'rs for Social Workers by R079-02, eff. 1-9-2003)

**NAC 641B.043 “Licensed independent social worker” defined. (NRS 641B.160)** “Licensed independent social worker” means a person licensed by the Board pursuant to [NRS 641B.230](#) to engage in the independent practice of social work as an independent social worker.  
(Added to NAC by Bd. of Exam’rs for Social Workers by R079-02, eff. 1-9-2003; A by R055-19, 12-30-2019)

**NAC 641B.044 “Licensed social worker” defined. (NRS 641B.160)** “Licensed social worker” means a person licensed by the Board pursuant to [NRS 641B.220](#) to engage in the practice of social work as a social worker.  
(Added to NAC by Bd. of Exam’rs for Social Workers by R079-02, eff. 1-9-2003; A by R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.045 “Licensee” defined. (NRS 641B.160)** “Licensee” means a person holding a license or provisional license pursuant to this chapter as a licensed associate in social work, licensed social worker, licensed independent social worker or licensed clinical social worker.  
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99; R079-02, 1-9-2003)

**NAC 641B.047 “Licensing period” defined. (NRS 641B.160)** “Licensing period” means the period in which a license is valid as prescribed in [NAC 641B.110](#).  
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 11-28-89)

**NAC 641B.XXX** *“Licensed master social worker” defined (NRS 641B.160) “Licensed master social worker” means a person licensed by the Board pursuant to [NRS 641B.225](#) to engage in the practice of social work as a master social worker.*

**NAC 641B.050 “Petitioner” defined. (NRS 641B.160)** “Petitioner” means any person, except a complainant, who petitions for any affirmative relief, including a person who requests an advisory opinion or declaratory order or requests the adoption, amendment or repeal of a regulation.  
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88)

**NAC 641B.052 “Program of continuing education” defined. (NRS 641B.160)** “Program of continuing education” means a course or program of education and training that:

1. Is designed to maintain, improve or enhance the knowledge and competency of a licensee in the practice of social work; and
2. Has been approved by the Board.

(Added to NAC by Bd. of Exam’rs for Social Workers by R113-98, eff. 1-13-99; A by R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009)

**NAC 641B.055 “Protestant” defined. (NRS 641B.160)** “Protestant” means any person who enters a proceeding to protest against an application or petition.  
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88)

**NAC 641B.056 “Provider” defined. (NRS 641B.160)** “Provider” means a person or entity who offers programs of continuing education that must be approved pursuant to the review process set forth in subsection 1 of [NAC 641B.191](#).  
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R112-00, 1-17-2001)

**NAC 641B.057 “Psychotherapeutic methods and techniques” defined. (NRS 641B.160)** “Psychotherapeutic methods and techniques” means the methods of treatment, including, without limitation, the use of individual, couples, family and group therapy, that use a specialized, formal interaction between a licensed clinical social worker and a client in which a therapeutic relationship is established and maintained to:

1. Understand unconscious processes and intrapersonal, interpersonal and psychosocial dynamics; and
  2. Diagnose and treat mental, emotional and behavioral disorders, conditions and addictions.
- (Added to NAC by Bd. of Exam’rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R142-08, 2-11-2009)

**NAC 641B.059 “Reporting period” defined.** “Reporting period” means the period set forth in [NAC 641B.186](#) during which a licensee must obtain the hours of continuing education required pursuant to [NAC 641B.187](#).

(Added to NAC by Bd. of Exam’rs for Social Workers by R110-17, eff. 2-27-2018)

**NAC 641B.060 “Respondent” defined. (NRS 641B.160)** “Respondent” means a person against whom any complaint is filed or investigation is initiated.

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88)

**NAC 641B.062 “Services that are culturally and linguistically appropriate” defined. (NRS 641B.160)** “Services that are culturally and linguistically appropriate” means any care or services provided by a licensee that:

1. Are effective, understandable and respectful; and
2. Within the limitations of any available resources, are compatible with the client’s:
  - (a) Cultural beliefs and practices; and
  - (b) Preferred language of communication.

(Added to NAC by Bd. of Exam’rs for Social Workers by R122-06, eff. 7-14-2006)

**NAC 641B.063 “Social work services” defined. (NRS 641B.160)** “Social work services” means the application of skills, knowledge, methods, principles and techniques relating to social work in the licensed practice of social work.

(Added to NAC by Bd. of Exam’rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003)

**NAC 641B.065 “Social worker” defined. (NRS 641B.160)** “Social worker” means a licensed associate in social work or a person holding a license or provisional license as a licensed social worker, a licensed independent social worker or a licensed clinical social worker unless the context specifically refers solely to a person licensed as a licensed social worker pursuant to [NRS 641B.220](#).

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A by R112-00, 1-17-2001; R079-02, 1-9-2003)

**NAC 641B.066 “Telehealth” defined.** “Telehealth” means the delivery of services from a *Nevada licensed* provider of health care to a client at a different location *within the state of Nevada*, through the use of various technologies. The term includes the delivery of services from a *Nevada licensed* social worker, *licensed master social worker, licensed clinical social worker, licensed independent social worker* to a client at a different location *within the state of Nevada*, using electronic means or telecommunication technologies.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

**NAC 641B.069 Interpretation of terms used in [NRS 641B.030](#). ([NRS 641B.160](#))** As used in [NRS 641B.030](#), the Board interprets:

1. "Administration" to mean one or more methods used by those persons with administrative responsibility to plan and achieve organizational goals that will enhance the ability of a client to function physically, socially and economically.
2. "Case work" to mean a method to advocate, plan, provide, evaluate, coordinate and monitor services from a variety of resources on behalf of and in collaboration with a client.
3. "Community organization" to mean a process of intervention to deal with social problems and to enhance the public safety and welfare through planned collective action.
4. "Consultation" to mean a problem-solving process in which expertise is offered to a client or colleague to assist in learning how to solve problems and make decisions to enhance or restore the ability of a client to function physically, socially and economically. The term includes counseling and may be on a continuous, temporary or ad hoc basis.
5. "Group work" to mean an orientation and method of social work intervention in which a small number of persons who share similar problems convene and engage in activities designed to achieve certain objectives.
6. "Planning" to mean the process of specifying future objectives for a client, evaluating the means for achieving those objectives and making deliberate choices with or for the client about the appropriate course of action to achieve the objectives.
7. "Research" to mean systematic procedures used in seeking facts or principles to assist clients in their ability to enhance or restore their ability to function physically, socially and economically.

(Added to NAC by Bd. of Exam'rs for Social Workers by R142-08, eff. 2-11-2009)

**NAC 641B.070 Severability. ([NRS 641B.160](#))** If any provision of this chapter or any application thereof to any person, thing or circumstance is held invalid, the Board intends that such invalidity not affect the provisions or applications to the extent that they can be given effect.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

## LICENSING, AUTHORIZATIONS AND SUPERVISION

~~**NAC 641B.075 Evidence of license. ([NRS 641B.160](#))** Any time a person engages in the practice of social work, the person shall carry evidence that is satisfactory to the Board that he or she holds a license issued by the Board.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003)~~

**NAC 641B.080 Display of license. ([NRS 641B.160](#))** A licensee shall display prominently at each place of employment or practice of the licensee, the license issued to him or her by the Board or a copy of the license.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99; R112-00, 1-17-2001; R055-19, 12-30-2019)

**NAC 641B.082 Display of internship certificate. ([NRS 641B.160](#))** An internship certificate issued by the Board must be prominently displayed at all times at each location approved by the Board for the internship.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99)

**NAC 641B.085 List of licensed persons; notice of change of address. (NRS 641B.130, 641B.160)**

1. A copy of the list of names and professional addresses of each person licensed pursuant to this chapter may be obtained from the Board upon written request and payment of the cost of reproduction.

*(a) Personal addresses, telephone number or email addresses of licensees are considered confidential and shall not be released.*

2. Each licensee shall furnish the Board with written notice of his or her home and professional address within 30 days after moving.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; R112-00, 1-17-2001)

**NAC 641B.090 Application for licensure or renewal; conditions for waiver of examination; Board approval required to take examination. (NRS 641B.160, 641B.202)**

1. An application for licensure or renewal must be complete before the Board will process the application. An applicant for initial licensure or licensure by endorsement must complete the application before the application expires pursuant to subsection 9 or 10, as applicable. The Board will consider such an application to be complete if:

(a) The application is submitted on a form provided by the Board;

(b) All the information requested has been provided in accordance with the instructions on the form;

(c) All payments and fees required by the Board for licensure or renewal have been received by the Board; and

(d) All documents required by the Board for licensure or renewal have been received by the Board.

2. For good cause, the Board may allow an applicant to present material at its meeting in addition to the materials which he or she has previously submitted to the Board.

3. By submitting an application, an applicant grants the Board full authority to make any investigation or personal contact necessary to verify the authenticity of, or to clarify an ambiguity in, the matters and information stated within the application. If the Board so requests, the applicant must supply to the Board information that will verify the authenticity or clarify any ambiguity in the application.

4. An applicant for initial licensure must submit to the Board to satisfy the requirements of [NRS 641B.202](#):

(a) Two sets of completed fingerprint cards;

(b) Written authorization for the Board to forward those cards to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report; and

(c) The amount of the fees charged by the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for the handling of the fingerprint cards and issuance of the reports of criminal histories.

5. If deemed necessary, the Board will appoint a member of the Board or a designee to examine an application, take the actions authorized pursuant to subsection 3 and make recommendations for the Board's action.

6. If deemed necessary, the Board will require the personal appearance of the applicant.

7. For each application, the Board will:

(a) Approve the application;

(b) Defer action on the application pending the receipt by the Board of additional information concerning the application; or

(c) Deny the application.

8. The Board may waive the required examination for an applicant if the applicant passed an examination that is at least equivalent to the examination that the applicant would otherwise be required to take pursuant to [NAC 641B.105](#).

9. Before an applicant for initial licensure may take the examination required pursuant to [NAC 641B.105](#), the applicant must obtain approval from the Board to take the examination. An application for initial licensure expires 9 months after the date the initial approval to take the examination is granted by the Board.

10. An application for a license by endorsement expires 6 months after the date the application is received by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R112-00, 1-17-2001; R079-02, 1-9-2003; R048-04, 5-25-2004; R142-08, 2-11-2009; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.XXX Application for inactive status of a current license; conditions for granting inactive status; conditions for reinstating a license. (NRS 641B.160, 641B.202)**

1. A licensee with an associate in social work, social worker, master social worker, independent social worker or clinical social worker may apply to the Board to have his or her license placed on inactive status.

2. Once inactive status is granted, the licensee must not engage in social work in this State until such time as the license is reinstated and considered in good standing.

(a) An inactive status of a license is valid for up to five years after the date the inactive status was granted. If the license is not returned to current status within five years, it shall be considered expired and a new application for licensure must be submitted, pursuant to NAC 641B.090.

3. An application for reinstatement of a license on inactive status must be completed before the Board will process the application. The Board will consider such an application to be complete if:

(a) The application is submitted in a manner determined by the Board;

(b) All the information requested has been provided in accordance with the instructions on the application;

(c) All payments and fees required by the Board for reinstatement have been received by the Board; and

(d) All documents required by the Board for licensure or renewal have been received by the Board.

4. The applicant will submit 30 CEUs if they are an associate social worker, social worker or master social worker; or 36 CEUs if they are an independent social worker or clinical social worker, pursuant to NAC 641B.187, completed within twelve months prior to application to reinstate the license.

5. The applicant will pay a renewal fee associated with level of license and the reinstatement fee.

**NAC 641B.093 Application for authorization to make certifications for emergency admission, release from emergency admission or involuntary court-ordered admission to mental health facility; duty to maintain certain insurance.**

1. A licensed clinical social worker must apply to the Board for authorization to make the certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#).

2. The application required pursuant to subsection 1 must be submitted to the Board on a form approved by the Board and must include, without limitation, evidence which is satisfactory to the Board that the applicant:



(a) Has not had a lapse in his or her license as a clinical social worker or his or her practice of social work as a clinical social worker for a minimum of 5 years;

(b) Does not have a professional license or credential that is currently revoked or suspended by an agency of another state and is not currently subject to other disciplinary action by the Board or with regard to a professional license or registration that was issued by another state; and

(c) Has at least 3 years' experience in a mental health setting in the practice of clinical social work or the supervision of clinical social work. The experience in a mental health setting must have been obtained after the applicant was licensed as a clinical social worker.

3. A licensed clinical social worker who is authorized by the Board to make the certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#), and who is not otherwise covered under a policy of professional liability insurance shall maintain a policy of professional liability insurance.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

**NAC 641B.095 Evidence of age of applicant. ([NRS 641B.160](#), [641B.200](#))**

1. For the purposes of [NRS 641B.200](#), the Board will accept as satisfactory evidence of the age of the applicant:

(a) A certified copy of his or her birth certificate;

(b) A copy of a current passport;

(c) A copy of a current driver's license; or

(d) Any other such documentation regarding age that is satisfactory to the Board.

2. If the evidence submitted pursuant to this section includes any order of a court or other legal document specifying a change of name of the applicant or any form of identification that includes a photograph of the applicant, a copy of the document or identification must also be submitted to the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R122-06, 7-14-2006; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.100 Evidence of education. ([NRS 641B.160](#))**

1. An applicant for licensure ~~or provisional licensure~~ as:

(a) A licensed social worker;

~~(b)~~ *(b) A licensed master social worker;*

~~(c)~~ *(c) A licensed independent social worker; or*

~~(d)~~ *(d) A licensed clinical social worker,*

must cause the college or university from which he or she graduated to forward directly to the Board a certified transcript of his or her educational course work which sets forth the degree awarded.

2. A graduate of a foreign social work program must:

(a) Submit the appropriate forms and documentation to the Council on Social Work Education for evaluation of foreign credentials; and

(b) If the Council on Social Work Education determines that his or her foreign program was equivalent to a program that it would accredit in the United States, submit to the Board a copy of his or her transcript and cause the documentation from the Council on Social Work Education to be submitted to the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 11-8-95; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003)

**NAC 641B.105 Examinations; retaking failed examination. ([NRS 641B.160](#), [641B.250](#))**

1. Except as otherwise provided in [NAC 641B.090](#) and [641B.126](#), an applicant for licensure as a licensed social worker, *licensed master social worker*, licensed independent social worker or

licensed clinical social worker must pass the appropriate examination, as described in subsection 2, given by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

2. An applicant for licensure as:

(a) A licensed social worker must pass the Bachelors Examination of the Association of Social Work Boards if the applicant holds a baccalaureate degree in social work as described in [NRS 641B.220](#). If the applicant holds a master's degree in social work as described in [NRS 641B.220](#), the applicant must pass the ~~Bachelors Examination of~~ Masters Examination of the Association of Social Work Boards.

(b) A licensed independent social worker must pass the Advanced Generalist Examination of the Association of Social Work Boards.

(c) A licensed clinical social worker must pass the Clinical Examination of the Association of Social Work Boards.

3. Except as otherwise provided in this section, an applicant who is required to pass an examination pursuant to this section must satisfy the Board that he or she possesses the necessary requirements regarding age, character, education and, if applicable for the relevant license, supervisory experience before taking the examination. A student of social work currently enrolled in his or her last semester may take the examination before the award of his or her degree. For the purposes of this subsection, "student of social work" means a person enrolled in an undergraduate or graduate program of study leading to a degree in social work from a college or university accredited by the Council on Social Work Education or which is a candidate for such accreditation.

4. An applicant for initial licensure as a licensed social worker, *or licensed master social worker* who is required to pass an examination pursuant to this section must do so within ~~6~~ 9 months after satisfying the requirements set forth in subsection 3.

5. In addition to the requirements for offering examinations set forth in [NRS 641B.250](#), examinations will be offered as deemed appropriate by the Board and as scheduled by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

6. A failed examination:

(a) For initial licensure as a licensed social worker may be retaken every 90 days after the failed examination until the application expires pursuant to [NAC 641B.090](#).

(b) By a licensee in an internship undertaken pursuant to [NAC 641B.140](#) or [641B.150](#) may be retaken every 90 days after the failed examination and thereafter.

*(c) In the event that the testing vendor provides a specific waiver process to retest in less than 90 days, the Board may agree to follow that process.*

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 11-8-95; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009; R025-14, 10-24-2014; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.110 Expiration and renewal of license and provisional license; circumstances under which license becomes delinquent. ([NRS 641B.160](#), [641B.280](#), [641B.290](#))**

1. ~~Except for a provisional license issued pursuant to [NRS 641B.275](#):~~

~~(a)~~ An initial license will not become delinquent less than 1 year after the date of issuance.

~~(b)~~ (a) Except as otherwise provided in subsection 4, after initial licensure, each license will become delinquent annually on the last day of the month of birth of the licensee and will expire 60 days thereafter.

2. Except as otherwise provided in this subsection, an application for the renewal of a license must be completed on forms supplied by the Board and submitted to the Board on or before the last day of the month of birth of the licensee. ~~An application for the renewal of a provisional license~~

~~issued pursuant to paragraph (b) of subsection 1 of NRS 641B.275 must be submitted to the Board annually on or before the last day of the 12th month after the month in which the license was initially issued, until the expiration of the 3-year period of licensure set forth in NAC 641B.112 or until the license is no longer valid pursuant to NAC 641B.112.~~

3. If an application for renewal and the required fee are not postmarked or received on or before the last day of the month of birth of the licensee, the license becomes delinquent. A licensee whose license becomes delinquent or expires may not engage in the practice of social work until the license has been renewed or restored, as applicable.

4. Except as otherwise provided in this subsection, an application for renewal on which action is deferred pending the receipt by the Board of additional information concerning the application will expire if the additional information is not received by the Board within 21 days after the Board requests the additional information. The application will not expire if the Board, upon written request by an applicant, allows additional time as the Board deems reasonable and necessary to allow the applicant to gather the requested information. The license to which such an application pertains will not become delinquent or expire before the Board approves or denies the application.

5. A person whose license has expired may, within ~~2 years~~ *1 year* after the date on which the license expired, regain the right to practice social work at the same level of licensure by applying for restoration pursuant to NAC 641B.111. A person whose license has expired and who, more than ~~2 years~~ *1 year* after the date on which it expired, wishes to regain the right to practice social work at the same level of licensure must apply for a license pursuant to NAC 641B.090 to 641B.105, inclusive.

6. If a licensee notifies the Board in writing that the licensee will not renew his or her license and allows the license to expire, the Board will not consider the license to be delinquent for the purposes of NRS 641B.290.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; 11-8-95; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009; R055-19, 12-30-2019)

**NAC 641B.111 Restoration of *inactive or* expired license: Required submissions with application; notification of owed debt; extension for completion of or waiver from requirements of continuing education; hearing for restoration under certain circumstances. (NRS 641B.160, 641B.280, 641B.290)**

1. An application for restoration of an expired license must be completed on a form supplied by the Board and submitted to the Board within ~~2 years~~ *1 year* after the date on which the license expired.

2. In addition to the requirements set forth in NRS 641B.290 and except as otherwise provided in subsection 4, an application for restoration of an expired license must be accompanied by:

(a) Two sets of completed fingerprint cards;

(b) Written authorization for the Board to forward those cards to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;

(c) The amount of the fees charged by the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for the handling of the fingerprint cards and issuance of the report of criminal history;

(d) Evidence of the completion of all past continuing education hours; and

(e) Evidence that:

~~(1) The appropriate examination for licensure was passed by the applicant; or~~

~~(2)~~ (1) The licensee has maintained an equivalent license from another state in good standing.

3. If the State Controller has notified the Board pursuant to subsection 5 of [NRS 353C.1965](#) that the applicant owes a debt to an agency which has been assigned to the State Controller for collection pursuant to [NRS 353C.195](#), the Board will not restore the applicant's expired license unless the Board receives notification from the State Controller that the applicant has:

- (a) Satisfied the debt;
- (b) Entered into an agreement for the payment of the debt pursuant to [NRS 353C.130](#); or
- (c) Demonstrated that the debt is not valid.

4. After receiving an application for restoration of an expired license, the Board may:

(a) Grant an extension of not more than 6 months for the completion of past continuing education hours; and

(b) For good cause, waive the requirements of subsection 2 regarding the continuing education hours required pursuant to [NAC 641B.187](#).

5. If the applicant has been the subject of a disciplinary action by the Board or any other licensing agency in this State or any other jurisdiction, the Board may hold a hearing on an application for the restoration of an expired license to consider, without limitation:

- (a) The possible refusal to restore the expired license; and
- (b) The restoration of the expired license and the imposition of disciplinary action.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R112-00, 1-17-2001; R142-08, 2-11-2009; R025-14, 10-24-2014; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.112 Provisional license: Eligibility; validity; disciplinary action; reinstatement or restoration not allowed if license invalidated or revoked; supervision of holder. ([NRS 641B.160](#), [641B.275](#))**

1. For purposes of paragraph (b) of subsection 1 of [NRS 641B.275](#):

(a) An applicant *initial licensure by examination* must cause the college or university to forward directly to the Board the evidence of enrollment *in their final semester of schooling from Council on Social Work Education accredited program and must cause the college or university from which he or she graduated to forward directly to the Board an official transcript of his or her educational course work which sets forth the degree awarded.*

~~(b) The evidence of enrollment must include evidence, that is satisfactory to the Board, of formal admission to the program of study and of satisfactory progress toward the degree, indicating that the applicant will be able to obtain the degree in social work within 3 years.~~

~~—2. A provisional license issued pursuant to paragraph (b) of subsection 1 of [NRS 641B.275](#) is no longer valid:~~

~~(a) If, upon request of the Board, the licensee fails to cause the college or university to forward directly to the Board evidence of enrollment that complies with subsection 1.~~

~~(b) If the licensee fails to renew his or her provisional license by:~~

~~—(1) Submitting to the Board the application for renewal on a form supplied by the Board and the appropriate fee; and~~

~~—(2) Causing the college or university to forward directly to the Board evidence of enrollment that complies with subsection 1.~~

~~(c) Three years after:~~

~~—(1) The initial issuance of the license; or~~

~~—(2) The licensee graduates from a program of study leading to a degree in social work,~~

~~whichever occurs first.~~

—3. (b) A person is not eligible for the issuance of a provisional license pursuant to paragraph (a) of subsection 1 of [NRS 641B.275](#) if he or she has failed the prescribed examination within 5 years immediately preceding the date on which he or she submits his or her application.

4. (c) A provisional license issued pursuant to paragraph (a) of subsection 1 of [NRS 641B.275](#) is no longer valid if:

- (a) (1) The licensee fails the prescribed examination; or
- (b) (2) The provisional licensing period of 90 days expires,

whichever occurs first.

5. 2. The holder of a provisional license may be subject to disciplinary action pursuant to [NRS 641B.400](#), including, without limitation, the revocation of his or her license.

6. 3. A provisional license that has been invalidated or revoked may not be reinstated or restored. A person who has obtained a provisional license is not eligible for a second provisional license.

~~—7. The holder of a provisional license to engage in social work, to engage in social work as a licensed independent social worker or to engage in social work as a licensed clinical social worker shall practice under the supervision of a licensed social worker who is:~~

~~—(a) Licensed pursuant to chapter 641B of NRS; and~~

~~—(b) Authorized pursuant to the provisions of chapter 641B of NRS to practice in the setting in which the holder of the provisional license intends to practice.~~

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 10-25-93; A by R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R122-06, 7-14-2006; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.115 Fees. ([NRS 641B.160](#), [641B.300](#))** An applicant must pay the following fees for licensure:

1. Licensed associate in social work:	
(a) Annual renewal of license.....	\$125.00
<del>    (b) Restoration of revoked license.....</del>	<del>150.00</del>
(c) Restoration of expired license.....	200.00
(d) Renewal of delinquent license.....	100.00
(e) Reinstatement of inactive license.....	150.00
2. Licensed social worker or licensed master social worker:	
(a) Initial application.....	\$50.00
(b) Initial issuance of license other than license by endorsement.....	125.00
(c) Annual renewal of license.....	125.00

(d) Restoration of revoked license.....	150.00
(e) Restoration of expired license.....	200.00
(f) Renewal of delinquent license.....	100.00
(g) Initial issuance of license by endorsement pursuant to <a href="#">NRS 641B.271</a> .....	125.00
(h) Initial issuance of license by endorsement pursuant to <a href="#">NRS 641B.272</a> .....	62.50
(i) Initial issuance of provisional license.....	93.75
(j) Annual renewal of provisional license.....	93.75
(j) <i>Reinstatement of inactive license</i> .....	150.00

3. Licensed independent social worker and licensed clinical social worker:	
(a) Initial application.....	\$50.00
(b) Initial issuance of license other than license by endorsement.....	125.00
(c) Annual renewal of license.....	187.50
<del>(d) Restoration of revoked license.....</del>	<del>150.00</del>
(e) Restoration of expired license.....	200.00
(f) Renewal of delinquent license.....	100.00
(g) Initial issuance of license by endorsement pursuant to <a href="#">NRS 641B.271</a> .....	125.00
(h) Initial issuance of license by endorsement pursuant to <a href="#">NRS 641B.272</a> .....	62.50
(i) Initial issuance of provisional license.....	93.75
(e) <i>Reinstatement of inactive license</i> .....	150.00

If an applicant applies for more than one type of license at one time, he or she will be required to pay only one application fee.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 10-25-93; 11-8-95; R113-98, 1-13-99; R079-02, 1-9-2003; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.120 Payment and handling of fees and remittances; refund not allowed in certain circumstances. ([NRS 641B.160](#))**

1. Fees and remittances to the Board must be made by using a credit card, debit card, money order, bank draft or check payable to the Board. The Board will not accept currency or coin as payment.

2. Payment in full of all required fees must accompany each application for licensure or renewal.

3. The Board will establish bank accounts necessary for handling of fees and remittances. The accounts will require for the transaction of business the signature of:

- (a) Two members of the Board; or
- (b) Any member of the Board and the Executive Director of the Board.

4. The Board will not refund any money related to an application which has expired pursuant to subsection 9 or 10 of [NAC 641B.090](#).

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.124 Practice remotely by electronic means, use of telecommunication technologies or by other means. (NRS 641B.160)** The provision of social work services remotely to a client within this State through any means, including, without limitation, electronic means or telecommunication technologies, regardless of the location of the social worker, constitutes the practice of social work and is subject to the provisions of [chapter 641B](#) of NRS and any regulations adopted pursuant to that chapter.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R110-17, 2-27-2018)

**NAC 641B.126 Licensure by endorsement. (NRS 641B.160, 641B.270, 641B.271)**

1. An applicant for licensure as a social worker, *licensed master social worker*, independent social worker or clinical social worker who holds, in the District of Columbia or any state or territory of the United States, a corresponding and valid license that is in good standing to engage in the practice of social work as described in this chapter and [chapter 641B](#) of NRS and who satisfies the requirements of [NRS 641B.200](#) and [NRS 641B.220](#), [641B.230](#) or [641B.240](#), as applicable, may be licensed by endorsement by the Board to engage in the practice of social work as a social worker, *master social worker*, independent social worker or clinical social worker in this State by the Board without taking the examination prescribed by the Board.

2. An applicant for licensure by endorsement pursuant to this section must submit to the Board:

- (a) An application on a form prescribed by the Board;
- (b) The applicable fee; and

(c) Except as otherwise provided in subsection 3, proof that the license issued by the District of Columbia or the other state or territory or any other license or credential issued to the applicant by the District of Columbia or another state or territory:

- (1) Is currently valid and in good standing; and
- (2) Has never been suspended, revoked or otherwise restricted for any reason.

3. If an applicant has had a license or credential that was issued by the District of Columbia or another state or territory suspended, revoked or otherwise restricted for any reason, the Board will review and consider the specific facts and circumstances surrounding the suspension, revocation or restriction and may issue or decline to issue a license to an applicant based upon its review.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.XXX Licensure by endorsement for an individual licensed in another country (NRS 641B.160, 641B.270, 641B.271)**

1. *An applicant for licensure as a social worker or licensed master social worker who holds a corresponding and valid license that is in good standing to engage in the practice of social work,*

in another country, as described in this chapter and chapter 641B of NRS and who satisfies the requirements of NRS 641B.200 and NRS 641B.220, as applicable, may be licensed by endorsement by the Board to engage in the practice of social work as a social worker, or master social worker in this State by the Board.

(a) Except as otherwise provided in NAC 641B.090 and NAC 641B.105 an applicant for licensure as a licensed social worker, or licensed master social worker, must pass the appropriate examination given by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

2. An applicant for licensure as a clinical social worker or independent social worker who holds a corresponding and valid license that is in good standing to engage in the practice of social work, in another country, as described in this chapter and chapter 641B of NRS and who satisfies the requirements of NRS 641B.230 or 641B.240, as applicable, may be licensed by endorsement by the Board to engage in the practice of social work as a clinical social worker, or independent social worker in this State by the Board, providing that they

(a) Except as otherwise provided in NAC 641B.090 and NAC 641B.105 an applicant for licensure as a licensed clinical social worker, or licensed independent social worker, must pass the appropriate examination given by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

(b) can provide information from their licensure board that shows that the experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board for those applicants who complete their supervised, postgraduate social work in this State.

3. An applicant for licensure by endorsement of a license from another country, pursuant to this section must submit to the Board:

(a) An application on a form prescribed by the Board;

(b) The applicable fee; and

(c) Proof that the license issued by the country:

(1) Is currently valid and in good standing; and

(2) Has never been suspended, revoked or otherwise restricted for any reason.

4. Except as otherwise provided in subsection 3, if an applicant has had a license or credential that was issued by another country, that was suspended, revoked or otherwise restricted for any reason, the Board will review and consider the specific facts and circumstances surrounding the suspension, revocation or restriction and may issue or decline to issue a license to an applicant based upon its review.

~~NAC 641B.131 "Degree in a related field" defined for purposes of qualifying for license or provisional license. (NRS 641B.160, 641B.220, 641B.275) As used in NRS 641B.220 and 641B.275, "degree in a related field" has the meaning ascribed to it in NAC 641B.028.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001)~~

**NAC 641B.140 Licensed independent social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state. (NRS 641B.160, 641B.230)**

1. Except for an applicant for licensure by endorsement, an applicant for licensure as a licensed independent social worker must complete an internship consisting of not less than 3,000 hours of supervised, postgraduate social work. Except as otherwise provided in subsection 3, the required work must be:



(a) Undertaken in a program that is approved by the Board before the applicant begins the program. The program must include, without limitation:

- (1) An examination, if deemed necessary by the Board;
- (2) An appropriate setting, as determined by the Board;
- (3) Supervision of the applicant by a supervisor who has been approved by the Board; and
- (4) A plan of supervision that has been approved by the Board.

(b) Completed not earlier than 2 years or later than 3 years after the Board approves the program. For good cause, the Board will grant a specific extension of this period. The Board will disallow credit for all hours of internship accrued under the program if the required work does not result in the issuance of a license to engage in social work as an independent social worker within 3 years after the end of the program.

(c) Conducted pursuant to the requirements and standards set forth by the Board. For good cause, the Board will withdraw its approval of a particular program. Good cause for withdrawal of approval of a program includes, but is not limited to:

(1) The inability of a program to sustain, after 2 full, consecutive **calendar quarters reporting periods**, the minimum number of hours necessary to complete the program as required by paragraph (b);

(2) An investigation or finding by a local, state or federal authority pertaining to alleged practices conducted at the setting of the program which may be deemed unethical or unsafe under this chapter or [chapter 641B](#) of NRS; or

(3) An investigation by the Board of a licensee who engages in practices which may be deemed unethical or unsafe under this chapter or [chapter 641B](#) of NRS while supervising an intern as an owner, operator, employee or contractor of an agency that is part of a program of internship.

2. The Board will authorize a program to be conducted at not more than three agencies simultaneously.

~~3. Upon application to the Board by an applicant who is currently a social worker or an associate in social work licensed in this State, the District of Columbia or any other state or territory of the United States, the Board may approve and accept for licensure supervised, postgraduate hours completed in an agency that provides social work services if the applicant:~~

- ~~(a) Has been continually licensed as a social worker for the immediately preceding 10 years;~~
- ~~(b) Provides evidence satisfactory to the Board of continuous supervision by a licensed master's level social worker for at least 5 of the immediately preceding 10 years; and~~
- ~~(c) Has passed an examination recognized and approved by the Board.~~

~~4. The Board will approve work submitted by an applicant who is not licensed as an independent social worker in the District of Columbia or another state or territory pursuant to subsection 3 and accept it towards the hours of supervision that are required for licensure pursuant to subsection 1 if the Board determines that the experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board for those applicants who complete their supervised, postgraduate social work in this State.~~

~~5. (4) The following activities do not qualify as supervised, postgraduate social work:~~

- ~~(a) Instruction in techniques or procedures through classes, workshops or seminars.~~
- ~~(b) Orientational programs.~~

(c) Practice which is not under the supervision of an agency approved by the Board. The Board will consider a person to be under the supervision of an agency if:

(1) Each client who is served by the intern is a client of the agency and that fact is clearly set forth on each contract, release, agreement for financial reimbursement and billing statement which relates to that client;

(2) All records regarding clients belong to the agency and the agency has provided for their confidentiality and safekeeping;

(3) The agency appoints a specific employee of the agency to act as the board-approved supervisor of the intern, if such an employee is available, or otherwise approves a nonemployee to do so;

(4) The appointed supervisor reviews the work of the intern in the manner required for supervisors of interns;

(5) The appointed supervisor is granted complete access to all records of the agency related to the practice of the intern; and

(6) Any compensation for the services of the intern is provided directly by the agency.

(d) Any other activity that the Board determines is not within the scope of the practice of social work.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R079-02, 1-9-2003; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.150 Licensed clinical social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state. ([NRS 641B.160](#), [641B.240](#))**

1. Except for an applicant for licensure by endorsement, an applicant for licensure as a licensed clinical social worker must complete an internship consisting of not less than 3,000 hours of supervised, postgraduate clinical social work. Except as otherwise provided in subsection 5, the required work must be:

(a) Undertaken in a program that is approved by the Board before the applicant begins the program. The program must include, without limitation:

(1) An examination, if deemed necessary by the Board;

(2) An appropriate setting, as determined by the Board;

(3) Supervision of the applicant by a supervisor who has been approved by the Board; and

(4) A plan of supervision that has been approved by the Board.

(b) Completed not earlier than 2 years or later than 3 years after the Board approves the program. For good cause, the Board will grant a specific extension of this period. The Board will disallow credit for all hours of internship accrued under the program if the required work does not result in the issuance of a license to engage in social work as a clinical social worker within 3 years after the end of the program.

(c) Conducted pursuant to the requirements and standards set forth by the Board. For good cause, the Board will withdraw its approval of a particular program. Good cause for withdrawal of approval of a program includes, without limitation:

(1) The inability of a program to sustain, after 2 full, consecutive calendar quarters, the minimum number of hours necessary to complete the program as required by paragraph (b);

(2) An investigation or finding by a local, state or federal authority pertaining to alleged practices conducted at the setting of the program which may be deemed unethical or unsafe under this chapter or [chapter 641B](#) of NRS; or

(3) An investigation by the Board of a licensee who engages in practices which may be deemed unethical or unsafe under this chapter or [chapter 641B](#) of NRS while supervising an intern as an owner, operator, employee or contractor of an agency that is part of a program of internship.

*(d) An intern will not hold a post-graduate internship in another state simultaneously to an approved internship in Nevada.*

*(e) An intern will not practice outside of the state of Nevada while in an approved internship in Nevada.*

2. The Board will authorize a program to be conducted at not more than three agencies simultaneously.

3. At least 2,000 hours of the supervised, postgraduate clinical social work required by subsection 1 must be in the area of psychotherapeutic methods and techniques to persons, families and groups to help in the diagnosis and treatment of mental and emotional conditions. Unless otherwise approved by the Board, an average of 32 hours per week, not to exceed 416 hours in each quarter, of postgraduate hours in the use of psychotherapeutic methods and techniques will be accepted toward satisfying this requirement. The remaining hours required by subsection 1 may be completed in other areas of clinical social work.

4. At least 1,000 hours of the supervised, postgraduate clinical social work required by subsection 1 must be supervised by a licensed clinical social worker approved by the Board. The remaining hours required by subsection 1 may be supervised by a licensed clinical social worker, a licensed clinical psychologist or a psychiatrist who is licensed to practice medicine and certified by a board that is recognized by the American Board of Medical Specialties or the American Osteopathic Association, or a successor organization, or that is approved by the Board.

5. An applicant who is not licensed as a clinical social worker but has performed supervised, postgraduate clinical social work in the District of Columbia or another state or territory of the United States within the immediately preceding 3 years may submit to the Board, for its consideration as part of a program approved by the Board, evidence of the satisfactory completion of that work if:

(a) A licensing board that accepted the supervised, postgraduate clinical social work submits verification of the hours of work directly to the Board in a manner that is approved by the Board; and

~~—(b) The Board determines that the experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board for those applicants who complete their supervised, postgraduate clinical social work in this State.~~

~~—6. (5) The following activities do not qualify as supervised, postgraduate clinical social work:~~

~~(a) Instruction in techniques or procedures through classes, workshops or seminars.~~

~~(b) Orientational programs.~~

~~(c) Role-playing as a substitute for actual social work.~~

~~(d) Psychotherapy of the intern himself or herself.~~

~~(e) Practice which is not under the supervision of an agency approved by the Board. The Board will consider a person to be under the supervision of an agency if:~~

~~(1) Each client who is served by the intern is a client of the agency and that fact is clearly set forth on each contract, release, agreement for financial reimbursement and billing statement which relates to that client;~~

~~(2) All records regarding clients belong to the agency and the agency has provided for their confidentiality and safekeeping;~~

~~(3) The agency appoints a specific employee of the agency to act as the board-approved supervisor of the intern, if such an employee is available, or otherwise approves a nonemployee to do so;~~

~~(4) The appointed supervisor reviews the work of the intern in the manner required for supervisors of interns;~~

~~(5) The appointed supervisor is granted complete access to all records of the agency related to the practice of the applicant; and~~

~~(6) Any compensation for the services of the intern is provided directly by the agency.~~

~~(f) Any other activity that the Board determines is not within the scope of the practice of clinical social work.~~

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R079-02, 1-9-2003; R048-04, 5-25-2004; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.155 Supervisors of interns: Generally; maintenance of list of supervisors approved by Board. ([NRS 641B.160](#))**

1. To become a supervisor of an intern, a person must:

(a) Be approved by the Board to serve as the supervisor of an intern.

(b) Be a licensed independent social worker or a licensed clinical social worker if supervising an intern who is seeking a license as a licensed independent social worker, or be a licensed clinical social worker, a licensed clinical psychologist or a psychiatrist who is licensed to practice medicine and certified by a board that is recognized by the American Board of Medical Specialties or the American Osteopathic Association, or a successor organization, or that is approved by the Board, if supervising an intern who is seeking a license as a licensed clinical social worker.

(c) Have at least 3 years of experience, after obtaining all applicable licenses and certifications, as a licensed clinical social worker, a licensed independent social worker, a licensed clinical psychologist or a psychiatrist who is licensed to practice medicine and certified by a board that is recognized by the American Board of Medical Specialties or the American Osteopathic Association, or a successor organization, or that is approved by the Board.

(d) Demonstrate to the Board that his or her current practice:

(1) If he or she is supervising an intern who is seeking a license as a licensed independent social worker, consists of not less than 15 hours per month of independent practice.

(2) If he or she is supervising an intern who is seeking a license as a licensed clinical social worker, consists of not less than 15 hours per month of clinical practice in the area of psychotherapeutic methods and techniques.

The Board may waive the requirements of this paragraph if the Board determines that there is good cause.

(e) Successfully complete training as specified by the Board. Such training must be repeated every 5 years after the initial approval of the person as a supervisor of an intern.

2. A person will not be approved as a supervisor of an intern if he or she is subject to an order issued by the Board or any other professional licensing board in this State, the District of Columbia or any other state or territory of the United States for disciplinary action.

3. A supervisor shall not:

(a) Reside with the intern, have an intimate personal relationship with the intern or be related to the intern by blood or marriage;

(b) Have had the intern as a client;

(c) Have had the intern as a supervisor; or

(d) Supervise more than four interns at one time without prior approval from the Board.

4. The Board will maintain a list of persons who have been approved by the Board to supervise interns and will make the list available to any person who is applying to become an intern.

5. Each agreement pursuant to which a supervisor agrees to supervise an intern and each plan of supervision setting forth the requirements of [NAC 641B.160](#) must be submitted to the Board for its approval. The Board will, when it deems the limitation appropriate, disapprove a proposal for the supervision of a particular intern by a particular supervisor.

6. A supervisor shall keep a record of the internship program which must include, without limitation, the content of meetings and a description of supervisory activities. Such a record must be kept for a minimum of 5 years after the termination of the internship program.

7. The Board will not recognize time spent by an intern:

(a) Under the supervision of a person who has not been approved by the Board to supervise interns; or

(b) In an arrangement covered by an agreement relating to the supervision of the intern which has not been approved by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.160 Supervisors of interns: Duties; additional internship hours required under certain circumstances; use of telecommunication technologies to supervise; withdrawal of approval to supervise; reapplication for approval; disallowance of credit. (NRS 641B.160)**

1. A supervisor of an intern is responsible for the practice of social work by the intern.
2. A supervisor of an intern shall ensure that:
  - (a) The work of the intern is conducted in an appropriate professional setting;
  - (b) The work of the intern is consistent with the standards of the profession;
  - (c) The intern is assisted with the development of his or her professional identity;
  - (d) The intern has gained the skills required to manage his or her practice;
  - (e) The intern has gained the skills required for continuing competency;
  - (f) The intern has gained knowledge of the laws and regulations applicable to the practice of social work;
  - (g) The intern is familiar with the current literature concerning those areas of social work relevant to his or her area of practice; and
  - (h) The intern provides services that are culturally and linguistically appropriate.
3. A supervisor of an intern shall:
  - (a) Except as otherwise provided in subsection 4, meet in person with the intern on an individual basis for at least 1 hour every week, unless the Board specifically directs a different schedule or frequency for the meetings, to discuss and evaluate the performance of the intern in his or her practice;
  - (b) Unless waived by the Board for good cause, if the intern practices social work at a site at which the supervisor does not practice social work, visit the site at least once every month and as necessary consult with the on-site supervisor regarding the practice of social work by the intern;
  - (c) Prepare and submit to the Board progress reports every 6 months and a final report, unless the Board specifically directs a different schedule or frequency for the reports, on forms provided by the Board, concerning the progress of the intern in his or her practice; and
  - (d) Be available to consult with the Board concerning the record, competence in practice, emotional and mental stability or professional and ethical conduct of the intern.
4. A supervisor of an intern may use telecommunication technologies to supervise an intern remotely, ~~but the supervisor must meet in person with the intern at the site at which the intern practices social work at least once every month.~~
5. Not more than 24 hours of the total supervision of the intern may be in the form of group supervision.
6. A supervisor of an intern shall analyze the performance of an intern through information obtained from:
  - (a) Observation or participation in the practice of the intern;
  - (b) The notes of the intern; and
  - (c) Process recordings prepared by the intern.
7. The Board may refuse to accept a progress report or final report submitted by a supervisor of an intern as required pursuant to paragraph (c) of subsection 3 if the report:
  - (a) Does not satisfy the reporting requirements for the forms provided by the Board;
  - (b) Does not include such additional information concerning the internship as requested by the Board; or
  - (c) Is received by the Board after the date on which the report is due.
8. If the Board refuses to accept a progress report or final report pursuant to subsection 7, the Board will disallow credit for all hours of internship as reported on the report.

9. The Board will, if it deems appropriate, require additional hours of internship and supervision for an intern who fails to demonstrate the degree of competency expected at the end of an internship.

10. The Board will, if it deems it appropriate, withdraw its approval of a person to supervise a particular intern or any intern if the supervisor:

- (a) Fails to supervise an intern adequately;
- (b) Fails to comply with each applicable provision of a statute or regulation;
- (c) Fails to submit acceptable reports as required in paragraph (c) of subsection 3 regarding the progress of each intern under his or her supervision;
- (d) Without good cause or approval by the Board, fails to submit two consecutive reports as required pursuant to paragraph (c) of subsection 3;
- (e) Fails to complete the training required by the Board pursuant to subsection 1 of [NAC 641B.155](#); or
- (f) Becomes subject to an order issued by the Board for disciplinary action.

11. A person whose approval to supervise an intern 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 an intern after satisfactorily completing the requirements of the order.

12. If the Board withdraws its approval of the person supervising an intern:

- (a) The Board may disallow credit for all hours of internship as reported on progress reports and final reports submitted by the supervisor pursuant to paragraph (c) of subsection 3; and
- (b) The intern may apply to the Board for the:
  - (1) Assignment of another approved supervisor; and
  - (2) Approval of a new internship agreement and plan of supervision.

13. As used in this section, "process recording" means a written record of an interaction with a client.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 5-15-92; 10-25-93; 4-27-94; R113-98, 1-13-99; R112-00, 1-17-2001; R122-06, 7-14-2006; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.165 Supervisors of interns: Requirements for provision or continuation of supervision. ([NRS 641B.160](#))** A supervisor of an intern may agree to provide or continue the supervision of an intern only if he or she believes that the intern:

- 1. Will qualify for licensure pursuant to [chapter 641B](#) of NRS;
- 2. Is achieving the competence necessary to practice in social work or clinical social work; and
- 3. Will uphold the professional and ethical standards of the practice of social work.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R142-08, 2-11-2009; R055-19, 12-30-2019)

**NAC 641B.170 Supervisors of interns: Agreement for fee. ([NRS 641B.160](#))** A supervisor of an intern and his or her intern may, by agreement, establish a fee, if any, to be paid by the intern to the supervisor for supervising the intern's practice.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

## CONTINUING EDUCATION

**NAC 641B.186 Interpretation of "reporting period" as used in [NAC 641B.187](#) and [641B.188](#).** For the purposes of [NAC 641B.187](#) and [641B.188](#), a licensee's reporting period is:

1. For the licensee's first reporting period, the period that begins on the date when the licensee obtains his or her initial license and ends on the date that is the deadline for the licensee to renew his or her license for the second time.

2. For any subsequent reporting period, every 2 years thereafter.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

**NAC 641B.187 Continuing education requirements for reporting period; waivers; grounds for disciplinary action. ([NRS 641B.160](#), [641B.280](#))**

1. Except as otherwise provided in subsection 3, during each reporting period:

(a) A licensee who is a licensed associate in social work or a licensed social worker must complete at least 30 continuing education hours, of which:

(1) Four hours must relate to ethics in the practice of social work, including, without limitation, issues addressing professional boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing job stress, social work laws and regulations, cultural competency and racial biases, risk management, mandated reporting, certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#), scope of practice, professional conduct, standards of care or impaired professionals, or any combination thereof;

(2) Two hours must relate to evidence-based suicide prevention and awareness or another course of instruction on suicide prevention and awareness that has been approved by the Board, and must be completed every 2 years as required pursuant to [NRS 641B.280](#); and

(3) Unless otherwise approved by the Board, 10 hours must be in the field of practice of the licensee; and

(b) A licensee who is a licensed clinical social worker or licensed independent social worker must complete at least 36 hours of continuing education, of which:

(1) Four hours must relate to ethics in the practice of social work, including, without limitation, issues addressing professional boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing job stress, social work laws and regulations, cultural competency and racial biases, risk management, mandated reporting, certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#), scope of practice, professional conduct, standards of care or impaired professionals, or any combination thereof;

(2) Two hours must relate to evidence-based suicide prevention and awareness or another course of instruction on suicide prevention and awareness that has been approved by the Board, and must be completed every 2 years as required pursuant to [NRS 641B.280](#); and

(3) Unless otherwise approved by the Board, 12 hours must be in the field of practice of the licensee.

2. To fulfill the continuing education requirements of this section, the continuing education hours for all classes of licensure must be completed in programs of continuing education approved by the Board that maintain, improve or enhance the knowledge and competency of a licensee in the practice of social work.

3. Except as otherwise provided in subsection 6:

(a) Upon the request of the licensee, the Board may waive the continuing education requirements of this section for a licensee who is at least 65 years of age and is retired from the practice of social work.

(b) The Board may waive the continuing education hours required pursuant to subsection 1 for a reporting period if it finds good cause to do so.

(c) The Board may waive the continuing education hours required pursuant to subsection 1 for a reporting period during which a licensee is enrolled in a program leading to:

- (1) A baccalaureate or master's degree in social work from a college or university that is accredited by or is a candidate for accreditation by the Council on Social Work Education; or
- (2) A doctoral degree in social work.

If the Board waives the continuing education requirements for a reporting period pursuant to this paragraph, the licensee must submit to the Board proof of such enrollment during the reporting period for which the continuing education requirements are waived.

4. A licensee may not take a program of continuing education which presents the same material he or she took during the immediately preceding reporting period.

5. A licensee is subject to disciplinary action if he or she:

(a) Within 30 days after receiving a request from the Board, fails to provide to the Board information of his or her participation in a program of continuing education; or

(b) Submits to the Board false or inaccurate information regarding his or her participation in a program of continuing education.

6. The Board will not:

(a) Waive the continuing education concerning suicide prevention and awareness which is required pursuant to subparagraph (2) of paragraph (a) or subparagraph (2) of paragraph (b) of subsection 1, as applicable; or

(b) Renew the license of a licensee who has not completed such continuing education.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 10-25-93; 11-8-95; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R018-16, 6-28-2016, eff. 7-1-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.188 Affidavit of completion: Submission; certificate of completion required; verification of authenticity. (NRS 641B.160, 641B.280)**

1. Except as otherwise provided in subsection 3 of [NAC 641B.187](#), beginning with a licensee's second application for renewal of his or her license, and every 2 years thereafter, the licensee's application for renewal must be accompanied by:

(a) An affidavit evidencing the completion of the continuing education hours required pursuant to [NAC 641B.187](#) during the reporting period immediately preceding the date of the application; and

(b) The certificate provided to the licensee pursuant to [NAC 641B.194](#) evidencing the completion of the continuing education hours required pursuant to subparagraph (2) of paragraph (a) or subparagraph (2) of paragraph (b) of subsection 1, as applicable, of [NAC 641B.187](#) during the 2 years immediately preceding the date by which the license is required to be renewed and an affidavit evidencing the completion of such continuing education.

2. The Board will randomly select affidavits and request proof from the affiant of the authenticity of the information contained therein.

3. Each licensee shall maintain sufficient documentation which verifies the information set forth in the affidavit for at least 3 years. Such documentation may be maintained electronically. The inability to provide evidence supporting the information in the affidavit subjects the licensee to disciplinary action.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 10-25-93; R142-08, 2-11-2009; R018-16, 6-28-2016, eff. 7-1-2016; R110-17, 2-27-2018)

**NAC 641B.189 Approval of program by Board; acceptable forms of program; certain courses and programs deemed approved; unacceptable courses and programs. (NRS 641B.160, 641B.280)**

1. Except as otherwise provided in subsection 3, a program of continuing education that demonstrates the knowledge and competency of a licensee must be approved by the Board. Except as otherwise provided in this subsection, to obtain the approval of the Board, a continuing



education program must provide independent verification that the licensee has successfully completed the program. A continuing education program may be in the form of:

- (a) Workshops or conferences, including, without limitation, live or recorded presentations delivered using electronic means or telecommunication technologies;
- (b) Except as otherwise provided in paragraph (d) of subsection 4, online learning courses;
- (c) Publication of an article or paper by the licensee in a professional journal or other publication that is approved by the Board, not to exceed 15 hours;
- (d) A one-time presentation, not to exceed 15 hours, of an academic course, in-service training workshop or seminar by the licensee;
- (e) Successful completion of an academic course of instruction at a regionally accredited college or university;
- (f) Attendance by the licensee at a meeting, workshop or public hearing conducted by the Board, not to exceed 4 hours towards the ethics requirement; or
- (g) Any other kind of program or course if the Board has, at the request of the licensee wishing to take the program or course as continuing education, approved the program or course as a program of continuing education.

2. A licensee may complete the required hours of continuing education with any combination of the actions set forth in paragraphs (a) to (g), inclusive, of subsection 1.

3. A course or program that has been approved by the National Association for Social Workers, ~~or the~~ Association of Social Work Boards, *any Nevada behavioral board, any national behavioral health association, or any national behavioral board*, shall be deemed approved by the Board and is not required to be submitted to the Board by the provider or participant for approval pursuant to [NAC 641B.190](#), [641B.191](#) or [641B.192](#).

4. The following courses and programs will be deemed unacceptable as a program of continuing education:

- (a) An orientation program for new employees.
- (b) An on-the-job training program presented by an agency whose primary purpose is to disseminate information on the policy or procedure of the agency.
- (c) A program for self-improvement.
- (d) An online learning course which does not require participants to complete an examination after completing the course and for which there is no independent verification of successful completion.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R018-16, 6-28-2016, eff. 1-1-2017; R110-17, 2-27-2018)

**NAC 641B.190 Approval: General requirements. ([NRS 641B.160](#), [641B.280](#))**

1. Before the Board approves a course or program, the Board must be satisfied that the course or program:

- (a) Will be taught by a competent instructor as demonstrated by his or her educational, professional and teaching experience;
- (b) Contains current and relevant educational material concerning social work, is applicable to the practice of social work, and will enhance the knowledge and competency of a licensee in the practice of social work;
- (c) Is of professional quality;
- (d) Is appropriately designed for instructional purposes;
- (e) Is supported by evidence that is based on research; and
- (f) Includes a written evaluation of the content and presentation of the course or program and its relevance to the practice of social work for each licensee to complete.

2. A course or program presented in the form of lectures, seminars, workshops, academic courses at an institution of higher education, online learning courses through an accredited college or university which do not lead to a degree, and on-the-job training programs offered by an agency shall be deemed “appropriately designed for instructional purposes,” as that term is used in subsection 1. The provider is responsible for the format and presentation of the courses or programs and may restrict the format in which the material is presented unless otherwise required by the Board.

3. The subject matter of a course or program which addresses one or more of the following areas:

- (a) Theories or concepts of human behavior and the social environment;
- (b) Social work methods of intervention and delivery of services;
- (c) Social work research, including, without limitation, the evaluation of programs or practices;
- (d) Management, administration or social policy;
- (e) Social work ethics and professional behavior;
- (f) Services that are culturally and linguistically appropriate;
- (g) Social work theories or concepts of addictions in the social environment;
- (h) Evidence-based suicide prevention and awareness;
- (i) Advanced human rights and social, economic and environmental justice; or
- (j) Other areas directly related to the field of practice of the licensee,

shall be deemed to reflect “current and relevant educational material concerning social work” and be “applicable to the practice of social work,” as those terms are used in subsection 1.

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.191 Approval: Application by provider; action by Board; request for reconsideration of denial. ([NRS 641B.160](#), [641B.280](#))**

1. Unless a provider has achieved the status as an approved provider of continuing education pursuant to subsection 2, a provider requesting approval of a course or program must, for each course or program, submit to the Board an application containing the information required by the Board. The Board will notify the provider whether the course or program has been approved or denied within 30 days after receipt of the completed application for approval by the Board. If the Board approves the course or program, the notice of approval will state the number of continuing education hours for which the course or program is approved. Approval of the course or program will:

- (a) Be given for a particular presentation or series of presentations; or
- (b) Expire on a specific date set forth in the notice of approval.

2. A provider may apply to the Board for status as an approved provider of continuing education. Upon receipt of sufficient evidence that the provider possesses the consistent ability to provide professional-quality programs of continuing education and that it employs or consults with a social worker who is licensed in any jurisdiction and has at least 3 years’ experience to review each course or program that will be provided by the approved provider for its compliance with [NAC 641B.190](#), the Board will grant status as an approved provider of continuing education. The Board may withdraw the status of a provider as an approved provider of continuing education if the Board determines that the provider no longer possesses the qualifications of this subsection and gives the provider 30 days’ notice. A provider may reapply for status as an approved provider of continuing education at any time.

3. If the Board denies approval of a course or program or denies or withdraws status as an approved provider of continuing education, the applicant may, within 30 days after receiving notice of the denial or withdrawal, request in writing that the Board reconsider its decision.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R110-17, 2-27-2018)

**NAC 641B.192 Approval: Application by licensee. (NRS 641B.160, 641B.280)** A licensee may request the approval of a course or program which has not been:

1. Submitted for approval by a provider; or
2. Approved by the National Association for Social Workers or the Association of Social Work Boards,

by submitting to the Board an application containing the information required by the Board for its review pursuant to [NAC 641B.190](#). The course or program is subject to the same criteria used to evaluate the course or program submitted by a provider seeking approval.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 11-9-92; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R110-17, 2-27-2018)

**NAC 641B.193 Complaint regarding program of continuing education or provider: Investigation by Board; denial or withdrawal of approval. (NRS 641B.160, 641B.280)**

1. If the Board receives a complaint regarding a course or program of continuing education or a provider, the Board will investigate the complaint. The investigation may include, without limitation:

- (a) Requesting a written response from the provider; and
- (b) Reviewing all relevant documents.

2. If a provider does not submit a response to a request made pursuant to paragraph (a) of subsection 1, the Board may deny approval of any future programs submitted by the provider.

3. As a result of a complaint regarding a program of continuing education or a provider or on its own motion, the Board will deny or withdraw approval of the course or program if it finds that:

- (a) The course or program of continuing education is not in the best interest of the licensee;

or

- (b) The provider of the course or program:

- (1) Fails to furnish any material as advertised;
- (2) Engages in any misleading, deceptive or unethical business or professional practice;
- (3) Fails to furnish any material required by law; or
- (4) Fails to comply with any provision of [chapter 641B](#) of NRS or any regulation adopted pursuant to that chapter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009)

**NAC 641B.194 Providers: Maintenance of records; issuance of certificates of completion. (NRS 641B.160, 641B.280)** Each provider shall:

1. Keep records of:

- (a) Each licensee who participates in the program;
- (b) The program attended by each licensee; and
- (c) The number of continuing education hours completed by each licensee.

2. Maintain the records for 3 years after completion of the program.

3. Furnish each licensee who completes a program of continuing education with a certificate

that sets forth:

- (a) The name of the licensee;
- (b) The name of the provider of the program;
- (c) The title of the program;
- (d) The number of continuing education hours assigned to the program by the Board;
- (e) The date and location of the program; and
- (f) The original signature of the provider.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R112-00, 1-17-2001)

## STANDARDS OF PRACTICE

### **NAC 641B.200 Professional responsibility. (NRS 641B.160)**

1. The status of a licensee must not be used to support any claim, promise or guarantee of successful service, nor may the license be used to imply that the licensee has competence in another profession.

2. A licensee shall not misrepresent, directly or by implication, his or her own professional qualifications, competency, affiliations and licenses, or those of the institutions and organizations with which he or she is associated. A licensee shall provide accurate information concerning his or her credentials, education, training and experience upon request from a client or potential client.

3. If a licensee holds more than one occupational license, he or she shall disclose to his or her client orally and in writing the type of practice of social work in which the licensee is engaged and which of the licenses apply to the practice of social work the licensee is providing to that client. If a licensee is engaged in a practice that is not the practice of social work, the licensee shall disclose to the client orally and in writing the type of practice in which the licensee is engaged and that the practice is not within the scope of the practice of social work. If the licensee fails to disclose to the client that the practice in which the licensee is engaged is a practice other than the practice of social work, the Board, in evaluating whether the licensee is in compliance with the standards of professional responsibility, will presume that the practice in which the licensee was engaged was intended to be the practice of social work.

4. A licensee shall not engage in the practice of social work while:

(a) The licensee is impaired by alcohol, drugs or any other chemical; or

(b) The licensee is impaired by a mental or physical condition that prevents him or her from practicing safely.

5. A licensee shall not use his or her relationship with a:

(a) Client;

(b) Person with significant personal ties to a client, whether or not related by blood; or

(c) Legal representative of the client,

to further his or her own personal, religious, political or business interests.

6. A licensee is responsible for setting and maintaining professional boundaries with:

(a) Each client;

(b) Each person with significant personal ties to a client, whether or not related by blood;

(c) The legal representative of the client;

(d) Each intern; and

(e) Persons who are supervised by the licensee.

7. Except as otherwise provided by law, a licensee shall not give or receive, directly or indirectly, a fee, commission, rebate or other compensation for professional services that the licensee has not actually and personally rendered. If a licensee is supervising the work of an intern or employee, any billing or documentation of the work must clearly show that the licensee supervised the work and did not personally render services.

8. A licensee shall not knowingly offer service to a client who is receiving treatment from another licensee without prior consultation between the client and the other licensee.

9. Except as otherwise provided in subsection 13, a licensee shall not disparage the qualifications of any colleague.

10. A licensee shall not attempt to diagnose, prescribe for, treat or advise on any problem outside his or her field of competence. Except as otherwise provided in this subsection, a licensee shall not assume duties and responsibilities within the practice of social work if he or she cannot

perform the services competently. A licensee may assume duties and responsibilities within the practice of social work, except for the duties and responsibilities described in [NAC 641B.093](#), for which he or she cannot currently perform the services competently if he or she prepares a reasonable written plan demonstrating the manner in which he or she will acquire the competence necessary to perform the services competently. Such a plan must be completed under the supervision of or with the consultation of a professionally qualified person who can demonstrate competency in the area of study. A copy of a plan prepared pursuant to this subsection must be provided to the Board upon request by the Board.

11. A licensee shall base his or her practice upon recognized knowledge relevant to social work.

12. A licensee shall critically examine and keep current with emerging knowledge relevant to social work.

13. A licensee shall report to the Board any unlicensed, unauthorized, unqualified or unethical practice of social work.

14. Based upon recognized knowledge and standards of practice for social work, a licensee shall prepare and maintain in a timely manner a record regarding each of his or her clients which:

(a) Sets forth his or her assessment of the problems, issues or concerns of the client, the course of treatment or plan of care for the client and the scope of the licensee's services to that client, including, without limitation, any interventions, consultations or mandated reporting; and

(b) Includes, without limitation, copies of:

(1) All documents relating to the informed consent of the client;

(2) All documents relating to the release of information regarding the client;

(3) A record of each contact with the client which includes the date and time of the contact;

and

(4) All other documents required by law or legal documents regarding the client.

15. A licensee shall not:

(a) Inaccurately record, falsify or otherwise alter or destroy any client's records unless specifically authorized by law.

(b) Falsify billing records.

(c) Bill for services not rendered or supported by documentation.

(d) Refuse to release a client's records upon request by the client unless otherwise specifically authorized by law.

16. A licensee shall maintain each client's records in accordance with [NRS 629.051](#).

17. A licensee shall adequately complete and submit to the Board any reports required pursuant to [chapter 641B](#) of NRS, any regulations adopted pursuant to that chapter and any order, rule or instruction of a court of competent jurisdiction in a timely manner.

18. A licensee shall comply with all the provisions of the statutes and regulations governing the practice of social work that are set forth in this chapter and [chapter 641B](#) of NRS. A licensee shall comply with any state or federal law or regulation that is relevant to the practice of social work.

19. A licensee shall not authorize a person under the supervision of the licensee to perform services outside of the level of licensure, training or experience of the person who is supervised or allow that person to hold himself or herself out as having expertise in a field in which he or she is not qualified.

20. A licensee shall not order or knowingly allow a person under the supervision of the licensee to engage in any illegal or unethical act related to social work.

21. A licensee shall notify the Board in writing within 30 days after:

(a) An action is taken against a professional license, certification, registration or credential of the licensee issued by any state or territory of the United States;

~~(b) A criminal charge is filed against the licensee;~~

*(b) The licensee has a sanction, restriction or disciplinary action filed against their license by an insurance carrier, payor source or regulatory entity.*

(c) The licensee is *arrested*, charged with or convicted of a criminal offense other than a misdemeanor traffic offense, including, without limitation, driving under the influence of alcohol or a controlled substance;

(d) A civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of social work;

(e) A settlement or judgment in a civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of social work; or

(f) The licensee has entered into a program for the treatment of a substance use disorder or any other behavioral disorder that affects his or her ability to deliver essential social work services.

22. A licensee shall not supervise any person who engages in the practice of social work if that person has not satisfied the appropriate requirements for licensure pursuant to this chapter and [chapter 641B](#) of NRS.

23. A licensee shall not provide any services, including, without limitation, any diagnosis, therapeutic counseling, therapy or other clinical services, to an intern or other person over whom the licensee has administrative, educational or supervisory authority.

24. A licensee shall not knowingly obstruct an investigation conducted by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 11-9-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R048-04, 5-25-2004; R122-06, 7-14-2006; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R110-17, 2-27-2018)

#### **NAC 641B.205 Responsibility to client. ([NRS 641B.160](#))**

1. A licensee shall practice social work with professional skill and competence.

2. If a licensee must act on behalf of a client who has been declared incompetent or otherwise found by the Board to be incapable of acting in his or her own best interest, the licensee shall safeguard the interests and rights of that client.

3. If another person has been legally authorized to act on behalf of an incompetent client, a licensee shall deal with that person in accordance with the best interests of the client.

4. A licensee shall not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, social, economic, health or marital status, political belief, diagnosis, mental or physical disability, or any preference or personal characteristic, condition or status.

5. A licensee shall not misrepresent to a client the efficacy of his or her service or the results to be achieved.

6. A licensee shall apprise his or her clients of the risks, rights, opportunities and obligations, financial or otherwise, associated with the provision of social work services to them.

7. A licensee shall seek advice and counsel of colleagues and supervisors whenever it is in the best interest of the client. A licensee shall collaborate with other colleagues as necessary to meet the needs or interests of the client.

8. A licensee shall terminate service to a client and a professional relationship with a client when the service and relationship are no longer required or no longer serve the needs or interests of the client.

9. A licensee shall not withdraw his or her social work services precipitously, except under unusual circumstances and after giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects to the client.

10. A licensee who anticipates the termination or interruption of service to a client shall notify the client promptly and seek the transfer, referral or continuation of service in relation to the needs and preferences of the client.

11. Except as otherwise provided in subsection 12, a licensee shall not influence or attempt to influence a:

- (a) Client;
- (b) Person with significant personal ties to a client, whether or not related by blood; or
- (c) Legal representative of the client,

in any manner which could reasonably be anticipated to result in the licensee deriving benefits of an unprofessional nature during the time that the client is receiving professional services and for 2 years after the termination of the services.

12. A licensee shall not engage in sexual activity with a client during the time that the client is receiving professional services and for 3 years after the termination of the professional relationship.

13. A licensee shall not solicit or enter into a dual relationship with a client, intern or person who is supervised by the licensee:

(a) During the time that the client is receiving professional services from, or the intern or person is being supervised by, the licensee; and

(b) For at least 2 years after the termination of the professional relationship, internship or period of supervision.

14. A licensee shall not cause a client physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.

15. A licensed independent social worker or licensed clinical social worker who is in the independent practice of social work shall establish and maintain a professional will which must specify the person who will serve as a professional executor for the licensed independent social worker or licensed clinical social worker. The executor must oversee the client records, billing and financial records, appointment book and client contact information, passwords and access codes and notify the clients of the licensed independent social worker or licensed clinical social worker in the event that he or she becomes incapacitated or unable to provide social work services, or upon his or her unexpected death.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

**NAC 641B.210 Confidentiality of records. ([NRS 641B.160](#))**

1. Records showing a client's problems and the scope of the licensee's services and information obtained from or about a client, including the licensee's personal knowledge of the client, must be maintained in a manner that ensures security and confidentiality. No confidential records or information contained therein or information obtained from or about a client, including the licensee's personal knowledge of the client, may be released except:

- (a) By written consent of the client;
- (b) In accordance with a subpoena issued by the Board;
- (c) Pursuant to an investigation by the Board; or
- (d) As otherwise provided by law.

2. A licensee is responsible for informing his or her client of the confidentiality policies of the licensee, applicable confidentiality and privacy laws and the limits of confidentiality.

3. Except as otherwise provided by law, information deemed to be confidential pursuant to subsection 1 must not be communicated to others without the client's consent unless there is clear and immediate danger to some person or to society, and then only to the appropriate family members, professional workers, public authorities or, if there is a clear and immediate danger to a specific person or persons, to that person or persons.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R112-00, 1-17-2001; R142-08, 2-11-2009)

**NAC 641B.215 Research: Consent and protection of participants; credit for work. ([NRS 641B.160](#))**

1. Before engaging in research, a licensee shall obtain the voluntary and informed consent of participants in the research without any implied deprivation or penalty for refusal to participate.
2. A licensee engaging in research shall protect participants in the research from unwarranted physical or mental discomfort, distress, harm, danger or deprivation.
3. A licensee shall treat information obtained from or about participants through research as confidential.
4. A licensee shall only take credit for work actually done in connection with his or her research and shall give credit for contributions made by others.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.220 Unprofessional conduct. (NRS 641B.160, 641B.400)**

1. A licensee who violates any of the provisions of [NAC 641B.200](#) to [641B.215](#), inclusive, or commits any act that constitutes a basis for refusal by the Board to issue a license pursuant to subsection 2 of [NRS 641B.260](#) is guilty of unprofessional conduct.

2. If the Board determines during an investigation of a violation of this chapter or [chapter 641B](#) of NRS that a licensee has violated the laws of Nevada or the United States, except minor traffic violations, the violation of the laws of Nevada or the United States may be grounds for disciplinary action against the licensee by the Board for unprofessional conduct. The Board may impose discipline upon the licensee whether or not the licensee has been convicted of, or entered a plea of guilty, guilty but mentally ill or nolo contendere to, such a violation.

3. If a violation or other unprofessional conduct occurs:

(a) While the license of a licensee is in effect; or

(b) Between the time when the license of a licensee expires and the time when the license has been restored pursuant to [NAC 641B.111](#),

the Board will take disciplinary action, as appropriate, against the licensee even if the license thereafter has expired or been suspended.

4. The revocation, suspension or other disciplinary action taken by any state on a professional license or certificate or registration that was issued by that state is grounds for disciplinary action against the licensee by the Board for unprofessional conduct.

5. The failure of a licensee to comply with a stipulation, agreement, advisory opinion or order issued by the Board constitutes unprofessional conduct.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99; R112-00, 1-17-2001; R025-14, 10-24-2014; R055-19, 12-30-2019)

**NAC 641B.225 "Professional incompetence" interpreted. (NRS 641B.160, 641B.400)**

1. "Professional incompetence" as that term is used in [NRS 641B.400](#) will be interpreted by the Board to mean a lack of knowledge, skill or ability in discharging a professional obligation and includes malpractice and gross negligence.

2. For the purposes of this section, "malpractice" in the practice of social work means conduct which falls below the standard of care required of a licensee under the circumstances and which proximately causes damage to a client.

3. For the purposes of this section, "gross negligence" in the practice of social work means conduct which represents an extreme departure from the standard of care required of a licensee under the circumstances and which proximately causes damage to a client.

4. *Has previously practiced social work while, with or without good cause, the person's physical, mental or emotional condition has impaired his or her ability to act in a manner consistent with the established or customary standards of social work.*

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R079-02, 1-9-2003)

**NAC 641B.240 Use of title. (NRS 641B.160)**



1. Each licensee shall use his or her title designated in this chapter in all communications with the Board.

2. An applicant for licensure as a licensed independent social worker or as a licensed clinical social worker who is in a program to complete the required hours of supervised, postgraduate training shall, during the course of the program of internship, use the title "intern" in all communications made within the scope of his or her practice, including, without limitation, all communications with the Board and with his or her respective clients.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99; R079-02, 1-9-2003)

**NAC 641B.245 Appointment of hearing officer. ([NRS 641B.150](#), [641B.160](#))**

1. The Board may appoint an attorney who is licensed to practice law in this State or a licensee to serve as a hearing officer in a contested case. The hearing officer may, upon the request of the Board:

(a) Conduct hearings;

(b) Question witnesses;

(c) Make rulings on motions and objections;

(d) Submit suggested findings of fact or conclusions of law to the Board at the conclusion of the case; and

(e) Take the actions assigned to the "presiding officer" or the "presiding member of the Board" pursuant to the provisions of this chapter.

In the contested case in which a hearing officer is designated pursuant to the provisions of this section, the Board will make the final determination of all findings of fact and conclusions of law in the case.

2. If the Board does not appoint a hearing officer pursuant to subsection 1, the Board will designate the Executive Director, a presiding officer or any other member of the Board to serve as the hearing officer.

(Added to NAC by Bd. of Exam'rs for Social Workers by R112-00, 1-17-2001; A by R079-02, 1-9-2003)

## **PRACTICE BEFORE THE BOARD OF EXAMINERS FOR SOCIAL WORKERS**

### **Parties and Representatives**

**NAC 641B.250 Classification of parties. ([NRS 641B.160](#))** Parties to proceedings before the Board must be styled "applicant," "complainant," "intervener," "petitioner," "protestant" or "respondent," according to the nature of the proceedings and the relationship of the parties thereto. In any proceeding which the Board initiates, the Board will be styled the "complainant."

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.255 Appearance by Board's staff. ([NRS 641B.160](#))** Members of the Board's staff may appear at any proceeding and participate as a party.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.260 Entry of appearance. ([NRS 641B.160](#))** A party shall enter his or her appearance at the beginning of a hearing or at any time designated by the presiding officer, by giving his or her name and address and stating his or her position or interest to the presiding officer. The information must be entered in the record of the hearing.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.265 Representation of parties. ([NRS 641B.160](#))**

1. A party may appear in person or be represented by an attorney.
2. An attorney appearing as counsel in any proceeding must be an attorney at law, admitted to practice and in good standing before the highest court of any state. If the attorney is not admitted and entitled to practice before the Supreme Court of Nevada, he or she must be associated with an attorney so admitted and entitled to practice.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.270 Service upon attorney. (NRS 641B.160)** Following the entry of an appearance by an attorney for a party, all notices, pleadings and orders to be served thereafter upon the party must be served upon his or her attorney, and such service is, for all purposes, valid service upon the party represented.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.275 Withdrawal of attorney. (NRS 641B.160)** Any attorney of record wishing to withdraw from a proceeding before the Board must, in writing, immediately notify the Board or its presiding officer, the party whom he or she represented and any other parties to the proceeding.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

### **Pleadings, Motions and Discovery**

**NAC 641B.280 Captions. (NRS 641B.160)** Pleadings before the Board must be styled "applications," "petitions," "complaints" and "answers."

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.285 Execution. (NRS 641B.160)** Every pleading, except a petition, must be signed by the person who submits it.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

**NAC 641B.290 Construction. (NRS 641B.160)** The Board will construe all pleadings so as to administer justice between the parties, and the Board will, or its presiding officer will, at every stage of any proceedings, disregard errors or defects in the pleadings or proceedings which do not affect the substantial rights of the parties.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.295 Applications. (NRS 641B.160)** A pleading requesting a privilege, license or authority from the Board must be styled as an "application." It must set forth the full name and address of the applicant, and must contain such facts or exhibits as may be required by statute or these regulations.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.300 Petitions. (NRS 641B.160)**

1. Each pleading in which a party prays for affirmative relief, excluding an application, complaint or answer but including a request for a declaratory order or an advisory opinion or for the adoption, amendment or repeal of any regulation, must be styled a "petition."

2. A petition must contain the petitioner's full name and mailing address and be signed by him or her.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.305 Procedure upon receipt of accusation. (NRS 641B.160)**

1. The Board will initially consider any written accusation regarding a licensee as an informal complaint. Upon receipt of an informal complaint, the Board's staff shall examine the complaint to determine whether it:

- (a) Has been properly verified; and
- (b) Alleges sufficient facts to warrant further proceedings.

2. If the Board's staff determines that the informal complaint is properly verified and does allege sufficient facts, the Board will notify the respondent by certified mail of the allegations and potential violations of a provision of this chapter or [chapter 641B](#) of NRS arising in the informal complaint and request a response for the Board's review before a hearing is set. This notice shall be deemed a notice of intended action pursuant to subsection 3 of [NRS 233B.127](#).

3. The respondent may respond in writing to the office of the Board within 14 days after receiving notice from the Board pursuant to subsection 2. The written response must:

- (a) Contain responses to all the allegations contained in the notice; and
- (b) Be accompanied by all documentation that will be helpful to the Board's staff in reviewing the allegations.

4. The Board's staff and the legal counsel to the Board shall review the informal complaint and any response it receives from the respondent pursuant to subsection 3. The Board's staff and the legal counsel to the Board may:

- (a) Investigate the allegations and may employ such persons or appoint such members of the Board as they deem necessary to further the investigation;
- (b) Consult with experts in the appropriate field and may employ the experts for purposes of investigation or hearing;
- (c) Investigate new leads or allegations that may come to their attention in the course of investigating the informal complaint; and
- (d) Take any other reasonable action necessary to further the investigation.

5. When the investigation is completed, the Board's staff, legal counsel to the Board and persons employed by the Board, including any Board members appointed to assist in the investigation, shall determine whether substantial evidence exists to sustain the alleged violation of a provision of this chapter or [chapter 641B](#) of NRS. If it is determined that no violation of a statute or regulation can be sustained, the Board's staff shall notify the complainant and the respondent of this determination in writing. If new evidence is discovered, the matter may at any time be reopened and investigated by the Board, if circumstances warrant.

6. If it is determined that a violation of a statute or regulation can be sustained, the legal counsel to the Board shall prepare a notice of hearing and a formal complaint.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R112-00, 1-17-2001; R079-02, 1-9-2003)

**NAC 641B.310 Formal complaints: Preparation and filing. ([NRS 641B.160](#))**

1. A formal complaint must contain a statement of facts showing that a provision of [chapter 641B](#) of NRS or of this chapter has been violated. The formal complaint must be sufficiently detailed to enable the respondent to prepare a defense. All applicable statutes, regulations and orders of the Board must be cited in the formal complaint, together with the date on which the act or omission is alleged to have occurred.

2. If more than one cause of action is alleged in a formal complaint, each cause of action must be stated and numbered separately. Two or more complainants may be joined in one formal complaint if their respective causes of action are against the same person and deal substantially with the same violation of law, or of a regulation or order of the Board.

3. A formal complaint must be filed with the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.315 Formal complaints: Service and response. (NRS 641B.160)** If the Board determines that a complaint warrants administrative action, a copy of the formal complaint will be served upon each person against whom the formal complaint is made. Such a person may respond to the formal complaint by filing an answer within 20 days after receipt thereof. If he or she fails to answer within the time prescribed, he or she will be deemed to have denied generally the allegations of the formal complaint.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.320 Motions. (NRS 641B.160)**

1. A motion must be made in writing, unless otherwise authorized by the Board or hearing officer during a hearing.

2. Each written motion must set forth the nature of the relief sought and the grounds for the motion.

3. A written motion must be served on the opposing party and the Board at least 15 days before the time set for the hearing on the disciplinary action.

4. Except as otherwise provided in this subsection, an opposing party may file a written response to a motion within 10 days after the receipt of the motion by serving the written response on all parties and the Board. The Board will not consider a written response filed less than 3 days before the time set for the hearing on the disciplinary action, unless the party, at the hearing, demonstrates good cause.

5. Except as otherwise provided in this subsection, the party who made the motion may serve and file a written reply to the response within 7 days after the receipt of the response by serving the written reply on all parties and the Board. The Board will not consider a written response less than 3 days before the time set for the hearing on the disciplinary action, unless the party, at the hearing, demonstrates good cause.

6. The presiding officer shall rule on all motions at or before the scheduled hearing. A decision on a motion may be made without oral argument unless oral argument is required. If oral argument is required, the presiding officer will set a date and time for hearing the argument.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R112-00, 1-17-2001)

**NAC 641B.325 Filing pleadings and motions. (NRS 641B.160)** An original and two legible copies of each pleading, motion or other paper must be filed with the Board. The Board may direct that a copy of each pleading and motion be made available by the party filing it to any other person who the Board determines may be affected by the proceeding and who desires a copy.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.330 Method of service. (NRS 641B.160)** Every notice, advisory opinion, declaratory order or other document to be served by the Board will be served by mail or delivered in person. Service thereof by mail will be deemed complete when a true copy of the document is deposited in the United States mail, postage prepaid, and addressed to the last known address provided to the Board by the licensee pursuant to subsection 2 of [NAC 641B.085](#).

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89)

**NAC 641B.335 Proof of service. (NRS 641B.160)** Each document to be served by the Board or any party to a proceeding before the Board must include an acknowledgment of service or proof of service.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

**NAC 641B.340 Discovery of witnesses and evidence. (NRS 641B.160)**

1. No less than 10 days before a matter is scheduled for a disciplinary hearing, any party may serve upon any other party a written demand for:

(a) Copies of all documents reasonably available to the other party which are anticipated to be used in support of that party's position.

(b) A written list of persons whom the other party reasonably anticipates will testify at the disciplinary hearing. Each person must be identified by name and location, along with a general description of the subject matter of his or her testimony.

2. The party to whom such a request is made must respond within 5 days of receiving the request.

3. The party to whom such a request is made is under a continuing duty to supplement promptly his or her response to the request.

4. Failure to comply with this section may result in the exclusion of the undisclosed documents or witnesses at the time of hearing.

5. The procedure set forth in this section is the only method of discovery allowed pursuant to this chapter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.342 Continuance. ([NRS 641B.160](#))** The Board will grant a continuance upon a joint stipulation of the parties or the existence of emergency conditions or for good cause shown upon a written request filed with the Board and physically served upon the opposing party not later than 10 days before the hearing. The term "good cause shown" will be narrowly construed. Any party requesting a continuance for good cause shown shall appear on the date set for the hearing and be prepared to proceed.

(Added to NAC by Bd. of Exam'rs for Social Workers by R112-00, 1-17-2001)

## Hearings

### **NAC 641B.345 Notice of hearing. ([NRS 641B.160](#))**

1. The Board will serve notice of a hearing at least 10 days before the date set for the hearing. A hearing which has been previously continued may be reset on advance notice of at least 3 days.

2. If a notice of hearing and formal complaint are served at the same time, they may be considered together to satisfy the requirements of [chapter 233B](#) of NRS.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

### **NAC 641B.350 Failure to appear. ([NRS 641B.160](#))**

1. If a party fails to appear at a hearing scheduled by the Board and no continuance has been requested or granted, the Board may hear testimony of witnesses who have appeared and proceed to consider the matter and dispose of it on the basis of the evidence before it.

2. Where, because of accident, sickness or other reasonable cause, a person fails to appear for a hearing or request a continuance thereof, he or she may, within a reasonable time but not more than 30 days after the date originally set for the hearing, apply to the Board to reopen the proceedings. Upon finding the cause sufficient and reasonable, the Board will set a new time and place for hearing and give the person notice thereof. Witnesses who have previously testified may not be required to appear at the second hearing unless so directed by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R142-08, 2-11-2009)

**NAC 641B.355 Preliminary procedure. ([NRS 641B.160](#))** The presiding member of the Board will call the proceeding to order, proceed to take the appearances and act upon any pending motions or petitions. The parties may then make opening statements.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.360 Conduct. (NRS 641B.160)** At a hearing before the Board, all parties and their counsel and the spectators shall conduct themselves in a respectful manner.  
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.365 Testimony under oath. (NRS 641B.160)** All testimony to be considered by the Board in any hearing, except matters noticed officially or entered by stipulation, will be sworn testimony. Before taking the witness stand, each person must swear or affirm that the testimony he or she is about to give in the hearing before the Board will be the truth, the whole truth and nothing but the truth.  
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.370 Order of presentation. (NRS 641B.160)**

1. Each applicant, petitioner or complainant may present his or her evidence, and then such parties as may be opposing the application, petition or complaint may submit their evidence. The presiding member of the Board will determine the order in which any intervener may introduce his or her evidence.

2. Evidence will ordinarily be received from the parties in the following order:

(a) Upon an application or petition:

- (1) Applicant or petitioner.
- (2) Board's staff.
- (3) Protestant.
- (4) Rebuttal by applicant or petitioner.

(b) Upon a complaint:

- (1) Complainant.
- (2) Respondent.
- (3) Rebuttal by complainant.
- (4) Surrebuttal by respondent.

3. The Board or its presiding member may modify the order of presentation and may allow the parties to make closing statements.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.375 Consolidation of proceedings. (NRS 641B.160)** The presiding member of the Board may consolidate two or more proceedings for one hearing whenever it appears that the issues are substantially the same and the interests of the parties will not be prejudiced by a consolidation.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.380 Stipulations. (NRS 641B.160)** With the approval of the presiding member of the Board, the parties may stipulate as to any fact at issue, either by a written stipulation introduced in evidence as an exhibit or by an oral statement shown upon the record. Any such stipulation is binding upon all parties to the stipulation, and it may be treated as evidence at the hearing. The presiding member may require evidential proof of the facts stipulated to, notwithstanding the stipulation.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.385 Briefs. (NRS 641B.160)** The Board may request briefs to be filed within a specified time. Briefs must be accompanied by proof of service.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.390 Official notice. (NRS 641B.160)** In addition to the facts mentioned in subsection 5 of [NRS 233B.123](#), the Board may take official notice of regulations, official reports,

decisions, orders, standards or records of the Board, of any other regulatory agency of the State of Nevada, or of any court of record.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.395 Informal hearings. (NRS 641B.160)** The Board may hold an informal hearing to:

1. Mediate problems;
2. Discuss factual or legal questions relating to the propriety of certain conduct;
3. Discuss certain conduct and warn holders of licenses that engaging in the conduct will be a violation of law or of the Board's regulations; or
4. Determine the appropriateness of holding a formal hearing on any matter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.400 Submission for decision. (NRS 641B.160)** A proceeding stands submitted for decision by the Board after:

1. The taking of evidence;
2. The filing of briefs; or
3. The presentation of such oral arguments as may have been permitted by the Board, whichever occurs last.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.405 Petition for rehearing. (NRS 641B.160)**

1. Within 30 days after the Board has made a decision or issued an order, the aggrieved party may apply for a rehearing by filing a written petition setting forth the grounds for the rehearing. The only grounds for rehearing which will be considered by the Board are:

- (a) Material mistake or fraud affecting the decision; or
- (b) The discovery of previously unavailable material evidence.

2. The Board will act upon a petition for rehearing within 30 days after receiving it. If no action is taken by the Board within the 30-day period, the petition is deemed denied.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R142-08, 2-11-2009)

**NAC 641B.410 Rehearing on motion of Board. (NRS 641B.160)** The Board, on its own motion, may order a rehearing of its decision if mistake, fraud or misconception of facts existed in the forming of its original decision.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.415 Effect of filing petition for rehearing. (NRS 641B.160)** The filing of a petition for a rehearing does not excuse compliance with an order or decision of the Board, nor suspend its effectiveness, unless the Board, by order, allows the excuse or declares the suspension.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

### **Miscellaneous Petitions**

**NAC 641B.420 Petition for declaratory order or advisory opinion: Scope of consideration. (NRS 641B.160)** The Board will consider petitions for declaratory orders or advisory opinions as to the applicability of any statutory provisions or any regulation or decision of the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.425 Petition for declaratory order or advisory opinion: Action by Board. (NRS 641B.160)**

1. Upon receiving a petition for a declaratory order or an advisory opinion, the Board will place the matter on the agenda for discussion at its next regularly scheduled meeting. If the petition is received within 10 days before the next regularly scheduled meeting, the petition may be placed on the agenda for discussion at the following meeting.

2. At the appropriate meeting, the Board will consider the matter and grant or deny the petition.

3. If the Board denies the petition, no further action will be taken.

4. If the Board grants the petition, the Board will issue its declaratory order or advisory opinion within 90 days after granting the petition, or within 120 days if good cause exists for an extended period of consideration. The Board may schedule a hearing on the issue raised in the petition before issuing its decision. Such a hearing constitutes sufficient cause to warrant the extension.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

**NAC 641B.430 Petition for declaratory order or advisory opinion: Preparation of order or opinion. (NRS 641B.160)** After the Board determines that an issue concerning the applicability of a provision of a statute, regulation or decision should be addressed, the president or other presiding officer will assign one member of the Board to write an order or opinion. Within 60 days thereafter, the member so assigned will:

1. Review comments by all members of the Board on the issue;

2. Research the issue and, if necessary, seek the assistance of the Attorney General; and

3. Submit a draft of the order or opinion to the Board for its approval.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

**NAC 641B.435 Petition for declaratory order or advisory opinion: Notice of order or opinion. (NRS 641B.160)** After the Board renders its declaratory order or advisory opinion, the Executive Director will give notice of it to the petitioner.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99)

**NAC 641B.440 Petition for declaratory order or advisory opinion: Violation of order or opinion. (NRS 641B.160)** Any violation of a declaratory order or advisory opinion rendered by the Board will be considered unprofessional conduct.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

**NAC 641B.445 Petition for adoption, amendment or repeal of regulation. (NRS 641B.160)**

1. A petition for adoption, amendment or repeal of a regulation must be in writing and be prepared in a form approved by the Board.

2. If the Board receives a petition within 30 days before its next regular meeting, the petition will be placed on the agenda for discussion to determine whether the petition should be denied or procedures for adoption of a regulation should be commenced.

3. If a petition is received by the Board during any period in which a regular meeting is not scheduled within 30 days, the Executive Director will place the petition on the agenda of the next regularly scheduled meeting.

4. The Board may call a special meeting to consider a petition.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99)



**NAC 641B.450 Petition to appear before Board. ([NRS 641B.160](#))** Any person may petition the Board to appear and be heard on any matter within the jurisdiction of the Board, as follows:

1. The petition must be in writing and contain a brief summary of the subject matter and the reasons for bringing the matter before the Board.

2. The petition must be received by the Board at least 15 days before the meeting at which the petitioner wishes to be heard, but the Board may waive this requirement.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

# 3F

1st Quarter 23/24 Financials

September		Annual Budget FY 23/24	Monthly Budget September	Monthly Actual - September	Monthly Variance Dollars	Monthly Variance Percent	Annual Year to Date	Annual Variance Dollar	Annual Variance Percent
<b>Fund Balance</b>		<b>\$ 199,699.00</b>					<b>25%</b>		
<b>INCOME</b>									
40000 RENEWAL FEES		530,000.00	44,166.67	54,500.00	-10,333.33	123%	153,374.00	-376,626.00	29%
41000 APPLICATION FEE		45,000.00	3,750.00	4,750.00	-1,000.00	127%	14,150.00	-30,850.00	31%
42000 INITIAL LICENSE FEE		95,000.00	7,916.67	11,187.50	-3,270.83	141%	33,001.00	-61,999.00	35%
43000 ENDORSEMENT FEE		28,000.00	2,333.33	6,750.00	-4,416.67	289%	15,750.00	-12,250.00	56%
44000 PROVISIONAL LICENSE FEES		1,000.00	83.33	-93.75	177.08	-113%	281.25	-718.75	28%
45000 RENEWAL LATE FEE		4,000.00	333.33	700.00	-366.67	210%	1,800.00	-2,200.00	45%
46000 RESTORATION OF LICENSE		1,600.00	133.33	400.00	-266.67	300%	800.00	-800.00	50%
47000 DISCIPLINARY COSTS		2,000.00	166.67	0.00	166.67	0%	0.00	-2,000.00	0%
48000 MISCELLANEOUS		8,000.00	666.67	1,045.00	-378.33	157%	5,760.00	-2,240.00	72%
49000 INTEREST		5.00	0.42	0.00	0.42	0%	0.00	-5.00	0%
<b>Total Income</b>		<b>\$ 714,605.00</b>	<b>\$ 59,550.42</b>	<b>\$ 79,238.75</b>	<b>\$ (19,688.33)</b>	<b>133%</b>	<b>\$ 224,916.25</b>	<b>\$ (489,688.75)</b>	<b>31%</b>
Sub-Account Total		<b>\$ 914,304.00</b>					<b>\$ 424,615.25</b>		
<b>EXPENSES</b>									
50050 Wages		330,000.00	27,500.00	25,142.26	2,357.74	91%	70,451.18	-259,548.82	21%
50102 Group Health Insurance		37,500.00	3,125.00	-615.38	3,740.38	-20%	3,993.86	-33,506.14	11%
50103 Ins Regis		11,250.00	937.50	0.00	937.50	0%	725.53	-10,524.47	6%
50104 Medicare		4,750.00	395.83	299.24	96.59	76%	1,101.22	-3,648.78	23%
50105 PERS-Employer paid		52,000.00	4,333.33	8,205.25	-3,871.92	189%	14,945.10	-37,054.90	29%
50106 Unemployment Ins.		2,500.00	208.33	0.00	208.33	0%	708.22	-1,791.78	28%
50300 Workman's Comp.		2,000.00	166.67	0.00	166.67	0%	497.10	-1,502.90	25%
Sub Account Total		<b>\$ 440,000.00</b>	<b>\$ 36,666.66</b>	<b>\$ 33,031.37</b>	<b>\$ 3,635.29</b>	<b>90%</b>	<b>\$ 92,422.21</b>	<b>-347,577.79</b>	<b>21%</b>
61050 Contract-Labor		60,000.00	5,000.00	3,450.62	1,549.38	69%	13,417.33	-46,582.67	22%
61100 Contract-Auditor		17,000.00	1,416.67	0.00	1,416.67	0%	0.00	-17,000.00	0%
61150 Contract-Legal		30,000.00	2,500.00	1,366.24	1,133.76	55%	1,366.24	-28,633.76	5%
61200 Contract-Legislative Consultant		24,000.00	2,000.00	2,000.00	0.00	100%	7,500.00	-16,500.00	31%
61250 Contract-Payroll / Accountant		5,000.00	416.67	19.25	397.42	5%	811.25	-4,188.75	16%
61300 Court Reporting		2,500.00	208.33	0.00	208.33	0%	0.00	-2,500.00	0%
61400 LCB		8,000.00	666.67	0.00	666.67	0%	0.00	-8,000.00	0%
61450 Contract-Board Members		7,500.00	625.00	0.00	625.00	0%	0.00	-7,500.00	0%
62000 Operating Costs		13,000.00	1,083.33	163.77	919.56	15%	944.39	-12,055.61	7%
62050 Printing		3,140.00	261.67	445.29	-183.62	170%	424.85	-2,715.15	14%
62150 TORT Claim Fund		1,000.00	83.33	0.00	83.33	0%	247.15	-752.85	25%
62200 Rent		21,600.00	1,800.00	1,800.00	0.00	100%	5,400.00	-16,200.00	25%
62250 B and G Assessment		500.00	41.67	0.00	41.67	0%	0.00	-500.00	0%
62300 Records Storage		2,500.00	208.33	0.00	208.33	0%	148.21	-2,351.79	6%
62350 Postage		4,480.00	373.33	504.30	-130.97	135%	996.39	-3,483.61	22%
62400 EITS - Internet		15,000.00	1,250.00	119.98	1,130.02	10%	359.36	-14,640.64	2%
62450 Telephone		1,600.00	133.33	104.94	28.39	79%	732.24	-867.76	46%
62500 Computer Software		20,000.00	1,666.67	138.49	1,528.18	8%	4,610.47	-15,389.53	23%

62550 Transcription		2,000.00	166.67	0.00	166.67	0%	0.00	-2,000.00	0%
62650 Equipment Leases		4,380.00	365.00	150.34	214.66	41%	660.66	-3,719.34	15%
63050 Professional Dues (ASWB)		250.00	20.83	0.00	20.83	0%	125.00	-125.00	50%
63100 Professional Training / Dues		8,000.00	666.67	0.00	666.67	0%	0.00	-8,000.00	0%
64050 Bank Charges		250.00	20.83	1,352.64	-1,331.81	6494%	1,352.64	1,102.64	541%
64100 Credit Card Processing		14,000.00	1,166.67	-111.08	1,277.75	-10%	926.52	-13,073.48	7%
65000 Host Fund		0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
66000 Travel		5,000.00	416.67	0.00	416.67	0%	0.00	-5,000.00	0%
66050 In State Travel		0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
66100 Out of State Travel		0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
67000 Training		0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
68050 Furniture		0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
68100 Computers		3,000.00	250.00	0.00	250.00	0%	0.00	-3,000.00	0%
<b>Sub Account Total</b>		<b>\$ 273,700.00</b>	<b>\$ 22,808.34</b>	<b>\$ 11,504.78</b>	<b>\$ 11,303.56</b>	<b>50%</b>	<b>\$ 40,022.70</b>	<b>\$ (233,677.30)</b>	<b>15%</b>
<b>Total Expenses</b>		<b>\$ 713,700.00</b>	<b>\$ 59,475.00</b>	<b>\$ 44,536.15</b>	<b>\$ 14,938.85</b>	<b>75%</b>	<b>\$ 132,444.91</b>	<b>\$ (229,488.55)</b>	<b>19%</b>

<b>Net Position *</b>		<b>905.00</b>	<b>75.42</b>	<b>34,702.60</b>			<b>92,471.34</b>		
<b>Net Position - Adjusted **</b>		<b>200,604.00</b>					<b>292,170.34</b>		
* Net Position	Income and Expenses without Fund Balance								
**Net Position - Adjusted	Income and expenses with prior year Fund Balance								

<b>CASH BALANCES</b>									
Checking							811,318.98		
Savings							5,885.91		
CD							25,458.03		
<b>Total Cash Balance</b>							<b>\$ 842,662.92</b>		

**3G**

**CE Broker Resources**



CE Broker partners with more than 250 licensing agencies in more than half of the U.S. states connecting with over 5 million licensed professionals and over 15,000 educational providers to modernize continuing education management, increase digital government services and ultimately power professional progress through one universal platform.

### **Why is continuing education modernization important?**

- Legacy systems and/or manual processes are usually outdated and are often the reason behind delays and long wait times for professionals to receive a renewal license.
- Moreover, unwieldy and inefficient legacy systems cause licensing agencies and staff to incur losses in time and productivity.
- Workforce shortages along with manual processes negatively impact agency performance.
- Licensees often have multiple licenses and are confused regarding continuing education requirements and compliance.

### **Solution - CE Broker**

- **Built for boards** - CE Broker, a modern, cost-free configurable software embraces your unique licensure requirements to seamlessly automate and connect with your licensing system and respective workflows. It transforms and automates the continuing education auditing processes for licensing agencies.
- **Designed for licensees** - A single application for licensees to simply and easily manage all continuing education - to find, complete, track, report, store, document, and maintain licensure.
- **Integrated with educational providers** - CE Broker provides a comprehensive course marketplace and a suite of free tools for providers to manage accredited offerings, directly report completions and attendance for CE activity.
- **Connected to the community** - CE Broker proactively partners with state and national associations along with licensure compacts to ensure the best experience for Professionals.

### **Proven Success in Medical**

CE Broker has been utilized by a growing number of Medical boards including the states of South Carolina, Michigan, Florida, New Hampshire, Wisconsin, Ohio, Oklahoma, Kansas, New Mexico, Georgia, Mississippi, Louisiana, Tennessee, Wisconsin and the IMLCC

# Complete Client List



## Florida Department of Health

Florida Board of Acupuncture  
Florida Board of Athletic Training  
Florida Board of Chiropractic Medicine  
Florida Board of Clinical Laboratory Personnel  
Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling  
Florida Board of Dentistry  
Florida Board of Hearing Aid Specialists  
Florida Board of Massage Therapy  
Florida Board of Medicine  
Florida Board of Nursing  
Florida Board of Nursing Home Administrators  
Florida Board of Occupational Therapy  
Florida Board of Opticianry  
Florida Board of Optometry  
Florida Board of Orthotists and Prosthetists  
Florida Board of Osteopathic Medicine  
Florida Board of Pharmacy  
Florida Board of Physical Therapy Practice  
Florida Board of Podiatric Medicine  
Florida Board of Psychology  
Florida Board of Respiratory Care  
Florida Board of Speech-Language Pathology and Audiology  
Florida Council of Dietetics and Nutrition  
Florida Council of Licensed Midwifery  
Florida Council of Medical Physicists  
Florida Electrolysis Council  
Florida Emergency Medical Services  
Florida Office of Dental Laboratories  
Florida Office of Public and Professional Guardians  
Florida Office of School Psychology  
Florida Physician Assistants (Board of Medicine)

TN

## Tennessee Department of Health + Department of Commerce & Insurance

Tennessee Board of Athletic Trainers  
Tennessee Board of Chiropractic Examiners  
Tennessee Board of Dentistry  
Tennessee Board of Emergency Medical Services  
Tennessee Board of Funeral Directors and Embalmers  
Tennessee Board for Licensing Contractors  
Tennessee Board of Massage Licensure  
Tennessee Board of Medical Examiners  
Tennessee Board of Medical Laboratory Personnel  
Tennessee Board of Occupational Therapy  
Tennessee Board of Osteopathic Medical Examiners  
Tennessee Board of Physical Therapy  
Tennessee Board of Professional Counselors, and Marriage & Family Therapy  
Tennessee Board of Psychology  
Tennessee Board of Social Work  
Tennessee Real Estate Commission



## South Carolina Department of Labor, Licensing, and Regulation

South Carolina Auctioneers' Commission  
South Carolina Board of Architectural Examiners  
South Carolina Board of Chiropractic Examiners  
South Carolina Board of Dentistry  
South Carolina Board of Environmental Certification  
South Carolina Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists and Psycho-Educational Specialists  
South Carolina Board of Examiners in Opticianry  
South Carolina Board of Examiners in Optometry  
South Carolina Board of Examiners in Psychology  
South Carolina Board of Examiners in Speech-Language Pathology and Audiology  
South Carolina Board of Funeral Service  
South Carolina Board of Landscape Architectural Examiners  
South Carolina Board of Long Term Health Care Administrators  
South Carolina Board of Massage/Bodywork Therapy  
South Carolina Board of Medical Examiners  
South Carolina Board of Nursing  
South Carolina Board of Occupational Therapy  
South Carolina Board of Physical Therapy Examiners  
South Carolina Board of Podiatry Examiners  
South Carolina Board of Registration for Foresters  
South Carolina Board of Registration for Geologists  
South Carolina Board of Registration for Professional Engineers and Surveyors  
South Carolina Board of Social Work Examiners  
South Carolina Board of Veterinary Medical Examiners  
South Carolina Building Codes Council  
South Carolina Crime Victim Services Division  
South Carolina Manufactured Housing Board  
South Carolina Real Estate Appraisers Board  
South Carolina Real Estate Commission  
South Carolina Soil Classifier Advisory Council

## LARA Michigan Department of Licensing and Regulatory Affairs

Michigan Board of Acupuncture  
Michigan Board of Architects  
Michigan Board of Athletic Training  
Michigan Board of Audiology  
Michigan Board of Chiropractic  
Michigan Board of Dentistry  
Michigan Board of Landscape Architects  
Michigan Board of Massage Therapy  
Michigan Board of Medicine  
Michigan Board of Midwifery  
Michigan Board of Nursing  
Michigan Board of Nursing Home Administrators  
Michigan Board of Occupational Therapy  
Michigan Board of Optometry  
Michigan Board of Osteopathic Medicine and Surgery  
Michigan Board of Pharmacy  
Michigan Board of Physical Therapy  
Michigan Board of Podiatric Medicine and Surgery  
Michigan Board of Professional Engineers  
Michigan Board of Professional Surveyors  
Michigan Board of Psychology  
Michigan Board of Real Estate Appraisers  
Michigan Board of Social Work  
Michigan Board of Speech Language Pathology  
Michigan Bureau of Construction Codes  
Michigan Electrical Administrative Board  
Michigan Indigent Defense Commission  
Michigan Plumbing Division





## **New Hampshire Office of Professional Licensure and Certification**

New Hampshire Advisory Board of Massage  
Therapists

New Hampshire Advisory Board of Medical Imaging  
and Radiation Therapy

New Hampshire Advisory Board of Court Reporters

New Hampshire Board of Accountancy

New Hampshire Board of Acupuncture Licensing

New Hampshire Board of Architects

New Hampshire Board of Barbering, Cosmetology  
and Esthetics

New Hampshire Board of Body Art Practitioners

New Hampshire Board of Chiropractic Examiners

New Hampshire Board of Dental Examiners

New Hampshire Board of Electricians

New Hampshire Board of Foresters

New Hampshire Board of Home Inspectors

New Hampshire Board of Land Surveyors

New Hampshire Board of Landscape Architects

New Hampshire Board of Licensed Dietitians

New Hampshire Board of Licensing for Alcohol and  
Other Drug Use Professionals

New Hampshire Board of Manufactured Housing

New Hampshire Board of Medicine

New Hampshire Board of Mental Health Practice

New Hampshire Board of Natural Scientists

New Hampshire Board of Nursing

New Hampshire Board of Nursing Home  
Administrators

New Hampshire Board of Optometry

New Hampshire Board of Pharmacy

New Hampshire Board of Podiatry

New Hampshire Board of Professional Engineers

New Hampshire Board of Professional Geologists

New Hampshire Board of Psychologists

New Hampshire Board of Reflexologists, Structural  
Integrators, and Asian Bodywork Therapists

New Hampshire Board of Registration for Medical  
Technicians

New Hampshire Board of Registration of Funeral  
Directors and Embalmers

New Hampshire Board of Septic System Evaluators

New Hampshire Board of Veterinary Medicine

New Hampshire Electrology Advisory Committee

New Hampshire Family Mediator Certification Board

New Hampshire Guardian ad Litem Board

New Hampshire Mechanical Safety and Licensing  
Board

New Hampshire Midwifery Council

New Hampshire Naturopathic Board of Examiners

New Hampshire Office of Licensed Allied Health  
Professionals

New Hampshire Ophthalmic Dispensing Professionals

New Hampshire Real Estate Appraisers Board

New Hampshire Real Estate Commission

New Hampshire Speech Language Pathology and  
Hearing Care Providers Governing Board



## Wisconsin Department of Safety and Professional Services

- Wisconsin Accounting Examining Board
- Wisconsin Athletic Trainers Affiliated Credentialing Board
- Wisconsin Auctioneer Board
- Wisconsin Board of Nursing
- Wisconsin Building Inspector Review Board
- Wisconsin Chiropractic Examining Board
- Wisconsin Controlled Substances Board
- Wisconsin Dentistry Examining Board
- Wisconsin Division of Industry Services Trades Programs
- Wisconsin Funeral Directors Examining Board
- Wisconsin Hearing and Speech Examining Board
- Wisconsin Landscape Architect Section
- Wisconsin Marriage and Family Therapy, Professional Counseling and Social Work Examining Board
- Wisconsin Massage Therapy and Bodywork Therapy Affiliated Credentialing Board
- Wisconsin Medical Examining Board
- Wisconsin Nursing Home Administrator Examining Board
- Wisconsin Occupational Therapists Affiliated Credentialing Board
- Wisconsin Optometry Examining Board
- Wisconsin Perfusionists Examining Council
- Wisconsin Pharmacy Examining Board
- Wisconsin Physical Therapy Examining Board
- Wisconsin Physician Assistant Affiliated Credentialing Board
- Wisconsin Podiatry Affiliated Credentialing Board
- Wisconsin Professional Counselor Section
- Wisconsin Professional Engineer Section
- Wisconsin Professional Land Surveyor Section
- Wisconsin Real Estate Appraisers Board
- Wisconsin Real Estate Examining Board
- Wisconsin Social Worker Section



## Alabama

Alabama Board of Architects  
 Alabama Board of Dental Examiners  
 Alabama Board of Occupational Therapy  
 Alabama Board of Respiratory Therapy



## Arizona

Arizona Board of Athletic Training  
 Arizona Board of Nursing Care Institution  
 Administrators & Assisted Living Facility  
 Managers  
 Arizona Board of Occupational Therapy Examiners  
 Arizona Board of Physical Therapy  
 Arizona Board of Psychologist Examiners  
 Arizona Board of Podiatry Examiners



## Arkansas

Arkansas Board of Nursing  
 Arkansas Board of Physical Therapy  
 Arkansas Board of Speech Language Pathology &  
 Audiology



## Bahamas

Bahama Medical Council



## District of Columbia

District of Columbia Board of Nursing



## Georgia

Georgia Board of Chiropractic Examiners  
 Georgia Board of Examiners for Certification of  
 Water & Wastewater Treatment Plant Operators  
 and Laboratory Analysts  
 Georgia Board of Funeral Service  
 Georgia Board of Long-Term Care Facility  
 Administrators  
 Georgia Board of Massage Therapy  
 Georgia Composite Medical Board  
 Georgia Board of Nursing  
 Georgia Board of Occupational Therapy  
 Georgia Board of Physical Therapy



## Idaho

Idaho Board of Heating, Ventilation &  
 Air Conditioning (HVAC)  
 Idaho Electrical Board  
 Idaho Factory Built Structures Board  
 Idaho Plumbing Board



## Kansas

Kansas Board of Healing Arts  
 Kansas Board of Nursing



## Kentucky

Kentucky Board of Chiropractic Examiners  
 Kentucky Board of Dentistry  
 Kentucky Board of Emergency Medical Services  
 Kentucky Board of Licensure for Massage Therapy  
 Kentucky Board of Marriage and Family Therapists  
 Kentucky Board of Nursing



## Louisiana

Louisiana State Board of Architectural Examiners  
 Louisiana State Board of Dentistry  
 Louisiana State Board of Funeral Directors and  
 Embalmers  
 Louisiana State Board of Medical Examiners



## Mississippi

Mississippi Board of Medical Licensure  
 Mississippi Board of Nursing  
 Mississippi Board of Physical Therapy  
 Mississippi Department of Health:

- Athletic Trainers
- Dietitians
- Hearing Aid Specialists
- Medical Radiation Technologist
- Occupational Therapy
- Professional Art Therapy
- Respiratory Care Practitioners
- Speech Language Pathology



## **New Mexico**

New Mexico Board of Nursing  
New Mexico Medical Board  
New Mexico Midwives Unit  
(Department of Health)



## **Nevada**

State of Nevada Physical Therapy Board



## **North Carolina**

North Carolina Board of Chiropractic Examiners  
North Carolina Board of Podiatry Examiners  
North Carolina Psychology Board



## **North Dakota**

North Dakota Board of Nursing  
North Dakota Board of Physical Therapy  
North Dakota Board of Podiatric Medicine  
North Dakota Board of Social Work Examiners  
North Dakota Psychology Board



## **Ohio**

Ohio Chemical Dependency Professionals Board  
Ohio Counselor, Social Worker & Marriage and  
Family Therapist Board  
Ohio Cosmetology and Barber Board  
Ohio Medical Board  
Ohio Speech and Hearing Professionals Board  
Ohio State Dental Board



## **Oklahoma**

Oklahoma Medical Board



## **Texas**

Texas Optometry Board



## **Virgin Islands**

Virgin Islands Physical Therapy Board



## **Virginia**

Virginia Board of Dentistry



## **West Virginia**

West Virginia Board of Examiners in Counseling  
West Virginia Board of Funeral Service Examiners  
West Virginia Board of Registered Nursing  
West Virginia Board of Social Work  
West Virginia Real Estate Commission



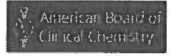
## **Wyoming**

Wyoming Board of Psychology  
Wyoming Board of Nursing

## National & State Associations



American Association of Veterinary State Boards (AAVSB)



American Board of Clinical Chemistry (ABCC)



Dermatology Nurse Practitioner Certification Board (DNPCB)



National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)



National Board for Certification in Occupational Therapy (NBCOT)



National Council of Architectural Registration Boards (NCARB)



Florida Medical Association (FMA)



Florida Osteopathic Medical Association (FOMA)



Georgia Health Care Association (GHCA)



Tennessee Massage Therapy Association (TMTA)



New Hampshire Medical Society (NHMS)



South Carolina Medical Association (SCMA)



South Carolina Osteopathic Medical Society

## Compact Partnerships



Interstate Medical Licensure Compact



# The Nation's Leading Continuing Education Platform

Compliance with confidence

**Prevention of Medical Errors**  
2 Hours  
★★★★★  
Start now

- ✓ Online
- ✓ Certified
- ✓ Auto Report

**Subject areas**

Medical Errors	2 hours
General	2 hours

**Prevention of Medical Errors**  
Your CE has been instantly reported  
License 4455666 +2.00 hours applied

**Transcript**  
License 445566  
Profession  
75% Complete

44 HRS REQUIRED	10 HRS APPLIED	34 HRS NEEDED
--------------------	-------------------	------------------

**Requirements**

- Laws and Rules of the Board** Complete ✓
- Medical Errors** Hours needed: 2
- General** Hours needed: 14

# Our story

In 2003, the state of Florida released an RFP for a system that could track CE Requirements for 28 healthcare boards, 74 different professions, and over half a million licensees. CE Broker was created as a response to this RFP and was awarded the contract.

CE Broker forged an innovative approach to the industry of Continuing Education Tracking, by first establishing relationships with large, nationally accredited providers of education. By aggregating massive amounts of completion data directly from the source, instead of relying solely on self-reported CE by license holders, this allowed CE Broker to obtain more reliable compliance information and effectively streamline audits for the department.

In 2013, the Florida Department of Health launched an initiative to enforce CE Compliance at the time of renewal, by leveraging our technology and infrastructure to integrate with their licensing database. This initiative removed the burden of conducting audits, by requiring that all licensees and education providers report continuing education into CE Broker before renewing a license. This has resulted in over \$500,000 in audit-related savings each year for the Department.\*

Now, 20 years later, CE Broker has become the leader in continuing education compliance, serving millions of people every day.

## Trusted by 250+ boards

CE Broker increases on-time education compliance, streamline audits, and monitor progress - all at *no cost to the state*. All implementation, customization, hosting, training, maintenance, and world-class ongoing customer support are handled by CE Broker staff.

“*The Board unanimously chose CE Broker because it brought all stakeholders together in one platform, increased operational efficiencies and immediately reduced the workload for staff.*”

Mario Guterrez | O.D.F.A.A.O.  
Texas Optometry Board Chairman



\* Source: FL Dept. of Health MGA 2014 Report:

[http://www.floridahealth.gov/licensing-and-regulation/reports-and-publications/\\_documents/quarterly-reports-2nd-1415.pdf](http://www.floridahealth.gov/licensing-and-regulation/reports-and-publications/_documents/quarterly-reports-2nd-1415.pdf)

# Who we serve

We bring together state regulatory boards, licensed professionals, education providers, and professional associations onto one intelligent platform designed to increase compliance rates, encourage professional development, and alleviate the burden of CE audits.



## Built for regulatory boards

CE Broker's modern, configurable software embraces your unique licensure requirements to seamlessly automate and connect with your licensing system and respective workflows.



## Integrated with education providers

The most comprehensive, authorized accredited provider course marketplace available.



## Designed for licensees

A single application for licensees to find, complete, track and report continuing education, store documentation, and maintain their licensure.

## CE Broker is the most trusted, official partner for full-lifecycle continuing education compliance

**250+**  
Licensing boards

**10,000+**  
Education providers



**5+ million**  
Licensed professions

**350+**  
Unique professions

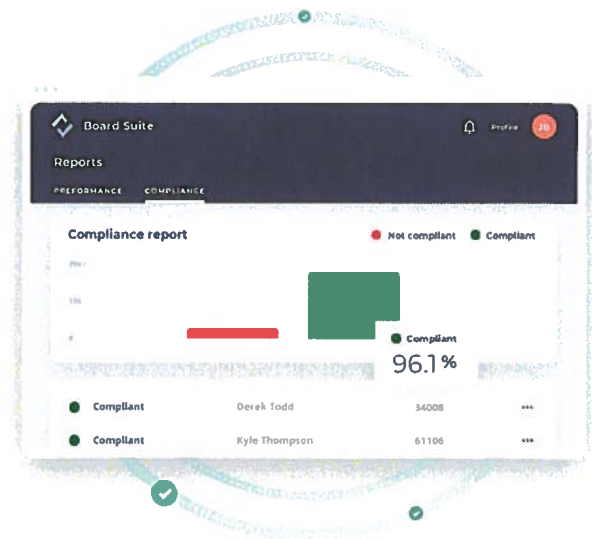


# The Board Suite

Licensing agencies have access to a secure suite of tools which allow for automated enforcement of competency requirements, and streamlined management of provider and course applications.

Tools available to board users:

- Paperless communication channels between agency staff, CE providers, and license holders
- Intuitive compliance reports on the overall licensee population
- Real time access to continuing education records and submissions
- Approval and review queues with automated reminders for course or provider applications
- Random audit functions with ability to leverage additional or disciplinary CE requirements on a case by case basis

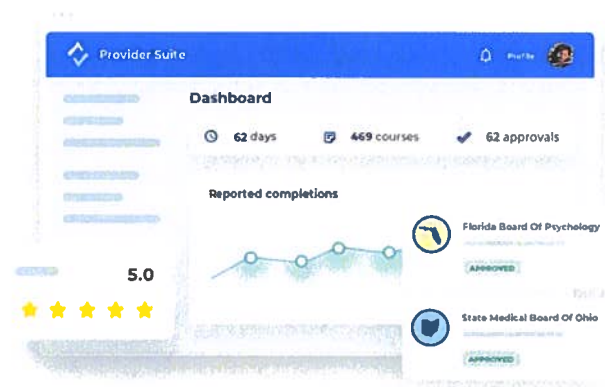


# The Provider Suite

Educational providers have access to their own secure suite of resources designed to increase efficiency, streamline approvals, and aggregate compliance data for the state.

Tools available to educational providers:

- Paperless communication between providers and agency staff or education committees
- Electronic submissions for any necessary applications
- Multiple reporting options to verify credits obtained on behalf of license holders
- Seamless tracking of approvals, national accreditations, course offerings, pending applications, and ratings from license holders
- Built-in Learning Management System (LMS) which allows for hosting and delivery of education content within CE Broker



# Auditing and reports

All data is electronically collected from educational providers and licensees, so audits are transformed from paperwork-ridden investigations into quick, accurate verifications.

Disciplinary actions can be one of the most cumbersome functions of any audit. CE Broker's tracking system allows agency staff members to easily monitor and enforce disciplinary actions that may follow an audit. Whether the state audits licensees at the time of renewal, or as a random post-renewal audit, CE Broker enables licensing boards to efficiently audit up to 100% of the licensed population.

## **Audit Option 1**

### **Compliance at Renewal**

By integrating your licensing database with CE Broker's tracking system, your licensing and enforcement solution can query our system in real-time to verify CE compliance before renewal is permitted. Through this simple API, licensing boards have the ability to monitor up to 100% of their licensee population.

## **Audit Option 2**

### **Standard Post-Renewal Audit**

Staff members responsible for completing audits have the ability to view all uploaded compliance documents and certifications before, after, and during the audit. Licensee records are immediately available upon query by name or license number. Staff members may also request additional records, send electronic notices and reminders, and complete the entire post-audit without tedious paper record requests or waiting on mailed documentation.

## Reports

CE Broker will provide the board with weekly, quarterly, and annual reports including information such as:

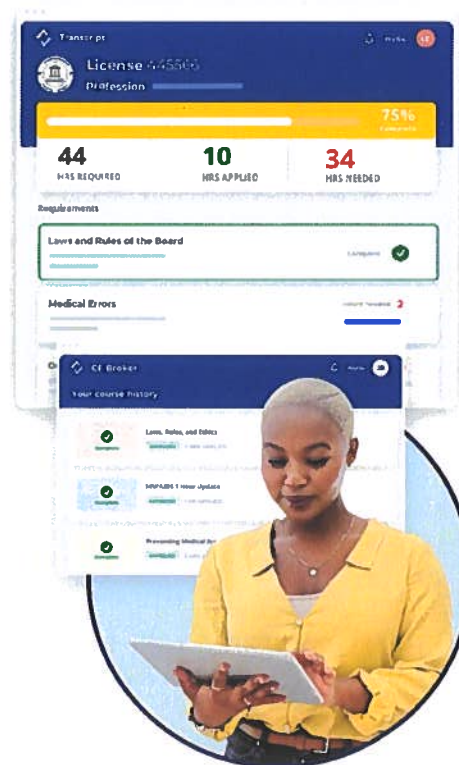
- Relevant statistics on licensee engagement
- Number of active educational providers
- Percentage of providers reporting
- Average reporting time
- Specific course completion metrics by category
- Detailed compliance statistics on the entire licensee population

# Designed for Licensees

CE Broker is committed to powering professional progress. CE Broker's Licensee Suite allows licensees to maintain continuing education records within an intuitive, user friendly account. All records submitted to this account automatically calculate compliance towards CE requirements outlined by the licensee's regulating entity.

Licensees will be able to:

- **Understand requirements** | Detailed breakdown of CE requirements with direct links to fulfill each.
- **Complete course history** | Review and confirm CE course completions to determine what remains for compliance.
- **Manage certifications** | Maintain important certifications and heart cards from one account.
- **Store documents** | Keep secure backups of all certificates and other required documents to access any time.
- **Track multiple licenses** | Manage renewal requirements across multiple licenses in one place.
- **Timely reminders** | Get license renewal & CE deadline reminders to stay on track.



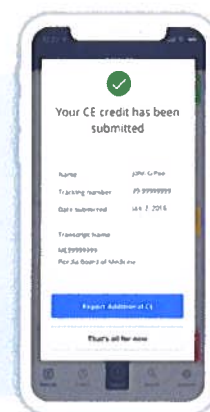
## CE management, on the go

CE Broker offers free iPhone & Android apps that allow licensees to search for courses and report completed courses no matter where they are.

Professional Account holders can access their full suite of tools through the app and track progress in the CE Compliance Transcript. The app automatically syncs information, so nothing is missed.



19K Ratings  
**4.8**  
star rating



# Subscription options

We've developed the best CE tracking tools around because creating beautiful user experiences for licensees is our top priority. We have three levels of subscription levels to match licensees' preferred levels of support.

Most users take advantage of our free Basic account, which includes all of the essential functionality, with no frills. The remaining percentage elect to utilize our Professional or Concierge Accounts that automate managing and reporting their Continuing Education. These voluntary accounts are available for an annual subscription but are *never* required to use CE Broker.

Basic	Professional	Concierge
Essential CE toolbox	Automated compliance calculator	Full reporting service
<b>Free</b>	<b>\$39.99 / year</b>	<b>\$124.99 / year</b>
<a href="#">Get Basic</a>	<a href="#">Start free trial</a>	<a href="#">Get Concierge</a>
<ul style="list-style-type: none"><li>✓ Connect with your licensing board</li><li>✓ See your complete course history</li><li>✓ Take courses within your account</li><li>✓ Report hours manually</li><li>✓ Check your compliance status anytime</li></ul>	<ul style="list-style-type: none"><li>✓ <b>Everything in Basic</b></li><li>✓ Personalized compliance transcript</li><li>✓ Detailed view of missing requirements</li><li>✓ Track for multiple licenses</li><li>✓ Store all certificates &amp; heart cards</li><li>✓ View and export past transcripts</li><li>✓ Know when each requirement has been met</li></ul>	<ul style="list-style-type: none"><li>✓ <b>Everything in Professional</b></li><li>✓ Dedicated account manager</li><li>✓ One-on-one help to stay on track</li><li>✓ We do all the reporting for you</li><li>✓ We find approved courses for you</li><li>✓ We make sure you're compliant</li></ul>




Approximately  
**87% of licensed professionals currently take advantage of the free Basic account**  
with the remaining 13% choosing voluntary subscriptions for added convenience.


# Full service Support Center


CE Broker houses a fully-trained Support Center which serves our clients in multiple ways:

- Licensees and Educational Providers can call, email, or live chat with our support representatives
- Board staff members can immediately contact a designated Partner Success Manager to handle requests promptly. Board requests are routed separately from our traditional support channels, to ensure an expedited response and resolution.
- CE Broker does not outsource client support to any third parties. All client support is managed in-house, and our staff are trained on the various rules & requirements for each board prior to going live. This ensures that we can provide quality support, and alleviate burden wherever possible.

## Support channels

 **Email** | CE Broker Support Center staff reply to emails quickly and efficiently throughout the day.

 **Live Chat** | Live Chat allows users to receive real-time help without having to pick up the phone.

 **Phone** | Licensees, board staff, and educational providers all have access to live support over the phone, Monday through Friday, during regular business hours.

### Additional Resources on our website:

- User Specific FAQ's & Tutorials
- Product demonstrations and walkthroughs for all system functionality
- Contact information for various requests & relevant details on the platform



Chat satisfaction  
**93%**



Average CSAT score  
**4.7/5**



*Love this app! With as busy as our nursing lives get, this app is perfect. It's easy to use, easy to read & easily accessible.*

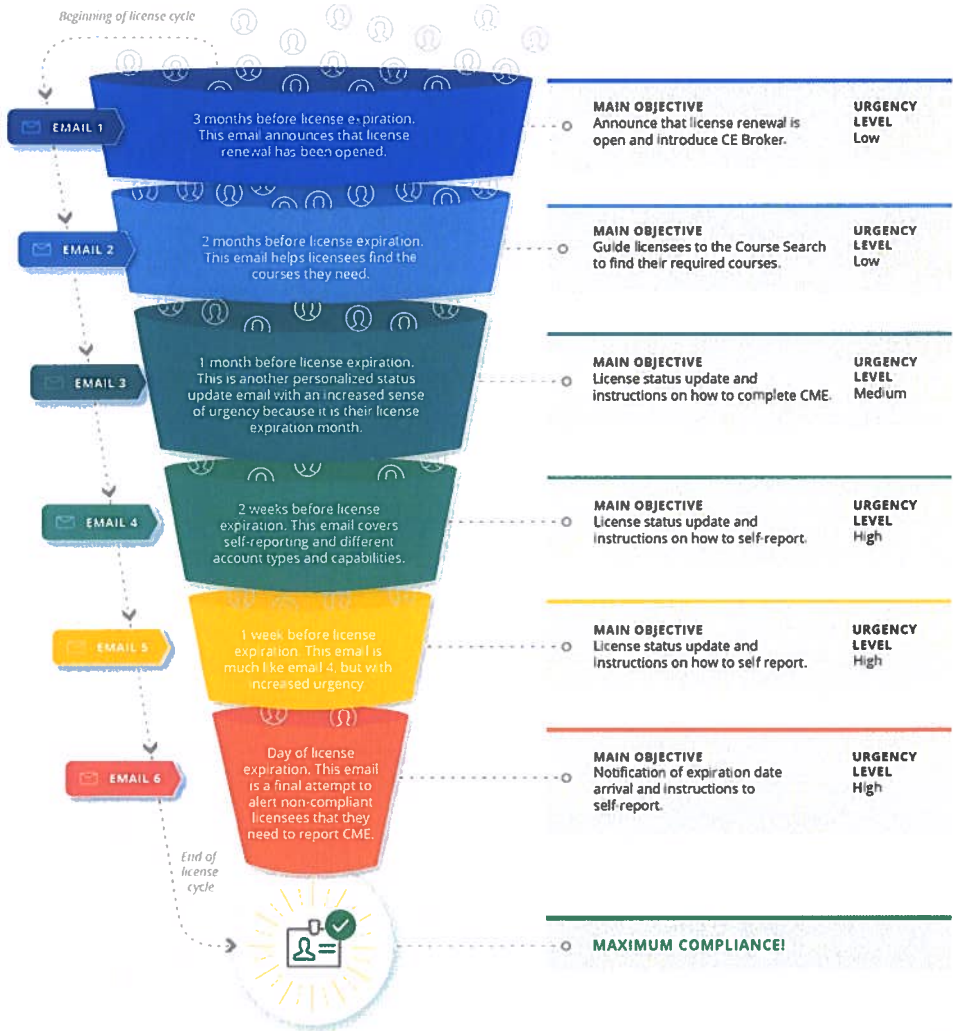


# Renewal email system

In addition to CE Broker's efforts to provide quality client support, we also provide a communications & marketing team to assist our clients with licensee announcements, increasing engagement, and awareness campaigns for new requirements or changes in rules and regulations.

During their renewal window, licensees receive helpful email alerts including the following:

- Personalized updates on current compliance status or requirements
- CE Reporting instructions and guidelines
- Ongoing reminders on relevant deadlines
- Links to Support Center channels and relevant knowledge articles
- Answers to frequently asked questions



**Our automated renewal reminders have increased compliance rates by more than 30%, and serve to simplify the renewal process for both licensees and boards.**

# Enterprise grade security

All data collected or processed through our platform is housed securely within geo-redundant data servers located in Jacksonville, Florida and Louisville, Colorado.

## CE Broker services uptime

No scheduled maintenance is allowed during regular business hours (M-F 8a-8p EST). Software updates are usually released on Sunday nights; no downtime is required. The system is monitored 24x7x365.

**99.5% Uptime**

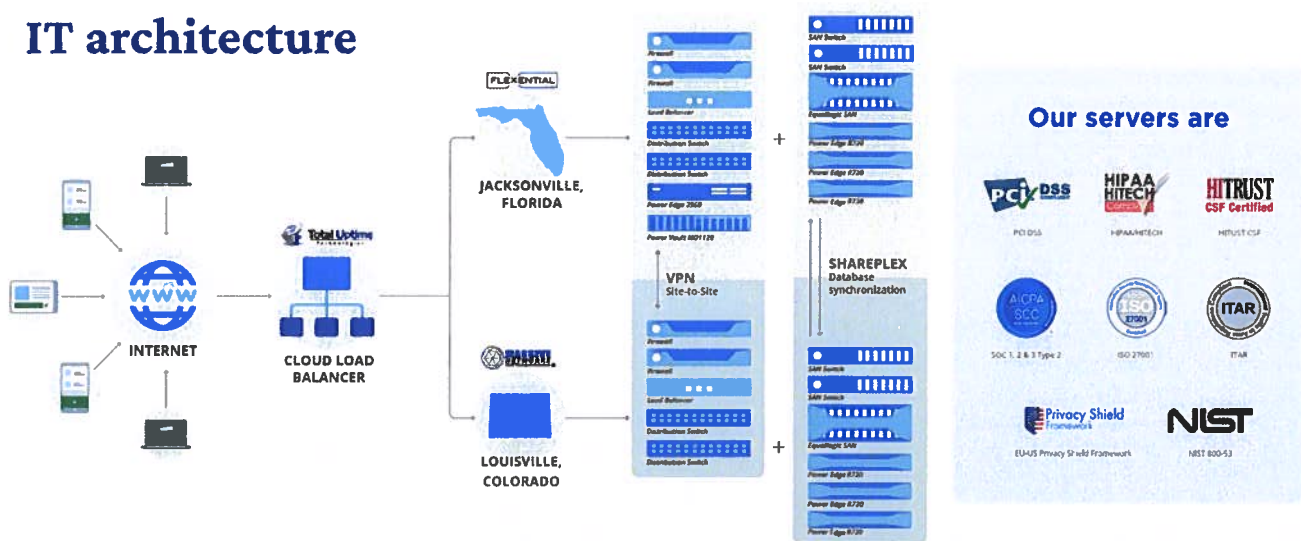
### CE Broker System

- Public Website
- Private Website
- Authentication Services
- Web services

## System encryption & security

- A majority of the information collected is considered public domain, and available on license verification webpages for consumers. This would include data such as: licensee name, license number, issue date, expiration date, etc. CE Broker does not collect or require sensitive information that does not pertain to CE Requirements.
- With hosted data, CE Broker agrees to prevent disclosure of any proprietary or confidential information to any third parties. Beyond this, all of our data is encrypted at rest and in transit in accordance with Federal Information Processing Standards (FIPS)
- **Flexential** | Our Jacksonville servers boast a 100 Gbps Network backbone, scalable to 400 Gbps, with 80 on-net carriers and proactive DDoS protection. Flexential also holds a variety of certifications ranging from HIPAA and PCI Compliance to NIST Compliance, thus surpassing most network security requirements for our SLA contracts.
- **Massive Networks** | Our Louisville servers offer similarly robust network security, allowing CE Broker to reach or surpass 99% uptime, while being certified for SSAE 18, HIPAA, HITRUST, and PCI Compliance. Their Louisville location boasts multiple redundancies including Dual UPS (A&B Feeds), Cummins Diesel Generators, and a redundant 20-ton Liebert HVAC to help eliminate downtime for any single point of failure.

## IT architecture



# Our partnership ecosystem

We partner with top licensing management organizations, enforcement agencies, educational providers, associations, and employers to form the most, integrated, trusted, and comprehensive network.



## Ready to learn more?

Reach out to our team to see how CE Broker can help increase on-time education compliance, streamline audits, and monitor progress - all at no cost to your board.

[www.cebroke.com/contact/sales](http://www.cebroke.com/contact/sales)





**Compliance with confidence**

[www.cebroker.com](http://www.cebroker.com)