

STATE OF NEVADA

JOE LOMBARDO
Governor



DR. KRISTOPHER SANCHEZ
Director

PERRY FAIGIN
NIKKI HAAG
MARCEL F. SCHAEERER
Deputy Directors

VICTORIA ERICKSON, LCSW
Executive Director

DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF NEVADA BOARDS, COMMISSIONS AND COUNCILS STANDARDS
BOARD OF EXAMINERS FOR SOCIAL WORKERS

PUBLIC NOTICE OF BOARD MEETING

9:00 AM on Wednesday, October 15, 2025

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.

Victoria Erickson is inviting you to a scheduled Zoom meeting.

Topic: October 2025 BESW Board Meeting

Time: Oct 15, 2025 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95768602527?pwd=T35rCS0S2dduCbE17IH6SazWa2aBUr.1>

Meeting ID: 957 6860 2527

Passcode: 695778

One tap mobile

+16694449171,,95768602527#,,,,*695778# US

+16699009128,,95768602527#,,,,*695778# US (San Jose)

Join instructions

<https://zoom.us/join/95768602527/invitations?signature=JnA2660zI2mPI6KAIpEsLKabpJP GI-3CfZf4bGjCH5E>

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, Discussion and Possible Approval of the August 20, 2025, Meeting Minutes (For Possible Action).

B. Review, Discussion and Possible Approval of the September 24, 2025, Meeting Minutes (For Possible Action).

C. Review, Discussion and Possible Action, Exception to the Post Graduate Internship Policy for Brittany Shaney. (For Possible Action).

D. Board Review of Hearing for Virgilio DeSio, License No. 6200-C (For Possible Action).

E. Legislative Update (For Possible Action).

F. Statewide IT Outage (For Possible Action).

G. First Quarter FY26 Financials (For Possible Action).

H. Office of Nevada Boards, Commissions, and Councils Standards Office Regulations, NAC Development (For Possible Action).

I. Executive Director's Report (Informational).

i. Inquiry about future agenda items.

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 information 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 and the State of Nevada's Public Notice Website <http://notice.nv.gov>

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BOARD OF EXAMINERS FOR SOCIAL WORKERS

On Wednesday, August 20, 2025, the board meeting for the State of Nevada Board of Social Work Examiners was called to order by President Langston at 9:00 AM.

Agenda Item 1. Call to Order, Roll Call. Present were Esther Langston, President, Linda Holland Browne, Vice Chair, Abigail Klimas, Secretary Chair, Michelle Rubinstein Meadows, Vikki Erickson, Executive Director, Sandy Lowery, Deputy Director, Paulina Campbell, Board Staff and Harry Ward, Deputy Attorney General. Jaime Vaughn, Board Member had an excused absence.

Agenda Item 2. Public Comment. Erickson stated that there was nobody else on the Zoom call, nobody on the phone calling in or present in the office to provide public comment. Erickson stated she has received no public comment via email. Erickson stated that the public can go to the Zoom link under board meetings on the Board of Examiners for Social Workers website, or call in with a Meeting ID: 95745758848 Passcode: 719231.

Agenda Item 3A. Review and Discuss June 18, 2025, Meeting and Hearing Minutes (For Possible Action). Linda Holland Browne made a motion to approve the June 18, 2025 Meeting and Hearing minutes. Rubinstein Meadows provide a second. Unanimous approval of the meeting minutes.

Agenda Item 3B. Board Review of Hearing for Virgilio DeSio, License No. 6200-C (For Possible Action). Deputy Attorney General Ward states he is in contact with the licensee's attorney to complete an order, but there is no further update. There was no action on this item.

Agenda Item 3C. Board Election (For Possible Action). The Board members discussed the position of President, Vice Chair and Secretary Treasurer. After discussion, the Board indicated they would like Langston to remain in the position of President of the Board, and Holland Browne to remain in the position of Vice Chair. The board discussed that they would like Rubinstein Meadows to be in the position of Secretary Treasurer because she is located near the Board Office in Reno. Holland Browne made the motion to the board positions mentioned. Klimas Seconded the motion. Unanimous approval. Esther Langston will remain the Board President, Linda Holland Browne will remain the Vice Chair and Michelle Rubinstein Meadows will be the Secretary Treasurer.

Agenda Item 3D. Office Staff Position (For Discussion). Erickson introduced the new staff

member in the Board Office, Paulina Campbell, who is an Administrative Assistant II. She is currently working in the Compliance Unit.

Agenda Item 3E. FY25, Year-End Financials (For Possible Action). Lowery states that the year-end financial standing looks good since this office spends conservatively. Lowery reports that income is 115% of anticipated income and we are at 91% of salary expense and 61% of other expenses. Lowery states that we are able to increase cash reserves from 6 months to 8 months. We discussed that the reserves is not usable because it is OPEB liability, PERS liability and lease liability. Erickson inquired about the Workers' Comp percentage. Lowery discussed how we were required to change vendors for Workers' Comp as a requirement of the State of Nevada Department of Business and Industry. The cost is 3 times the amount of the previous policy which puts us at 313% of budgeted Workers' Comp. Holland Browne made a motion to approve the FY25, Year End Financials. Klimas seconded the motion. Unanimous approval of the Budget.

Agenda Item 3F. FY26 Final Budget (For Possible Action). Lowery states the year-end budget shows less in total expenses and a slight increase in revenue which has been consistent over the years. No significant changes for the FY26 Final Budget. Langston called for a motion to approve the FY26 Final Budget. Holland Browne made the motion to approve the FY26 Final Budget. Rubinstein Meadows seconded the motion. Unanimous approval of the FY26 Final Budget.

Agenda Item 3G. Department of Public Safety Audit. (For Possible Action). Lowery discussed that the Department of Public Safety audits agencies periodically regarding the background check processes. Lowery states that the Board of Examiners for Social Workers passed the FBI audit in 2021, and now we'll be audited by the State of Nevada Department of Public Safety mid-September. The Board staff have completed all required training in preparation for the audit as assigned by the Department of Public Safety. No Action taken on this agenda item.

Agenda Item 3H. ASWB Delegate Assembly November 7-8, 2025 (For Possible Action). Langston stated she was aware that the Delegate Assembly would be held in Indianapolis, IN this year. Erickson inquired if the board would like to discuss who the delegate would be for the Delegate Assembly. Erickson stated she would be attending as the Administrator of the board and as a member of the ASWB Board of Directors. Langston states as the President of the Board, she would be happy to attend as the delegate, but since there is funding in our budget, perhaps an alternative could attend. Other board members mentioned they would look at their calendar to see if they were available to attend as the alternate delegate and would let Erickson know. Langston asked for a motion to allow the President of the Board to attend as the delegate to the ASWB Delegate Assembly and an option for another board member to attend as the alternate delegate. Rubinstein Meadows made the motion. Klimas seconded the motion. Unanimous approval for Langston to attend as the delegate and the alternate delegate to be considered if another board member can attend.

Agenda 3I. ASWB Leadership Meeting (For discussion). Langston stated that she attended as part of a committee and felt the meeting was "very powerful" and "quite interesting". Erickson stated she attended as a member of the ASWB Board of Directors, so attended the Board of Directors Meeting. Erickson states she is also the board liaison for the Education Committee, so attended that meeting the day before the Board of Directors meeting. Erickson discussed the value of participating on ASWB committees if any of the Board Members were interested in considering this and advised them on how to submit an interest form to be considered for a

committee. Langston states she attended the Leadership Meeting as part of the DEI committee. She stated, "as you know, DEI in all of its forms, is under attack". She states that on the committee, because ASWB is not a government entity, they will continue to work with their DEI as they have in the past, and as a result, the committee is passing some guiding principles of how ASWB will operate that will be read at the beginning of every meeting. Langston states that the DEI committee will continue to send ambassadors to meet in other ASWB meetings to be sure DEI is infused in all of the committees, deliberations, recommendations, appointments, et cetera. No action taken on this item.

Agenda Item J. Executive Director's Report (Informational). Erickson states board staff have licensed several applicants who recently graduated with their BSW and MSW degrees, stating one of the tasks that takes the longest to license is receiving background checks. Erickson states Lowery has been working with the auditors to get all the documentation to prepare for your yearly financial audit. No action taken on this agenda item.

Agenda Item 4. Public Comment. Erickson stated there was nobody on the phone calling in, nobody on the Zoom call, responding via email or in the office, but invited people to join the Zoom call via the link on the board website listed on the agenda for this meeting or call in to the meeting using Meeting ID: 95745758848 with a Passcode: 719231. Langston spoke during public comment stating that she finds it important for the State of Nevada Board of Examiners for Social Workers to continue to work to become part of Social Work Interstate Compact. She states she would like the board to get prepared for the next legislative session to move forward and start having discussions about the compact agreement and what it means. "I mean, we are a military state and it's vital that we take a real serious look at it". No action was taken on this agenda item.

Agenda Item 5. Adjournment. President Langston called for a motion to adjourn the meeting. Holland Browne made the motion to adjourn the meeting, and Klimas seconded. Unanimous agreement to adjourn the meeting. Meeting adjourned at 9:50AM.

3B

Meeting Minutes – September 24, 2025

STATE OF NEVADA

JOE LOMBARDO
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Director

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DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF NEVADA BOARDS, COMMISSIONS AND COUNCILS STANDARDS
BOARD OF EXAMINERS FOR SOCIAL WORKERS

On Wednesday, September 24, 2025, the board meeting for the State of Nevada Board of Social Work Examiners was called to order by President **Langston** at 1:01 PM.

The morning prior to the meeting, the Board of Examiners for Social Workers Board Members received Open Meeting Law Education from Deputy Attorney General Harry **Ward**.

Agenda Item 1: Call to Order, Roll Call. Present were Board President Esther **Langston**, Vice Chair Linda **Holland Browne**, Secretary Treasurer Michelle **Rubinstein Meadows**, Abby **Klimas** and Jamie **Vaughn**. Board staff present were Vikki **Erickson**, Executive Director and Sandy **Lowery**, Deputy Director. Deputy Attorney General Harry **Ward** was present. Sabrina **Schnur** from Cartwright Government Affairs and Alex **Pike** from Flynn Guidici Government Affairs were present.

Agenda Item 2: Public Comment. There was nobody present to make public comment in the room, on the phone or via email. Nobody was in the waiting room of the Zoom Call. **Erickson** stated that the public is able to access the meeting by going to the Zoom link on the board website with the meeting ID: 92588345541 and a passcode of 542672.

Agenda Item 3A: Board Operations: Review and Discuss August 20, 2025, Meeting and Hearing Minutes (For Possible Action). **Erickson** stated that the August board meeting minutes were in the shared drive which was impacted by the Cyber Attack that affected all State of Nevada agencies. **Erickson** stated she would continue to try to retrieve them or retype them for the October 2025 Board Meeting. There was no action take on this agenda item, and **Langston** agreed to review the August 2025 Board Meeting Minutes in the next board meeting.

Agenda Item 3B: Board Review of Hearing for Virgilio DeSio, License No. 6200-C (For Possible Action). Deputy Attorney General **Ward** stated, "I ask that this matter be continue to the next meeting. Hopefully we'll get the consent decree in by then". No action was taken on this agenda item.

Agenda Item 3C: Legislative Update (For Possible Action). **Erickson** inquired if Mr. **Pike** was able to provide a legislative report. Mr. **Pike** stated he was not prepared to provide a report at this time. No action was taken on this agenda item. **Erickson** states she will reach out to Flynn Guidici Government Affairs for the final report from the legislative session.

Agenda Item 3D: Statewide IT Outage (For Possible Action). **Erickson** stated that the board office was impacted by the cyber attack that affected state offices, and the Board office still hasn't had their share drive recovered. She states they were without internet connection for about 2 weeks, and recovered their database about 2 weeks ago. **Erickson** stated that the Board found alternate methods to comply with regulation and meet the needs of the public, licensees and applicants, but are still working to recover the share drive. **Erickson** states the Board Office continues to work with state IT to recover the share files. No action was taken on this agenda item.

Agenda Item 3E: Department of Public Safety Audit (For Possible Action). **Lowery** states that every three to five years there is both an FBI audit and a state audit of the way in which the board office manages fingerprinting. In 2021 the Board Office underwent an FBI audit which went well. Last week, the Board Office underwent the Department of Public Safety Audit which went well. The auditors made some suggestions to tighten security, which the Board Office will make, otherwise the Board Office passed the audit. **Lowery** stated that currently, since the state cyber-attack, background checks are taking a longer period of time to process, specifically if the applicant sends fingerprint cards, however Department of Public Safety is working to resolve that issue. No action was taken on this agenda item.

Agenda Item 3F: 2025 Financial Audit (For Possible Action). **Lowery** stated that the Board Office has spent several months preparing all the information required by Casey Nieson, who is completing the Board Office audit. They were onsite at the Board Office Monday and Thursday and there doesn't seem to be any anticipated problems with completing the audit. No action was taken on this agenda item.

Agenda Item 3G: Application Review – Consideration of Applicant Work History (For Possible Action). **Erickson** states that she contacted the Association of Social Work Boards to survey Social Work License Regulators across the United States and Canada to inquire if they ask for work history on initial applications. It appears that about 50% of the boards seem to inquire about work history. **Lowery** stated that prior to applicants completing a background check, the work history of required because if there was a gap, perhaps there was a legal history or incarceration. The Board Office doesn't consider work history when issuing licenses currently. **Langston** asked for a motion. **Holland Browne** made the motion to eliminate the work history from the application. **Klimas** provided the second. Unanimous agreement to eliminate the work history from the application.

Agenda Item 3H: Office of Nevada Boards, Commissions, and Councils Standards Office Regulations. (For Possible Action). **Erickson** stated that she received an email from the Deputy Director of the Office of Nevada Boards, Commissions, and Councils Standards, who formed a task force to create regulation around NRS 232 which gave this office purview over Nevada Boards and Commissions. **Erickson** stated she included the email and proposed regulations. **Erickson** stated that these regulation proposals will need to go through public workshops and vetted through the LCB and the Attorney General's Office. **Erickson** states some of the proposed regulations already exist in NAC 641B. and some other concerns with the regulations for the board to review. **Lowery** states that the Board Office will "crosswalk" the proposed regulations to the existing Social Work regulation and would be "crosswalked" formally by the LCB across all 34 board regulations. **Langston** stated the board should review recommendations submitted regarding Social Work regulation. No action was taken on this agenda item.

Agenda Item 3I: Executive Director's Report (Informational). **Erickson** reports that she

attended a Contract Manager Training put on by Purchasing specifically for Boards and Commissions. **Erickson** stated that she had submitted contracts that she received 1:1 assistance with from the purchasing department staff and they were rejected by the Governor's Finance Office, and not sure why. **Erickson** stated the training was helpful overall. **Erickson** stated the Board Office staff have been working very hard to work with the public, applicants and licensees during the cyber attack and have a high level of dedication to compliance.

Agenda Item 4. Public Comment: **Erickson** stated that there was nobody in the room, nobody on the Zoom call, no emails or phone calls to join the meeting or make public comments, however people can join the meeting by clicking the Zoom link on the Board website and entering the Meeting ID: 92588345541 with a passcode of 542672.

Agenda Item 5. Adjournment. President **Langston** adjourned the meeting at 1:30pm.



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #O-264, Reno, NV 89502

(775) 688-2555

NOTIFICATION OF OPEN MEETING LAW SERVICE REQUIREMENTS

I, Brittany Shaney, being apprised of the requirements under NRS 241.033 and NRS 241.034 for a public body to notify a person by certified mail at least twenty-one (21) working days in advance or by personal service at least five (5) working days in advance of a meeting in which that public body will consider an exception to the Post Graduate Internship Policy. I have also been apprised that an email and scanned signature on this document will carry the same weight as an original. I do hereby acknowledge these requirements and that a regularly schedule board meeting shall take place at the time, date and location noted below:

State of Nevada, Board of Examiners for Social Workers

Virtual Board Meeting

9:00 am on Wednesday, October 15, 2025

Zoom meeting link:

<https://zoom.us/j/95768602527?pwd=T35rCS0S2dduCbE17IH6SazWa2aBUr.1>

Included on the October 15, 2025 board meeting agenda will be an action item:

Review, Discussion and Possible Approval, Exception to the Post Graduate Internship Policy for Brittany Shaney. (For Possible Action).

The Board's review and discussion regarding this matter may entail consideration of my request for an exception to the Post Graduate Internship Policy. In addition to the above information, I have also been informed by the Board's Executive Director that the Board meeting agenda as well as minutes from the October 15, 2025, board meeting are public documents which will be publicly available, including publicly posted on the Board's website, www.socwork.nv.gov. Copies of the above referenced Nevada Revised Statute (NRS) have also been provided to me for my review.

DATED: 8 day of 10, (month), 2025 (year)

By: Brittany Shaney
Signature

Debbie Shaney
Witness

8/10/25
Date



State of Nevada

Board of Examiners for Social Workers

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POST-GRADUATE CLINICAL INTERNSHIP PROGRAM

CLINICAL SOCIAL WORK means the application of methods, principles and techniques of case work, group work, community organization, administration, planning, consultation, research and psychotherapeutic methods and techniques to persons, families and groups to help in the diagnosis and treatment of mental and emotional conditions. (NRS 641B.030)

INTERN means an applicant for licensure as an independent (LISW) or clinical (LCSW) social worker via a post-graduate internship. The applicant is currently licensed in Nevada with a Licensed Master Social Worker (LMSW) license and has passed the Association of Social Work Board (ASWB) Master's exam, but has not yet completed the 3000 hours of supervised postgraduate experience and 104 hours of supervision necessary for a licensure in Nevada as a LISW or LCSW. An intern is in the process of completing the requirements for their advanced license under an approved **Internship Program** of supervised practice. (NAC 641B.035)

Internship Policy – Related NACs and Expectations

Clinical Social Work Internship: Performance of supervised, postgraduate social work in Nevada.

An applicant for licensure as a clinical social worker must complete an internship program consisting of not less than 3,000 hours of supervised, postgraduate social work and 104 hours of supervision. Except as otherwise provided, 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.
- (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.

At least 2,000 hours of the supervised, postgraduate clinical social work required must be in the area of psychotherapeutic methods and techniques to person, families and groups to help in the diagnosis and treatment of mental and emotional conditions. The remaining hours may be completed in other areas of clinical social work. [NAC641B.150 (1,2)]

PSYCHOTHERAPEUTIC METHODS and TECHNIQUES Defined

The methods of treatment that use a specialized, formal interaction between a clinical social worker and a client in which a therapeutic relationship is established and maintained to:

- Understand unconscious processes and intrapersonal, and psychosocial dynamics; and,
- Diagnose and treat mental, emotional, and behavioral disorders, conditions and addictions. (NAC 641.057)

At the successful completion of a post-graduate clinical internship, the licensee must be able to demonstrate,

A. The ability to assess, diagnose, and treat mental and emotional conditions

- Comprehensive psychosocial assessment including knowledge and utilization of Mental Status Exams (MSE)
- Determination of diagnosis, i.e., use of the DSM
- Development of treatment plans with specific goals
- Various clinical intervention approaches
- Competence in individual, family and group psychotherapies
- Document and review of treatment outcomes
- Knowledge of psychopharmacology
- Knowledge of addictions and the related clinical interventions
- Suicidal/homicidal evaluations and interventions
- Abuse/neglect evaluations and interventions
- Experience with a range of clientele

B. The skills and professional conduct necessary for continuing competency

- Thorough understanding of the NRS / NAC related to Social Work practice in Nevada.
- Establish professional clinical relationships – initiating and sustaining a worker/client relationship based in social work standards of professional conduct that strengthens the client.
- Appropriate “use of self” with clients and colleagues – the separation of personal issues from professional responsibility and relationships
- Commitment to the social work profession and services to clientele
- Application of social work values and ethics
- Knowledge and application of human behavior and the social environment
- Recognize and reinforce the client’s prerogative of self-determination
- Utilize supervision for critical review of practice

C. Concepts relating to risk and safety issues

- Uses safety policies procedures to protect clients and licensee.
- Demonstrates the ability to assess and then function safely in emergency situations.
- Consistent use of safety and risk assessments
- Understanding the steps for mandated reporting and mandated action.
- Competence in initiating civil commitments (legal hold).
- Assessment of the intern’s readiness for competent autonomous practice in relation to such safety and risk factors.

Internship Policy - Site Approval

A post-graduate internship can only be completed at a **site** approved by the Board.

The Board will not approve any site that solely provides virtual / telehealth treatment. A hybrid model of both in person and virtual treatment is required.

In the **Site Application**, the Board requires an agency, seeking to become an approved site, to provide information regarding the following –

- Proof of agency NPI and TIN numbers, state licensure for the agency (must be licensed in NV for a period of not less than one year and providing treatment in the community for not less than one year before consideration as a site).
- Identification of payor sources utilized by the agency, including insurance vendors, contracts, etc. and a description of how billing for services is done.

- A narrative explanation of the target client population served by the agency, types of therapy services provided, psychometric testing used, and typical issues / diagnoses treated.
- The job description and / or detailed contract for a post-graduate internship position. The **site** has the burden of demonstrating that the position constitutes clinical social work and is appropriate to provide psychotherapeutic methods and techniques.
- Organizational chart and list of the clinical complement of staff at the agency.
- Plan to provide supervision for post-graduate interns, onsite and / or offsite.
- Clinical policies.
- Safety policies.
- A blank client chart.

The **site** will submit an application which is reviewed by the staff and / or board member overseeing the Post-Graduate Internship Program. Once approved, the site must agree to an onsite Board review at any time. The site must give permission for the intern's **clinical supervisor** to observe the practice of the **intern** and to review the documentation of the **intern** if the **clinical supervisor** is not employed by, or contracted with, the site (see Access Letter).

Under the following conditions, a site may be closed, by the Board, as a post-graduate internship site –

- If a site is found to no longer meet the requirements as described above.
- If the site does not have an onsite licensed mental health professional.
- If there is evidence that the intern and / or clinical supervisor are not safe from harm at the site.
- If the site receives a sanction by a payor source, regulatory or accreditation body, then the site will be closed until the terms of the sanction are met.
- If there is evidence that the site is under investigation by a regulatory body.

In any of these scenarios, the Board will give the **site**, **clinical supervisor** and **intern** 30 days to facilitate the transfer or closure of cases to minimize possible adverse effects on the client.

Internship Policy – Program and Application

An *Internship Program* is defined as the contract between a Licensed Master Social Worker (LMSW) or **intern**, a Board approved **clinical supervisor** and a Board approved **site** (agency). Licensees interested in a post-graduate clinical internship will apply to the Board for approval prior to engaging in any direct practice with clients. The applicant may only practice at Board approved site(s), pursuant to NAC 641B.150. Both the **intern** and **clinical supervisor** must live in Nevada (or designated border communities). The intern may only practice and treat clients who are physically in the State of Nevada. Practice by Interns, across state lines is prohibited.

The application is broken down into two parts, the **Intern** will apply for their LCSW / LISW license and will provide information about the proposed clinical site(s). Once the licensee's application is approved, the **clinical supervisor** will complete the supervision contract, specifying the period of the contract and any reimbursement paid by the intern / site. An application is not considered complete until both parts are submitted and approved. If the **intern** needs to make changes to their approved internship (leaving a site, adding a site, or changing their clinical supervisor), they will complete a **partial application** then the **clinical supervisor** will complete an updated contract. The changes do not go into effect until the licensee receives notification of approval.

The approved **site** must be in an agency that has a defined mental health / clinical program in place that would be appropriate for the educational needs of an internship. The site's approved job description / contract must be submitted with the internship application. Interns can only practice under Board approved job descriptions / contracts. Once approved, **any changes of position / job at the site must be approved by the Board in advance**. A new job description must be submitted with a request for an internship change. This change must be approved by the Board for the internship to remain active.

If the intern's **clinical supervisor** is **off-site** (not employed by or contracted with the site), then the site must designate a Nevada **licensed on-site mental health professional** (MD, APRN, PhD, MFT, or CPC) that will serve to provide administrative supervision and can assist in a clinical emergency. The on-site mental health professional must coordinate with the Board approved **clinical supervisor** regarding the intern's practice. The clinical leadership of the **site** will complete an Access Letter which the **intern** will submit providing permission for access.

An intern may not engage in direct practice with clients unless the clinical supervisor or licensed on-site mental health professional is on-site and available for immediate consultation. After the intern has completed 1000 clinical hours, 500 non-clinical hours and 50 hours of supervision, the licensed on-site mental health professional may be available for immediate consultation indirectly, e.g., the use of cellular phones, video conferencing, etc., if the **clinical supervisor** is agreeable. Since the practice of the intern is under the **clinical supervisor's** license, it is up to him/her to determine if the intern is ready for more independent practice.

Internship Policy – Program and Supervision

Per NAC 641B.160 the **clinical supervisor** is responsible for the practice of social work by the **intern**. This is managed in part by supervision meetings. The **clinical supervisor** is expected to meet with the intern individually, for not less than one hour per week. The Board also allows for a total of 24 hours of group supervision, provided that the **clinical supervisor** is present at the group. The minimum number of hours of supervision required for completion of a post-graduate internship is 104 hours. While it is preferred that supervision occurs on a face-to-face basis, the Board will allow supervision to occur using telecommunication technologies.

Additionally, **Clinical supervisors** are expected to analyze the performance of the **intern**. This is done through the supervision meetings, via direct observation the practice of the intern (in person, video

conferencing or recorded sessions) and by a review of the documentation by the intern (assessments, treatment plans, progress notes and discharge summaries).

Documentation of each supervision meeting must be kept by the **clinical supervisor** and will be submitted to the Board upon request. These records must be kept for a period of five years after the closure of the supervision contract.

Internship Policy – Reporting

Once an internship is approved, the **intern** will begin to track their hours using a Board created **spreadsheet**. Each month, hours calculated from the spreadsheet are given to the **clinical supervisor**. The hours will be included in the six-month **progress report**. The reporting period are determined at the point of initial approval and will not change throughout the internship. This report will be reviewed and approved by the Board. Approval of hours is not a guarantee.

The Board may **refuse to accept a progress report or final report** submitted, 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. If the Board refuses to accept a progress report or final report, the Board will disallow credit for all hours of internship as reported on the report.

Internship Policy – Exam and Completion of Internship

Once an **intern** has completed 1000 hours of clinical practice, 500 hours of non-clinical practice and 50 hours of supervision, (s)he is eligible to request exam approval. The form is available on the website and is emailed to the Board. The intern must take and pass the exam prior to completion of both their hours and the minimum of 24 months of practice. **An internship is considered complete when the intern has 24 months of practice, 2000 hours of clinical practice, 1000 hours of non-clinical practice and 104 hours of supervision and has passed the clinical exam.** While an internship is granted for up to 3 years, this is an allowance for interns who are not practicing fulltime. Once an intern has completed the required hours and 24 months of practice, the internship, itself is completed. If the intern has not taken and passed their exam by that point, the internship will be closed, and the intern will need to apply for a new internship. Hours will be banked once a new internship is approved.

Adopted January 1997; most recently amended March 2024

3H

NAC Development – Business and Industry

DEPARTMENT OF BUSINESS AND INDUSTRY

Disclaimer: Nothing in these regulations shall be construed to supersede or conflict with the procedural requirements set forth in NRS Chapters 622 or 622A, or with any current NRS or NAC applicable to boards governed under Title 54. These standards are intended solely to supplement existing statutory provisions for the purpose of administrative oversight, operational consistency, and inter-board standardization pursuant to NRS 232.8415.

General Provisions

NAC 232.010 Definitions. (NRS 233B.505) As used in NAC 232.010 to 232.140, inclusive, unless the context otherwise requires:

1. "Chief" means the chief of a division of the Department.
2. "Department" means the Department of Business and Industry.
3. "Director" means the Director of the Department.
4. *"Office" means the Office of Nevada Boards, Commissions, and Councils Standards.*
5. *"Board" means any board, commission, or other statutorily created entity under the purview of the Office pursuant to NRS 232.8415.*
6. *"Board Member" means a person appointed to serve on a specific board or who has previously served on that specific board.*
7. *"Executive Director, or equivalent officer of the boards" means a person appointed or employed by a board who is responsible for overseeing the day-to-day operations of the board.*
8. *"License" means any permit, registration, certificate, or license issued by the a board under the Department.*
9. *"Licensee" means any person who has been issued a permit, registration, certificate, or license by the board under the Department.*
10. *"Profession" means any activity, occupation, or vocation regulated by the board under the Office of Nevada Boards, Commissions, and Councils Standards.*

NAC 232.XXX – Department; powers and duties

1. *Pursuant to NRS 232.8415(1)(a), Boards shall adopt and enforce those procedures and requirements which are created or approved by the Office for their centralized administration, including*
 - a. *In regards to Performance Monitoring and Data Reporting, Boards shall:*
 - i. *submit quarterly reports to the Office detailing*

1. *complaints received, resolved, pending, and processing time averages*
 2. *licensing received, rejected and processing time averages*
 - ii. *Adopt and maintain a written investigation policy that includes estimated timelines for each phase of the investigative process. The policy may allow for deviations from these timelines, provided that the reason for any deviation is clearly documented in the investigative file.*
 - iii. *Track bills during the legislative session that affect Board operations or professions*
 - iv. *Update its administrative codes in response to newly enacted laws*
 - v. *Ensure proper reconciliation of board accounts and bank records*
 - b. *In regards to reporting and audit readiness, Boards shall ensure timely and accurate compliance with all audit requirements, including but not limited to those mandated by statute, regulation, the State Administrative Manual, and procedures required by the Office. To meet these obligations, Boards shall:*
 - i. *Track and meet reporting deadlines required in statute, regulation, the State Administrative Manual, and procedures required by the Office including those enumerated in NRS 218G.400, NRS 331.110, NRS 333.705,*
 - ii. *Maintain an internal system to track all report due dates as required by statute, regulation, the State Administrative manual, and procedures required by the Office , including those referenced in subsection (b)(i) of this section*
 - iii. *Prepare and Submit Financial Statements pursuant to Nevada Revised Statue to the Office, including*
 1. *Submission of quarterly financial statements as required by the Office within 30 days after the close of each quarter, using the standardized format provided by the Office.*
 2. *Submit a comprehensive annual financial report within 9 months of year end close out:*
 - a. *Total revenues, expenditures, and year-end cash balances*
 - b. *A review of the adequacy of existing fees*
 - c. *Any significant financial or structural concerns*
 - c. *For Training and Professional Development, all Boards will draft a policy detailing training requirements for board members. This policy must:*
 - i. *Require Board Members to complete standardized training from the Attorney General's Office as required by NRS 622.200. When approved by the Office, this standardized training may be satisfied by completion of courses provided on the Attorney General's Office website.*

- ii. *Require the Board's Executive Director and relevant staff to notify Board Members of updated training modules to ensure their ongoing compliance with training required by this Chapter;*
 - iii. *Executive Directors will provide completion status of training to the Office.*
 - iv. *Required Board Members complete any specific training mandated by the Office*
 - v. *Include timelines for the completion of any training required by this chapter.*
 - vi. *Be approved by the Office.*
 - d. *In regards to Board Member Support Services:*
 - i. *Boards shall maintain a centralized log of appointment terms and expiration dates*
 - e. *Access to investigative reports and documentation*
 - i. *Upon request of the Office, a board communicate or cooperate with or provide any documents or other information to the Office regarding and investigation or disciplinary matter of the Board. :*
 - ii. *Any confidential or investigatory records obtained by the Office pursuant to this section must remain confidential in accordance with applicable state or federal law and shall be used solely for official purposes consistent with the Office's statutory duties.*
2. *Pursuant to NRS 232.8415(1)(b), Boards shall adopt and enforce those uniform standards created by the Office for investigations, licensing and discipline, including, without limitation, those which separate the roles and responsibilities for occupational licensure from the roles and responsibilities for occupational discipline.*
3. *Pursuant to NRS 232.8415(1)(c), Boards shall adopt and enforce those standards for internal financial controls approved by the Office. These standards must include:*
- a. *In regards to fiscal accountability, Boards shall develop and monitor board budgets*
 - b. *In regards to data integrity and information management, Board's shall*
 - i. *Ensure licensee, financial, and complaint data are accurate and verifiable*
 - ii. *Protect confidential and personally identifiable information*
 - 1. *Respond to all statutory Audits including*
 - a. *Addressing audit findings of authorized entities, including the Office, with written plans and submission follow-up documentation as required*

- b. *Cooperating with audit reviews conducted by the Office, the Legislative Auditor, or other authorized entities*
 - 2. *Remedies for Noncompliance*
 - a. *The Office may issue a written notice of deficiency and require corrective action within a 30 days*
 - b. *Continued failure to comply may result in enhanced administrative oversight, referral to the Governor for potential removal actions under NRS 232A.030, or withholding of administrative or fiscal support services*
 - c. *Fiscal independence and cost allocation*
 - i. *Each Board shall retain full control and custody of all revenue collected under its statutory authority, including but not limited to license fees and other board-generated income.*
 - ii. *The Office shall not access, redirect, or utilize Boards funds*
 - iii. *Boards shall be responsible only for cost allocation charges specifically authorized by statute and enacted by the legislature to fund the operations of the Office.*
 - iv. *All other funding shall remain under the Board's sole authority, subject only to its enabling statutes and applicable financial controls.*
- 4. *Pursuant to NRS 232.8415(1)(d), Boards shall adopt and enforce those uniform set of standards for legal representation that are created or approved by the Office.*
- 5. *Pursuant to NRS 232.8415(1)(e), Boards shall adopt and enforce those sets of structural standards created or approved by the Office, including:*
 - a. *In regards to Board composition and statutory compliance, Boards shall maintain records of each board member's designated seat, including whether their designation is statutorily required as a public member, industry representative, or licensee.*
 - b. *In regards to Board officer roles and elections, Boards shall*
 - i. *Hold officer elections as required by statute or regulation of the Board. Where the term of an officer is not provided by Statute or Regulation of the Board, the Boards shall hold annual elections for officer positions.*
 - c. *In regards to Board Member attendance and participation,*
 - i. *Board Members shall observe the minimum attendance requirements for board meetings set by the Office*
 - ii. *Boards shall recommend the removal of any Board member who has three consecutive unexcused absences, as defined by the Office, for meetings, or has unexcused absences for 50% of the meetings within a 12-month period.*

- iii. *Defining “unexcused absences” and procedures for documenting member absences*
 - iv.
 - v. *Board Members shall observe the procedures created by the Office for participation in training and active engagement in board responsibilities.*
6. *Pursuant to NRS 232.8415(1)(f), Boards shall adopt and enforce those requirements created or approved by the Office for transparency and consumer protection including*
- a. *In regards to Websites*
 - i. *Boards shall maintain a publicly accessible and ADA-compliant website containing, at a minimum, the following information:*
 - 1. *A citation and link to the enabling statutes of the Board in the Nevada Revised Statutes (NRS) and its regulations in the Nevada Administrative Code (NAC)*
 - 2. *The name of all current Board Members*
 - 3. *The statutorily designated position each board member fills*
 - 4. *The start and expiration date of each board member’s current term*
 - 5. *The name and title of the Executive Director or equivalent officer of the boards*
 - 6. *A general email address for contacting the Board*
 - 7. *The physical and mailing address of the Board*
 - 8. *The main telephone number of the Board*
 - 9. *Upcoming Board and committee meetings, including the date, time, location, agenda, and virtual attendance information for year if available*
 - 10. *Archived agendas and minutes of past meetings must follow NRS 241.035*
 - 11. *A license verification system available on the Board’s homepage or accessible within one click from the homepage that includes at a minimum:*
 - a. *The full name of each active licensee*
 - b. *The type of license or certification held*
 - c. *The license number*
 - d. *The license status*
 - e. *The original issuance date and expiration or renewal date, and*
 - f. *An indication of whether the licensee has ever been subject to discipline (“yes” or “no”)*

12. *A disciplinary action portal or searchable system available on the Board's homepage including, at a minimum, unless otherwise provided by statute:*
 - a. *All disciplinary actions taken by the Board against licensees*
 - b. *The licensee's name, license number, type of disciplinary action, and date of action*
 - c. *Access to the final order or settlement agreement*
 - d. *The portal or searchable system must be updated within 15 calendar days of any new disciplinary decision*
 13. *Instructions and forms for filing a complaint against a licensee*
 14. *The most recent financial statement or budget summary required under NRS 622.100 or NRS 218G.400*
 15. *Any audit, sunset review report, or legislative performance evaluation prepared within the last 5 years, and*
 16. *A direct link to the website of the Office of Nevada Boards, Commissions, and Councils Standards available on the Board's homepage.*
 17. *All regulations that have been adopted and not codified*
 18. *Each Board shall include the following additional information on its website to improve transparency and service to the public:*
 - a. *Mission statement*
 - b. *Annual reports or performance data*
 - c. *Instructions and forms for licensure, renewal, and reinstatement*
 - d. *All statutory reports and audits*
- b. *In regards to complaint transparency and access, Boards shall*
 - i. *Provide clear instructions for filing complaints against licensees or the Board*
 - ii. *Offer online complaint portals or downloadable forms on Board websites*
 - iii. *Protect confidentiality in accordance with applicable laws while promoting fairness and responsiveness*
 - c. *In regards to consumer education and outreach, Boards may*
 - i. *Publish newsletters, alerts, and bulletins to inform the public about board activities*
 - ii. *Provide resources on professional standards, ethical conduct, and how to report misconduct*
 - iii. *Promote awareness of consumer rights and board jurisdiction*

7. *Pursuant to NRS 232.8415(1)(g), Boards shall adopt and enforce those requirements created by the Office for efficacy and efficiency*

DRAFT

Section	
NRS 232.8413	Creation; Deputy Director; staff; regulations and procedures. 1. The Office of Nevada Boards, Commissions and Councils Standards is hereby created within the Department of Business and Industry. 2. The Director shall appoint a Deputy Director of the Office and shall retain the required staff and adopt the necessary regulations and procedures to effectively administer the responsibilities of the Office.
NRS 232.8415	Duties related to regulation of occupations and professions; professional and occupational licensing boards within the purview of Office 1. The Office of Nevada Boards, Commissions and Councils Standards shall be responsible for: (a) Centralized administration; (b) A uniform set of standards for investigations, licensing and discipline, including, without limitation, separating the roles and responsibilities for occupational licensure from the roles and responsibilities for occupational discipline; (c) A uniform set of standards for internal controls; (d) A uniform set of standards for legal representation; (e) A consistent set of structural standards for boards and commissions; (f) Transparency and consumer protection; and (g) Efficacy and efficiency.
PROPOSED NACs to Operationalize 232.8415	
NAC 232.010.5	This documents connects NAC 232.010 to NRS 233B.505. I have been unable to find NRS 233B.505. The existing statute does not include a numeral. I believe the wrong NRS has a been referenced in this document. All of these definitions include the term "commission." <i>NRS 232.8415 only addresses occupations and professions and professional and occupational licensing boards. It makes no reference to commissions.</i> <i>Would suggest the following changes -(1) Remove the word commission from each of the definitions, and (2) replace the term board with "professional and occupational licensing boards" this directly ties it to the NRS.</i>
NAC 232.010.6	
NAC 232.010.7	
NAC 232.010.8	
NAC 232.010.9	
NAC 232.010.10	
NAC 232.XXX	<i>To start with, the section is listed as "departments, powers and duties." It appears that the writers have made this the only actual NAC and have put everything in this one section instead of organizing the like things together and in separate NACs. Additionally, the title of "departments powers and duties" does not connect to any of the areas listed below.</i> <i>For example, just looking at the first three areas.</i> <i>Number 1 refers to centralized administration, disciplinary policy, audit reporting, training and professional development, board member support services, and access to investigative reports and documentation.</i> <i>Number 2 refers to uniform standards.</i> <i>Number 3 refers to internal financial controls.</i> <i>This is awkward and not really relevant to "departments, power and duties."</i>
Departments; powers and duties	
Comment about section structure	

Section	
NAC 232.XXX	
1.a.i.1	<i>Boards already provide much of this information in the mandated quarterly reports already existing through the Reports of Occupational Boards systems. Perhaps that reporting structure could be amended to address any items not already provided.</i>
1.a.i.2	<i>Anything else is unnecessary redundancy. There is also a typo in this section.</i>

Section NAC 232.XXX 1.a.ii	<i>Would move this out of this section and put it with the other language around disciplinary and investigative information.</i>
NAC 232.XXX 1.b (entire section)	<i>Would move this section down to be with other language associated with fiscal audits.</i>
NAC 232.XXX 1.b.iii.1	<i>Not sure there is anything in NRS 232.8415 that would provide the Office with the authority to mandate financial statements be submitted to the Office since they have no budgetary or fiscal oversight of Boards.</i> <i>Submission of quarterly financial statements "using a standardized format provided by the Office" is an issue. The amount of time that was spent trying to put board fiscal information into the budget tool used last legislative sessions was a disaster. The person who was overseeing this had no understanding of what needs to be captured by occupational boards and attempted to put our information in a state agency budgetary framework. Additionally, Boards must operate under Governmental Accounting Standards Board (GASB) and the individual we were working with had no knowledge of GASB and its requirements. Because he is not an accountant he was completely unfamiliar with how to function within it.</i> <i>The issue is not providing financial statements to the Office, but rather the expectation that we change our systems, which work for our Boards, to match the Office's when they have no budgetary or fiscal oversight of us.</i>
NAC 232.XXX 1.b.iii.2 (all)	<i>Occupational Board already submit fiscal audits to LCB by December 1st of each year. This process already exists outside of the Office and should remain so. The Office can certainly be given a copy of the audit submitted to LCB, but that is their only role in this as they have no budgetary or fiscal oversight of the Boards.</i>
NAC 232.XXX 1.c (entire section)	<i>Not sure there is anything in NRS 232.8415 that would provide the Office with the authority to mandate trainings and the specific content of trainings.</i> <i>Currently, Board members are supposed to attend the AG's office trainings on OML, NPRA, Ethics in Government, Hearing Procedures and Administrative Rulemaking, the last time these were offered was October 2023. Some of the trainings are available as PowerPoints or video, but there is no mechanism to provide proof of attendance to the recorded trainings from the state.</i> <i>Additionally, certain Boards already have mandated training per NRS and national association trainings mandated by their Board. The idea that the Office, will add additional trainings is worrisome for Board Members who typically volunteer their time.</i> <i>Finally, there would need to be a cross-walking of what each Board already requires and an evaluation of content areas before anything should move forward.</i>
NAC 232.XXX 1.d	<i>What is "Board Member Support Services?" Executive Directors already track when Board member terms are due to expire, the Governor's Office provides a list of open appointments for each Board. This seems redundant.</i>
NAC 232.XXX 1.e (entire section)	<i>Not sure there is anything in NRS 232.8415 that would provide the Office with the authority to have access to investigative reports and documentation.</i> <i>The disciplinary process is a process already dictated in NRS / NAC. This is not the role of the Office and they would have not authority to comment, intervene, or otherwise become involved in investigations / disciplinary processes. This must be reviewed the AG's office as I believe it is well beyond their scope of authority. It certainly does not fit under any of the seven areas that they are allowed to operate within.</i>

Section	
NAC 232.XXX 2 (entire section) NAC 232.XXX 3.c.iii	<i>Information from the first section should be combined with this section to provide more continuity of information flow.</i> <i>NRS 232.8413.2 specifies that "the Director shall appoint a Deputy Director of the office and shall retain the required staff and adopt the necessary regulations and procedures to effectively administer the responsibilities of the office." The 2025 legislative session did not provide any language that allowed for "cost allocations specifically authorized by statute." Additionally, what transparency measures will be taken to ensure the appropriate nature of any cost allocations.</i>
NAC 232.XXX 5.c.ii 5.c.iii 5.c.V	<i>Not sure that NRS 232.8415.1(e) would provide the Office with the authority to "create minimum attendance requirements for Board meetings set by the Office." This would need to be cross-walked with all of the Title 54 Boards to see what existing standards are in place now through their NACs. Once that is reviewed, then NAC changes could be provided for each Board to consider. I am not sure that LCB would allow a NAC from the Office to be in conflict with existing NACs for any of the Boards. There is mis-numbering in this section.</i>
NAC 232.XXX 6.a.12 (entire section)	<i>No particular issue with doing this. Previously, the information regarding disciplinary actions and accompanying documents were uploaded into the Reports of Occupational Boards area of the Legislative website. While we still provide information regarding the licensee, nature of action, etc. there are no document uploaded. Having it on the Reports of Occupational Boards site allows for a standardized way for people to get documents. I wonder if it would be easier to do it that way than to sort of all the different ways for people to access this from each Board's website.</i>