

**PROPOSED REGULATION OF THE
DIRECTOR OF THE OFFICE OF NEVADA BOARDS, COMMISSIONS
AND COUNCILS STANDARDS**

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**The following document is the initial draft regulation proposed
by the agency submitted on 10/24/2025**

OPENDEPARTMENT OF BUSINESS AND INDUSTRY - OFFICE OF NEVADA BOARDS, COMMISSIONS AND COUNCILS STANDARDS

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. *"Purview" as used in NRS 232.8415(2), includes the administrative oversight of all professional and occupational licensing Boards*
6. *"Board" means any board, commission, or other statutorily created entity under the purview of the Office pursuant to NRS 232.8415.*
7. *"Board Member" means a person appointed to serve on a specific board or who has previously served on that specific board.*
8. *"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.*
9. *"License" means any permit, registration, certificate, or license issued by the a board under the Department.*
10. *"Licensee" means any person who has been issued a permit, registration, certificate, or license by the board under the Department.*
11. *"Profession" means any activity, occupation, or vocation regulated by the board under the Office of Nevada Boards, Commissions, and Councils Standards.*

NAC 232. – Department; powers and duties

1. *Pursuant to NRS 232.8415(1)(a), each board shall comply with the following procedures and requirements approved by the Office for purposes of centralized*

administration which include, but are not limited to:

a. In regards to Performance Monitoring and Data Reporting, Boards shall:

i. Submit to the Office, on a quarterly basis, the same complaint and licensing data required to be reported pursuant to NRS 622.100, including but not limited to:

- 1. complaints received, resolved, pending, and the average processing times for each state of the complaint process;*
- 2. licensing applications received, approved, denied, and rejected as incomplete, together with average processing times.*

For purposes of this section, submission to the Office may be satisfied by providing the Office a copy of the reports transmitted to the Legislative Counsel Bureau pursuant to NRS 622.100, together with any supplemental data requested by the Office that is not otherwise captured under NRS 622.100.

ii. For any matter under investigation by a Board, the Board shall document in the investigative file for that matter any necessary timelines as well as any deviations from those timelines and the basis for the same. Report to the Office, as part of its quarterly submission, those cases in which investigative timelines were exceeded, together with a summary of the reason for the missed deadline. For the purposes of this subsection, “investigative timeline” means the statutory or regulatory deadlines, benchmarks, or procedural steps applicable to a Board’s investigation of a complaint or disciplinary matter, including, without limitation, the receipt and acknowledgment of a complaint, the issuance of notice to the licensee, the determination of probable cause, the filing of a formal complaint, the scheduling of hearings, and the issuance of a final decision.

iii. Boards shall track bills during each regular and special session of the Nevada Legislature that may affect Board operations or the professions regulated by the Board. Within 60 days after adjournment of the session, each Board shall submit to the Office a report, in the format prescribed by the Office, identifying:

- 1. The bills tracked by the Board*
- 2. The potential impact of each bill on Board operations or Licensees;*
- 3. Any actions required of the Board to implement enacted legislation; and*
- 4. An estimated timeline for implementation of such actions.*

Each Board shall notify the Office when implementation of an enacted bill has been completed, using the format prescribed by the Office

- 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, each Board shall ensure timely and accurate compliance with all reporting and audit requirements mandated by statute or regulation, including but not limited to NRS 622.100, NRS 218G.400, NRS 331.110, and 333.705. To support centralized oversight and transparency, each Board shall:

- i. Provide to the Office, in a standardized format prescribed by the Office, copies of the same quarterly and annual reports submitted pursuant to NRS 622.100 and NRS 218G.400. In addition to the statutory reports, submit a simplified quarterly financial summary within 30 days after the close of each quarter, including total revenues, total expenditures, and Quarter-end cash balances. Submit a simplified annual financial summary within 9 months after the end of each fiscal year, which must include:*
 - 1. Total revenues, expenditures, and year-end cash balances*
 - 2. A reconciliation to the financial statements or balance sheet prepared pursuant to NRS 218G.400;*
 - 3. A statement identifying any significant financial or structural concerns observed by the Board; and*
 - 4. A review of the adequacy of existing fees conducted pursuant to statute.*

c. Training of Board Members

- i. 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. Each Board shall, within 30 days after a member's completion of the training, provide written notice to the Office confirming the date of completion.*
- ii. The Office shall establish the form of such notice to ensure consistency of reporting across all Boards.*

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, and to the extent permitted by law, a Board shall communicate, cooperate with, and provide any documents, data, or other information requested by the Office regarding an investigation or disciplinary matter of the Board. In carrying out its oversight duties pursuant to NRS 232.8413 and 232.8415, the Office is entitled to obtain such information notwithstanding any confidentiality provisions contained in a Board's enabling statutes, provided that the Office maintains the confidentiality of those records in accordance with applicable state and federal law. The provision of such information to the Office does not*

constitute a disclosure to the public or a waiver of confidentiality, but rather an authorized disclosure for official oversight purposes. And confidential records obtained by the Office pursuant to this section must remain confidential and shall be used solely for official purposes consistent with the Office's statutory duties.

2. *Pursuant to NRS 232.8415(1)(c), The Office requires the following standards for internal financial controls:*
 - 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 within 60 days.*
 - b. *Cooperating with audit reviews conducted by the Office, the Legislative Auditor, or other authorized entities*
 - 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.*
3. *Pursuant to NRS 232.8415(1)(e), the Office requires the following structural standards for Boards*
 - 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.

- ii. *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. *Each Board Members is expected to attend and participate in meeting in compliance with NRS 241 open meeting law, the Board's enabling statutes, and these regulations.*
 - ii. *A Board member who has three consecutive unexcused absences, or who is absent without excuse from 50 percent or more of the Board's meetings within a 12-month period, may be recommended by the Board to the appointing authority for removal in accordance with NRS 232A.020-.030.*
 - iii. *For purposes of this subsection, an "unexcused absence" means an absence that is not:*
 - 1. *Caused by illness, family emergency, or other unavoidable circumstance;*
 - 2. *Approved in advance by the Board chair; or*
 - 3. *Otherwise authorized by statute.*
4. *Pursuant to NRS 232.8415(1)(f), the Office requires the following standards for transparency and consumer protection, which each Board shall comply with:*
- 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*
 - 6. *Contact information, including email, mailing and physical addresses, and telephone number*
 - 7. *Upcoming Board and committee meetings, including the date, time, location, agenda, and virtual attendance information, posted in compliance with NRS 241.035*
 - 8. *Archived agendas and minutes of past meetings, following compliance with NRS 241.035*

9. *A license verification system accessible from the homepage within one click, including full name, license type, license number, status, issuance/expiration dates, and an indication of disciplinary history (“yes/no”)A disciplinary action portal or searchable system available on the Board’s homepage, updated within 15 days of new actions, which includes: at a minimum,*
 - a. *licensee name, license number, action type and date, and access to final orders or settlement agreements, unless confidentiality is required by statute*
10. *Instructions and forms for filing a complaint*
11. *The most recent financial summary prescribed under Section 1(b) of these regulations, together with any CPA audit or balance sheet submitted pursuant to NRS 218G.400*
12. *Any audit, sunset review report, or legislative performance evaluation prepared within the last 5 years, and*
13. *A direct link to the website of the Office of Nevada Boards, Commissions, and Councils Standards available on the Board’s homepage.*
14. *Final adopted regulations not yet codified in NAC, as filed with the Secretary of State*
15. *Each Board shall include the following additional information: mission statement, annual reports or performance data, licensing/renewal/reinstatement instructions, and 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 NRS 622.360 and other applicable laws, while ensuring fairness and responsiveness to complainants*
- c. *In regards to consumer education and outreach, Boards are encouraged to publish newsletters, alerts, or bulletins to inform the public of Board activities, professional standards, ethical requirements, consumer rights, and procedures for reporting misconduct.*
5. *Pursuant to NRS 232.8415(1)(g), the Office requires the following standards for efficacy and efficiency, which each Board shall comply with:*
 - a. *Evaluation of Performance*

- i. The Office may evaluate each Board's performance using the financial and operational reports submitted to Section 1(b) of these regulations and the transparency and complaint data submitted pursuant to Section 6.*
- ii. Boards shall cooperate with the Office in any performance reviews, audits, or requests for additional information necessary to assess the efficiency and effectiveness of operations.*

b. Continuous Improvement

- i. Based on the results of these evaluations, the Office may issue recommendations or require corrective action to improve efficiency, reduce costs, or enhance consumer protection.*
- ii. Boards shall implement corrective actions within 90 days of receiving notice from the Office, unless the Office specifies a different timeframe in writing based on the nature or complexity of the corrective action required*

6. Pursuant to NRS 232.8415(1) (a-g), the Office requires the following remedies for noncompliance with the Boards:

- a. If a Board fails to comply with the requirements set forth in these regulations, the Office may issue a written notice of deficiency and require corrective action within 60 days.*
- b. Continued failure to comply may result in:*
 - i. Enhanced administrative oversight,*
 - ii. Referral to the Governor for potential removal actions under NRS 232A.030, or*
 - iii. Withholding of administrative or fiscal support services*