

**PROPOSED REGULATION OF THE DIRECTOR OF THE
DEPARTMENT OF BUSINESS AND INDUSTRY**

LCB File No. R074-25

November 14, 2025

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §§ 1-20, NRS 232.8413.

A REGULATION relating to professional and occupational licensing boards; defining certain terms relating to the regulation of professional and occupational licensing boards; setting forth certain structural standards for a board relating to recordkeeping, officers of the board and attendance; establishing certain requirements relating to the training of board members; establishing certain standards for the internal controls of a board; establishing certain requirements for the Internet website of a board; establishing certain requirements for a board relating to certain bills during a legislative session; authorizing a board to publish certain information for the public; setting forth certain standards relating to complaints to and investigations by or on behalf of a board; requiring a board to provide certain information to the Office of Nevada Boards, Commissions and Councils Standards within the Department of Business and Industry; providing for the Office to conduct performance evaluations of a board; establishing provisions for the enforcement of certain regulatory requirements; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law creates the Office of Nevada Boards, Commissions and Councils Standards within the Department of Business and Industry and charges the Office with certain duties relating to the regulation of professional and occupational licensing boards, including: (1) centralized administration; (2) establishing uniform sets of standards for investigations, licensing and discipline, internal controls and legal representation; (3) establishing consistent sets of structural standards for boards and commissions; (4) transparency and consumer protection; and (5) efficacy and efficiency. Existing law requires the Director of the Department to adopt regulations and procedures to administer the responsibilities of the Office. (NRS 232.8413, 232.8415) **Sections 3-8** of this regulation defines certain terms relating to the regulation of professional and occupational licensing boards. **Section 2** of this regulation applies these definitions to the provisions of this regulation.

Existing law provides that all professional and occupational licensing boards created by the Legislature are under the purview of the Office. (NRS 232.8415) **Section 9** of this regulation interprets the term “purview” for the purpose of this provision.

Section 10 of this regulation establishes certain structural standards for each board to: (1) maintain certain centralized records relating to each seat on the board, the board members filling the seats, and the terms of the board members serving on the board; (2) appoint or elect officers of the board; and (3) establish certain expectations and policies relating to the attendance of board member at meetings.

Section 11 of this regulation requires: (1) the Executive Director of a board to notify board members regarding certain training and when the training is offered; and (2) the board to notify the Office that a board member has completed a required training.

Section 12 of this regulation requires each board to establish certain standards for internal controls including: (1) developing and implementing a budget; (2) maintaining and protecting information in the records of the board in certain manners; (3) complying and cooperating with all statutory and regulatory reporting and auditing requirements; and (4) taking certain actions to respond to audits that recommend corrective action.

Section 13 of this regulation requires each board to maintain a publicly accessible Internet website of the board which includes certain information.

Section 14 of this regulation requires each board to: (1) track bills during a regular or special legislative session which may impact the operations of or licensees regulated by the board; (2) report certain information to the Office relating to the bills tracked by the board; and (3) take certain steps to implement any bill which is passed during a regular or special legislative session.

Section 15 of this regulation authorizes a board to publish certain materials to inform the public of various information relating to the board and licensees of the board.

Section 16 of this regulation sets forth certain requirements relating to complaints to and investigations conducted by or on behalf of a board. **Section 17** of this regulation requires a board to provide certain quarterly and annual information and reports to the Office relating to complaints, investigations, disciplinary actions and licensees.

Section 18 of this regulation requires a board to submit certain financial information to the Office on a quarterly and annual basis.

Section 19 of this regulation provides that the Office will evaluate the performance of a board using the reports and other information required to be submitted to the Office by **sections 17 and 18**, and, based on the results of the evaluation, may issue recommendations or require a board to take corrective action.

Section 20 of this regulation provides that if a board fails to comply with a requirement in this regulation, the Office may issue a written notice of deficiency and require the board to take corrective action. If the board fails to take such corrective action, **section 20** provides that the Office may: (1) increase the administrative oversight of the board; (2) refer the board members to the Governor for removal; or (3) withhold certain support services provided by the Office.

Section 1. Chapter 232 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 20, inclusive, of this regulation.

Sec. 2. As used in sections 2 to 20, inclusive, of this regulation, unless the context otherwise requires, the words and terms defined in sections 3 to 8, inclusive, have the meanings ascribed to them in those sections.

Sec. 3. “Board” means any professional or occupational licensing body, including, without limitation, a board, commission or council, that has been created by the Legislature and which is under the purview of the Office.

Sec. 4. “Board member” means a person appointed to serve on a board.

Sec. 5. “Executive Director” means a person appointed or employed by a board to oversee the daily operations of the board.

Sec. 6. “License” means any professional or occupational authorization, including, without limitation, a license, permit, registration or certificate, that is issued by a board.

Sec. 7. “Licensee” means any person who holds a license issued by a board.

Sec. 8. “Office” means the Office of Nevada Boards, Commissions and Councils Standards.

Sec. 9. For the purpose of NRS 232.8415, the Office interprets the term “purview” to mean administrative oversight.

Sec. 10. For the purpose of a consistent set of structural standards, each board shall:

1. Maintain a centralized record of:

(a) Each seat on the board, including whether the seat is required by statute to represent certain interests or to serve a certain role;

(b) Each board member who is filling a seat on the board; and

(c) The terms of each board member including, without limitation, the date on which the term began and expires.

2. Elect or appoint the officers of the board in accordance with the applicable statutes and regulations governing the board. Except as otherwise provided by specific statute or regulation adopted by the board, a board shall elect the officers on an annual basis.

3. Establish the expectation that the board members must attend and participate in meetings of the board. Each board shall adopt a policy providing that, if a board member has three or more consecutive unexcused absences or has unexcused absences from 50 percent or more of the meetings of the board within a 12-month period, the board may recommend to the Governor that the board member be removed pursuant to NRS 232A.030.

4. As used in this section, “unexcused absence” means an absence that is not:

(a) Caused by illness, family emergency or other extenuating circumstance;

(b) Approved by the chair of the board; or

(c) Otherwise authorized by statute.

Sec. 11. *1. The Executive Director of each board shall notify the board members of any training that the board members are required to complete pursuant to NRS 622.200 and when such training is offered.*

2. Not more than 30 days after completing any training required pursuant to NRS 622.200, a board shall provide written notice to the Office, on a form prescribed by the Office, confirming that a board member completed the required training.

Sec. 12. *For the purpose of establishing a uniform set of standards for internal controls, each board shall:*

1. Develop a budget for the board and monitor the implementation of the budget.

2. Maintain any information in the records of the board relating to licensees, finances, and complaints in a manner to ensure the information is accurate and verifiable.

3. Protect the confidential and personal identifying information in the records of the board.

4. Comply and cooperate with all reporting and auditing requirements set forth by any applicable statute or regulation, including, without limitation, the requirements of NRS 218G.400, 331.110, 333.705, as amended by section 8 of Assembly Bill No. 506, chapter 153, Statutes of Nevada 2025, at page 859, and 622.100, as amended by section 3 of Senate Bill No. 274, chapter 83, Statutes of Nevada 2025, at page 444, in a timely and accurate manner and in accordance with any deadlines set forth in statute or regulation.

5. Respond to all audits of the board conducted pursuant to statute. Except as otherwise provided by specific statute, each board shall, not more than 60 days after receiving a final report of the results of an audit that recommends corrective action:

(a) Prepare a written plan for corrective action that addresses all recommendations for the corrective action; and

(b) Submit the evidence to the auditing entity that the corrective action set forth in the plan prepared pursuant to paragraph (a) has been taken.

Sec. 13. 1. *Each board shall maintain a publicly accessible Internet website of the board which is accessible to persons with disabilities, including, without limitation, persons who are blind or visually impaired and, in addition to any other information required by statute or regulation of a board, post on the Internet website of the board:*

(a) A citation and link to the enabling statutes of the board and any regulations adopted by the board, including, without limitation, emergency regulations, temporary regulations and permanent regulations of the board which have been adopted and filed with the Secretary of

State pursuant to chapter 233B of NRS but not yet codified in the Nevada Administrative Code;

(b) The mission statement of the board.

(c) For all current members of the board:

(1) The name of each member of the board;

(2) If the member was appointed to represent certain interests or serve a certain role that is required by statute, the interests or role which the member of the board represents or serves; and

(3) The dates on which the term of each member of the board begins and expires;

(d) The name and title of the Executive Director of the board;

(e) The contact information for the board, including, without limitation, an electronic mailing address, mailing address, physical address and telephone number;

(f) Any upcoming meetings of the board or a subcommittee of the board which must include, without limitation, the date, time, location, agenda, when available, and any other information required for notice of an upcoming meeting pursuant to NRS 241.020 or 622.340;

(g) An archive of all agendas and minutes of previous meetings of the board prepared pursuant to NRS 241.035;

(h) Instructions for applying for licensure, renewing a license and reinstatement of a license;

(i) A system for verifying licenses which must be accessible from the homepage of the Internet website with one click and, for each licensee, must include, without limitation, the full name of the licensee, the type and status of the license, the license number, the date of

issuance and the date of expiration of the license and a yes-or-no-indication of whether the licensee has any history of disciplinary actions;

(j) A system for reviewing the history of disciplinary actions of a licensee which must:

(1) Be accessible from the homepage of the Internet website;

(2) Be searchable;

(3) Be updated not more than 15 days after any new disciplinary action is finalized;

(4) Include, without limitation, the full name of the licensee, the license number, the type of disciplinary action and the date of the disciplinary action; and

(5) Unless otherwise declared confidential by statute or court order, provide access to a copy of the final order or settlement agreement for the disciplinary action;

(k) Clear instructions on how to file the complaint with the board accompanied by forms that may be downloaded for filing a complaint or an online system on the Internet website that authorizes a person to file a complaint electronically;

(l) A copy of the most recent financial summary submitted to the Office pursuant to section 18 of this regulation with a copy of any recent financial audits or balance sheets submitted pursuant to NRS 218G.400;

(m) A copy of any review, report, or audit of the board conducted by or on behalf of the Sunset Committee of the Legislature prepared within the previous 5 calendar years;

(n) A link to the Internet website of the Office which must be accessible from the homepage of the Internet website of the board;

(o) Any other reports required by statute or prepared annually by the board; and

(p) Any performance data prepared by the board.

2. As used in this section:

(a) “Emergency regulation” has the meaning ascribed to it in NRS 233B.033.

(b) “Permanent regulation” has the meaning ascribed to it in NRS 233B.036.

(c) “Temporary regulation” has the meaning ascribed to it in NRS 233B.0385.

Sec. 14. *1. During each regular or special legislative session, each board shall track any bills introduced to the Legislature which may impact the operations of or licensees regulated by the board.*

2. Not later than 60 days after the adjournment of every regular or special legislative session, each board shall submit a report to the Office, on a form prescribed by the Office, identifying:

(a) The bills tracked by the board and whether the bills became law;

(b) The potential impact of each bill on the operations of or licensees regulated by the board;

(c) Any actions required by the board to implement any bills which became law during the legislative session; and

(d) The estimated timeline for the board to implement any bills which became law during the legislative session.

3. For any bill tracked pursuant to subsection 2 which a board is required to take action to implement, the board shall:

(a) Update the regulations of the board consistent with the bill;

(b) Ensure that the bank accounts and records of the board are consistent with the requirements of the bill; and

(c) Notify the Office, in a format prescribed by the Office, once the board has implemented the bill.

Sec. 15. To provide outreach and education to the public, each board may publish newsletters, alters or bulletins to inform the public of the activities of the board, professional standards of and ethical requirements for the licensees regulated by the board, the rights of the public and the procedures for reporting the misconduct of a licensee to the board.

Sec. 16. 1. To ensure transparency and access to the public, each board shall make available to any person who wishes to file a complaint with the board a form for filing the complaint or a method to file the complaint electronically.

2. When responding to a complaint filed with the board, a board shall comply with all requirements for confidentiality while ensuring the board is fair and responsive to the complaint.

3. A board shall investigate any complaint filed with the board. For any matter under an investigation conducted by or on behalf of a board, the filed complaint documenting the investigation must include, without limitation:

(a) Any deadlines by which the board is required to complete any step of an investigation;
(b) Whether the board met all the deadlines identified pursuant to paragraph (a); and
(c) If the board did not meet any deadlines identified pursuant to paragraph (a), the reason why the board did not meet the deadline.

4. For the purposes of subsection 3, the steps of an investigation may include, without limitation, the receipt or acknowledgment of a complaint, the issuance of a notice to a licensee, the determination of probable cause, the filing of a formal complaint, the scheduling of a hearing and the issuance of a final decision by the board.

5. Upon the request of the Office and to the extent permitted by law, a board shall provide to the Office any files, documents, data or other information relating to an investigation

conducted by the board, including, without limitation, any disciplinary action instituted during an investigation.

Sec. 17. *On or before the 20th day of January, April, July and October, each board shall submit to the Office on a form prescribed by the Office:*

1. All information required to be submitted to the Director of the Legislative Counsel Bureau pursuant to NRS 622.100, as amended by section 3 of Senate Bill No. 274, chapter 83, Statutes of Nevada 2025, at page 444. A board may submit a copy of the report submitted to the Director of the Legislative Counsel Bureau pursuant to NRS 622.100, as amended by section 3 of Senate Bill No. 274, chapter 83, Statutes of Nevada 2025, at page 444, to satisfy this requirement;

2. A summary of all complaints filed with the board during the immediately preceding calendar quarter, which must include, without limitation, all complaints received, pending and resolved by the board for the calendar quarter;

3. A summary of all cases in which an investigation conducted by or on behalf of the board missed a statutory deadline for completing the investigation along with an explanation of the reason for missing the deadline; and

4. Any other information requested by the Office.

Sec. 18. *1. All money in the possession of a board must be deposited and used in accordance with any applicable statutes governing the board. The Office will not request or attempt to access, redirect or use any money of a board.*

2. Each board shall submit to the Office:

(a) On or before December 15 of each year, a copy of the balance sheet or report of an audit required to be filed with the Legislative Auditor and Chief of the Budget Division of the Office of Finance pursuant to NRS 218G.400;

(b) Not later than 30 days after the close of each fiscal quarter, a simplified financial report, in the form prescribed by the Office, summarizing the finances of the board for that fiscal quarter, which must include, without limitation, the total revenue, total expenditures and cash balances at the end of the fiscal quarter; and

(c) Not later than 9 months after the close of the fiscal year, a simplified financial report, in the form prescribed by the Office, summarizing the finances of the board for that fiscal year, which must:

(1) Include, without limitation, the total revenue, total expenditures and cash balances at the end of the fiscal year;

(2) Reconcile the financial information included in the report pursuant to subparagraph (1) with the balance sheets or audits prepared pursuant to NRS 218G.400;

(3) Include, without limitation, a statement identifying any significant financial or structural concerns of the board identified by the board; and

(4) Review the adequacy of the existing fees which the board is authorized to charge under statute.

Sec. 19. 1. The Office will evaluate the performance of each board using the reports and information submitted to the Office pursuant to sections 17 and 18 of this regulation.

2. Each board shall cooperate with the Office in any performance evaluation conducted by the Office pursuant to subsection 1 or audits conducted by the Office and provide any

information requested by the Office that the Office has determined is necessary to assess the efficiency and effectiveness of the operations of the board.

3. Based on the results of the performance evaluations conducted pursuant to subsection 1, the Office may issue recommendations or require a board to take corrective action to improve efficiency and effectiveness, reduce costs or enhance consumer protections.

4. Unless the Office specifies in writing that the board must take such action in a different timeframe, if the Office requires a board to take corrective action pursuant to subsection 3, the board shall take such corrective action not more than 90 days after receiving notice from the Office regarding the corrective action.

Sec. 20. *1. Except as otherwise provided in section 19 of this regulation, if a board fails to comply with the requirements set forth in sections 2 to 20, inclusive, of this regulation, the Office may issue a written notice of deficiency to the board and require the board to take corrective action. Any such corrective action must be taken not more than 60 days after the written notice is received by the board.*

2. If a board fails to take corrective action pursuant to subsection 1, the Office may:

- (a) Increase the administrative oversight of the board;*
- (b) Refer the members of the board to the Governor for removal for malfeasance or nonfeasance pursuant to NRS 232A.030; or*
- (c) Withhold any administrative or fiscal support services provided by the Office to the board.*