

Name of Regulatory Body: Nevada State Board of Nursing

Date Submitted: May 22, 2020

SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION: SPECIAL SURVEY FORM FOR CERTAIN REGULATORY BODIES

The purpose of this survey is to collect data and input from each professional and occupational board, commission, or entity—hereinafter referred to as a “regulatory body.” The data and input collected will be used to provide recommendations for reform and improvement of Nevada’s professional and occupational licensure requirements.

INSTRUCTIONS

- Save the form to your personal computer. Please do not change the format of the form as it complies with the [Web Content Accessibility Guidelines](#) to make content more accessible to users in general and to a wider range of people with disabilities.
- Fill in the content control or text box for each item requested. If an item does not apply to your regulatory body—please state “Not Applicable.”
- Save the completed form to your personal computer.
- When submitting additional documents, identify the electronic name of the document clearly.
- Email the saved form and any additional documents in **PDF format** to Sunset@lcb.state.nv.us.

REQUIRED INFORMATION PURSUANT TO SENATE CONCURRENT RESOLUTION 6 (2019)

SENATE CONCURRENT RESOLUTION 6 (2019) directs the Subcommittee to conduct an interim study of certain regulatory bodies. The results of the study and any recommended legislation must be transmitted to the 2021 Legislature.

1. **For each staff member please provide: (1) name; (2) title; (3) full-time or part-time status; and (4) whether the staff member is a public employee entitled to the benefits of such employment, a nonpublic employee who receives different benefits, or a contractor who does not receive any benefits.**

See List of Employees. Attachment A.

2. **Has each member of the regulatory body received training on the duties and responsibilities of membership provided by the Office of the Attorney General pursuant to *Nevada Revised Statutes (NRS)* [622.200](#)?** (Provide the date on which the training was received by each such member. If a member has not received such training, provide an explanation.)

All NSBN Board members most recently received the AG training on July 18, 2019. Our newest Board member, Branden Murphy, attended the AG training on Nov. 18, 2019 in Las Vegas.

3. **Does the regulatory body have the authority to investigate or pursue legal or equitable remedies against persons accused of practicing the profession or occupation without a license, certificate, registration, permit, or other similar authorization issued by the regulatory body?** (If so, cite each section of NRS or *Nevada Administrative Code* (NAC) that provides for such authority.)
Yes: NRS 632.285, NRS 632.291, NRS 632.310, NRS 632.315, NRS 632.347, NRS 632.349, NAC 632.890.
4. **Does the regulatory body delegate its responsibility to hear complaints made against a holder of a license, certificate, registration, permit, or other similar authorization issued by the regulatory body to one or more hearing officers? If so, what are the requisite qualifications to serve as a hearing officer?** (Cite each section of NAC that sets forth the requisite qualifications for hearing officers, or provide any policy adopted by the regulatory body that addresses such qualifications.) Although NSBN has the authority to use hearing officers, found at NRS 632.355, NSBN has never, and does not plan on using Hearing Officers.
5. **Are all forms that must be submitted to apply for or renew a license, certificate, registration, permit, or other similar authorization issued by the regulatory body accessible to the public electronically on the website of the regulatory body? May such forms be submitted electronically?**
Yes; NSBN has a new data base – licensure system that is entirely electronic. All forms may be submitted electronically.
6. **Does the regulatory body accept credit cards, debit cards, or other electronic transfers of money pursuant to [NRS 622.233](#) for payment of a fee, fine, or other assessment authorized by law?**
Yes, NSBN accepts credit cards or other electronic transfers of money.
7. **What is the method used by the regulatory body to determine the amount of fees charged to applicants for or holders of a license, certificate, registration, permit, or other similar authorization issued by the regulatory body?**
NSBN fees are determined by NRS 632.345 and NAC 632.190.
8. **Where are administrative fines collected by the regulatory body deposited (e.g., the State General Fund or the regulatory body’s account in a financial institution)?**
All administrative fines collected by NSBN are deposited in the State General Fund. Procedurally, fines are remitted to the state in their entirety once per quarter.
9. **What is the amount of reserves held by the regulatory body?** (Provide any policy concerning the maintenance of such reserves.)
At the end of the 2019 fiscal year, on June 30, 2019, NSBN had total assets and deferred outflows of resources in the amount of \$8,244,295. NSBN had total liabilities and deferred inflows of resources in the amount of \$7,479,814. This means, on June 30, 2019, the difference between NSBN’s assets and liabilities was \$764,481. Since NSBN \$3,596,824 in yearly operating expenses, the unrestricted reserves amount to about six months of reserves. See NSBN Operating Reserve Policy. Attachment B.

10. **What financial information or procedures does the regulatory body use to exercise oversight of budgeting and management, increase accountability, and reduce the risk of mismanagement, fraud, and embezzlement?**

NSBN uses the following policies to exercise oversight of budgeting and management: Internal Financial Controls, Policy for Approval of Executive Director Expenses and Policy for Reconciliation of Credit Card Statement and Receipts. See, NSBN policies. Attachment C.

11. **How may the public access financial audits or balance sheets of the regulatory body prepared pursuant to [NRS 218G.400](#)?**

All NSBN financial audits or balance sheets are public and members of the public may ask for documents via public information requests.

12. **Does the regulatory body have the authority to enter into contracts for services with outside legal counsel or lobbyists?** (If so, cite each section of NRS or NAC that provides for such authority.)

Yes, NSBN has the authority to enter into contracts with outside legal counsel or lobbyists. That authority is provided at NRS 632.065.

13. **Does the regulatory body obtain approval from the State Board of Examiners prior to entering into contracts for services with outside legal counsel or lobbyists? If not, explain why the regulatory body does not obtain such approval.**

Yes, NSBN use proper contract procedures as required by the Nevada Purchasing Division.

14. **Considering the regulatory body's operational expenses, are there any opportunities to consolidate or centralize certain functions—such as information technology, legal advice, lobbying, personnel, and payroll—that can be executed by personnel shared with other regulatory bodies at lower aggregate costs?**

NSBN licenses 60,000 persons with a staff of 26 persons. Virtually every NSBN staff person is cross trained to accomplish a variety of roles. NSBN is a good steward of the licensee's money. Financial information is reported to the Board quarterly. NSBN strives to continually implement and adjust policies and procedures to minimize costs and maximize efficiency. Consolidating functions with other boards may not yield any cost saving. For instance, NSBN's current IT system which was implemented in 2018, is one which is produced specifically for state nursing boards. No other Nevada state agency will be able to utilize the system that NSBN's IT personnel have become expert at maintaining.

REQUIRED INFORMATION PURSUANT TO NRS 232B.237 AND 622.085

This section does not apply to the State Contractors' Board and the Private Investigator's Licensing Board.

[Assembly Bill 319](#) (2019) requires the Sunset Subcommittee to collect certain information to determine whether the restrictions on the criminal history of an applicant for a license, certificate, registration, permit, or other similar authorization issued by a regulatory body are appropriate and to include any suggestions for modification, continuation, or removal of such restrictions in its recommendations for appropriate direct legislative action to the Legislative Commission ([NRS 232B.237](#) and [232B.250](#)). Certain regulatory bodies are required to develop and implement a process by which a person with a criminal history may

petition the regulatory body to review the criminal history of the person to determine if the person's criminal history will disqualify the person from obtaining a license, certificate, registration, permit, or other similar authorization from the regulatory body. ([NRS 622.085](#))

1. **How many applicants have submitted a petition for a determination of whether the applicant's criminal history will disqualify the applicant from obtaining a license, certificate, registration, permit, or other similar authorization issued by the regulatory body?**

NSBN has received 39 petitions.

2. **How many determinations of disqualification pursuant to NRS 622.085 have been made by the regulatory body? What were the reasons for such determinations?**

NSBN has made no determinations of disqualification.

3. **How many persons have resubmitted a petition for a determination of whether the applicant's criminal history will disqualify the applicant from obtaining a license, certificate, registration, permit, or other similar authorization issued by the regulatory body after receiving instructions to remedy the determination of disqualification? How many initial determinations of disqualification have been changed as a result of a resubmitted petition?**

NSBN has not received any resubmitted petitions for a determination of disqualification.

4. **Does the website of the regulatory body include the requirements for obtaining a license, certificate, registration, permit, or other similar authorization issued by the regulatory body and a list of crimes that disqualify a person?**

Yes. It should be noted that NSBN does not have a list of crimes that automatically disqualify a person from licensure.

5. **Does the regulatory body impose a fee upon the applicant for a determination of whether the applicant's criminal history will disqualify the applicant from obtaining a license, certificate, registration, permit, or other similar authorization issued by the regulatory body? If so, how much is the fee?**

No, NSBN does not impose a fee from an applicant seeking a determination of disqualification.

6. **Does the regulatory body waive the fees imposed upon the applicant for a determination of disqualification or allow such fees to be covered by a scholarship or grant? (Provide a copy of any policy allowing for such fee to be waived or covered by a scholarship or grant.)**

Since NSBN does not impose a fee, there is not a need for a waiver of fees.

ADDITIONAL INFORMATION REGARDING LICENSURE BY ENDORSEMENT AND RECIPROCAL LICENSURE

1. **Does the regulatory body offer a license, certificate, registration, permit, or other similar authorization by endorsement pursuant to [NRS 622.530](#) or any other legal authority?**

Yes, NSBN is authorized to offer an license by endorsement. That authority is found at NRS 632.161, NRS 632.162, NRS 632.237, NRS 632.281, NRS 632.2852.

- a. **If so: (1) Explain the application process for how an applicant who holds a corresponding valid and unrestricted license, certificate, registration, permit, or other similar authorization from another state can obtain a similar authorization by endorsement in Nevada; and (2) How many applicants have been issued a license, certificate, registration, permit, or other similar authorization by the regulatory body by endorsement during the previous five years?**

1) Please attached; 2) Date Range: 05/11/2015-05/11/2020 (see below)

Total Endorsement	Registered Nurse	18,731
	Certified Nursing Assistant	1,827
	Licensed Practical Nurse	1,674

- b. **If not, explain why the regulatory body does not offer a license, certificate, registration, permit, or other similar authorization by endorsement.**

Not Applicable

2. **Has the regulatory body entered into any reciprocal licensing agreement pursuant to [NRS 622.520](#) or any other legal authority?** (Cite each section of NRS or NAC that provides for such authority, including the states with which the regulatory body has entered into a reciprocal agreement.)

No; the Nevada State Board of Nursing is not part of the Nurse Licensure Compact. The Nevada State Board of Nursing has attempted during the previous two legislative session to seek legislative authorization to enter into the Nurse Licensure Compact that currently has 36 states participating. The Board is again seeking sponsorship for the Compact for the upcoming 2021 legislative session.

3. **If the regulatory body entered into any reciprocal licensing agreement pursuant to [NRS 622.520](#) or any other legal authority: (1) Explain the application process for how an applicant who holds a corresponding valid and unrestricted license, certificate, registration, permit, or other similar authorization from another state can obtain a similar authorization by reciprocity in Nevada; and (2) How many applicants have been issued a license, certificate, registration, permit, or other similar authorization by the regulatory body by reciprocity during the previous five years?**

Not Applicable.

ADDITIONAL INFORMATION REGARDING MILITARY SPOUSES

The following questions refer specifically to a spouse of an active member of the Armed Forces of the United States (military spouse) who is an applicant for a license, certificate, registration, permit, or other similar authorization issued by the regulatory body.

1. **During the previous five years, how many applications from a military spouse for a license, certificate, registration, permit, or other similar authorization issued by the regulatory body were: (1) received; (2) approved; and (3) rejected? Please explain why any applications were rejected.**

NSBN is unable to extract this data from our database as our question is inclusive of military members and their spouses. Specifically, our question reads: I am an active United States military member, a United States military veteran OR I am the spouse of an active United States military member or surviving spouse of a veteran.

2. **During the previous five years, what is the average number of days between receipt of an application from a military spouse for a license, certificate, registration, permit, or other similar authorization issued by the regulatory body and the date of: (1) approval; (2) rejection; or (3) notification of incomplete application?**

NSBN is unable to extract this data from our database as our question is inclusive of military members and their spouses. Specifically, our question reads: I am an active United States military member, a United States military veteran OR I am the spouse of an active United States military member or surviving spouse of a veteran

3. **Does the regulatory body provide expedited review of applications submitted by a military spouse for a license, certificate, registration, permit, or other similar authorization issued by the regulatory body? (If so, cite each section of NRS or NAC that provides for such authority.)**

All applications receive an expedited review and are processed not later than 15 business days after receiving an application for licensure (NRS 632.161, NRS 632.162, NRS 632.281, NRS 632.282).

4. **During the previous five years, how many applicants for a license, certificate, registration, permit, or other similar authorization issued by the regulatory body who are military spouses hold a valid and unrestricted license to practice his or her profession or occupation in the District of Columbia or any state or territory of the United States?**

NSBN is unable to extract this data from our database as our question is inclusive of military members and their spouses. Specifically, our question reads: I am an active United States military member, a United States military veteran OR I am the spouse of an active United States military member or surviving spouse of a veteran

5. **If the regulatory body offers a license, certificate, registration, permit, or other similar authorization by endorsement pursuant to [NRS 622.530](#) or any other legal authority: (1) Explain the application process for how an applicant who holds a corresponding valid and unrestricted license, certificate, registration, permit, or other similar authorization from another state can obtain a similar authorization by endorsement in Nevada; and (2) How many military spouses have been issued a license, certificate, registration, permit, or other similar authorization by the regulatory body by endorsement during the previous five years?**

For licensure by endorsement requirements, see Attachment D. NSBN is unable to extract this data from our database as our question is inclusive of military members and their spouses. Specifically, our question reads: I am an active United States military member, a United States military veteran OR I am the spouse of an active United States military member or surviving spouse of a veteran

6. **What opportunities for reciprocity of a license, certificate, registration, permit, or other similar authorization has the regulatory body developed pursuant to [NRS 622.510](#) for military spouses?**

NSBN does not have the statutory authority to grant any licensure by reciprocity.

7. **If the regulatory body entered into any reciprocal licensing agreement pursuant to [NRS 622.520](#) or any other legal authority, how many military spouses have been issued a reciprocal license, certificate, registration, permit, or other similar authorization pursuant to that authority by the regulatory body during the previous five years?**

Not Applicable

8. **Does the regulatory body offer a temporary or provisional license, certificate, registration, permit, or other similar authorization? If so, how many military spouses have been issued a temporary or provisional license, certificate, registration, permit, or other similar authorization by the regulatory body during the previous five years?** (Cite each section of NRS or NAC that provides for such authority.)

Yes; NSBN does offer a temporary license, however, NSBN is unable to extract this data from our database as our question is inclusive of military members and their spouses. Specifically, our question reads: I am an active United States military member, a United States military veteran OR I am the spouse of an active United States military member or surviving spouse of a veteran. (NRS 632.300, NRS 632.305, NRS 632.341, NAC 632.175, NAC 632.192, NAC 632.291, NAC 632.535)

9. **Does the website of the regulatory body clearly explain the options available to military spouses for obtaining a license, certificate, registration, permit, or other similar authorization issued by the regulatory body?** (If so, provide a link to the regulatory body's website that has information on such options.)

Yes, that information can be found on the NSBN website, found at <https://nevadanursingboard.org/faq-2/>

10. **Does the regulatory body provide a waiver of fees, or a fee discount, to applicants who are military spouses?** (Cite each section of NRS or NAC that provides for such authority.)

Yes, NRS 632.345 (3) provides that if an applicant submits an application for a license by endorsement, pursuant to NRS 632.162 or 632.282, the Board shall collect not more than one-half of the fee set forth in subsection 1 for the initial issuance of the license.

Attachment A

List of Employees

Staff List 2020

Cathy Dinauer, MSN, RN - Executive Director - FT – Public employee entitled to benefits

Fred Olmstead, Esq. - General Counsel – FT – Public employee entitled to benefits

Kimberly Arguello, Esq. - General Counsel – FT – Public employee entitled to benefits

Sam McCord, BSN, RN - Director of Nursing Practice – FT – Public employee entitled to benefits

Michelle Johnson, EdD, RN, CPNP-PC - Director of Nursing Education – FT – Public employee entitled to benefits

Gail Trujillo, CP - HR & Director of Licensure and Certification – FT – Public employee entitled to benefits

Sydnee Chappell, Executive Assistant-FT – Public employee entitled to benefits

Sally Miller, APRN-C - APRN Consultant - PT – Public employee entitled to benefits

C. Ryan Mann, MSN, RN - Application Coordinator - FT – Public employee entitled to benefits

Ray Martinez – Investigator - FT – Public employee entitled to benefits

Cindy Peterson, RN, CLNC, CHCQM - Nurse Investigator - FT – Public employee entitled to benefits

Sherri Twedt, RN, LNC - Compliance Coordinator - FT – Public employee entitled to benefits

Elaine Ralph, BSN, RN - Nurse Investigator - FT – Public employee entitled to benefits

Adriadna Ramos Zavala - Program Assistant - FT – Public employee entitled to benefits

Patty Towler - Licensure/Certification Coordinator - FT – Public employee entitled to benefits

Sandy Webb - Program Assistant - FT – Public employee entitled to benefits

Vickey Alvarez – Senior Accountant - FT – Public employee entitled to benefits

Courteney Baccei - Management Assistant - FT – Public employee entitled to benefits

Marsalena Moore - Education Support Specialist - FT – Public employee entitled to benefits

Christie Daliposon - Discipline Support Specialist - FT – Public employee entitled to benefits

Rhoda Hernandez - IT Technician - FT – Public employee entitled to benefits

Cydnee Cernas – Management Assistant - FT – Public employee entitled to benefits

Arlene Rojas-Guerrero - Customer Service Representative - FT – Public employee entitled to benefits

Brenna Stevenson - Customer Service Representative - FT – Public employee entitled to benefits

Corina Jimenez - Customer Service Representative – FT – Public employee entitled to benefits

Lashaun Thompson - Customer Service Representative - FT – Public employee entitled to benefits

Attachment B

NSBN Operating Reserve Policy

Policy Section: Accounting

Policy Title: Operating Reserve Policy

Date Originated: 11/23/98

Revised: 11/21/03, 7/20/15, 11/04/19

I. PURPOSE

The purpose of this Operating Reserve Policy for the Nevada State Board of Nursing (NSBN) is to build and maintain an adequate level of net assets (total assets minus total liabilities) to support the organization's day-to-day operations in the event of unforeseen shortfalls. The operating reserves may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. This Operating Reserve Policy will be implemented in conjunction with the other financial policies of the NSBN and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans.

II. DEFINITIONS AND GOALS

The Operating Reserve Fund is defined as the designated fund set aside by action of the NSBN. The minimum amount to be designated as operating reserves will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to 24 months of average recurring operating costs. The 24-month period is based on the 2-year licensure renewal cycle.

In addition to calculating the actual operating reserve at the fiscal year-end, the operating reserve fund target minimum will be calculated each year after approval of the annual budget. These operating reserves will be reported to NSBN and included in the regular financial reports and/or dashboards.

III. ACCOUNTING FOR RESERVES

The Operating Reserve Fund will be recorded in the financial statements as Board Designated Operating Reserve. The Operating Reserve Fund will be funded and available in cash or cash equivalents. Operating reserves will be commingled with the general cash and investment accounts of the organization.

IV. FUNDING OF RESERVES

The Operating Reserve Fund will be funded with surplus operating funds. The NSBN may, from time to time, direct that a specific source of revenue be set aside for operating reserves.

NSBN staff will identify the need for access to operating reserve funds and confirm that the use is consistent with the purpose of the operating reserves as described in this Operating Reserve Policy. Determination of need requires analysis of the sufficiency of the current level of reserve funds, the availability of any other sources of funds before using operating reserves, and evaluation of the time period for which the funds will be required and replenished.

V. AUTHORITY TO USE OPERATING RESERVES

Policy Section: Accounting

Policy Title: Operating Reserve Policy

Date Originated: 11/23/98

Revised: 11/21/03, 7/20/15, 11/04/19

Authority for use of up to \$10,000 of operating reserves is delegated to the Executive Director. The use of operating reserves will be reported to the NSBN at their next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds, and plans for replenishment to restore the Operating Reserve Fund to the target minimum amount. The Executive Director must receive prior approval from the NSBN for use of operating reserves in excess of \$10,000.

VI. REPORTING AND MONITORING

The Executive Director is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval of the use of operating reserve funds, the Executive Director will maintain records of the use of funds and plan for replenishment. She/he will provide regular reports at NSBN board meetings to the NSBN of progress to restore the fund to the target minimum amount.

VII. RELATIONSHIP TO OTHER POLICIES

The Executive Director shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Operating Reserve Fund:

- Risk Management includes cost recovery for events such as employee maliciousness, burglary, robbery, vandalism, insurance deductibles and non-insured events. A designation of \$50,000 is recommended for risk management.
- Disaster Recovery and Planning includes the cost of planning for and implementing a plan to return to at least minimal operations in the event of a natural disaster or an act of terrorism. A designation of \$250,000 is recommended for disaster recovery and planning.
- Leasehold Improvements includes such items as office renovation in order to accommodate reorganization or improve customer service. A designation of \$75,000 is recommended for leasehold improvements.
- Technology Upgrades includes the purchase of new database system software and hardware or upgrade the existing system software and hardware to more efficiently carry out the licensure and discipline functions of the Board and to comply with state or federal reporting requirements. A designation of \$100,000 is recommended for technology upgrades.

Reviewed and approved: 11/4/19

Attachment C

NSBN Policies

Policy for Internal Financial Controls

Policy for Approval of Executive Director Expenses

Policy for Reconciliation of Credit Card Statement
and Receipts

Policy Section: Accounting

Policy Title: **Internal Financial Controls**

Date Originated: 03/29/1991

Revised: 7/12/12

- I. **PURPOSE:** The Nevada State Board of Nursing (NSBN) will adhere to internal accounting controls developed by Board staff to provide consistent control, to safeguard resources, provide accurate information and to assure adherence to applicable laws, regulations, and policies.
- II. **POLICY STATEMENT:** It is the policy of the Board of Nursing, whenever possible, to adhere to requirements of the State Administrative Manual, and to more clearly define those areas which are not explicit in the manual or where there is deviation because the NSBN is not strictly a State Agency.
- III. **PROCEDURE:**
1. All agency transactions are to be clearly documented. Standard account procedures will be used and shall be tracked via monthly budget status reports.
 2. A record of transactions will be promptly recorded; this will include the entire process or life-cycle of the transaction.
 3. Transactions are to be executed only by the Director of Finance/Technology, Executive Director, and in her absence and with her permission, the Director of Operations Executive Assistant.
 4. Key duties and responsibilities including the authorization, processing, recording, and reviewing of transactions, will be divided among as many individuals as possible.
 5. Supervision is to be provided to ensure that internal control objectives are achieved.
 6. Access to resources such as checks, receipts, and accounts shall be limited to those persons authorized by the Board.

IV. AGENCY INTERNAL CONTROL CHECKLIST

B. Revenues, Billings and Receivables

A. Segregation of Duties:

- 1) Are the responsibilities for billing, collecting depositing receipts, and accounting all performed by different individuals?
- 2) Whenever practical, different individuals will receive, record in, stamp "for deposit only", create receipts, compile

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Policy Title: **Internal Financial Controls**

Date Originated: 03/29/1991

Revised: 7/12/12

deposits, and record to the Board's books all correspondence related to money.

B. Is restrictive endorsement placed on incoming checks as soon as possible?

- Whoever opens the mail shall date stamp and stamp "for deposit only" on each check as it is opened

Are receipts recorded accurately and timely?

- Upon disbursement of mail, all monies shall be receipted in and the receipts shall be turned in to the Financial Management Assistant at the end of the day. The Financial Management Assistant designated staff member shall deposit all funds daily or as soon as possible, but not less than two times per week.

Are receipts safeguarded while in the custody of the agency and promptly deposited?

- All receipts shall be maintained in the locked room.

C. Is there verification that deposit receipts are properly recorded?

- Each deposit receipt shall be maintained in the books and reconciled on the bank statement.

D. Are there adequate procedures for follow-up on returned checks?

- Policy: Should a personal check be returned unpaid for any reason, the applicant's license will be considered void and notification of health facilities within the State will commence. The applicant will also be responsible for paying the late fee as required in the Nurse Practice Act, as well as reimbursing the Board for bank charges. The Board of Nursing will send to the applicant, by certified mail, a letter requesting the check be made valid or replaced by a cashier's check or money order. No more than *two one of these* certified letters will be mailed to *any* applicant pertaining to the same renewal/initial application. If, after thirty days from the date of the original overdraft, the

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applicant still has not satisfied his/her debt to the Board of Nursing, he/she will be brought to disciplinary hearing for revocation of license. Facilities who write invalid checks, on more than two occasions, to the Board of Nursing for payment of fees, will be required to pay bank and personnel charges and henceforth to remit cashier's check or money order only. The Bureau of Regulatory Health Services and the Nevada Welfare Department will also be notified of this interference with timely implementation of OBRA.

E. Are taxing programs administered in accordance with applicable laws and regulations?

- The Director of Finance/Technology shall delineate the proper taxes required for each employee, in the budget on individual check stubs. These taxes will be monitored by the audited by the Board's auditor.

Are taxing programs applied to all individuals and organizations subject to taxes?

- The appropriate taxes shall be applied to all employees. Employees shall not be required to pay Social Security tax as well as the other taxes outlined.

Are tax returns and assessments reasonably correct?

- Payroll taxes are figured according to the payroll schedule in effect at the time; State unemployment taxes are figured quarterly and are reasonably correct.

Are settlements, allowances, and refunds properly authorized?

- Not applicable.

Is non-payment of taxes followed up on?

- Not applicable.

Are the charges for services rendered in accordance with applicable laws and regulations?

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Policy Title: **Internal Financial Controls**

Date Originated: 03/29/1991

Revised: 7/12/12

- The standard is NRS 632.345 and NAC 632.190

Are revenues recorded immediately as agency services are rendered?

- Revenues are recorded on a receipt the day they are received, and posted to the books as soon as possible.

Are accounts receivable promptly established and billed if agency services are not paid in full as rendered?

- Credit is not extended by the Board of Nursing; any account that is not paid in full does not receive service

Do write-offs, adjustments or refunds receive the proper level of authorization?

- The Executive Director is directly responsible for authorization all write-offs or adjustments.

Is non-payment followed up on?

- Persons who do not pay do not receive service.

Are fines, penalties and/or judgments levied in accordance with applicable laws and regulations?

- All fines, penalties, and/or judgments are levied in accordance with Chapter 632.

Are fines, penalties, and/or judgments charged at the proper statutory rate?

- All fines, penalties and/or judgments are charged at the rate established by NRS 632 and NAC 632.

Are rescissions and forgiveness's properly authorized?

- All rescissions and forgiveness's must be heard by the Board who must take formal action for this to occur.

Is non-payment followed up on?

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- No services will be rendered without the authorization of the Board of Nursing or payment in full.

Are the sales of goods, property and/or other items conducted in accordance with applicable laws and regulations?

- All sales of goods, property and/or items are conducted in accordance with NRS 632.

Are sales recorded immediately as items are sold with accounts receivable promptly established and billed of non-cash sales?

- All items are recorded on the day on which the transactions occur.

Do write-offs, adjustments, or refunds receive the proper level of authorization?

- The Board of Nursing is solely responsible for all adjustments, refunds and write-offs unless they have otherwise authorized the Executive Director to do so.

Is non-payment followed up on?

- Yes.

Are fees for licenses, permits and other revenues billed in accordance with applicable laws and regulations?

- All fees for licenses, permits, certificates and any other revenues are billed in accordance with the requirements of Chapter 632.

Are the fees applied to all individuals and organizations subject to the fees?

- Fees are applied to all individuals and organizations subject to fees.

Do write-offs, adjustments or refunds receive the proper level of

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authorization?

- The Board of Nursing has the sole authority to approve all write-offs, adjustments or refunds, unless they have otherwise delegated that authority to the Executive Director.

Is non-payment followed up on?

- Yes.

Do procedures provide reasonable assurance that applicable interest and penalties are charged on delinquent taxes, fees, or charges for services?

- The State Board of Nursing does not charge interest. There is a "late fee" for failure to renew a license on time, and that fee is charged in accordance with the requirements of NRS 632. All persons who bounce checks are required to pay a \$25 returned bounced check fee.

C. PAYROLL AND PERSONAL SERVICE EXPENDITURES

A. Segregation of Duties

- 1) Are the responsibilities for supervision, personnel, payroll processing, and check distribution all performed by different individuals?
 - Supervision is performed by the Executive Director or Director of Operations.
 - Personnel functions are performed by the Executive Director, Director of Operations, and/or the Director of Finance/Technology
 - Payroll processing and check distribution is performed by the Financial Management Assistant Technology Officer.
- 2) Are payroll registered reviewed by a person not involved in the payroll processing before paychecks are distributed?
 - All payroll checks are reviewed by the Executive Director prior to the payroll being processed and paychecks or direct deposit receipts being distributed

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Date Originated: 03/29/1991

Revised: 7/12/12

1. Are paychecks inadvertently drawn to persons no longer on the payroll returned immediately to the Department of Personnel?

- Not applicable

Are all undistributed checks logged in and their disposition noted?

- All undistributed checks are voided and that action is recorded in the books.

Are all changes in employment, additions and terminations, salary/wage changes, and payroll deductions properly authorize approved and documented?

- All changes in employment, additions and terminations, salary/wage changes, and payroll deductions are properly authorized by the Board of Nursing, the Executive Director, and are recorded in personnel files.

Are notices of additions, separations, and changes in salaries, wages and deductions promptly reported to the payroll processing function?

- Not applicable

Is leave properly authorized?

- All leave is authorized by the Executive Director or her designed

Is there verification that the payroll changes are properly recorded to the Controller's financial reports?

- Not applicable

3. TRAVEL ADVANCES AND REIMBURSEMENTS

A. Is travel authorized within budget limits and applicable laws and regulations?

- The Executive Director or her designee authorizes travel within the budgeted limits and under the requirements of Chapter 632. All out of state travel is approved by the

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Board of Examiners.

B. Are travel advances provided for properly authorized travel?

- Travel advances are issued upon request and only after travel has been authorized

C. Are travel advances repaid promptly?

- All travel claims are filed upon completion of travel.

D. Are travel reimbursements provided only for properly authorized travel?

- Travel reimbursements are provided only for properly authorized travel

Are the amounts paid in accordance with applicable travel regulations?

- The amounts paid are in accordance with the rate established by the Legislature and as published in the State Administrative Manual

Are there procedures to avoid duplicate claims for payment?

- The Director of Finance/Technology reviews all claims; any unusual occurrences are brought to the attention of the Executive Director who does data collection and makes the determination.

E. Is there verification that the travel claims are properly recorded to the Controller's financial reports/

- Not applicable

4. AGENCY EXPENDITURES AND PAYABLES

A. Are all payments authorized within budget limits and in accordance with applicable laws and regulations?

- All payments are authorized within budget limits and in accordance with NRS 632 and NAC 632

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B. Segregation of Duties

a) Are the functions of purchase requisitioning, receiving and invoice processing performed by different individuals?

- The function of purchasing requisition may occur by the Director of Finance/Technology, the Executive Assistant, the Executive Director or the Director of Operations. Invoice processing is performed by the Director of Finance/Technology.

b) Are responsibilities for the purchasing approval function segregated from the voucher preparation function?

- The State Board of Nursing does not use voucher preparation.

C. a) Are competitive bidding procedures properly utilized?

- The State Board of Nursing seeks three (3) bids for most purchases.

b) Are an adequate number of price quotations obtained prior to placing orders not subject to competitive bidding?

- It is the policy of the State Board of Nursing to receive at least three (3) bids for all services, whenever possible.

D. Are outstanding contracts and orders periodically reviewed?

- All outstanding contracts and orders are reviewed annually.

Are assistance payments to other governmental units and individuals only made to eligible recipients?

- Not applicable.

F. Do invoice processing procedures provide for:

a. Comparing invoice quantities, prices, and terms?

- All invoice processing procedures provide for comparing

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invoice quantities, prices, and terms.

b. Comparing invoice quantities with those on receiving reports?

- All reports are checked for invoice quantities with those indicated on the report by the Director of Finance/Technology or Executive Assistant.

c. Checking arithmetical accuracy?

- The Director of Finance/Technology, is responsible for checking for arithmetical accuracy.

d. Taking eligible cash discounts?

- The Board of Nursing pays by check whenever it will result in a cash discount.

e. Claiming exemption form sales and other taxes?

- It is the policy of the State Board of Nursing to present vendors with the letter from the State of Nevada Department of Taxation exempting the Board from having to pay sales tax and other taxes.

f. Comparing bill charges to avoid duplicate payment

- The Director of Finance/Technology shall compare all billed charges to avoid duplicate payments.

G. Are invoices and support documents furnished to staff prior to checks being signed?

- All invoices and supporting documents are furnished to the signers of checks, either the Executive Director, Director of Operations or General Counsel.

H. Are vouchers payable, billing claims and other payable documents processing promptly?

- All bills are paid within one (1) week of their receipt.

I. Are agency expenditure records reconciled to the Controller's financial

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reports?

- Not applicable.

5. INVENTORIES OF SUPPLIES AND CAPITAL ASSETS

A. Is the use of physical inventories of supplies or capital assets properly authorized?

- Physical inventories of supplies or capital assets are maintained by the Board office and check off annually by the Director of Finance/Technology, Executive Assistant, or other designated staff member.

B. Have inventory levels been established in such a manner as to prevent excess accumulations or unavailability of items?

- Inventory levels will be maintained with the both office in both offices in such a manner as to prevent excess accumulation or unavailability of items. The Director of Operations is responsible for monitoring.

C. Are property records periodically compared and prior to approving a voucher payable?

- All property records are reconciled with existing assets annually by the Director of Finance/Technology, under the signer the supervision of the professional staff and/or the auditors.

6. SECURITIES AND SAFEGUARDS

A.

a. Are confidential documents appropriately classified?

- All confidential documents are stamped "confidential" and are kept in a file which is not accessible by the public.

b. Do safeguards exist to prevent unauthorized access to classified materials?

- Safeguards exist to prevent unauthorized access to classified materials.

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B. Are physical security safeguards maintained where cash is stored and processed?

- All cash is maintained in desk drawers in a locked box and in the safe when personnel are not present in the office

C. Are cash, check signing machines, signature plates and blanks, partially prepared, mutilated and voided checks protected from unauthorized use?

- All cash, partially prepared, mutilated and void checks are kept in a safe or other secure location.

D.

a. Are physical security safeguards maintained where negotiable instruments and other investments are stored and processed?

- All materials are maintained in a safe or other secure location, in a locked room with unique key.

b. Are bonds, drafts and other securities protected from unauthorized use?

- All bonds, drafts, and other securities are maintained in a safe, in a secure room with unique locks.

c. Do investments comply with legal requirements?

- All investments comply with legal requirements

d. Is interest and other investment income collected promptly when due?

- All interest and other investment income is collected quarterly.

7. GRANTS MANAGEMENT

- A through D. Not applicable.

8. ELECTRONIC DATA PROCESSING

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Revised: 7/12/12

- A through F. Not applicable.

9. AUDIT FOLLOW-UP

A.

a. Are audit resolution and corrective actions made on a timely basis?

- Audits are conducted annually by an audit firm and all problematic areas identified are dealt with immediately.

b. Is corrective action on audit recommendations scheduled in accordance with specific criteria?

- Plan of corrective actions is present to the Board, who makes final determination regarding action as soon as possible.

B. Are accurate records of the status of audit reports and recommendations maintained through the entire process of resolution and corrective actions?

- Accurate records of the status of audit reports and recommendations are maintained.

C.

a. Are resolution actions consistent with law, regulations and administrative policy?

- Resolution actions consistent with the law and regulations are identified and implemented;
- Timely and adequate documentation is maintained.

b. Are resolution actions on recommendations involving more than one program, agency or level of government coordinated?

- Not applicable.

D. Are claims arising from audit disallowances promptly recorded as

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receivable and collected?

- Not applicable on NRS 226

Is interest on audit-related debt charged promptly without regard to whether the disallowance is or will be appealed?

- Not applicable.

Policy Section: Accounting
Policy Title: Approval of Executive Director Expenses
Date Originated: November 16, 2016

- I. **PURPOSE:** To set a standardized procedure for the approval of expenses of the Executive Director.
- II. **POLICY STATEMENT:** It is the policy of the Nevada State Board of Nursing (NSBN), whenever possible, to adhere to the requirements of the State Administrative Manual, and to more clearly define those areas, which are not explicit in the manual or where there is deviation because NSBN is not strictly a state agency.
- III. **PROCEDURE:**
 - A. In accordance with best accounting practices the Executive Director will submit credit card expenses to the Board for approval.
 - 1. The Executive Director will submit all Board Credit Card receipts to the Executive Assistant within ten (10) days of processing.
 - 2. On the first day of each month a report of the Executive Director's receipts will be generated by the Executive Assistant and sent to an NSBN Board member. The approving Board Member will be selected on a rotating basis.
 - 3. On or before the fifth day of each month the selected Board Member will review the receipts provided and submit approval for payment to the Executive Assistant. Any discrepancies or questions about the charges should be immediately brought to the attention of the Executive Director for resolution.
 - 4. The receipts will be processed in accordance with the policy for reconciliation of credit card receipts and payment of statements. The approval will be submitted to the accounting department and retained for recordkeeping purposes.
 - B. In accordance with best accounting practices the Executive Director will submit expense reports to the Board for approval of reimbursement.
 - 1. The Executive Director will submit expense reports for reimbursement with attached receipts and rationale for expenditures.
 - 2. Upon submission of an expense report for reimbursement by the Executive Director, the Executive Assistant will submit the expense report to a Board Member selected on a rotating basis within ten (10) days.
 - 3. The Board Member will review the expense report and receipts provided for approval and respond to the Executive Assistant. Any discrepancies or questions about the charges should be immediately brought to the attention of the Executive Director for resolution.
 - 4. With approval from the selected Board Member, the expense report will be submitted to the accounting department for reimbursement and the approval retained for recordkeeping purposes.

Policy Section: Accounting
Policy Title: Reconciliation of Credit Card Statement and Receipts
Date Originated: November 16, 2016

- I. **PURPOSE:** To set a standardized procedure for NSBN Board staff to utilize the Board credit card, process credit card statements, and consistency in receipt recording keeping.
- II. **POLICY STATEMENT:** It is the policy of the Nevada State Board of Nursing (NSBN), whenever possible, to adhere to the requirements of the State Administrative Manual, and to more clearly define those areas, which are not explicit in the manual or where there is deviation because NSBN is not strictly a state agency.
- III. **PROCEDURE:**
 - A. In accordance with best accounting practices the Executive Director will review all credit card expenses on a monthly basis, prior to the credit card payment being made. The process will proceed as follows:
 1. The Executive Director will identify those individuals who may have access to the Board credit card.
 2. Upon a transaction of the credit card by either the Executive Director or an approved staff member a detailed receipt will be received by the purchaser and filed with credit card receipts either with the Executive Assistant or the Business Support Assistant for the upcoming statement.
 3. Once the statement has been received, a copy will be made by the Business Support Assistant and given to the Executive Assistant for receipt reconciliation. The Business Support Assistant and the Executive Assistant will review the statement and attach all necessary receipts for transactions.
 4. The Business Support Assistant will combine the receipt reconciliations from his or herself and the Executive Assistant. The Business Support Assistant will review all transactions on the statement with the receipts provided for accuracy and consistency.
 5. The Business Support Assistant will provide the finalized credit card statement with reconciled receipts to the Executive Director.
 6. Upon receipt of the finalized credit card statement and reconciled receipts, the Executive Director will review the information provided and sign off for payment.
 7. The statement and receipts will be returned to the accounting department for payment.

Attachment D

APRN Licensure Requirements

CNA by Endorsement Requirements

RN/LPN by Endorsement Requirements

Nevada State Board of NURSING

Nevada State Board of Nursing, 5011 Meadowood Mall Way, Suite 300, Reno, NV 89502-6547

Fax: (775) 687-7707 or (702) 486-4803, Email: nursingboard@nsbn.state.nv.us

www.nevadanursingboard.org; Toll Free (888) 590-6726

To practice as an APRN in Nevada, you must hold an active Nevada APRN license.

Licensure Requirements for Advanced Practice Registered Nurse

Application Instructions:

1. You must hold an active Nevada RN license. Your APRN license will be Issued when you have met all of the requirements for licensure and will expire on the same date as your RN license. At the time of renewal, you must renew both your RN and your APRN.
2. A completed application submitted via the Nevada Nurse Portal, including a fee of \$200 (MasterCard™, Visa™, Discover™, or American Express™ debit or credit card). **Fees are not refundable.**
3. If you are applying for licensure by endorsement, submit a copy of your active certificate of recognition or license from another state.
4. Submit a copy of your certification as an Advanced Practice Registered Nurse by a nationally recognized certification agency approved by the Board. (All applicants are encouraged to send the Board a copy of their national certification, even if it is not required for licensure based on their initial qualifications.)
5. Submit an official transcript with degree posted sent directly from your advanced nursing education program. The program must be at least one academic year in length, and must include didactic instruction and clinical experience with a qualified physician (MD or DO) or APRN. The transcript must show your program included basic educational components:
 - a) Advanced Health Assessment,
 - b) Advanced Pathophysiology,
 - c) Advanced Pharmacology,
 - d) Advanced role preparation,
 - e) Specific clinical specialty,
 - f) Clinical preceptorship.

If the above components are not clearly identified as courses on your transcript, you must provide an explanatory letter from an authorized school representative, or copies of the relevant pages of the school catalog from the year(s) of your attendance.

6. If you are applying for prescribing privileges, you must complete the additional information on your application with the Nevada State Board of Nursing. Once your APRN license is issued, and you qualified for prescribing privileges, the Board will notify the Board of Pharmacy that you are eligible for prescribing privileges. Then you must apply for prescribing privileges with the Board of Pharmacy. You may not prescribe any medications until the Board of Pharmacy has issued you a license to prescribe, you have submitted a copy of that license to the Board of Nursing and your status had been updated reflect current active prescribing privileges. Finally, if you wish to prescribe controlled substances you must apply with the Board of Pharmacy and the Drug Enforcement Administration (DEA). You may not prescribe controlled substances until the Board of Pharmacy has issued you a license to prescribe, you have received a DEA certificate to prescribe controlled substances, you have submitted a copy of that license to the Board of Nursing and your status had been updated reflect current your active prescribing privilege.

*** If you have clinically practiced as an Advanced Practice Registered Nurse less than two (2) years or 2,000 hours and plan to prescribe Schedule II controlled substances you must obtain a formal protocol, with a collaborative physician. Once you have clinically practiced for more than two (2) years or 2,000 hours you are no longer required to have this formal protocol with a collaborating physician and must submit documentary evidence supporting this to the Nevada State Board of Nursing. Documentary evidence may include but is not limited to:**

- * A signed letter from your employer(s) stating that you have clinically practiced for a total of two (2) years OR 2,000 hours;**
- * A signed letter from your collaborating physician or another APRN whom you have been working with stating that you have at least 2,000 hours or two (2) years of clinical practice;**
- * Any other available form of verification. (Will be reviewed individually for acceptance.) If you are not prescribing Schedule II Controlled Substances, you are not required to meet this requirement.**

APRN Protocol: An example of this protocol is available on the Board's website. The APRN must keep their protocol at their place of work. Please note: The Board has the authority to conduct random audits of your practice. When audited, the APRN will send a photocopy of the protocol that is kept at their workplace, along with other requested documentation. Failure to comply with the audit requirements within the specified timeframe may result in further investigation and possible disciplinary action against your license. Failing to obtain a protocol with a collaborative physician if required may result in a complaint/investigation against your license for practicing beyond scope and may be grounds for disciplinary action against your license.

7. Submit completed fingerprint card. Once your initial application is received the Board will send you a fingerprint card and instructions, alternately you can call 888-590-6726 to make an appointment to have your fingerprints done electronically in our office. You must complete the fingerprint process prior to receiving a permanent APRN license, unless you have submitted fingerprints for Nevada RN licensure within the past six months. Due to various factors, it may take up to four months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI.

Broker/Third Party:

If you wish to have a third party act upon your behalf for licensure purposes, please sign the authorization form, have it notarized, and returned to the Board.

Qualifications for a License as an APRN:

If you completed a program to prepare an APRN before July 01, 1992:

- * You must have an active certification/licensure in another state or jurisdiction and have practiced nursing within the last five (5) years.**
- * You must have graduated from or completed a program designed to prepare an Advanced Practice Registered Nurse.**
- * Beginning July 01, 2014, you are highly encouraged to hold current national certification as an Advanced Practice Registered Nurse.**
- * If you are applying to prescribe Schedule II Controlled Substances you must submit proof that you have clinically practiced as an APRN for a minimum of two (2) years or 2,000 OR you will be required to submit a protocol for the prescribing of Schedule II Controlled Substances with a collaborating physician.**
- * If you are applying for an APRN with prescriptive privileges, you must provide documentation of 1,000 hours of active practice prescribing medication in the immediately preceding two (2) years as an APRN.**

If you completed a program to prepare an APRN between July 01, 1992 and June 01, 2005

- * You must hold a current national certification as an Advanced Practice Registered Nurse and hold a bachelor's degree in nursing from an accredited school.
- * You must have an active certificate/licensure in another state or jurisdiction and have practiced nursing within the last five (5) years.
- * You must have graduated from or completed a program designed to prepare and Advanced Practice Registered Nurse.
- * Beginning July 01, 2014, you are highly encouraged to hold national certification as an Advanced Practice Registered Nurse.
- * If you are applying to prescribe Schedule II Controlled Substances you must submit proof that you have clinically practiced as an APRN for a minimum of two (2) years or 2,000 OR you will be required to submit a protocol for the prescribing of Schedule II Controlled Substances with a collaborating physician.
- * If you are applying for an APRN with prescriptive privileges, you must provide documentation of 1,000 hours of active practice prescribing medication in the immediately preceding two (2) years as an APRN.

If you completed a program to prepare an APRN after Jun 01, 2005

- * You must have an active certificate/licensure in another state or jurisdiction and have practiced nursing within the last five (5) years.
- * You must hold a master's or doctorate degree in nursing.
- * You must have graduated from or completed a program designed to prepare and Advanced Practice Registered Nurse.
- * Beginning July 01, 2014, you are highly encouraged to hold national certification as an Advanced Practice Registered Nurse.
- * If you are applying to prescribe Schedule II Controlled Substances you must submit proof that you have clinically practiced as an APRN for a minimum of two (2) years or 2,000 OR you will be required to submit a protocol for the prescribing of Schedule II Controlled Substances with a collaborating physician.

If you completed a program to prepare an APRN after July 01, 2014

- * You must have an active certification/licensure in another state or jurisdiction and have practiced nursing within the last five years unless you are applying as a new graduate from a program designed to prepare an Advanced Practice Registered Nurse.
- * You must hold a master's or doctorate degree in nursing or related health field.
- * You must have graduated from or completed a program designed to prepare an Advanced Practice Registered Nurse.
- * If you are applying to prescribe Schedule II Controlled Substances you must submit proof that you have clinically practiced as an APRN for a minimum of two (2) years or 2,000 OR you will be required to submit a protocol for the prescribing of Schedule II Controlled Substances with a collaborating physician.
- * You must provide documentation showing that you are certified as an Advanced Practice Registered Nurse by the American Board of Nursing Specialties, Accreditation Commission for Education in Nursing (formerly the National League for Nursing), Commission on Collegiate Nursing Education, the National Commission for Certifying Agencies of the Institute for Credentialing Excellence or any other nationally recognized certification agency approved by the Board. Other nationally recognized certification agencies include but are not limited to: CCNE, ACNE, AANP and PNCB.

Nevada State Board of **NURSING**

Nevada State Board of Nursing, 5011 Meadowood Mall Way, Suite 300, Reno, NV 89502-6547

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To practice as a Nursing Assistant in Nevada, you must hold an active Nevada CNA certificate.

Certified Nursing Assistant by Endorsement Certification Requirements

You must submit items 1-7

1. A completed application submitted via the Nevada Nurse Portal, including a fee of \$50 (MasterCard™, Visa™, Discover™, or American Express™ debit or credit card). **Fees are not refundable.**
2. Copy of your active certificate/license in another state, it must show an expiration date. If your active certificate does not show an expiration date, the Board will obtain this information from your endorsement form.
3. A copy of your certificate of successful completion of a state-approved training program that meets current OBRA requirements, or a transcript showing the completion of "nursing fundamentals."
4. Proof of eight hours of employment as a CNA in a licensed medical facility within the past two years. Acceptable proof includes:
 - Paycheck stub (must include company name);
 - or W-2 form;
 - or letter from employer on company letterhead, with signature/title of person writing for employer.
5. Endorsement form(s) from the first state you were licensed/certified as a CNA.
6. You must read and understand the following **PRIOR** to submitting your application:
 - CNA Skills Guidelines
 - CNA Hours of Employment for Renewal Advisory Opinion

7. *Submission of fingerprints (see separate instructions for Submission of Fingerprints Card form).*

Note: a permanent CNA certificate will not be issued until the Board receives fingerprint reports from the Nevada Department of Public Safety and the Federal Bureau of Investigation, and any issues have been resolved. Due to various factors, it may take up to four months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI.

General Information

Follow all instructions. All questions in all sections must be answered completely and the answers legibly written. Incomplete applications will not be processed.

Your application for certification is valid for one year from the date received by the Board. It is your responsibility to follow up with the Board to determine the ongoing status of your application.

You must notify the Board, in writing, within 30 days of any changes in your address of record.

After all documents are submitted, reviewed, and evaluated, if you are eligible for a temporary certificate, one will be issued. A temporary certificate is valid for six months only and cannot be renewed. If you obtain a temporary certificate, but do not complete the certification process, you will not be eligible for another temporary certificate. In order to determine if you are eligible for a temporary certificate you must submit at minimum, the application and proof that you have practiced 8 hours as a CNA within the previous 2 years and an active CNA certificate.

Nevada does not mail certification cards. You must check to see if your certificate has been issued and note its expiration date by visiting the license/certification verification section of our website **www.nevadanursingboard.org**.

You must submit an application to the Board for certification within one year from the date of completing a approved training program or you will be required to retrain.

Timeframe: As processing of your application is dependent on receiving documents from outside sources, we are unable to provide specific timeframes for processing.

Nevada State Board of NURSING

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To practice as an nurse in Nevada, you must hold an active Nevada license.

Registered Nurse/License Practical Nurse by Endorsement Requirements

You must submit items 1-4

Application Instructions:

1. A completed application submitted via the Nevada Nurse Portal, including a fee of \$95 (LPN) \$105 (RN) (MasterCard™, Visa™, Discover™, or AmericanExpress™ debit or credit card). **Fees are not refundable.**

2. A copy of evidence of graduation from your nursing education program. The document you submit must indicate a nursing degree and graduation date.

** All graduates of nursing programs in the United States:*

* If you are an RN applicant, you must submit a copy of your diploma or official transcript issued directly from the registrar to the student or to the Board, which must indicate a nursing degree and graduation date. If you are an LPN applicant, you must submit a copy of your certificate or official transcript issued directly from the registrar to the student or to the Board, which must indicate a nursing degree or graduation date. Please note that computer-generated transcripts are not acceptable.

** All graduates of international nursing programs:*

* You must submit a copy of your transcript, which must indicate a nursing degree and graduation date. You must include a copy of the related learning experience (RLE) report, if applicable. (The Board will notify you if you will also be required to complete the CGFNS/CES8 Professional Report OR IERF** Nursing Licensure Evaluation Report for the state of Nevada).

* Commission on Graduates of Foreign Nursing Schools/Credentials Evaluation Service

** International Education Research Foundation

* If you have been a licensed nurse in the United States less than five (5) years prior to submission of your application to Nevada, you are required to successfully pass one of the following English proficiency examinations. The minimum score of English proficiency must be achieved before you can be issued a license in Nevada. All test results must be directly to the Board.

The Internet-based (IBT) TOEFL minimum score of 84, 26 spoken English; OR Pearson Test of English Academic (PTE) with a minimum score of 55 and no individual section below 50; OR Submit documentation of successful completion of an English proficiency exam accepted by another US board of nursing that was required for licensure purposes.

3. Official verification (or endorsement) from your original state of licensure by examination, accomplish this by:

* If your original state of licensure by examination is enrolled in Nursys, the National Council of State Boards of Nursing Nursys Verification database, you must visit www.nursys.com to submit the form online.

* If your original state of licensure by examination does not participate in Nursys (CA-LPN, CA-RN, LA-LPN, MI, PA), you must send the NSBN Endorsement Form to your original state of licensure by examination with their appropriate fee. Please contact your original state for additional instructions.

4. Completed fingerprint card (see separate instructions and submission form). **Note:** a permanent license will not be issued until the Board receives fingerprint reports from the Nevada Department of Public Safety and the Federal Bureau of Investigation, and any issues have been resolved.

Due to various factors, it may take up to four (4) months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI.

Broker/Third Party:

If you wish to have a third party act upon your behalf for licensure purposes, please sign the authorization form, have it notarized, and returned to the Board.

Qualifications for Nevada Licensure:

1. You graduated from an approved school of nursing with a nursing certificate (LPN), or a diploma or nursing degree (RN),
2. You passed the NCLEX or SBTPE licensing examination,
3. You hold a current, permanent license in another state,
4. You have a U.S. Social Security number or individual taxpayer ID number,
5. You have completed and submitted the fingerprint card, and
6. The Board has received and cleared your fingerprint reports,
7. You have passed an English proficiency exam (only if licensed as a nurse in the US less than five (5) years.

General Information:

- * Follow all instructions. All questions in all sections must be answered completely. *Incomplete applications will not be processed.*
- * Your application for licensure is valid for one year from the date received by the Board. It is your responsibility to follow up with the Board to determine the ongoing status of your application.
- * The address furnished on this application will become your address of record.
- * You must notify the Board, in writing, within 30 days of any change in your address of record.
- * One temporary license may be issued when the appropriate criteria has been met. It is valid for six (6) months and cannot be renewed. If you obtain a temporary license, but do not complete the licensure process, you will not be eligible for another temporary license again in the future.
- * Nevada does not issue hard card licenses. No license card will be mailed to you. You may print out a paper copy of your Nevada nursing license from the Board's website www.nevadanursingboard.org.
- * You will not receive notice of licensure expiration dates or licensure renewal dates from the Board. You are responsible for knowing and tracking your licensure expiration date.
- * You are **strongly encouraged** to register with Nursys e-Notify. This is a free of charge innovative nurse licensure notification system where you receive real-time notifications about your nursing license status. The system provides automated notice of licensure status and publicly available discipline data directly to you. Information contained on the e-Notify system is considered primary source equivalent. e-Notify may be access via Board's website or directly through www.nursys.com.