

SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION REVIEW FORM #1 ALL BOARDS

(Required by *Nevada Revised Statutes* [NRS] [232B.230](#))

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 board, commission, or entity, please state "Not Applicable."
- Save the completed form to your personal computer.
- When submitting additional documents, identify the electronic name clearly and in the order you want them presented to the Subcommittee.
- Email the saved form and any additional documents in **PDF format** to Patrick Guinan, Chief Principal Policy Analyst, Research Division, Legislative Counsel Bureau (LCB), at pguinan@lcb.state.nv.us. For any questions, contact Mr. Guinan at (775) 684-6825.

REQUIRED INFORMATION TO BE SUBMITTED BY ALL BOARDS, COMMISSIONS, OR ENTITIES

1. Board, commission, or entity name

(Identify the statutory name of the board, commission, or entity.)

State of Nevada Certified Court Reporters Board

2. Members' names with expiration date of term and number of vacancies

(List the names of the current members and the expiration date of each member's term; contact information is not necessary. Indicate the number of vacancies and the length of time the vacancy has existed.)

Chair – Lisa McGrane – Public Member Term ends on 3/31/25

Vice Chair – Heidi Konsten – Court Reporter Member – Term ends on 10/31/26

William LaBorde – Court Reporter Member – Term ends on 2/28/25

Kevin Diamond – Attorney Member – Term ends on 10/31/25

Linda Shaw – Court Reporter Member – Term ends on 1/31/27

There are no vacancies.

3. Physical address

(Identify the physical location of the board, commission, or entity [note whether the location is a state department or agency; indicate that address].)

5135 Camino Al Norte, Suite 270

North Las Vegas, NV 89031

Public Building

4. Mailing address

(Identify the mailing address of the board, commission, or entity.)

5135 Camino Al Norte, Suite 270

North Las Vegas, NV 89031

5. Website address

(Identify the URL for your website with a live link.)

Crptr.nv.gov

6. Website developer

(State the name of the developer of your website. If it was not developed by the Division of Enterprise Information Technology [IT] Services [formerly known as DoIT], Department of Administration, indicate whether Enterprise IT Services approved the website.)

Division of Enterprise Information Technology

7. Executive director's name and contact information

(Regardless of the title of the position, provide contact information for the person responsible for the operations of the board, commission, or entity.)

Debbie Uehara

Executive Secretary

5135 Camino Al Norte, Suite 270

North Las Vegas, NV 89031

Phone: 702-489-8787

Email: NVCCRB@gmail.com

8. Staff members’ names, including titles and full-time or part-time status

(Provide each employee’s name, title, and employment status.)

Debbie Uehara

Executive Secretary

Full Time

9. Days and hours of operation

(Provide the days and hours the office of the board, commission, or entity is open to the public and the availability of its staff.)

Monday – Tuesday 8:00am – 4:30pm Wednesday – Thursday 8:00am – 5:00pm
Friday - Closed

10. Created by what authority

(Cite the section or sections of NRS creating the board, commission, or entity.)

NRS 656.040 The Certified Court Reporters’ Board of Nevada, consisting of five members, is hereby created. (Added to NRS by 1973, 1315; A 1993, 1405; 2007, 17)

11. Authority to adopt regulations (NRS) and citation to *Nevada Administrative Code (NAC)*

(Cite the sections of NRS that authorize or require the board, commission, or entity to adopt regulations and the sections of NAC that contain your regulations.)

Pursuant to NRS 656.130(2), the Board may adopt such regulations as are necessary to carry out the provisions of this chapter. The Board is governed by NRS Chapter 656 and NAC Chapter 656.

12. Five regulations most recently adopted, date of adoption, and any deadlines for adoption

(List the last five regulations by LCB File number adopted by the board, commission, or entity; the date of adoption; and any deadlines for adoption pursuant to statute.)

Adopted on 10/25/23: LCB File No. R078-22 and LCB File No. R193-22 Adopted on 1/19/22: LCB File No. R010-21 Adopted on 1/12/21: LCB File No.R003-21, LCB File No. R104-19 and LCB File No. R147-20.

13. Required regulations that have not been adopted with deadlines for adoption

(If a section of NRS or a bill passed by the Legislature requires the adoption of regulations and the board, commission, or entity has not adopted the regulations yet,

list the regulations and cite the statute pursuant to which the adoption of the regulations is mandated.)

Not applicable

14. Governing structure of the board, commission, or entity pursuant to statute

(Provide a brief description of the governing structure; a copy of the organizational chart is requested later on the form.)

Pursuant to NRS 656.040; the Board consists of 5 members. NRS 656.080(1) requires the Board to annually designate a Chair and Vice Chair from its membership. NRS 656.050 requires the members of the Board to be appointed by the Governor. 3 members must be active court reporters, 1 member must be an active member of the State Bar of Nevada and 1 member must be a public member.

15. Duties of the board, commission, or entity

(Either summarize the duties or cite the specific sections of NRS that set forth the duties.)

Pursuant to NRS 656.020, the legislative declaration encourages the proficiency in the practice of court reporting as a profession; promote efficiency in court and general reporting; and to protect the public health, safety and welfare in the public interest.

16. Objectives and programs of the board, commission, or entity

(Provide a brief description of each of the objectives and programs.)

Legislative Regulations Committee – the committee is charged to review and recommend amendments to regulations. Exam Committee – the committee is charged to review the exam questions and format to ensure the Board is administering an exam that is valid and a fair method to test the applicant's skills and knowledge and that the persons or firm representatives whom the Board certifies and licenses possess the standard of competence and integrity in the practice of court reporting that is required to protect the public's interest.

17. Itemized list of services offered by the board, commission, or entity

(Provide a list of services offered to the public by the board, commission, or entity.)

Oversee certificate and license registration, renewal and continuing education requirements. Oversee the creation of continuing education programs on the subject matter of Nevada law governing court reporting. Investigate complaints and administering discipline when applicable. Administer open meeting, committee meetings, workshop and public hearings. Administer the certification and firm exam at least 4 times a year.

18. Dates of the immediately preceding six meetings

(List the dates of the last six meetings and include the online location where the minutes can be found [preferably an active link].)

<https://crptr.nv.gov/BoardMeetings/> 2/12/24 Open Meeting, 2/6/24 Legislative Regulation Committee Meeting, 1/25/24 Closed Meeting, 10/25/23 Public Hearing, 10/20/23 Closed Meeting, 9/20/23 Legislative Regulations Committee Meeting

19. Where are meetings of the board, commission, or entity held?

(Provide the address of the meeting site.)

Closed Meeting are held at the State Bar of Nevada 3100 West Charleston Boulevard, Suite 100 Las Vegas, NV 89102. Open meetings, committee meetings, workshops and public hearings are held via Zoom.

20. Do members of the public have to be present at the meeting site to participate, or are teleconferencing and videoconferencing offered?

Our public meetings are held virtually and all members of the public can participate via teleconferencing or videoconferencing through Zoom.

21. Statutory tax exemptions, abatements, or money set aside for the board, commission, or entity

(Cite each section of NRS that provides for such an exemption, abatement, or set-aside; budget information is requested later on the form.)

We are not aware of any statutory tax exemptions, abatements, or money set aside for the Board at this time.

22. The manner in which the board, commission, or entity is funded

(Describe all sources of funding including appropriations, fees, grants, interest income, or other sources of revenue.)

The State of Nevada Certified Court Reporters Board is funded from fees collected from licensees and exam applicants. The Board does not receive funds from the State General Fund.

23. Required public forms that are not available on the website of the board, commission, or entity

(List all forms that are not available electronically to the public, but which are required to comply with a program or service of the board, commission, or entity.)

All forms utilized by the State of Nevada Certified Court Reporters Board are available on our website at crptr.nv.gov under CCR Forms or Firm Forms.

24. Recommendations for consolidation with another board, commission, or entity

(Is there a recommendation for consolidation with another similar board, commission, or entity? If so, which board, commission, or entity would be the surviving entity? If there is a recommendation for consolidation, list the services also provided by the other board, commission, or entity.)

The State of Nevada Certified Court Reporters Board does not have a recommendation at this time.

25. Overlap or duplication of duties or work product

(Identify any other entity whose duties or responsibilities replicate those of this entity.)

Not applicable.

26. Improved efficiency

(Are there areas where this board, commission, or entity could benefit from improved workflow, mechanics, or other efficiencies?)

The State of Nevada Certified Court Reporters Board does not have a recommendation at this time.

27. Effectiveness in accomplishing the objectives, programs, and purposes of the board, commission, or entity

(Provide an assessment of the board, commission, or entity's effectiveness in meeting its objectives and programs; provide information that is relevant to the response.)

The practice of court reporting in the state of Nevada is declared to affect the public health, safety and welfare and is subject to regulation and control in the public interest. The Board ensures that its certificate and license holders possess a basic understanding and knowledge of applicable laws, regulations and court and procedural rules governing the practice of court reporting in this state.

28. Recommended statutory changes necessary to carry out objectives and programs

(Summarize any recommended statutory changes needed by the board, commission, or entity to carry out its objectives and/or programs.)

Not applicable.

ADDITIONAL INFORMATION TO BE SUBMITTED BY ALL BOARDS, COMMISSIONS, OR ENTITIES

Submit the following information in PDF format via email to Patrick Guinan, Chief Principal Policy Analyst, Research Division, LCB, at pguinan@lcb.state.nv.us, and clearly identify the electronic name of the document (A, B, C, et cetera) when submitted:

- A. The operating budget of the board, commission, or entity for the 2023–2024 Biennium.
- B. A statement setting forth the income and expenses of the board, commission, or entity for at least three years immediately preceding the date on which the board, commission, or entity submits this form, including the balances of any fund or account maintained by or on behalf of the board, commission, or entity. This statement should include all sources of income for the board, commission, or entity and expenditures by category, along with current balances of each fund or account.
- C. The most recent legislative audit, or other audit, of the board, commission, or entity and any efficiency studies or constituent or staff surveys conducted in the past three years. Audits conducted by the legislative auditor may be referenced by number (i.e., LA10 11), as they are available on the Legislature’s website. Copies of all other requested documents must be submitted.
- D. Any reports required to be filed with the Legislative or Executive Branches over the past three years. If the report is on the Legislature’s website, you may refer to it by number. Otherwise, please provide a copy of the report. Also, note whether any reports were filed late or whether any reports required by statute have not been filed.
- E. A copy of the organizational chart showing the governing structure of the board, commission, or entity and its staff.
- F. A copy of the most recent strategic plan of the board, commission, or entity. Indicate the effective date of the plan and the achievement of any goals set out in the plan.

SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION REVIEW FORM #2 PROFESSIONAL AND OCCUPATIONAL LICENSING BOARDS

(Required by *Nevada Revised Statutes* [NRS] [232B.230](#))

INSTRUCTIONS

- Professional and occupational licensing boards must submit forms #1 and #2.
- 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 board, commission, or entity, please state "Not Applicable."
- Save the completed form to your personal computer.
- When submitting additional documents, identify the electronic name clearly and in the order you want them presented to the Subcommittee.
- Email the saved form and any additional documents in **PDF format** to Patrick Guinan, Chief Principal Policy Analyst, Research Division, Legislative Counsel Bureau (LCB), at pguinan@lcb.state.nv.us. For any questions, contact Mr. Guinan at (775) 684-6825.

REQUIRED INFORMATION TO BE SUBMITTED BY ALL OCCUPATIONAL AND LICENSING BOARDS

1. Board, commission, or entity name.

State of Nevada Certified Court Reporters Board

2. Statement of the fee charged for each license, certificate, registration, permit, or other similar authorization issued by the board or commission.

Court Reporter Annual Fees:

- Registration Fee \$200
- Active Renewal \$200
- Inactive Renewal \$100
- Reinstatement Fee \$125
- Certification Exam Fee \$150

Annual Firm Fees:

- Registration Fee \$250
- Renewal Fee \$175.00
- Reinstatement Fee \$175.00
- Exam Fee \$250

3. Statement of how frequently each license, certificate, registration, permit, or other similar authorization issued by the board or commission must be renewed and the fee charged for such renewal.

All fees are due annually. An active court reporter's certificate renewal fee of \$200 is due on May 15th each year. An inactive court reporter's certificate renewal fee of \$100 is due on May 15th each year. A firm's license renewal fee of \$175 is due on June 30th each year.

4. During the last licensing period, how many applications for a license, certificate, registration, permit, or other similar authorization issued by the board or commission were received and how many were rejected and for what reasons?

(If possible, please indicate how many of the applications received and rejected were from veterans, service members, and military spouses. This is similar to reporting requirements found in [NRS 622.100](#) through [622.120](#).)

During our last licensing year of July 1, 2022 through June 30, 2023, our office received 13 applications for a court reporter's certificate and 7 applications for a firm license. No applications were rejected and no applications were submitted by a veteran, service member or a military spouse.

5. For each license, certificate, registration, permit, or other similar authorization issued by the board or commission, list the fee charged for an equivalent license, certificate, registration, permit, or other similar authorization in each of the following states: Arizona, California, Idaho, Oregon, and Utah.

Arizona – Arizona Board of Certified Reporters

Court Reporter's License: Initial registration fee \$350.00. \$300.00 annually

Firm License: Initial registration fee \$100.00. \$100.00 annually.

California – Court Reporters Board of California

Court Reporter's License: \$225.00 annually.

Firm License: There is no fee for a court reporting firm owned by an active court reporter. There is an annual fee of \$500.00 for a non-court reporter owned firm.

Idaho – Idaho Certified Shorthand Reporters Board

Court Reporter's License: \$50.00 annually

Firm License: Idaho does not require a court reporting firm to be licensed.

Oregon – Oregon Certified Shorthand Reporters

Court Reporter's License: \$150.00 every 3 years.

Firm License: Oregon does not require a court reporting firm to be licensed.

Utah – Utah Department of Commerce

Court Reporter's License: \$45.00 registration fee. The registration is renewed in May of even years for \$45.00.

Firm License: Utah does not require a court reporting firm to be licensed.

- 6. For each license, certificate, registration, permit or other similar authorization issued by the board or commission, provide a statement of how frequently an equivalent license, certificate, registration, permit, or other similar authorization must be renewed and the fee charged for such renewal in the following states: Arizona, California, Idaho, Oregon, and Utah.**

Arizona – Arizona Board of Certified Reporters

Court Reporter's License: Initial registration fee \$350.00. \$300.00 annually

Firm License: Initial registration fee \$100.00. \$100.00 annually.

California – Court Reporters Board of California

Court Reporter's License: \$225.00 annually.

Firm License: There is no fee for a court reporting firm owned by an active court reporter. There is an annual fee of \$500.00 for a non-court reporter owned firm.

Idaho – Idaho Certified Shorthand Reporters Board

Court Reporter's License: \$50.00 annually

Firm License: Idaho does not require a court reporting firm to be licensed.

Oregon – Oregon Certified Shorthand Reporters

Court Reporter's License: \$150.00 every 3 years.

Firm License: Oregon does not require a court reporting firm to be licensed.

Utah – Utah Department of Commerce

Court Reporter's License: \$45.00 registration fee. The registration is renewed in May of even years for \$45.00.

Firm License: Utah does not require a court reporting firm to be licensed.

7. Does the board or commission delegate its responsibility to hear complaints made against its licensees to one or more hearing officers? If so, what are the requisite qualifications to serve as a hearing officer?

The State of Nevada Certified Court Reporters Board does not utilize a hearing officer. All disciplinary matters are subject to review and guidance by our Deputy Attorney General Matthew Feeley.

8. Has each member of the board or commission received training provided by the Attorney General, including but not limited to the Open Meeting Law? Nevada Revised Statutes [622.200](#) provides that a member of a regulatory body must be given training on duties and responsibilities by the Attorney General.

1 member attended the training session provided by the Attorney General's office. The 4 remaining members were recently appointed and have not been notified of any scheduled programs.

9. Statement of transparency of financial audits and balance sheets; include whether an annual audit is conducted.

Pursuant to NRS 218G.400, our Board provides an annual balance sheet to the State Auditor by December 1st each year.

10. Statement of adequacy and amount of reserves held by the board and any related policy.

Copies of our balance sheet are included in Survey 1 – Item B.

11. Statement of disposition of administrative fines; specifically, are they deposited in the State General Fund or the board's account?

All fines resulting from disciplinary matters are deposited to the State General Fund.

12. State whether the board has the authority to investigate or pursue legal or equitable remedies against persons accused of practicing the profession or occupation without a license. Provide citation to such authority.

Not applicable.

13. Does the board obtain approval from the State Board of Examiners prior to entering into contracts for services with outside legal counsel and lobbyists?

Not applicable.

- 14. Are there any opportunities to consolidate, centralize, and execute certain functions by shared personnel at lower aggregate costs?**

Not applicable.

- 15. Nevada Revised Statutes [232B.237](#) requires the Sunset Subcommittee to collect certain information to determine whether the restrictions on the criminal history of an applicant for an occupational or professional license are appropriate.**

A. How many applicants submitted a petition for a determination of whether the applicant's criminal history will disqualify the applicant from obtaining a certificate, license, permit, qualification, or registration?

None

B. How many determinations of disqualification have been made by the board? What were the reasons for such determinations of disqualification?

None

C. Does the website of the board include the requirements for obtaining a license and a list of crimes that disqualify a person?

Yes, it is outlined in NRS Chapter 656 and available on our website.