

**ADOPTED REGULATION OF THE
STATE BOARD OF NURSING**

LCB File No. R073-98

Effective January 1, 1999

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

AUTHORITY: §§1 and 2, NRS 632.120.

Section 1. NAC 632.192 is hereby amended to read as follows:

632.192 1. Two months before the expiration of each license or certificate, the board will mail to the person authorized to practice as a registered nurse, licensed practical nurse or nursing assistant, at his address of record, a form to apply for the renewal of his license or certificate. The application for renewal must be received in the office of the board on or before the end of the business day on which the authorization to practice expires.

2. The board will find that the holder of the license or certificate has made sufficient application for renewal of the authorization to practice if:

(a) The application for renewal is:

- (1) Truthful, accurate and complete, and made on the form supplied by the board.
- (2) Accompanied by payment of the required fee. If the fee is paid in a form other than cash, it must be made on an account with a sufficient amount of money for payment of the instrument.
- (3) Accompanied by proof that the requirement of continuing education is met.
- (4) Accompanied by a complete set of the applicant's fingerprints, if the renewal is the first renewal of the license or certificate after June 21, 1994.

(5) Accompanied by proof that the licensee has satisfied the requirements of subsection 4, if the application is for renewal of a license and the licensee has not practiced nursing during the immediately preceding 5-year period.

(6) Accompanied by the documentation required pursuant to NAC 632.193, if the application is for the renewal of a certificate to practice as a nursing assistant.

(b) The applicant attests that he has committed no act which could subject his application to denial nor developed any condition which may interfere with his ability to practice in a safe and effective manner.

3. If an application does not meet the requirements of subsection 2, the staff of the board will not renew the license or certificate. The applicant may apply for reinstatement, appear before the board, or both. If a timely application to appear before the board is made, the staff may issue a temporary license or certificate which remains valid until the board hears the case and makes a determination. If the license or certificate is not renewed because the applicant paid the required fee with an instrument written on an account with an insufficient amount of money for payment of the instrument, the staff may require the payment of a late fee and a fee to cover the administrative cost of handling the instrument.

4. An applicant for renewal of a license who has not practiced nursing during the immediately preceding 5-year period must complete a course or program approved by the board if he has otherwise satisfied the requirements for renewal set forth in this chapter and chapter 632 of NRS. The board may issue to the applicant a temporary license which remains valid until the applicant completes the course or program in which he is enrolled. Upon submission of evidence of completion of the course or program, the board will issue to the applicant a permanent license if he has satisfied the requirements of subsection 2.

5. An original license or certificate is valid for the period from the date of issuance to the licensee's or certificate holder's second birthday after issuance. Thereafter each license or certificate will expire biennially on the licensee's or certificate holder's birthday. In a leap year the license or certificate of a licensee or certificate holder born on February 29 expires on February 28.

Sec. 2. NAC 632.193 is hereby amended to read as follows:

632.193 1. To renew his certificate, a nursing assistant must submit [documentation] to the board:

(a) *Documentation* of completion of 24 hours of continuing training in the previous 2 years by submitting a photocopy of a certificate of completion [to the board.] ; and

(b) *Except as otherwise provided in subsection 5, documentation of completion of at least 400 hours of employment as a nursing assistant under the direct supervision of a registered nurse or licensed practical nurse during the 2 years immediately preceding the date of the renewal of the certificate.*

2. The certificate of completion must include:

(a) The name of the participant;

(b) The name of the training program;

(c) The number of hours of the training program;

(d) The name and signature of the instructor who taught the training program; and

(e) The date and location of the training program.

3. To be satisfactory to the board a training program must relate to standards of care in nursing and must be one of the following:

(a) Training in the facility in which the nursing assistant works;

- (b) An academic study;
- (c) A workshop approved by the board;
- (d) An extension course approved by the board; or
- (e) Home study.

4. A medical facility, educational institution or other organization that offers a training program must keep a record of the information required pursuant to subsection 2 for *at least* 4 years.

5. A nursing assistant who resides in a county whose population is less than 10,000 may replace some of the hours of employment required pursuant to paragraph (b) of subsection 1 with hours deemed equivalent by the board.

6. The documentation required pursuant to paragraph (b) of subsection 1 must be a letter written by the employer of the nursing assistant on the stationery of the employer or on a form prescribed by the board and must include:

- (a) The name of the nursing assistant;*
- (b) The name of the employer;*
- (c) The number of hours the nursing assistant was employed by the employer as a nursing assistant;*
- (d) A statement signed by the chief nurse of the employer which states that the hours of employment completed by the nursing assistant were completed under the direct supervision of a registered nurse or licensed practical nurse; and*
- (e) Any other information the board may require for the renewal of the certificate.*

Sec. 3. This regulation becomes effective on January 1, 1999.