

DEPARTMENT OF BUSINESS AND INDUSTRY

Disclaimer: *Nothing in these regulations shall be construed to supersede or conflict with the procedural requirements set forth in NRS Chapters 622 or 622A, or with any current NRS or NAC applicable to boards governed under Title 54. These standards are intended solely to supplement existing statutory provisions for the purpose of administrative oversight, operational consistency, and inter-board standardization pursuant to NRS 232.8415.*

General Provisions

NAC 232.010 Definitions. (NRS 233B.505) As used in NAC 232.010 to 232.140, inclusive, unless the context otherwise requires:

1. “Chief” means the chief of a division of the Department.
2. “Department” means the Department of Business and Industry.
3. “Director” means the Director of the Department.
4. *“Office” means the Office of Nevada Boards, Commissions, and Councils Standards.*
5. *“Board” means any board, commission, or other statutorily created entity under the purview of the Office pursuant to NRS 232.8415.*
6. *“Board Member” means a person appointed to serve on a specific board or who has previously served on that specific board.*
7. *“Executive Director, or equivalent officer of the boards” means a person appointed or employed by a board who is responsible for overseeing the day-to-day operations of the board.*
8. *“License” means any permit, registration, certificate, or license issued by the a board under the Department.*
9. *“Licensee” means any person who has been issued a permit, registration, certificate, or license by the board under the Department.*
10. *“Profession” means any activity, occupation, or vocation regulated by the board under the Office of Nevada Boards, Commissions, and Councils Standards.*

NAC 232. – Department; powers and duties

1. *Pursuant to NRS 232.8415(1)(a), Boards shall adopt and enforce those procedures and requirements which are created or approved by the Office for their centralized administration, including*
 - a. *In regards to Performance Monitoring and Date Reporting, Boards shall:*
 - i. *submit quarterly reports to the Office detailing*

1. *complaints received, resolved, pending, and processing time averages*
 2. *licensing received, rejected and processing time averages*
 - ii. *Adopt and maintain a written investigation policy that includes estimated timelines for each phase of the investigative process. The policy may allow for deviations from these timelines, provided that the reason for any deviation is clearly documented in the investigative file.*
 - iii. *Track bills during the legislative session that affect Board operations or professions*
 - iv. *Update its administrative codes in response to newly enacted laws*
 - v. *Ensure proper reconciliation of board accounts and bank records*
 - b. *In regards to reporting and audit readiness, Boards shall ensure timely and accurate compliance with all audit requirements, including but not limited to those mandated by statute, regulation, the State Administrative Manual, and procedures required by the Office. To meet these obligations, Boards shall:*
 - i. *Track and meet reporting deadlines required in statute, regulation, the State Administrative Manual, and procedures required by the Office including those enumerated in NRS 218G.400, NRS 331.110, NRS 333.705,*
 - ii. *Maintain an internal system to track all report due dates as required by statute, regulation, the State Administrative manual, and procedures required by the Office , including those referenced in subsection (b)(i) of this section*
 - iii. *Prepare and submit financial statements pursuant to Nevada Revised Statue to the Office, including*
 1. *Submission of quarterly financial statements as required by the Office within 30 days after the close of each quarter, using the standardized format provided by the Office.*
 2. *Submit a comprehensive annual financial report within 9 months of year end close out:*
 - a. *Total revenues, expenditures, and year-end cash balances*
 - b. *A review of the adequacy of existing fees*
 - c. *Any significant financial or structural concerns*
 - c. *For Training and Professional Development, all Boards will draft a policy detailing training requirements for board members. This policy must:*
 - i. *Require Board Members to complete standardized training from the Attorney General's Office as required by NRS 622.200. When approved by the Office, this standardized training may be satisfied by completion of courses provided on the Attorney General's Office website.*

- ii. *Require the Board's Executive Director and relevant staff to notify Board Members of updated training modules to ensure their ongoing compliance with training required by this Chapter;*
 - iii. *Executive Directors will provide completion status of training to the Office.*
 - iv. *Required Board Members complete any specific training mandated by the Office*
 - v. *Include timelines for the completion of any training required by this chapter.*
 - vi. *Be approved by the Office.*
 - d. *In regards to Board Member Support Services:*
 - i. *Boards shall maintain a centralized log of appointment terms and expiration dates*
 - e. *Access to investigative reports and documentation*
 - i. *Upon request of the Office, a board communicate or cooperate with or provide any documents or other information to the Office regarding and investigation or disciplinary matter of the Board. :*
 - ii. *Any confidential or investigatory records obtained by the Office pursuant to this section must remain confidential in accordance with applicable state or federal law and shall be used solely for official purposes consistent with the Office's statutory duties.*
- 2. *Pursuant to NRS 232.8415(1)(b), Boards shall adopt and enforce those uniform standards created by the Office for investigations, licensing and discipline, including, without limitation, those which separate the roles and responsibilities for occupational licensure from the roles and responsibilities for occupational discipline.*
- 3. *Pursuant to NRS 232.8415(1)(c), Boards shall adopt and enforce those standards for internal financial controls approved by the Office. These standards must include:*
 - a. *In regards to fiscal accountability, Boards shall develop and monitor board budgets*
 - b. *In regards to data integrity and information management, Board's shall*
 - i. *Ensure licensee, financial, and complaint data are accurate and verifiable*
 - ii. *Protect confidential and personally identifiable information*
 - 1. *Respond to all statutory Audits including*
 - a. *Addressing audit findings of authorized entities, including the Office, with written plans and submission follow-up documentation as required*

- iii. *Defining “unexcused absences” and procedures for documenting member absences*
 - iv.
 - v. *Board Members shall observe the procedures created by the Office for participation in training and active engagement in board responsibilities.*
6. *Pursuant to NRS 232.8415(1)(f), Boards shall adopt and enforce those requirements created or approved by the Office for transparency and consumer protection including*
- a. *In regards to Websites*
 - i. *Boards shall maintain a publicly accessible and ADA-compliant website containing, at a minimum, the following information:*
 - 1. *A citation and link to the enabling statutes of the Board in the Nevada Revised Statutes (NRS) and its regulations in the Nevada Administrative Code (NAC)*
 - 2. *The name of all current Board Members*
 - 3. *The statutorily designated position each board member fills*
 - 4. *The start and expiration date of each board member’s current term*
 - 5. *The name and title of the Executive Director or equivalent officer of the boards*
 - 6. *A general email address for contacting the Board*
 - 7. *The physical and mailing address of the Board*
 - 8. *The main telephone number of the Board*
 - 9. *Upcoming Board and committee meetings, including the date, time, location, agenda, and virtual attendance information for year if available*
 - 10. *Archived agendas and minutes of past meetings must follow NRS 241.035*
 - 11. *A license verification system available on the Board’s homepage or accessible within one click from the homepage that includes at a minimum:*
 - a. *The full name of each active licensee*
 - b. *The type of license or certification held*
 - c. *The license number*
 - d. *The license status*
 - e. *The original issuance date and expiration or renewal date, and*
 - f. *An indication of whether the licensee has ever been subject to discipline (“yes” or “no”)*

12. *A disciplinary action portal or searchable system available on the Board's homepage including, at a minimum, unless otherwise provided by statute:*
 - a. *All disciplinary actions taken by the Board against licensees*
 - b. *The licensee's name, license number, type of disciplinary action, and date of action*
 - c. *Access to the final order or settlement agreement*
 - d. *The portal or searchable system must be updated within 15 calendar days of any new disciplinary decision*
 13. *Instructions and forms for filing a complaint against a licensee*
 14. *The most recent financial statement or budget summary required under NRS 622.100 or NRS 218G.400*
 15. *Any audit, sunset review report, or legislative performance evaluation prepared within the last 5 years, and*
 16. *A direct link to the website of the Office of Nevada Boards, Commissions, and Councils Standards available on the Board's homepage.*
 17. *All regulations that have been adopted and not codified*
 18. *Each Board shall include the following additional information on its website to improve transparency and service to the public:*
 - a. *Mission statement*
 - b. *Annual reports or performance data*
 - c. *Instructions and forms for licensure, renewal, and reinstatement*
 - d. *All statutory reports and audits*
- b. *In regards to complaint transparency and access, Boards shall*
 - i. *Provide clear instructions for filing complaints against licensees or the Board*
 - ii. *Offer online complaint portals or downloadable forms on Board websites*
 - iii. *Protect confidentiality in accordance with applicable laws while promoting fairness and responsiveness*
 - c. *In regards to consumer education and outreach, Boards may*
 - i. *Publish newsletters, alerts, and bulletins to inform the public about board activities*
 - ii. *Provide resources on professional standards, ethical conduct, and how to report misconduct*
 - iii. *Promote awareness of consumer rights and board jurisdiction*

7. *Pursuant to NRS 232.8415(1)(g), Boards shall adopt and enforce those requirements created by the Office for efficacy and efficiency*

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