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UPDATED STATEMENT OF POLICY REGARDING CONTINUING EDUCATION AUDITS
APPROVED APRIL 13, 2021

Every renewal cycle, the Board's staff shall audit a percentage of the licensees for compliance with NRS 633.471(3). The goal for each licensee to be audited at least once every five (5) years, although the continuing education audit is random. It is possible, but not ensured, that those audited with successful audit results (no fines or disciplinary actions) in a current year, will not be audited the following year. This is a goal and not a guarantee. Due to the randomness of the audit, some licensees may be subject to the audit multiple times within a five year time frame. When the licensees are selected for an audit, the Board's staff shall notify each by mail addressed to the licensees' last known mailing address. The letter shall explain the audit process and require the submittal of all evidence of continuing education for the prescribed period by a certain date. Upon receipt of the evidence, the Board's staff shall review the information submitted to determine whether it complies with NRS 633.471 and NAC 633.250. If the Board's staff determines that the evidence demonstrates compliance with 633.471 and NAC 633.250, the licensee will be notified, either by mail or email, the licensee had successfully completed the audit.

If the Board's staff determines that a licensee has violated any of the provisions of 633.471 and NAC 633.250 and does not qualify for the waiver exception under NRS 633.481(2), the Board's staff may, in lieu of filing a Complaint, offer a summary resolution of the matter. The summary resolution shall:

- Inform the licensee of the facts upon which the Board's staff relies;
- Identify the statute or regulation that the Board's staff believes was violated;
- Inform the licensee that the matter may be resolved by the payment of a fine in the amount determined below;

- Inform the licensee that if the matter is resolved, it will not be treated by the Board as discipline; and,
- Explain to the licensee that he or she is not required to resolve the matter; however, the Board's staff may then prepare a formal Complaint and pursue the matter through the Board's disciplinary process.

In every case involving a violation of NRS 633.471 and NAC 633.250, the licensee shall be required to provide evidence of completion of the number of continuing education hours that he or she was found deficient within 30 days of the determination.

In addition to completing the requisite continuing education hours, the licensee who has been found in violation for the first time will be audited in the next registration renewal period and shall be assessed a fine of \$50 per unit deficient.

Licensees who have been found in violation for a second time will be audited for the next **three renewal Periods**. The licensee will be assessed a fine of \$100 per unit deficient.

For any licensee who has committed a third violation, the licensee may be required to appear before the Board and may be subject to a disciplinary action considered by the Board, which may include not being renewed, pursuant to NRS 633.481(1).

Approved by the Board on April 13, 2021