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STATEMENT OF POLICY REGARDING CONTINUING EDUCATION AUDITS
APPROVED APRIL 14, 2015

Every renewal cycle, the Board's staff shall randomly audit a percentage of the registrants for compliance with NRS 633.471(3). For those licensees randomly selected for an audit, the Board's staff shall notify each by mail addressed to the licensees' last known 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 it 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, it shall notify the registrant, either by mail or email that the audit demonstrated that the licensees had passed the audit.

If the Board's staff determines that a registrant 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 Notice of Charges, offer a summary resolution of the matter to the registrant. The offer of summary resolution shall:

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

(d) Inform the licensee that if the matter is summarily resolved, it will not be treated by the Board as discipline; and

(e) Explain to the licensee that he or she is not required to summarily resolve the matter and that if he or she desired, he or she could require the Board's staff to prepare a formal Complaint and to pursue the matter through the Board's usual 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 (whether through an offer for a summary resolution or at a hearing) which shall be \$50 per unit deficient. Registrants who have been found in violation for a second time will be audited for the next three registration renewal periods, will have to personally appear before the board and will be assessed a fine of \$100 per unit deficient.

For any licensee who has committed a third violation, no summary resolution shall be offered and, instead, the registrant shall be subject to a disciplinary proceeding in which the Board shall consider, among other things, whether the registration should not be renewed pursuant to NRS 633.481(1).

Board Approved CME Policy Language Effective April 14, 2015