

**State of Nevada
Board of Occupational Therapy**

P.O. Box 34779
Reno, Nevada 89533-4779
Phone (775) 746-4101 / Fax (775) 746-4105 / Toll Free (800) 431-2659
E-mail: board@nvot.org / website: www.nvot.org

COMPLAINT FORM

PERSON FILING COMPLAINT (Complainant)	
Name	Contact Phone
Company/Agency	Address, City, State, Zip

COMPLAINT FILED AGAINST (Respondent)	
Name/License No.	Contact Phone
Company/Agency	Address, City, State, Zip

Please list all other agencies or organizations you have contacted relative to this complaint.

Company/Agency Name	Contact Address/Phone
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Please summarize the details of your complaint as clearly and as completely as possible. Include names of all individuals who may have relevant knowledge or information regarding the circumstances or allegations contained in the complaint. You may attach additional pages as needed.

Board Use Only:
CASE NO:

CERTIFICATION OF COMPLAINANT

I hereby certify that all information which I have given to be true, accurate and complete to the best of my knowledge.

Signature _____

Date _____

RESPONDENT NOTICE

Under requirements of NRS 233B.127(3), any licensee must be given the opportunity to show compliance with all lawful requirements for the retention of their license. You may submit any additional written comments on these allegations and copies of any pertinent documentation that may assist the investigation within twenty (20) days of the receipt of this notice. Your correspondence to the Board on this matter should reference **Case** _____.

At any time during the process, you may choose to resolve this matter by entering into a consent decree. A consent decree is a written agreement in which the person charged admits to violations and agrees to a particular disciplinary action. If you wish to admit to certain violations and would agree to a particular disciplinary action, please contact Henna Kacyra, Board Counsel. She can be reached at 775-688-1818 or 5420 Kietzke Lane, Suite 202, Reno, NV 89511. If you have any questions on the disciplinary process, please contact Loretta Ponton, Executive Director, at (775) 746-4101.

Board Use Only:
CASE NO: