



STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

NOTICE OF PUBLIC MEETING

January 24, 2026 – 9:30 am

Board of Occupational Therapy
Administrative Office
6170 Mae Anne Ave., Suite 1
Reno, NV 89523

Zoom Access:

<https://us06web.zoom.us/j/88205686806?pwd=5pkjFqOkaWWpJbKpVzokzy5wv2pGHq.1>

Meeting ID: 882 0568 6806

Passcode: 545163

Telephone Audio Only: **(253) 215-8782**

AGENDA

Public comment is welcomed by the Board in writing or in person. Persons wishing to provide public comments remotely may access the meeting by telephone at (253) 215-8782 or through the electronic link posted on the agenda. Public comment will be limited to five minutes per person and comments based on viewpoint will not be restricted. Public comment will be available at the beginning of the meeting and as the last item on the agenda. At the discretion of the Chairperson, additional public comment may be heard when that item is reached. The Chairperson may allow additional time to be given a speaker as time allows at his/her sole discretion. (NRS 241.020, NRS 241.030)

The State of Nevada Board of Occupational Therapy may: (a) address agenda items out of sequence, (b) combine agenda items, and (c) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.020, NRS 241.030) **Action** by the Board on an item may be to approve, deny, amend, or table.

1. Call to Order, Confirmation of Quorum
2. Public Comment

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

3. Approval of the Minutes (for possible action)

- November 8, 2025

4. Appointment of Chair and Board Officers (for possible action)
 - Chair, Vice Chair, and Financial Reviewer
5. PUBLIC WORKSHOP – Proposed Regulation (informational)

The purpose of the Workshop is to solicit comments on the proposed revisions to NAC 640A. Public comments must be directly related to the proposed regulation topics. Interested parties are strongly encouraged to submit comments in writing prior to the Workshop.

 - New Section - adds requirement of licensees to notify the Board within 30 days after certain actions are taken or filed against the licensee.
 - NAC 640A.062 - removes requirement for a person who has previously been issued a temporary license from applying for another temporary license until 6 months after the expiration of the initial or renewed temporary license.
 - NAC 640A.350 - amends unprofessional conduct to include failing to report to the Board any judgment, settlement, or final disposition pursuant to section 1.

Open Public Comments

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

Close Public Comments

6. Consideration of Proposed Regulation (for possible action)
 - Members may discuss and consider public comments, approve or add, revise and delete proposed language.
7. Executive Director's Report (for possible action)
 - Approval of bookkeeping and payroll services proposal
 - Approval of audit services proposal
8. Report from Deputy Attorney General (informational)
9. Board Activities & Reports from Members (for possible action)
 - 2026 Meeting and Activities Schedule
 - Future Agenda Items
10. Public Comment

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

11. Adjournment (for possible action)

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. (NRS 233B.126)

Notice: Persons with disabilities who require special accommodations or assistance at the meeting should contact the Board office at (775) 746-4101; or fax (775) 746-4105 no later than 48 hours prior to the meeting. Requests for special accommodations made after this time frame cannot be guaranteed.

This meeting has been posted at the Board of Occupational Therapy Administrative Office, 6170 Mae Anne Ave., Reno, NV 89523, on the Board of Occupational Therapy website www.nvot.org; and may also be accessed at the following websites: <https://notice.nv.gov/> - State of Nevada Public Notices.

This agenda has been sent to all members of the State of Nevada Board of Occupational Therapy and other interested persons who have requested an agenda from the Board. Persons who wish to continue to receive an agenda and notice must request so in writing on an annual basis.

Supporting materials relating to this public meeting of the Board of Occupational Therapy are available on the Board website www.nvot.org or by contacting the Board office at (775) 746-4101 or email board@nvot.org

State of Nevada
Board of Occupational Therapy

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| AGENDA ITEM 3: Approval of Minutes |
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The minutes of the meeting of November 8, 2025 of the State Board of Occupational Therapy are presented for approval.

Minutes have not yet been approved and are subject to revision at the next meeting.



STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

SUMMARY MINUTES PUBLIC BOARD MEETING November 8, 2025

Members Present: Christopher Liebl, Philip Seitz, Chelsea Gonzalez, Scott Oakley

Members Absent: Jocelyn Pereira

Staff Present: Heather Hartley, Executive Director
Stacey Whittaker, Director of Licensing & Operations
Henna Rasul, Senior Deputy Attorney General

Public Present: Lea Cartwright, Julia Graham, Kristen Neville, Matt Olivier

Call to Order, Confirmation of Quorum

Chair Liebl called the Board meeting to order at 9:33 am. A roll call confirmed a quorum was present.

Public Comment

Chair Liebl called for public comments, there were none.

Approval of Minutes

Chelsea Gonzalez made the motion, seconded by Vice Chair Seitz, to approve the minutes of the meeting of September 13, 2025. The motion passed.

Legislative Activities

Lea Cartwright of Cartwright NV Government Affairs provided both a written and verbal Legislative Report. The report provided an update on recent Governor's Actions, Elections, and Interim Legislative Activity. Ms. Cartwright also addressed the Legislative Special Session and the Department of Business and Industry's proposed regulations to streamline boards and commissions. There were no further questions or comments.

Disciplinary Matter – Recommendation for Dismissal of Complaint No. C25-06

Executive Director Hartley presented Case No. C25-06, alleging unprofessional conduct and violation of the Code of Ethics and Standards of Practice. After review of all documentation received, it has been determined that there is insufficient evidence to file a formal complaint for hearing before the Board. Chelsea Gonzalez made the motion, seconded by Vice Chair Seitz, to dismiss Complaint Case C25-06. The motion passed.

Minutes have not yet been approved and are subject to revision at the next meeting.

Work Session regarding Dry Needling

Chair Liebl opened the work session by stating that the Legislative Counsel Bureau has determined that specific authority must be granted in law (Nevada Revised Statute), authorizing dry needling within scope of practice. Based upon this determination, the Nevada OT Board issued a Dry Needling Advisory Notice in 2019 that proclaimed dry needling was not within the scope of practice of Occupational Therapy.

The Nevada Board of Athletic Trainers and Board of Physical Therapy introduced legislation in 2019, and Senate Bill 186 was approved by the Legislature. Similar legislation would be required of the Board of Occupational Therapy to authorize dry needling within the OT scope of practice. The Board was provided with SB186 and the regulations implementing dry needling for the Nevada Athletic Trainer and Physical Therapy Boards. A State-by-State Licensing Entity Actions document on dry needling was also provided by AOTA for reference.

The Board discussed interdisciplinary education pathways and course standards and felt that Occupational Therapists are qualified to conduct dry needling with the implementation of education and training requirements. Vice Chair Seitz made the motion, seconded by Scott Oakley for the Board to pursue potential legislation for the 2027 Legislative Session to expand the scope of practice of Occupational Therapy to include the performance of dry needling. The motion passed unanimously.

Discussion of New and/or Revisions of Regulations

Recommendations for new and revised Board Regulations (NAC640A) were presented by Executive Director Hartley. Recommendations included establishing guidelines for self-reporting of complaints or legal charges, and revisions to NAC640A.062 Temporary Licensing. Chelsea Gonzalez made the motion, seconded by Vice Chair Seitz, to approve the regulation revisions as presented. The motion passed.

Revised Policies and Procedures

Executive Director Hartley presented in detail Board Policy Manual revisions to Section 2 - Continuing Education, Section 3 - Supervision, Section 4 - Compliance, Section 5 - Administrative Sanctions/ Complaints, Disciplinary Guidelines, and Challenges in School Based Practice. Changes to the Board's policies and procedures are to conform with recent regulation changes.

Chelsea Gonzalez made the motion, seconded by Vice Chair Seitz, to approve the revised policies and procedures as presented. The motion passed.

Executive Director's Report

Executive Director Hartley provided a report on Board Office Administrative Activities to include licensure statistics, FY26 financial statements, Department of Business and Industry, licensing database and website, NBCOT Forum and an update on current complaints. Ms. Hartley updated the Board on investment options for the Board and that correspondence has occurred with First Independent Bank and Aspire Capital Advisors regarding the purchase of CDs. Ms. Hartley has also researched local Credit Unions to compare current CD rates. Executive Director Hartley recommended keeping the Board's checking account and business credit card with Wells Fargo and move investment funds to First Independent Bank.

Vice Chair Seitz made the motion, seconded by Chelsea Gonzalez, to approve the investment of Board funds through First Independent Bank with authorized signatories as Heather Hartley, Christopher Liebl, and Chelse Gonzalez. The motion passed.

Minutes have not yet been approved and are subject to revision at the next meeting.

Chelsea Gonzalez made the motion, seconded by Vice Chair Seitz, to approve the Executive Director Report and Board Financials as reported. The motion passed.

Report from Deputy Attorney General

Henna Rasul, Senior Deputy Attorney General, had no report.

Board Activities & Reports from Members

Executive Director Hartley stated that the next Board meeting will be held on January 24, 2026 to appoint a new Board Chair and Board Officers in addition to a Regulation Workshop. March 14, 2026 meeting would include the Executive Director's Annual Evaluation and Regulation Hearing. Subsequent meetings will be held in June and September of 2026.

Vice Chair Seitz made the motion, seconded by Chelsea Gonzalez to approve the 2026 meeting schedule as presented, the motion passed.

Ms. Hartley presented Phil Seitz with a service award in recognition of his Board member service from 2020-2025. His term will end on December 31, 2025 and is not eligible for reappointment.

Public Comment

Chair Liebl opened the floor for public comments. Kristen Neville, AOTA asked whether Nevada is taking any action to address Medicaid's recent changes. Lea Cartwright was not on the line to respond, and Executive Director Hartley stated that she would follow up with both Lea and Kristen on the matter. There were no further comments.

Adjournment – Chair Liebl adjourned the meeting at 10:40 am.

State of Nevada
Board of Occupational Therapy

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| AGENDA ITEM 4: Appointment of Chair and Board Officers |
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Chair, Vice Chair, and Financial Reviewer

Election of Board Chair Pursuant to NRS 640A.090

Chair: The Chair of the Board must be elected at the first meeting of the Board annually. The Chair is responsible for leading the Board and facilitating Board meetings. The Chair serves a one-year term.

Vice Chair: The Vice Chair assumes the duties of the Chair in the absence of the Chair. The Vice Chair will assume the Chair position for the balance of the term/year, if for any reason the Chair is unable to continue in the position, such as long-term illness or resignation from the Board.

Financial Reviewer: The Board has established a system of Internal Controls comprised of a segregation of duties in the financial and banking processes to ensure adequate safeguards are in place for the Board's financial systems.

Internal controls ensure that one person is not responsible for the entire financial management system including receipt of funds and payment of expenses and that the Board is apprised regularly of the financial status and the processing of transactions necessary to operate the Board effectively and efficiently.

The Board Financial Reviewer receives a monthly financial packet, reviews bank statements, bank reconciliations, verifies expenditure transaction detail, requests and reviews backup documentation as needed, if discrepancies are identified or questions arise, and completes the Attestation of Review.

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| AGENDA ITEM 5: Public Workshop |
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LCB File No. R094-25

NOTICE OF PUBLIC WORKSHOP

The purpose of the Workshop is to solicit comments on the proposed revisions to NAC 640A. The proposed regulation may include the following and other matters properly relating thereto:

- New Section - adds requirement of licensees to notify the Board within 30 days after certain actions are taken or filed against the licensee.
- NAC 640A.062 - removes requirement for a person who has previously been issued a temporary license from applying for another temporary license until 6 months after the expiration of the initial or renewed temporary license.
- NAC 640A.350 - amends unprofessional conduct to include failing to report to the Board any judgment, settlement, or final disposition pursuant to section 1.

Attachment

Proposed Regulation
LCB File No. R094-25

**PROPOSED REGULATION OF THE BOARD OF
OCCUPATIONAL THERAPY**

LCB File No. R094-25

December 18, 2025

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

AUTHORITY: §1, NRS 640A.110; §2, NRS 640A.110 and 640A.170; §3, NRS 640A.110 and 640A.200.

A REGULATION relating to occupational therapy; requiring a licensee to provide notification to the Board of Occupational Therapy after certain actions are taken or filed against the licensee; eliminating certain requirements relating to temporary licensing; providing that failing to notify the Board of certain information constitutes unprofessional conduct; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Board of Occupational Therapy to regulate the practice of occupational therapy in this State. (NRS 640A.110) Existing law authorizes the Board, after notice and a hearing, to suspend, revoke or refuse to issue or renew a license to practice as an occupational therapist or occupational therapy assistant, or impose conditions upon the use of that license, if the Board determines that the holder of or applicant for the license is guilty of unprofessional conduct which has endangered or is likely to endanger the public health, safety or welfare. Under existing law, “unprofessional conduct” includes the conviction of: (1) a felony or gross misdemeanor relating to the practice of occupational therapy; or (2) any crime involving moral turpitude. (NRS 640A.200) Existing regulations set forth certain other acts that constitute unprofessional conduct by occupational therapists and occupational therapy assistants, including failing to report or otherwise concealing certain information which could result in harm to the public health and welfare. (NAC 640A.350)

Section 1 of this regulation requires a licensee to notify the Board in writing not later than 30 days after: (1) an action is taken against any license, certification, registration or other credential held by the licensee relating to the practice of occupational therapy that was issued in any state or territory of the United States; (2) a criminal charge is filed against the licensee, excluding misdemeanor traffic violations which do not involve alcohol or controlled substances; (3) a civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of occupational therapy; or (4) a judgment, settlement, or final disposition is issued regarding any such action or charge. **Section 3** of this regulation provides that failure to comply with the reporting requirements in **section 1** constitutes unprofessional conduct.

Existing law and regulations prohibit the Board from renewing a temporary or provisional license more than once. (NRS 640A.170; NAC 640A.062, 640A.065) Existing regulations prohibit a person who has previously been issued a temporary license from applying for the renewal of the temporary license until 6 months after the expiration of the last original or renewed temporary license. (NAC 640A.062) **Section 2** of this regulation eliminates this prohibition.

Section 1. Chapter 640A of NAC is hereby amended by adding thereto a new section to read as follows:

A licensee shall notify the Board in writing not later than 30 days after:

1. An action is taken against any license, certification, registration or other credential held by the licensee relating to the practice of occupational therapy that was issued in any state or territory of the United States;

2. A criminal charge is filed against the licensee, excluding misdemeanor traffic violations which do not involve alcohol or controlled substances;

3. A civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of occupational therapy; or

4. A judgment, settlement or final disposition is issued regarding any action or charge filed pursuant to this section.

Sec. 2. NAC 640A.062 is hereby amended to read as follows:

640A.062 1. A person who is currently certified as an occupational therapist registered or certified occupational therapy assistant and who holds a license that is active and in good standing as an occupational therapist or occupational therapy assistant issued in another state or territory of the United States may apply to the Board for a temporary license to practice in this state by meeting the requirements set forth in NAC 640A.030.

2. A temporary license expires 6 months after the date on which it is issued.

3. A temporary license may be renewed not more than once.

4. A temporary license may be converted to a standard license if the person:

- (a) Meets the requirements set forth in NAC 640A.030 and 640A.041; and
- (b) For a temporary license as an occupational therapy assistant, submits proof of employment and supervision by a licensed occupational therapist upon conversion of the license.

~~[5. A person who has previously been issued a temporary license may not apply for another temporary license until 6 months after the expiration of his or her last original or renewed temporary license, as applicable.]~~

Sec. 3. NAC 640A.350 is hereby amended to read as follows:

640A.350 In addition to those acts specified in subsection 4 of NRS 640A.200, the following acts, among others, constitute “unprofessional conduct”:

1. Engaging in the practice of occupational therapy when unable to do so with reasonable skill and safety to patients because of the licensee’s use of alcohol or any controlled substance, or because of any mental or physical condition or illness suffered by the licensee;
2. Being guilty of negligence in the performance of occupational therapy;
3. Allowing another person to use the license issued to the licensee;
4. Failing to report or otherwise concealing information related to a violation of this chapter or NRS 640A.200 which could result in harm to the public health and welfare;
5. Intentionally making or filing a false or misleading report;
6. Failing to file a report which is required by law or a third person or intentionally obstructing or attempting to obstruct another person from filing such a report;
7. Intentionally harassing, abusing or intimidating a patient, employer, employee, colleague or other person, either physically or verbally, including, without limitation, sexual harassment, abuse or intimidation;

8. Failing to notify the Board of disciplinary action imposed upon the licensee or applicant for licensure by a regulatory authority in another jurisdiction in which the licensee or applicant currently holds or held a license;
9. Divulging, without the consent of the patient, information gained within the context of the professional relationship with the patient, unless otherwise required by law;
10. Failing to obtain the informed consent of a patient before engaging in scientific research involving the patient;
11. Violating a provision of the *Occupational Therapy Code of Ethics and Ethics Standards* or the *Standards of Practice for Occupational Therapy*, adopted by reference in NAC 640A.205;
12. Referring or appearing to refer a patient to a third person to receive a fee or other consideration from the third person;
13. Recommending or prescribing therapeutic devices or modalities sold by a third person to receive a fee or other consideration from the third person;
14. Advertising in a manner that tends to deceive or mislead the public or advertising deceptive or misleading information;
15. Making false statements, providing false information or omitting pertinent information in connection with an application for licensure or renewal of a license;
16. Misrepresenting or falsifying credentials, including, without limitation, those relating to education, training, experience and areas of competency;
17. Practicing or offering to practice beyond the scope authorized by law; ~~for~~
18. Performing professional services which the occupational therapist knows he or she is not competent to perform ~~for~~; *or*

19. Failing to report timely to the Board any judgment, settlement or final disposition required to be reported pursuant to section 1 of this regulation.

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| AGENDA ITEM 6: Consideration of Proposed Regulation |
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The Board may discuss and consider public comments on the content and intent of the proposed regulatory language, approve, add, revise and/or remove sections.

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| AGENDA ITEM 7: Executive Director's Report |
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Heather Hartley will provide a report on Board Office Administrative activities.

Attachments

Written Report

FY 2026 Financial Reports
2nd Quarter Ending December 31, 2025

Connie Christiansen (CAN) Contract Proposal

Numbers Inc. Contract Proposal

Semi-Annual Board Newsletter January 2026

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EXECUTIVE DIRECTOR'S REPORT
January 24, 2026

Licensure Statistics - The following chart provides current and prior year licensing details and activity as of December 31, 2025. The number of practitioners decreased by a net of 2 licenses in the second quarter.

2nd Quarter Statistics

| | | | |
|----------------------------|----|-------------------|----|
| New Applications Received: | 30 | Licenses Issued: | 27 |
| Licenses Expired: | 29 | Licenses Renewed: | 69 |

Comparison to Prior Year at December 31

| Description | FY 2026 | FY 2025 | % + | OT's 2026 | OT's 2025 | OTA's 2026 | OTA's 2025 |
|-----------------------------|------------|------------|-----|--------------|--------------|---------------|---------------|
| Total Current Licensees | 1864 | 1821 | 1% | 1428 | 1400 | 436 | 421 |
| Standard Licensees (active) | 1801 | 1762 | 1% | 1383 | 1356 | 418 | 406 |
| Inactive Licensees | 44 | 41 | | 31 | 28 | 13 | 13 |
| Inactive - Retired | 9 | 10 | | 8 | 8 | 1 | 2 |
| Provisional Licensees | 8 | 5 | | 4 | 5 | 4 | 0 |
| Temporary Licensees | 2 | 3 | | 2 | 3 | 0 | 0 |

Fiscal Year 26 by Quarter

| Fiscal Year 2026 | Total Licensees | OT | OTA |
|--------------------|-----------------|------|-----|
| July 1, 2025 | 1844 | 1410 | 434 |
| September 30, 2025 | 1866 | 1427 | 439 |
| December 31, 2025 | 1864 | 1428 | 436 |
| March 31, 2026 | | | |
| June 30, 2026 | | | |

FY 26 Financial Statements
2nd Quarter, Period ending December 31, 2025

FY 26 Budget vs Actuals - Period ending December 31, 2025 reflects a net income of \$24,611.87. Net operating income, revenue less expenses, is \$15,769.34. With other income of \$8,842.53.

Licensing Revenue - Licensing revenue is slightly above budget at 52.71%. Total License fees are under budget at 38.46%.

Other Income - Other income is 52.69% of the budget.

Operating Expenses - Expenses are under budget at 46.09%. Payroll budget is at 46.72%.

Balance Sheet and Investments - Total Cash as of December 31, 2025 was \$613,016.24; with \$322,669.99 in operating, \$290,346.25 in investments due to funds being moved into the money market account. Total Equity is \$373,248.11.

Investment of Funds - The money market account with Western Alliance Bank, formally Frist Independent Bank, has been established and is collecting interest. The bank has recently changed policies and is not authorizing the Board to purchase CDs at this time.

Office Operations & Activities - Correspondence has continued with NOTA and AOTA. State reporting has been submitted to the Legislative Counsel Bureau (Disciplinary and Registration Report).

Legislative Items - The Nevada Legislature held the 36th (2025) Special Session from November 13 to November 19, 2025. No matters from the special session directly impacted the Board.

Proposed Regulation of the Commission on Professional Standards in Education – Regulation LCB File No. R102-25 establishes that occupational therapist must hold a license with the OT Board and have a master’s degree or higher in occupational therapy to receive an endorsement to provide services to pupils. Occupational Therapy Assistants must hold a license with the OT Board and have an associate’s degree or higher in occupational therapy to receive an endorsement to provide services to pupils.

Department of Business and Industry – Regulation LCB File No. 074-25 has been created under NRS 232.8415 to streamline boards and commissions. A public workshop for review of the draft regulations was held on November 25, 2025. Nikki Haag, Deputy Director, has provided updates regarding the regulations. Currently, Ms. Haag is working on revisions based on the comments provided during the public workshop.

LCB Sunset Committee – The interim committee held their first meeting on December 16, 2025. Nikki Haag, Deputy Director of BCCS, facilitated a presentation to the committee with an overview of the Office of Boards, Commissions and Councils Standards (BCCS), and an update on recent activities. The committee chose 15 entities to review with the potential for dissolution or consolidation. The OT Board was not chosen for review this interim.

Board Member Appointments – Adina Fitzgerald, Director of Boards and Commissions with the Governor’s Office, provided an update that the Governor is scheduled to review Jocelyn’s reappointment in the upcoming weeks. The office is still pending the candidate for the open occupational therapist or occupational therapy assistant Board member appointment.

Risk Management Division – Board office received notice the beginning of December regarding the requirement for boards to have Worker’s Compensation Insurance through the state effective January 1, 2026. The first year would be based on the estimated wages provided. The following year would be calculated on actual wages for the prior year (2026) and estimated wages for the upcoming year (2027). The cost for calendar year 2026 is \$2,656.60, compared to our previous coverage with Pro Group which was \$738.00 per calendar year.

Big Picture/Albertson Consulting - Board staff has held update meetings with Big Picture. Meetings have been to edit and streamline supervision updates in the database system.

Attorney General's Office – In November, the Board office received notice from the Attorney General's Office regarding the new hourly rate for legal services with a retroactive date to be effective July 1, 2025. The rate is now \$250.60 per hour, compared to the previous rate which was \$157.04 per hour. The increase is a direct result of the Federally Approved Cost Allocation Rate for the current biennium and reflects services that were not charged to boards in the previous biennium. The Board has only been billed for July and August so far for FY 2026.

Board Contracts – The process for obtaining new contracts for bookkeeping and payroll services as well as audit services has begun. Request for proposals through an informal solicitation process were conducted in the middle of December.

Numbers Inc. has submitted a proposal for a new contract for bookkeeping and payroll services. The contract would be for four years, with a start date of July 1, 2026 through June 30, 2030. The proposal indicated a cost of \$1,300.00 per quarter. The contract would not exceed \$20,800.00.

Connie Christiansen with Christiansen Accounting Network has submitted a proposal for a new contract for audit services. The audit services would cover FY 25/26 and FY 27/28. The effective date of the contract would be from August 1, 2026 through December 31, 2028. The proposal indicated a cost of \$10,500.00 per audit. The contract would not exceed \$21,000.00.

It is recommended that the Board approve the proposed amounts and time periods and authorize Heather Hartley, Executive Director, to complete the contracts for the bookkeeping and payroll services and for the audit services. The contracts will be submitted for final approval by the Governor's Finance Office, Budget Division.

Complaints Status - There are currently four complaints in the investigation phase.

State of Nevada Board of Occupational Therapy

Budget vs. Actuals: Budget FY26 - FY26 P&L

July - December, 2025

| | TOTAL | | | |
|--------------------------------------|---------------------|---------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| Fees | 17,175.00 | 44,660.00 | -27,485.00 | 38.46 % |
| Fines and Legal Fees | 1,743.14 | | 1,743.14 | |
| License Fees | 127,870.93 | 233,972.83 | -106,101.90 | 54.65 % |
| List Fee | 2,725.00 | 5,000.00 | -2,275.00 | 54.50 % |
| Total Income | \$149,514.07 | \$283,632.83 | \$ -134,118.76 | 52.71 % |
| GROSS PROFIT | \$149,514.07 | \$283,632.83 | \$ -134,118.76 | 52.71 % |
| Expenses | | | | |
| Attorney General / Legal Fees | 1,876.16 | 12,000.00 | -10,123.84 | 15.63 % |
| Bank Service/Merchant Charges | 2,520.12 | 7,000.00 | -4,479.88 | 36.00 % |
| Board Compensation | 1,950.00 | 4,500.00 | -2,550.00 | 43.33 % |
| Dues & subscriptions | 1,594.76 | 2,575.00 | -980.24 | 61.93 % |
| Equipment Rental | 910.50 | 2,260.00 | -1,349.50 | 40.29 % |
| Insurance | 1,419.00 | 3,636.00 | -2,217.00 | 39.03 % |
| Licensing - Data System | 225.00 | | 225.00 | |
| Amortization | 3,704.12 | 8,400.00 | -4,695.88 | 44.10 % |
| Data System expense | 0.00 | | 0.00 | |
| Data System Interest | 353.56 | | 353.56 | |
| System Support | | 750.00 | -750.00 | |
| Total Licensing - Data System | 4,282.68 | 9,150.00 | -4,867.32 | 46.81 % |
| Meeting Expenses | 89.95 | | 89.95 | |
| Office Expense | | | | |
| Internet Service | 959.94 | 2,400.00 | -1,440.06 | 40.00 % |
| Postage and Delivery | 344.08 | 400.00 | -55.92 | 86.02 % |
| Printing and Reproduction | 114.95 | | 114.95 | |
| Records Storage/Recycling | 65.00 | 130.00 | -65.00 | 50.00 % |
| Telephone | 331.30 | 700.00 | -368.70 | 47.33 % |
| Total Office Expense | 1,815.27 | 3,630.00 | -1,814.73 | 50.01 % |
| Office Lease | | | | |
| Depreciation | 13,751.50 | 34,356.18 | -20,604.68 | 40.03 % |
| Lease Expense | -211.04 | 700.00 | -911.04 | -30.15 % |
| Office Lease Interest | 928.64 | | 928.64 | |
| Total Office Lease | 14,469.10 | 35,056.18 | -20,587.08 | 41.27 % |
| Office Supplies | 271.63 | 1,200.00 | -928.37 | 22.64 % |
| Payroll Expenses | | | | |
| Deferred Compensation | 8,539.84 | 18,402.77 | -9,862.93 | 46.41 % |
| Employer Taxes | 6,221.95 | 11,686.70 | -5,464.75 | 53.24 % |
| Medical Benefit | 969.22 | 1,800.00 | -830.78 | 53.85 % |
| PTO Expense | 496.05 | 3,500.00 | -3,003.95 | 14.17 % |
| Salaries and Wages | 71,673.50 | 152,767.36 | -81,093.86 | 46.92 % |
| Total Payroll Expenses | 87,900.56 | 188,156.83 | -100,256.27 | 46.72 % |
| Professional Fees | 150.00 | | 150.00 | |

State of Nevada Board of Occupational Therapy

Budget vs. Actuals: Budget FY26 - FY26 P&L

July - December, 2025

| | TOTAL | | | |
|--------------------------------|---------------------|---------------------|-----------------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Accounting | 1,500.00 | 4,000.00 | -2,500.00 | 37.50 % |
| Legislative Services | 12,000.00 | 12,000.00 | 0.00 | 100.00 % |
| Total Professional Fees | 13,650.00 | 16,000.00 | -2,350.00 | 85.31 % |
| Travel | | | | |
| Out of State Travel | | 2,500.00 | -2,500.00 | |
| Travel - in state | 995.00 | 2,500.00 | -1,505.00 | 39.80 % |
| Total Travel | 995.00 | 5,000.00 | -4,005.00 | 19.90 % |
| Total Expenses | \$133,744.73 | \$290,164.01 | \$ -156,419.28 | 46.09 % |
| NET OPERATING INCOME | \$15,769.34 | \$ -6,531.18 | \$22,300.52 | -241.45 % |
| Other Income | | | | |
| Interest Income | 377.13 | 500.00 | -122.87 | 75.43 % |
| Sublease Income | 8,465.40 | 16,280.78 | -7,815.38 | 52.00 % |
| Total Other Income | \$8,842.53 | \$16,780.78 | \$ -7,938.25 | 52.69 % |
| NET OTHER INCOME | \$8,842.53 | \$16,780.78 | \$ -7,938.25 | 52.69 % |
| NET INCOME | \$24,611.87 | \$10,249.60 | \$14,362.27 | 240.13 % |

State of Nevada Board of Occupational Therapy

Balance Sheet

As of December 31, 2025

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Wells Fargo Bank - Checking | 322,669.99 |
| Wells Fargo Bank - Investments | 0.00 |
| Wells Fargo Bank - Money Market | 0.00 |
| Western Alliance - Money Market | 290,346.25 |
| Total Bank Accounts | \$613,016.24 |
| Accounts Receivable | |
| Accounts Receivable | 851.36 |
| Total Accounts Receivable | \$851.36 |
| Other Current Assets | |
| Prepaid Expenses | 4,000.00 |
| Undeposited Funds | 0.00 |
| Total Other Current Assets | \$4,000.00 |
| Total Current Assets | \$617,867.60 |
| Fixed Assets | |
| Net Fixed Assets | 0.00 |
| Total Fixed Assets | \$0.00 |
| Other Assets | |
| Accum Depr - Right of Use Asset | -167,309.50 |
| Accumulated Amortization of SAAS Asset | -17,286.12 |
| Right of Use Asset | 192,521.00 |
| SAAS Asset | 29,633.00 |
| Total Other Assets | \$37,558.38 |
| TOTAL ASSETS | \$655,425.98 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 119.07 |
| Total Accounts Payable | \$119.07 |
| Credit Cards | |
| WF Mastercard | 180.53 |

State of Nevada Board of Occupational Therapy

Balance Sheet

As of December 31, 2025

| | TOTAL |
|--|---------------------|
| Total Credit Cards | \$180.53 |
| Other Current Liabilities | |
| Accrued PTO | 10,075.87 |
| Deferred Compensation Payable | 1,205.98 |
| Deferred Revenue | 221,417.82 |
| Direct Deposit Liabilities | 0.00 |
| Due to State Treasurer | 0.00 |
| Lease Liabilities - Current | 28,057.56 |
| Other Current Liabilities | 8,386.87 |
| Payroll Liability | 1,627.13 |
| Payroll Tax Liability | 124.48 |
| SAAS Liability - Current | 5,960.00 |
| Total Other Current Liabilities | \$276,855.71 |
| Total Current Liabilities | \$277,155.31 |
| Long-Term Liabilities | |
| Lease Liabilities - Non Current | 0.00 |
| SAAS Liability - Non Current | 5,022.56 |
| Total Long-Term Liabilities | \$5,022.56 |
| Total Liabilities | \$282,177.87 |
| Equity | |
| Invested in Capital Assets | -7,973.00 |
| Retained Earnings | 356,609.24 |
| Net Income | 24,611.87 |
| Total Equity | \$373,248.11 |
| TOTAL LIABILITIES AND EQUITY | \$655,425.98 |



CHRISTIANSEN
ACCOUNTING NETWORK

January 5, 2026

Board of Directors and Management
State of Nevada Board of Occupational Therapy
6170 Mae Anne Avenue, Suite 1
Reno, NV 89523

I appreciate the opportunity to provide a proposal for audit services for the State of Nevada Board of Occupational Therapy (Board) for the biennial period ended June 30, 2026 and 2028.

Qualifications

Although Christiansen Accounting Network was formed in June 2020, I have been a CPA for more than 25 years in Reno, Nevada working with nonprofit organizations, small businesses, and local governmental entities providing assurance services, tax preparation services and consulting. In addition to being a CPA, I am also a Certified Fraud Examiner. I complete in excess of 80 hours of continuing education directly related to auditing and accounting, of which at least 24 hours is specific to governmental and non-profit accounting, every two years. My commitment to continuous learning ensures that I am knowledgeable about new accounting standards and regulatory changes that effect the Board. My approach as an auditor has always been to not only seek to identify material errors or misstatements, but to understand your operations and the risks that you face so that I am a trusted advisor and technical resource for you throughout the year.

My practice is properly licensed to conduct business in Nevada and Washoe County. I meet all independence and continuing education requirements to perform audits in accordance with Government Auditing Standards. I am also a member of CPAConnect, one of the largest associations of CPA firms in the United States that provides me with instant access to the expertise and resources of professionals across the county.

Services and Fees

This proposal encompasses the audit of your financial statements for the biennial period ended June 30, 2026, with an option to renew for the biennial period ended June 30, 2028. In connection with the audits, I may also issue a management letter and will provide a separate letter of required communications outlining responsibilities, significant accounting practices, audit adjustments, and other matters.

I utilize a risk-based approach in designing my audit procedures. This requires me to update my understanding of your programs and accounting processes to assess the risk of misstatement in your financial statements based on current circumstances and my past experience with your organization. I anticipate commencing the audit fieldwork at a mutually agreeable date in August after the year-end is closed. I will review any proposed adjustments and the draft audit report with management to answer any questions and make any necessary changes prior to November 1 to allow for Board approval and final issuance within the statutory deadlines.

I am a sole practitioner, and all audit work will be performed by me. When appropriate, I have connections with several qualified CPAs who I may engage with to consult on technical matters and engagement quality control reviews. Any such consultations are subject to independence and confidentiality standards of our profession. My practice and affiliations with CPAs and CPAConnect allow me to provide personalized services while ensuring that I am able to provide practical advice to assist you with navigating changes in accounting standards.

I estimate my fees for the biennial audits to not exceed \$10,500 for each biennial audit, which represents approximately 55 hours. The fee estimate assumes that unexpected circumstances will not be encountered. If such circumstances arise, I will discuss any changes to the scope of the engagement or fees with you prior to incurring any additional costs. I believe it is best to remain proactive in dealing with accounting issues. Accordingly, I am available prior to beginning the first audit and throughout the year to answer questions or provide technical advice. I do not bill separately for phone calls or emails. If an issue requires significant time or research, I will provide a fee estimate in advance.

Please do not hesitate to contact me if you have any questions or would like any additional information. I very much appreciate the opportunity to provide this proposal and (hopefully) continue working with the Board.

Best Regards,

A handwritten signature in black ink, appearing to read "Connie Christiansen". The signature is fluid and cursive, with the first name "Connie" and last name "Christiansen" clearly distinguishable.

Connie Christiansen, CPA, CFE
Christiansen Accounting Network

December 20, 2025

State of Nevada
Occupational Therapy Licensing Board
C/o Heather Hartley
Via email: board@nvot.org

Dear Heather,

Based on our discussion I offer the following proposal for services to the Occupational Therapy Licensing Board:

Relevant experience:

Numbers Inc. currently provides ongoing accounting, payroll and reporting services to 12 licensing boards in the state of Nevada, and has been working with Nevada licensing boards since 2005. Our work has been evaluated by independent auditors every 1 to 2 years for each of these entities. We have the ability to manage state-specific benefits including PEBP and PERS, if the board decides to move to those services later, and to calculate appropriate GAAP and GASB adjustments as needed for audited financial statements.

Staff assigned:

All work will be performed by Carol Woods. A resume for Carol is attached to this proposal. Numbers Inc. does have the Nevada state business license and professional liability insurance required by the State.

Scope and pricing:

\$400/month, paid quarterly and due by the end of the first month of the quarter. This includes:

- Monthly authorize deposits upload
- Monthly bank reconciliations
- Monthly financial close - including closing entries and preparation of financial reports
- Year end financial reports for your auditor and audit reconciliations
- Bi-weekly payroll services, including employee direct deposits, tax deposits, and deferred compensation deductions
- Filing of quarterly payroll reports
- Issuing W-2s at year end, and filing of W3 reports
- Issuing 1099s at year end, and filing of 1096 reports

\$400/year, paid either in a single installment in March each year or as an additional \$100/quarter for the payroll system cost-share.

References:

Wendy Knorr – Executive Director, Nevada Applied Behavioral Analysis Board – executivedirector@nvababoard.org
Jennifer Pierce – Executive Director, Nevada Speech and Hearing Board – execdirector@nvspeechhearing.org
Julie Strandberg – Executive Director, Nevada Chiropractic Physicians' Board – chirobd@chirobd.nv.gov

Additional references available upon request.



NUMBERS, INC.

Contract Terms:

These services will be invoiced quarterly in advance, and will be due and payable within 30 days. The work will be performed by staff of Numbers, Inc., and we will be responsible for ensuring satisfactory performance.

Travel time outside of the Reno area is charged at one-half the normal hourly rate. You will also be billed for larger than normal out-of-pocket costs, including photocopies and printing, overnight delivery, travel, filing fees, etc. We do not currently anticipate these charges and will ask for authorization before incurring any expenses.

From time to time our rates may be changed; you will receive notice and the opportunity to discontinue our services; to the extent you continue, you agree that this agreement will be deemed amended to include any adjustment in our rates.

This agreement may be cancelled at any time with 30 days notice.

Numbers, Inc. and all of its employees, consultants and contractors agree to keep your information and data confidential and disclose it only to those persons and entities necessary to completion of the project. We will sign your form of Nondisclosure Agreement and follow your policies concerning the marking, preservation and copying of documents as you specify.

Any products and processes resulting from our services will remain the property of Numbers, Inc. until completion of your project and payment in full, at which time it shall be delivered to you, including any nonexclusive licenses required for its utilization. Numbers, Inc. shall be entitled to utilize the "generic" programs and processes developed in connection with services to other clients.

Any dispute with respect to the terms of this agreement and fees shall be subject to binding arbitration under the then current Commercial Arbitration Rules of the American Arbitration Association in San Francisco, California. The losing party agrees to pay the prevailing party all costs and expenses in connection with any arbitration or lawsuit under this agreement, including reasonable attorneys' fees.

In the case of any claim, Numbers, Inc.'s liability shall be limited to the total consideration paid to it under this agreement.

You are responsible for providing complete and accurate information to Numbers, Inc.. Numbers, Inc. will develop the work products described earlier in this document by compilation of information received and makes no representation that all information has been provided or that information provided is accurate.

Finally, you understand and agree that we reserve the right to withdraw from the project in the event a dispute or conflict arises. Should that occur, we will provide you with adequate notice and effort to the point of withdrawal so as not to adversely affect your operations.

Thanks, and I look forward to working with you!

Sincerely,

Carol Woods, President



State of Nevada Board of Occupational Therapy



CURRENT NEVADA LICENSE STATISTICS

OT/L 1,428
OTA/L 436

TOTAL LICENSEES = 1,864

For a complete report of quarterly licensing statistics, visit the Nevada Legislative website at: [Nevada Legislative Counsel Bureau Reports of Occupational Licensing Boards](#)

UPCOMING BOARD MEETINGS

Tentatively scheduled for:
March, June, September,
& November 2026

Find more info on the Board's website at:

[Board Meetings - NV Board of Occupational Therapy](#)

LEGISLATIVE UPDATE

The Nevada Legislature held the 36th (2025) Special Session from November 13th to November 19th.

Additional information can be found at [NELIS Home](#)

A Workshop was held on November 25, 2025 for the Department of Business and Industry's proposed regulations to streamline boards and commissions.

The regulations and additional information can be located at: [State of Nevada Department of Business & Industry](#)

NEW AND REVISED REGUALTIONS

Recommendations for new and revised Board Regulations (NAC 640A) were presented at the November 8, 2025 Board meeting.

Recommendations included establishing guidelines for self-reporting of complaints or legal charges, and revisions to NAC 640A.062 Temporary Licensing.

Refer to the Board's website for upcoming Workshops and Hearings regarding the proposed regulations.

[Workshop & Hearings - NV Board of Occupational Therapy](#)

Supervision



SUPERVISORY GUIDELINES

Changes to supervision must be submitted to the Board within 30 days of change. Board staff conducts random audits for supervision compliance.

Submit change requests online at: [Licensee Login - NV Board of Occupational Therapy](#)

Have questions related to supervision? Refer to the Board's new resource, "Supervisory Guidelines" below.

[Supervision Guidelines](#)

Further questions can be emailed to the Board Office at board@nvot.org.

DRY NEEDLING UPDATE

The Board held a Work Session regarding Dry Needling at their meeting on November 8, 2025. The Legislative Counsel Bureau has previously determined that specific authority must be granted in law (Nevada Revised Statute), authorizing dry needling within the scope of practice.

The Nevada Board of Athletic Trainers and Board of Physical Therapy introduced legislation in 2019, and Senate Bill 186 was approved by the Legislature.

The Board of Occupational Therapy discussed interdisciplinary education pathways and course standards and felt that Occupational Therapists are qualified to conduct dry needling with the implementation of education and training requirements. The Board moved to pursue potential legislation for the 2027 Legislative Session.



BOARD MEMBER SPOTLIGHT

PHILIP SEITZ, OTA

January 1, 2020 - December 31, 2025

In Recognition of Distinguished Service and Commitment to Excellence as Member, Chair, and Vice Chair of the Board.

BOARD MEMBER RECRUITMENT

Would you like to serve on the Board of Occupational Therapy? We will have an open OTA/L position available. Interested parties may submit an online application with the Governor's Office or contact the Board Office for more details.

[Apply Directly to the Governor's Office](#)

ADDITIONAL RESOURCES

Interested in becoming a member of the Nevada Occupational Therapy Association (NOTA) or want to be in the know?

Find info at:

[Nevada Occupational Therapy Association - Home](#)

NBCOT

[NBCOT Occupational Therapy Certification](#)

AOTA

[Join AOTA to Fuel Your Passion | AOTA](#)

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

| |
|---|
| AGENDA ITEM 8: Report from Legal Counsel |
|---|

Henna Rasul, Sr. Deputy Attorney General will report on legal matters.

| |
|---|
| AGENDA ITEM 9: Board Activities & Reports from Members |
|---|

Meeting and Activities Schedule

| Activity | Calendar Year 2026 | Topics/Comments |
|---------------|--------------------|---|
| Board Meeting | March 14 | Executive Director's Annual Performance Evaluation Regulation Hearing and Approval |
| Board Meeting | June 2026 | FY 26 Budget Approval |
| Board Meeting | September 2026 | Policies and Procedures Revisions |
| Board Meeting | November 2026 | FY 25/ 26 Audit Approval |

Future Agenda Items

Reports and Comments from Board Members