

NEVADA STATE BOARD OF ATHLETIC TRAINERS

AGENDA AND NOTICE OF PUBLIC MEETING

DATE & TIME: January 31, 2022 @ 2:30 p.m.

Public Access with Zoom:

Meeting ID: 897 506 8640

Passcode: 640B

The Board is pleased to invite individuals of the public to participate remotely using ZOOM. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the ZOOM website and click “Join a Meeting.” You will be prompted to enter your name, along with the Meeting ID and Meeting Passcode above.

PLEASE NOTE: The Board may take items out of order, combine items for consideration, and items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and end of the meeting. The public may provide comment on any matter within the Board’s jurisdiction and/or authority, whether or not that matter is a specific topic on the agenda. However, prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment on that item. (NRS 233B.126) Public comment that is willfully disruptive is prohibited, and individuals who willfully disrupt the meeting may be removed from the meeting. (NRS 241.030(5)(b)) The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030). Once all items on the agenda are completed, the meeting will adjourn.

1. Call meeting to order, introduction of members to determine the presence of a quorum.
2. Public comment.

NOTE: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Chair of the Board. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Chair of the Board may allow additional time to be given a speaker as time allows and at their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

3. Update on new Board appointments. **(Discussion)**
4. Review and approve Board meeting minutes for the following: January 8, 2021 Workshop; January 8, 2021 Board meeting; January 29, 2021; April 19, 2021; and September 13, 2021. **(For Possible Action)**
5. Update on disciplinary action reports and investigations of unlicensed activity. **(For Discussion)**

6. Review and discuss financial status of the Board, including approval of all claims and expenses from last meeting on September 2021 through December 2021. **(For Possible Action)**
7. Review and discuss the findings made by the Subcommittee on Dry Needling and approve their recommendations on which licensees fulfill the statutory requirements for dry needling. **(For Possible Action)**
8. Review and discuss the approval of combining both Wells Fargo accounts into one Analyzed Business Checking account and the associated fees. **(For Possible Action)**
9. Review and approve the cost of printing letterhead and envelopes with the Board's updated mailing address, in addition to the reminder postcards for 2022 Renewals. **(For Possible Action)**
10. Update on converting the initial application to an online version. **(Discussion)**
11. Review and discuss the annual review of executive secretary performance and create a salary schedule that includes merit and/or cost of living increases. **(For Possible Action)**
12. Report from Executive Secretary, Michelle Cothrun. **(Discussion)**
13. Report from Harry B. Ward, Deputy Attorney General. **(Discussion)**
14. Future agenda items. **(Discussion)**
15. Discussion and possible decision on date of next meeting, including the possibility of scheduling the 2022 calendar year for the Board. **(For Possible Action)**
16. Public comment.

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17. Adjournment. **(For Possible Action)**

Pursuant to NRS 241.030 the board may close the meeting to consider the character, misconduct, competence, or health of a person.

Items on the agenda may be taken out of order; items may be combined for consideration by the public body; and items may be pulled or removed from the agenda at any time.

Action by the Board on any item may be to approve, deny, amend, or table.

The Board may allow for public comments after each agenda item. In consideration of others, please limit your comments to no more than five (5) minutes. Prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126. Public comment options may include, without limitation, telephonic or email comment. To submit public comment, contact Michelle Cothrun at (775) 787-2636 or atrainner@nsbat.nv.gov.

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If accommodations are necessary, please contact Michelle Cothrun, Executive Secretary, at (775) 787-2636 no later than 9:00am the day before the meeting. Board meeting correspondence and supporting materials may also be obtained by contacting Michelle Cothrun at (775) 787-2636 or atrain@nsbat.nv.gov or by visiting <http://nevadaathletictrainers.nv.gov/>

**NOTICES FOR THIS MEETING HAVE BEEN POSTED IN ACCORDANCE WITH
NRS 241.020, ON OR BEFORE THE THIRD WORKING DAY BEFORE THE MEETING,
AT THE FOLLOWING LOCATIONS:**

- *State of Nevada, Department of Administration Public Notice website: <http://notice.nv.gov/>
- *The Nevada State Board of Athletic Trainer's website: <http://nevadaathletictrainers.nv.gov/>
- *The Board office at 6170 Mae Anne Avenue, Ste 1, Reno, NV 89523-4705

In addition, this notice/agenda was mailed, e-mailed or faxed to groups and individuals as requested.

MINUTES OF THE PUBLIC WORKSHOP FOR THE NEVADA STATE BOARD OF ATHLETIC TRAINERS (NSBAT)

DATE & TIME: January 8, 2021 @ 1:00 p.m.

Public Access with Zoom:

Meeting ID: 845 146 4289
Passcode: 102425

Due to COVID-19 and Governor Sisolak's Emergency Mandate to Stay at Home for Nevada, this meeting will only take place via Zoom. The Board is pleased to invite individuals to participate remotely using ZOOM. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the ZOOM website and click "Join a Meeting." You will be prompted to enter your name, along the Meeting ID and Meeting Password above.

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1. Public workshop called to order by NSBAT Chair, Tedd Girouard at 1:02PM.

Board Members present: Tedd Girouard, Keoni Kins, Jay Cambridge, and Kyle Moore.

Staff present: Harry Ward, Deputy Attorney General, and Michelle Cothrun, Board Executive Secretary.

2. **Public comment.** Tedd asks Michelle if she has received any public comment. Michelle confirms that she has not received any written communication for public comment and no members of the public are in attendance on Zoom. Tedd then asks the new Board members in attendance, Jay Cambridge and Kyle Moore, to introduce themselves.

Jay Cambridge, the public Board member, is originally from San Francisco, California. His military background is with the Air Force as security forces Military Police. He is the founder of The Intentional Movement, a movement of transformation and healing. Kyle Moore, originally from Pennsylvania, has been a licensed athletic trainer since 2009. He is the associate head athletic trainer with the Vegas Golden Knights. The new members thank the Board for the opportunity and Tedd expresses appreciation for their willingness to serve.

3. **Review and discuss the Strategic Plan for the Board and reassess priorities. (For Possible Action)**
Tedd states that it is important for boards to have goals and objectives. This workshop is especially important considering that our Board has two new members and will experience turnover with the remaining three positions in September. Tedd explains to the new Board members about Open Meeting Law (OML) and how the workshop format allows for open conversation. After the workshop, a final version of the strategic plan will be voted on by the Board. Harry Ward gives a brief overview of OML and explains that COVID restrictions do not allow the Attorney General's (AG) office to conduct in person training. Harry directs the new Board members to the OML training on the AG's website.

Tedd starts the review of the Strategic Plan (See attached copy) by reading the mission of the Board and emphasizes that the role of the Board is to protect the public health and safety, not the profession. The Board wants to be progressive with that mission in mind when considering the current goals and objectives.

1 – Licensing Objectives

Item 1.1 Revise initial application and develop online version. Michelle informs the Board that she has been working on converting the initial application to an online version, like the annual renewals, which will streamline the licensure process and add payments by credit card. The Board discusses adding questions about Military service to the initial application, as emphasized during the Sunset Subcommittee review, which would allow for a 50% reduction of fees to current military members, veterans, and their spouses. Tedd asks Michelle to add that to the agenda for the next Board meeting for a vote.

Regarding the online application, the Board has recently considered proposals from Certemy and Thentia. Considering the high cost that some of these companies charge, Tedd suggests looking into working with the Board of Certification (BOC) directly. The Board was unaware that licensing software could cost thousands of dollars per year. Keoni requests that Michelle look into the BOC's ability to customize the application process and additional gathering of data required by future legislation. Tedd suggests a new target date of July 2021.

Item 1.2 Research and implement measures to reduce initial application time. Michelle informs the Board that the fingerprinting process takes the most time; however, the Department of Public Safety is in the process of modernizing their system. Since the Board cannot remove the requirement of a background check, others were considered. In response to the Sunset Subcommittee urging Boards to streamline licensing, the Board met on September 11, 2020 and voted to remove the requirements for notarization and official transcripts from the initial application. An online licensing system may speed up the process more. Item 1.2 was completed in May 2020.

Keoni suggests a review of the application's instructions. Michelle will simplify the instructions, consolidate the current licensure forms to one document, and outline the steps for licensure on the website. Item 1.3 was added: Update application instructions and post requirements on the Board website. Target date: July 2021.

2 – Legislative Objectives

Item 2.1 Finalize new regulation R053-19. Tedd informs the Board that the Dry Needling regulations have been finalized. The Legislative Commission's Subcommittee that reviews regulations voted seven to five in favor of passing our regulation. Item 2.1 was completed in November 2020.

Item 2.2 Draft and approve policy regarding criminal history review (AB 319). Michelle gives the Board a brief overview of AB 319, which allows an individual with criminal history to petition a board, before they begin their education, to find out if their criminal history will prevent them from getting licensed. Unfortunately, the legislation's wording conflicts with FBI's privacy policies. An individual cannot request that the FBI run their fingerprints; the request must come from an agency. The Board has previously discussed adding a notice to the website that an individual can petition the Board to review their criminal history.

Harry advises to take these petitions on a case-by-case basis and gives examples of how that might work best. He believes there will be legislation to strike the expression "moral turpitude" from statutes and regulations. Tedd adds that these criminal history reviews are becoming more relevant in higher education and asks Michelle to draft language for the Board website and to add it to the next agenda for Board approval.

Item 2.3 Draft new regulations regarding the reduction and/or elimination of some fees. Michelle reminds the Board that at the September 11, 2020 meeting, the fees for a name change and a duplicate license were eliminated. She needs to draft new language and put it on the agenda for Board approval.

Item 2.4 Review status of draft of R162-18 with LCB. Michelle explains that the draft of R162-18 has been received from the Legislative Counsel Bureau (LCB) and that the Board had requested that Harry explain the language regarding prehearing motions to the Board. Tedd asks Harry if he can explain that process to the Board at the next meeting and asks Michelle to add it to the agenda.

3 – Disciplinary / Enforcement Objectives

Item 3.1 Recruit and retain two part-time, on-call investigators for consumer complaints. Michelle explains that the State has a hiring freeze and asks if the Board would like to go ahead and recruit despite the freeze. Keoni states that the hiring freeze should be observed unless there is a crucial need for investigators. Kyle Moore agrees and asks if the Board can do their own investigations. The Board discusses experience with Board members conducting investigations, the potential conflicts they created, and how they determined external investigators would be best. Since the Board has already approved the hiring of the investigators, Item 3.1 can be put on hold.

Item 3.2 Train both investigators on Board policies and practice act. Training the investigators can be put on hold until after the investigators are hired.

Item 3.3 Draft and approve a complaints/disciplinary action policy for complaints of unlicensed activity. Tedd asks Michelle the status of this item. Michelle explains that a disciplinary action policy was recommended by the previous DAG, Sarah Bradley. Sarah suggested looking at the policy of the Psychology board, which she helped draft. Michelle has looked at it but a lot of it does not apply to our Board. Tedd explains to the new Board members that most of the complaints during his tenure have been about unlicensed activity and the main response has been to send letters. Michelle adds that having a policy in place will allow her to move ahead without question or waiting for the next Board meeting to ask permission. Tedd goes on to explain to the new Board members how unlicensed Athletic Trainers come from California to work in Nevada. He would like the issue of unlicensed activity addressed before the end of the year.

Keoni suggests that Michelle put together a draft that gives the Executive Secretary the authority to act without the Board's prior approval when sending letters. Harry Wards advises to give Michelle, as the Executive Secretary, direction on when she has the authority to act at her own discretion and when to bring matters before the Board. Tedd stresses that unlicensed activity is a matter the Board must tackle and asks Michelle to add a review of the draft to the agenda of the next Board meeting. Target date: July 2021.

Item 3.4 Draft and approve a complaints/disciplinary action policy for complaints of unprofessional conduct of licensees. Michelle will look at disciplinary policies from other boards for comparison. Target date: July 2021.

4 – Licensee Outreach Objectives

Item 4.1 Encourage licensee and public attendance at Board meetings. Tedd states that Board meetings have had more public attendance in the last year than in previous years. This outreach will be ongoing, and Michelle will continue to notify the State association of the meeting times. Michelle states that increased public attendance may be due to interest in the Dry Needling regulation, in addition to the ease of attending virtually with Zoom. A discussion of Zoom is on the agenda for the Board meeting that follows the workshop because it helps with public access. Kyle Moore adds that he has not been in Nevada a long time but has noticed that the didactic meetings at UNLV are a good hub for athletic trainers. Tedd volunteers to let that group know the dates of the Board meetings and will continue to do so even after he is no longer serving on the Board. Target date will remain ongoing.

Item 4.2 Update online license renewal form. Michelle informs the Board that this item was completed by May 1, 2020. The renewal period is May 1 through June 30; therefore, the online renewal form must be updated and posted by May 1st every year. Target date: April/May every year.

Item 4.3 Reminder postcards regarding renewals. Michelle informs the Board that this item was completed. The Renewal reminder postcards were mailed on time; however, she did not send out reminder emails. The year before she sent out reminder emails, but no postcards. It is difficult to tell which reminders are more effective considering that Renewals were extended until September 29, 2020, due to Covid. She states that at a previous meeting when reminders were discussed, the Board voted for reminder emails to go out 30 days, 15 days, and 2 or 3 days before the June 30th expiration date.

Keoni recalls the Board discussing the fine line between good customer service and babysitting licensees. Being notified once about renewals should be enough. The Board's position has always been that as professionals, licensed Athletic Trainers should know when their license expires. Tedd agrees and proposes removing reminder emails.

Kyle asks Michelle if the postcards or emails are easier. Michelle says the postcards are easier, especially now that they are printed at a local print shop. A few postcards do get returned. Harry adds that postcards are helpful for those who have licenses in several states. He advises that if the Board has in its regulations that the licensee must notify the Board of their current address within 30 days of moving, the Board should have a current address. In addition, if the Board attorney were to submit a complaint and a notice of hearing, it is done by regular mail and certified mail to their last known address submitted to the board. Target date: May every year.

Item 4.4 Reminder emails regarding renewals. Michelle will add the matter of removing reminder emails to the next agenda.

Tedd, noticing the time, states that the remainder of the workshop, Objectives 5 through 8, will need to be tabled. He asks Michelle how members of the public can join the next meeting, which was scheduled for 2:00 PM. Michelle says that the Zoom meeting details are the same for the following Board meeting, so there is no need to end this meeting. Tedd suggests taking a short break before the Board meeting.

Tedd Girouard motions to table the remaining sections of the workshop until a later date. Jay Cambridge seconds and the motion passes.

4. **Public comment.** No public comment as there were no members of the public present.

5. **Adjournment. (For Possible Action)** Tedd adjourns the public workshop at 2:03PM.

**** MEETING MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT SCHEDULED BOARD MEETING.**

Attachment: Strategic Plan of the Nevada State Board of Athletic Trainers, dated March 2020.

Strategic Plan of the Nevada State Board of Athletic Trainers

MISSION

The mission of the Nevada State Board of Athletic Trainers is to protect the public health, safety and welfare from the practice of Athletic Training by unqualified persons and from unprofessional conduct by persons who are licensed to engage in the practice of Athletic Training.

CURRENT GOALS AND OBJECTIVES

NSBAT has identified the following objectives to help meet its goals and mission. These objectives are assigned with a priority status of (E) Essential, (I) Important, or (B) Beneficial. To be reviewed at the beginning of each calendar year or as often as goals and objectives change.

1 - Licensing Objectives

#	ITEM	TARGET	DESCRIPTION
1.1	Revise initial application and develop online version (E)	July 2020	Develop online initial application with the ability to pay licensure fees with credit card.
1.2	Research and implement measures to reduce initial application time (I)	October 2020	After development of online initial application, what other technologies can be used to reduce the initial application time?

2 - Legislative Objectives

#	ITEM	TARGET	DESCRIPTION
2.1	Finalize new regulation R053-19 regarding dry needling (E)	June 2020 Time sensitive	Draft of regulation is with LCB for review
2.2	Draft and approve policy regarding criminal history review (AB 319) (E)	June 2020 Time sensitive	Draft policy and schedule Board meeting via teleconference for approval and post to NSBAT website
2.3	Draft new regulations regarding the reduction and/or elimination of some fees (E)	June 2020 Time sensitive	Draft of regulations due to LCB. Board must approve draft and public workshop must be scheduled.
2.4	Review status of draft of R162-18 with the LCB (E)	June 2020 Time sensitive	Follow up with LCB. Have not received a draft.

3 - Disciplinary / Enforcement Objectives

#	ITEM	TARGET	DESCRIPTION
3.1	Recruit and retain two part-time, on-call investigators for consumer complaints (I)	October 2020	With new dry needling regulations, there is a possibility of more consumer complaints. One investigator will be based in Northern Nevada and the other will be based in Southern Nevada. Post approved job description on NSBAT website and State HR website.
3.2	Train both investigators on Board policies and practice act	October 2020	Both investigators will be sent to National Certified Investigator & Inspector Training (NCIT) Programs for hands-on training and certification in investigation and inspection techniques and procedures offered by the Council on Licensure, Enforcement & Regulation (CLEAR).
3.3	Draft and approve a complaints/disciplinary action policy for complaints of unlicensed activity (E)	July 2020	Have draft ready for Board review and approval at next meeting. Complaints policy to be posted on NSBAT website.
3.4	Draft and approve a complaints/disciplinary action policy regarding complaints of unprofessional conduct of licensees (E)	July 2020	Have draft ready for Board review and approval at next meeting. Complaints policy to be posted on NSBAT website.

4 - Licensee Outreach Objectives

#	ITEM	TARGET	DESCRIPTION
4.1	Encourage licensee and public attendance at Board meetings (I)	Ongoing	Notify State AT Association, NevATA, of next Board meeting as soon as possible for posting on their website. Send agendas 10 days before the next scheduled Board meeting to encourage public attendance.
4.2	Update online license renewal form (E)	May 2020 Time sensitive	Updated license renewal form is posted to the NSBAT website on May 1 st . Renewal period: May 1 – June 30.

#	ITEM	TARGET	DESCRIPTION
4.3	Reminder postcards regarding renewals(E)	May 2020 Time sensitive	Reminder postcards regarding renewals are mailed out to all active licensees on May 1 st .
4.4	Reminder emails regarding renewals (E)	June 2020 Time sensitive	Reminder emails go out to licensees 30 days, 15 days, and 2 or 3 days before June 30. Watch if June 30 falls on a weekend.

5 - Financial Objectives

#	ITEM	TARGET	DESCRIPTION
5.1	Review reserves policy on a biennial basis (I)	April 2020 and October 2020	Every two years in April, the reserves policy will be reviewed by the Board. Since the reserves are in excess, the review will occur every six (6) months.
5.2	Reduce excess in reserves (I)	October 2020	Anticipated additional expense with investigators and possible office space may reduce reserves amount. If not, Board may vote to reduce fees.
5.3	Approve Budget annually (I)	April/May every year	Budget must be approved by Board in April/May, ahead of the fiscal year close of June 30 th .
5.4	Board Treasurer to review financials (I)	Monthly	Board Treasurer to receive monthly statements with backup at the same time as the bookkeeper. Improve financial records sharing.
5.5	Assign Board Treasurer as additional signatory for reserves account (E)	June 2020	Board Chair and Treasurer must sign to approve any transfer of funds from the reserves/savings account to the Board checking account.
5.6	Share office space to reduce costs and provide public access to Board office (B)	July 2020	Check in with other Boards to see if any have office space to share or lease. Will need to check in once offices are open again.

6 – Board Member Recruitment Objectives

#	ITEM	TARGET	DESCRIPTION
6.1	Review terms of Board Members and upcoming Board vacancies (E)	July 2020	Three Board members' terms end on September 30, 2021. Board members to recruit and make

#	ITEM	TARGET	DESCRIPTION
			recommendations. Effort needed to encourage more diverse candidates to serve on the Board.
6.2	Elect and onboard new Board Chair (E)	July 2020	Second term for current Board Chair, Jeremy Haas, ends September 30, 2020. Board to vote on new Board Chair so Jeremy can train and transition new Board Chair.

7 - Information Technology Objectives

#	ITEM	TARGET	DESCRIPTION
7.1	Review NSBAT website to make sure it is accessible and ADA compliant (E)	Ongoing	Do not "save as" a PDF. Use File/Export/Create PDF/XPS to keep accessibility for documents posted on NSBAT website. PDF document review on website to confirm accessibility.
7.2	Review office/IT equipment (B)	December 2020	Is office/IT equipment in good repair and up to date?

8 - Administrative Objectives

#	ITEM	TARGET	DESCRIPTION
8.1	Update NSBAT logo (I)	July 2020	The current NSBAT logo is a low-quality .PNG file. Update NSBAT logo to Vector file for a high-quality logo.
8.2	Draft and approve annual review policy for the Executive Secretary role (I)	October 2020	Annual review is needed for the Executive Secretary role. Check with other Boards to see what kind of annual reviews they have implemented.
8.3	Draft and approve a public records request policy (I)	October 2020	Public records request policy is required to be posted on Board's website. Check with other Boards to see what kind of policy they have in place.
8.4	Draft and approve vacation and sick day policies (I)	October 2020	Vacation and sick day policies are needed for the Executive Secretary role.

MINUTES OF THE PUBLIC MEETING FOR THE NEVADA STATE BOARD OF ATHLETIC TRAINERS

DATE & TIME: January 8, 2021 @ 2:00 p.m.

Public Access with Zoom:

Meeting ID: 845 146 4289

Passcode: 102425

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1. Meeting called to order by NSBAT Chair, Tedd Girouard at 2:08PM.

Board Members Present: Tedd Girouard, Keoni Kins, Frank Sakelarios, Jay Cambridge, and Kyle Moore.

Staff Present: Harry Ward, Deputy Attorney General, and Michelle Cothrun, Board Executive Secretary.

2. **Public comment.** Tedd Girouard asks Michelle Cothrun if she has received any public comment. Michelle confirms that she has not received any written communication for public comment and that there are no members of the public in attendance on Zoom. There is no further comment.

3. **Review and approve Board meeting minutes of May 29, 2020 and September 11, 2020. (For Possible Action)** Tedd asks if there are any comments on the minutes. Harry Ward states that normally he would suggest for new board members not to vote on approving minutes if they were not present at the meeting. Since there can be a challenge with having a quorum, he suggests that the two new Board members say they approve as to form but not as to content. Tedd Girouard motions to approve the board meeting minutes from May 29, 2020 and September 11, 2020. Frank Sakelarios seconds the motion. Tedd Girouard, Keoni Kins, and Frank Sakelarios vote in favor of approving the motion. Jay Cambridge and Kyle Moore both vote to approve the form and not the content. The motion passes.

4. **Update on disciplinary action reports and investigations of unlicensed activity. (Discussion)** Michelle informs the Board that the number of active licensees is now 281. In addition, Harry Ward reviewed letters she drafted regarding unlicensed activity. Before the Christmas break, she sent the letters to an individual and their employer but has not received a response. Considering how COVID-19 has affected mail service, Harry suggested sending an email with the letter as an attachment. If there is still no response, the next step would be to send a more strongly worded letter via certified mail.

Tedd asks if this matter should be investigated. Michelle believes it may turn into an investigation because the claim was made that people are being approved to work as athletic trainers in schools without being licensed athletic trainers. Michelle realizes she may have shared too much information. Harry steps in and advises that, in theory, the board is not supposed to get the details, because the Board might be the fact finder in determining whether there are alleged violations. He believes some letters went out to these individuals at high schools that

may have been advertised as athletic trainers. For the school to advertise incorrectly that an individual is something they are not may be a grey area of law. The argument could be made that the employer held them out publicly as athletic trainers, not the individuals themselves. These issues may need to be dealt with later. Tedd asks for a follow-up at the next Board meeting.

5. Review and approve method of Board endorsement for licensees who dry needle and have submitted the required proof of their 150 hours of didactic education and training. After the Board reviews the submitted documentation, the active licensee list posted on the Board website will indicate which licensees have Board approval to dry needle. (For Possible Action) Michelle explains that this matter came up after she received an email regarding the new dry needling regulation asking if the Athletic Trainers that dry needle would receive a certificate or endorsement from the Board. If so, will that be noted on the website or on their license? In discussing this matter briefly with Harry, the simplest way to show which ATs dry needle is to indicate it on the active licensee list with just a simple yes or no. An individual who just got dry needled by an Athletic Trainer can go to the board website, look that trainer up, and see that they are able to dry needle. Michelle asks the Board if an endorsement is the correct wording to use.

Tedd questions if this additional step of adding an endorsement is necessary, considering that the regulation does not require it. Kyle Moore agrees stating that Athletic Trainers get certifications for so many other things. However, there are risks with dry needling compared to other manual therapies. From a public safety perspective, it does make sense for dry needling. Keoni agrees and expresses concern over where to draw the line on other endorsements. Michelle adds that this could potentially prevent some people from contacting the Board office inquiring which AT's can dry needle, considering that this was a controversial regulation that was highly contested. Being proactive could be good for the Board. Frank Sakelarios also sees both sides. Michelle suggests that instead of an endorsement, their license could indicate that they have submitted the required documentation and are in compliance with the NRS for dry needling. Jay Cambridge agrees with Michelle's suggestion. Tedd feels he is wavering and asks if there is a Board member that would like to motion.

Frank Sakelarios motions to approve to indicate which licensees have met and submitted the required proof of their didactic education and training and are in compliance with the requirements for dry needling statutes and regulations on their license and our website. Keoni Kins seconds the motion, and it passes.

6. Review proof of education and training documentation submitted by licensed Athletic Trainers to comply with dry needling regulation and approve those qualified to dry needle. (For Possible Action) Tedd states that this agenda item is the main reason for today's meeting and asks Michell to start the review process. Michelle explains that the list she has shared with the Board are the licensees who answered yes on their renewal application that they currently dry needle. The list does not include those who plan on dry needling in the next year. The status column indicates which applications to dry needle are complete or in progress because they are missing some documentation. She highlights the ones that have not submitted any documentation yet.

Tedd clarifies that licensees who have not submitted may have been dry needling at the time they renewed, now recognize that they do not meet the requirements, and have decided not to dry needle until they complete the new requirements. Michelle explains the challenges some licensees have experienced in gathering their supporting documentation due to COVID-19 restrictions. Keoni adds that he sees licensees that are dual licensed as Physical Therapists and may not be practicing as Athletic Trainers. That may explain why some have not submitted their application to dry needle.

Michelle adds that she has been reviewing the applications as she receives them. If she believes the application and supporting documentation fulfill the requirements, she marks the application as complete. Keoni has reviewed the documentation on his own and has questions on some of the applications Michelle has marked as complete. Michelle asks if she can contact a Board member if she has a question or needs clarification. For instance, some licensees document only the 125 hours additional hours and others outline hundreds of hours over the required 125. Harry explains the concerns about walking quorums and possible Open Meeting Law violations. He advises

that if Michelle is unsure about an application, it would be best to put it on the agenda for the next board meeting. Keoni questions how much of this review process needs to happen in an open meeting.

The Board then discusses if the additional 125 hours of didactic training and education must be graduate level courses, meaning post baccalaureate. Michelle states that she has received questions whether continuing education courses fulfill the requirement, because she was telling licensees to focus on university courses, including undergraduate. Tedd pulls up the language of the dry needling regulation to confirm the exact wording. Keoni says that the Board must give Michelle clear direction on which coursework fulfills the requirement. Kyle Moore states that leaving the interpretation to Michelle would be difficult. Practicing Athletic Trainers have a better grasp on the domains of study and what education is relevant to dry needling. This review process would be challenging for Michelle to do in silo. Keoni agrees and adds that is why he was questioning how to do these reviews efficiently, without taking several hours going through the applications individually during an open meeting once a year. Giving Michelle the proper perspective and direction so that the Board can be confident that the decisions being made are correct is crucial.

Harry advises that other boards have a committee to avoid taking up time in a public meeting. The members of the committee would have the background and education to review the dry needling applications. They would review the applications and report to the Board at the next meeting, where they could approve the names in globo. Board committees and subcommittees, acting as an arm of the board, do have to follow Open Meeting Law. However, they are not required to have the Deputy Attorney General (DAG) attend the meetings, which can save money for the smaller boards. Harry goes on to explain the Board has the authority to include non-board members as part of a committee or subcommittee. The number of members is up to the board, but he recommends an odd number in case they need to vote. Lastly, the formation of a committee or subcommittee should be added to the next Board meeting agenda.

Tedd agrees that a subcommittee is a good idea, but he is concerned about time. The Board agrees that these reviews are time sensitive. Tedd proposes that another meeting be scheduled soon to discuss forming the subcommittee and the date can be considered later in the agenda. He adds that serving on the subcommittee for pharmacology in athletic training was a good introduction to serving on the Board. He suggests that Board members consider possible candidates. Tedd tables the agenda item until the next Board meeting.

7. Review and discuss financial status of the Board, including approval of all claims, expenses, and budget from September, October, and November 2020. (For Possible Action) Michelle explains to the Board that in the past, Board meetings usually occurred on a quarterly basis, which went along with the financial reporting done on a quarterly basis. This year has been unusual with many more meetings, so the timing of the financials got very confusing. The bookkeeper downloads the reports from QuickBooks monthly. While the agenda states through November, Michelle downloaded the reports this morning, so they are dated through December 30, 2020. However, the financials have only been reconciled through November. Michelle suggests that the Board focus on the profit and loss detail report that has all the breakdowns. To hopefully avoid this confusion, going forward Michelle will download the financial reports monthly.

Keoni, as the Board Treasurer, reviews the documentation Michelle submits to the bookkeeper and states everything looks good. He agrees with Michelle to have the financials reported in the Board meetings as monthly rather than quarterly statements, which makes more sense when meetings fall in the middle of a quarter. There are no more comments or questions.

Tedd Girouard motions to approve all claims, expenses, and budget from September, October, and November 2020, as outlined in the profit and loss detail document. Keoni Kins seconds the motion, and it passes.

8. Review and approval of proposal from Thentia for online licensing software and database. (For Possible Possible Action) Michelle recaps to the Board the two reasons the Board has been consciously saving money: office space and an online licensing software and database. Since the office space has been taken care of

with the co-working agreement, Michelle focused on finding the most cost-effective licensing software. When Michelle presented the proposal from Certemy, the Board broke down their annual cost of approximately \$5,000.00 by dividing it by the number of new licensees (around 40 per year). She suggests that a better way to break down the expense is dividing the annual cost by the number of active licensees. Thentia's proposal is \$1.00 per month per active licensee, which is now at 281. At \$12 per year per active licensee, less than 10% of their annual renewal fees of \$150.00 will pay for the licensing software.

Michelle adds that another consideration, which will be discussed later in the agenda, is potentially using \$100.00 from the landline to offset this cost. To be fair, another way to break down the cost is to divide the annual cost by the Executive Secretary's hourly rate. She calculates it to just over two hours per week and acknowledges that this system can accomplish more than she can in two hours a week. For due diligence, Michelle reached out to a couple of large boards that use Thentia to inquire about their experience. One board is very happy and the other is still transitioning from their old system. Considering the size of some of the Board using Thentia, time may be necessary for more feedback.

Michelle currently uses LogiForms for the Renewal form and AirTable for the online database, which are both user friendly and low cost. Even so, it would be best to have everything in one location. Thentia replaces both systems and offers an online portal for licensees, which would allow licensees to update their mailing address or upload their application to dry needle on their own. During the Sunset review, online applications with licensee portals were encouraged to streamline the licensure process and allow licensees to submit all their documentation online.

Previously Keoni has asked if these licensing software companies can work in conjunction with the BOC's system. Michelle asked the BOC if they have an API that would work with Thentia and they replied that potentially they could. Then again, they have their own system they would like our Board to use. Regarding continuing education certificates, the BOC only keeps them if that AT's account has been audited. Working with the BOC directly may not streamline that process more for our licensees.

Tedd acknowledges that cost was an issue, but he thinks that the Board is in a financial position for an online system like this and is in favor. He questions how much of the proposal centers around capturing continuing education and our Board does not keep track of CEUs. However, he sees the benefit for the dry needling licensees, and the \$12.00 per licensee per year is a reasonable number. Tedd then asks Michelle about the onboarding process and training timeline to get her up to speed. Michelle states that Thentia's interface is similar to a CRM database Michelle used at a previous job; however, with anything new, there is a learning curve. The Board is considering this proposal in January and Thentia's onboarding timeline is 60 days. If everything goes according to plan, the system could be up and running for the renewal period that begins in May. Tedd would like Michelle to inquire about that potential cost of onboarding new employees as well.

Keoni agrees that the cost is reasonable. Still, he would like Michelle to explore the BOC's system again and, by the next meeting, have a proposal the Board can take action on. As the Treasurer, he sees back to December of 2017, that there is about \$12,000 or more every year in net income left over that is ballooning the reserves. In trying to figure out what to do these reserves, an online licensing system seems like a logical place to spend some of that money. It would really improve the experience, not only for our Executive Secretary, but for our licensees.

Tedd suggests to Michelle to get another proposal from the BOC to see what they offer for a comparison. He would like the Board to compare the two proposals from Thentia and the BOC at the next meeting. Tedd tables the agenda item.

9. Review and approval for continued use of ZOOM for Board meetings to allow more access to the Public for participation in meetings and to assist in the creation of meeting minutes. (For Possible Action)

Tedd states that Zoom meetings are good and allow more access to the public. Harry thinks adding a virtual platform to all public meetings, whether by Zoom, BlueJeans, or WebEx, even with a physical location, will be the new norm. This additional access opens meeting up to the public and encourages participation. With COVID-

19 restrictions, people are getting educated on how to use them. Keoni asks Michelle to clarify what the Board is taking action on today. She explains that she is using her personal Zoom account. If the Board would like to continue using Zoom, she will set up an account with the Board credit card.

Tedd motions to approve the continued use of Zoom for Board meetings and instructs the Executive Secretary to create an account for the board and paid for by the board. Keoni Kinds seconds the motion, and it passes.

10. Review and approval for use of Otter.ai, an online transcription service that works in conjunction with ZOOM, for more accurate records of proceedings at Board meetings and to aide in creation of meeting minutes. (For Possible Action) Michelle informs the Board that she is required by law to keep audio recordings of all the meetings. With Otter, she will have a transcription that helps in drafting the meeting minutes. The annual cost is \$100.00, which is reasonably priced for a transcription service. Harry adds that some boards use this service and believes boards are supposed to have meeting minutes posted to their website within 45 days. Keoni asks if Michelle has looked into the transcription service that ZOOM offers. She explains that the fine print indicates that their cost is \$100.00 per month.

Tedd Girouard motions to approve the use and the purchase of Otter.ai online transcription services for use at the Board meetings. Keoni Kins seconds the motion, and it passes.

11. Review and approval of a monthly subscription of Adobe Acrobat DC. (For Possible Action) Michelle states that Adobe Acrobat will cost \$14.00 per month, and it will be very helpful with all the scanning she does, especially with the receipts for monthly financials. Keoni agrees that he uses it often. Tedd Girouard motions to approve the monthly subscription of Adobe Acrobat DC. Jay Cambridge seconds the motion, and it passes.

12. Review and approval of the purchase of a new laptop. (For Possible Action) Michelle explains to the Board that she has been experiencing problems with the laptop she uses which was purchased in either 2013 or 2015. She would like to purchase a new laptop with a solid-state drive. Keoni asks if the Board has purchasing power through any State agreements for this kind of equipment. Harry agrees that the State has purchasing agreements for computers and encourages Michelle to reach out to the State Purchasing department to find out more information.

Tedd Girouard motions to approve the purchase of a new laptop computer, for the Executive Secretary, in an amount not to exceed \$1,000. Jay Cambridge seconds the motion, and it passes unanimously.

13. Review and discuss the increased fees charged by AT&T for the Board phone and approve the search for alternative phone service. (For Possible Action) Michelle informs the Board how much the AT&T phone bill has gone up in price. In October 2020, the bill was up to \$124.00 compared to \$87.62 when she started. She suggests that the Board can save money with a VoIP phone service instead. Tedd states that he is in favor of Michelle doing some research. He tables this agenda item and asks Michelle to give the Board a proposal at the next Board meeting.

14. Review and approval of increased fees for the Wells Fargo analyzed business checking account. (For Possible Action) Michelle explains to the Board that after the Board was a victim of fraud, the checking account was converted to an analyzed checking account for additional protection. The analyzed checking fee varies every month anywhere from \$50.00 all the way up to \$85.00, depending on the number of deposits made. The fees Wells Fargo charges for the analyzed accounts have gone up, but it is uncertain what effect that will have on the total monthly fee. Tedd appreciates Michelle bringing the increase in fees to the Board's attention. No action is taken.

15. Review and approval of regularly scheduled transfers from the Board checking to the savings account to avoid the savings account going into inactive status. (For Possible Action) Michelle informs the Board that Wells Fargo calls the account a government checking account, but the account is used as a savings account. After 10 months of no activity on the account, it goes into inactive status. The bank requires either a deposit or withdrawal to keep the account active. If not, Michelle receives letters stating that the funds will get turned over to the State. She suggests transferring a small amount to the account every six months.

Keoni states that when he reviews the monthly statement, he wonders the purpose of the account. He asks who determines the amount kept in the account. Michelle explains that it used to be a money market account, but it was changed by the bank. Boards are supposed to be nonprofit. She asks if a separate reserves account is required and mentions that she would like to add that discussion to the next agenda.

Tedd asks if the analyzed business checking account has all the fraud protection, it may make sense to combine both accounts. He asks Michelle to get a proposal from our banker to find out the Board's options. No action is taken.

16. Review and discuss joining the Administrative Collaborative of the State of Nevada Professional and Occupational Licensing Boards. (For Possible Action) Michelle explains that the purpose of the collaborative is for her to meet with other executive directors to share ideas and information, like keeping track of different regulations in session. When originally presented with the proposal to join the collaborative, she thought she was joining on her own. However, as a representative of the Board, it would be appropriate for the Board to approve her joining this administrative collaborative.

Tedd Girouard motions to approve Michelle joining the Administrative Collaborative of the State of Nevada Professional and Occupational Licensing Boards. Kyle Moore seconds the motion, and it passes.

17. Review and approve the closing of the Puliz storage account. (For Possible Action) Michelle explains that the Board has three boxes in storage with Puliz for \$10.00 per month. Puliz has merged with another company called VRC that has a minimum charge of \$55.00 per month. VRC is not honoring the Puliz contracted rates. Upon receiving the notification of the merger and new rates, Michelle discussed the matter briefly with both Tedd and Harry. She emailed the company requesting to close the account and retrieve the boxes as soon as possible, since VRC is not honoring the agreement that was signed it back in 2017. She has still not heard anything back about closing the account or when she can go to pick up the boxes. She will have to keep emailing and calling until she receives a reply. Michelle states the contents of the boxes and that she will store them at her house. Harry suggests contacting the state of Nevada Library and Archives to confirm if what is stored in the boxes can be put in archives. Tedd agrees with Harry that some of the items may need to go to archives, so the Board is not holding on to them in perpetuity.

Tedd Girouard motions to approve the closing of the Puliz storage account. Keoni Kins seconds the motion, and it passes.

18. Review and discuss open Board positions. (For Possible Action) Tedd points out that the Board has no open positions since we have two new members. Realizing that Frank Sakelarios was not at the public workshop, he asks Kyle and Jay to introduce themselves again. Jay Cambridge is prior Military Police and currently the founder of The Intentional Movement. Jay found out about the opportunity to serve on a board from a friend who works at the Attorney General's office. He has the heart to serve and is happy to be on the Board of Athletic Trainers. Kyle Moore is currently the Associate Head Athletic Trainer with the Vegas Golden Knights. Originally from Pennsylvania, he has been in Nevada for four years. He has been a licensed athletic trainer in the states of Ohio, Maine, and Pennsylvania. There is no further comment.

19. Report from Executive Secretary, Michelle Cothrun. (Discussion) Michelle informs the Board about the following:

- 1) Both the active and expired licensee lists are active links. The expired list was added on October 7, 2020. As changes occur, the website automatically updates.
- 2) The Board received a fraudulent unemployment claim. She submitted the response to the Unemployment Office and is waiting to hear that the fraudulent claim has been closed
- 3) New legislation for the collection of additional data when licensees renew will go through this Session. Boards may be required to collect statistical information such as age, gender, ethnicity, and more.
- 4) The modernization of the Department of Public Safety system will replace the paper process with an online portal that will be completed by 2023.
- 5) Required training to ensure that the Board website is ADA compliant.
- 6) The need to make the renewals form more secure by making sure the link is no longer active so that no one can renew after the deadline or making it password protected, like the restoration form.
- 7) Update all accounts to reflect the new Board address on Mae Anne Avenue.
- 8) Confirm that the Board website complies with NRS 603A.040, which states that no personal information can be posted on a public website.

Regarding the renewal form, Keoni suggests an expiration date may be easier than adding a password. Michelle will investigate that option with LogiForms. There is no further discussion.

20. Report from Harry B. Ward, Deputy Attorney General. (Discussion) Harry Ward has nothing to report. He is available to send out letters on his letterhead for the alleged unlicensed activity if Michelle does not receive a response to the letters Michelle sends out. There is no further discussion.

21. Future agenda items. (Discussion) The Board discusses adding training on Open Meeting Law for the two new Board members and an explanation of the LCB. File R148.20, which outlines giving the Chairperson the authority to decide on pretrial motions. There is no further comment.

22. Discussion and possible decision on date of next meeting. (For Possible Action) Tedd Girouard proposes meeting in a couple of weeks to discuss the formation of a Subcommittee to review dry needling applications and the possible licensing software proposal from the Board of Certification (BOC). The usual Board meeting can be later. The dates and times chosen are January 29, 2021 at 1:00 PM and April 23, 2021 at 3:00 PM. There is no further discussion.

23. Public comment. No public comment as there are no members of the public present.

24. Adjournment. (For Possible Action) Tedd Girouard adjourns the meeting at 4:14 PM.

**** MEETING MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT SCHEDULED BOARD MEETING.**

MINUTES OF THE MEETING FOR THE NEVADA STATE BOARD OF ATHLETIC TRAINERS (NSBAT)

DATE & TIME: January 29, 2021 @ 1:00 p.m.

Public Access with Zoom:

Meeting ID: 897 506 8640
Passcode: 640B

Due to COVID-19 and Governor Sisolak's Emergency Mandate to Stay at Home for Nevada, this meeting will only take place via Zoom. The Board is pleased to invite individuals to participate remotely using ZOOM. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the ZOOM website and click "Join a Meeting." You will be prompted to enter your name, along the Meeting ID and Meeting Password above.

The Board office recommends that individuals unfamiliar with ZOOM visit the website in advance to familiarize themselves with the format by viewing the online tutorials and reading the FAQs.

1. Meeting called to order by NSBAT Chair, Tedd Girouard at 1:00PM.

Board Members Present: Tedd Girouard, Keoni Kins, Jay Cambridge, Kyle Moore, and Frank Sakelarios.

Staff Present: Harry Ward, Deputy Attorney General, and Michelle Cothrun, Board Executive Secretary.

2. **Public comment.** Michelle Cothrun confirms that no members of the public are attending on Zoom, and she has not received any public comment by email or any other means. No public comment.

3. **Review and approve Board meeting minutes of May 22, 2020. (For Possible Action)** Harry Ward recommends that the new Board members not in attendance at the May 22, 2020 meeting approve the minutes as to form but not as to content in order to comply with Open Meeting Law. Tedd asks if any Board members have comments or questions and there are none.

Keoni Kins motions to approve the meeting minutes from May 22, 2020. Tedd Girouard seconds. Tedd Girouard, Keoni Kins, and Frank Sakelarios approve the minutes. Kyle Moore was in attendance, so he votes to approve as well. Jay Cambridge approves as to form but not as to content, and the motion passes.

4. **Review and discuss the formation of a Board subcommittee to review proof of education and training documentation submitted by licensed Athletic Trainers to determine which licensees comply with the new dry needling regulation, and other duties to be determined by the Board. (For Possible Action)** Tedd Girouard recalls that he was on the Subcommittee for Pharmaceuticals as a member of the public before he became a Board member. He believes that public members should be considered for the Subcommittee. Harry Ward states that some Boards have members of the general public serving on their Subcommittees. They could offer a different perspective; however, they would probably not have any knowledge regarding dry needling or desire to volunteer

unless they are in a cross discipline. Jay Cambridge agrees that a representative from the public would offer a unique perspective.

Tedd is in favor of forming a Subcommittee because the responsibility to review the education requirements submitted in the dry needling applications should not fall on the Executive Secretary. He clarifies that the members need to be advanced clinicians, educated in athletic training, specifically in the context of athletic training education, not necessarily dry needling certified. The benefit of tasking a Subcommittee to perform the reviews is that this will be an ongoing process. Since members are appointed by the Board and not by the Governor, their terms are not limited to a few years. Harry advises to leave the terms open-ended and without restrictions.

Keoni Kins lists a few considerations in forming a Subcommittee. He asks the Board to think about the timing of the Subcommittee meetings after this first round, as these applications may come in throughout the year, and create a process that supports a quick review if somebody should apply for a license mid-annual cycle. Most importantly, draft a list of instructions on how to interpret the regulations. Oftentimes in reading these regulations more questions than answers arise, so providing clarity is crucial.

Tedd states that the Board could charge the Subcommittee to produce the guidelines themselves on how they would like to proceed. Harry Ward confirms that the Board could charge the Subcommittee with reviewing the statutes, regulations, and possibly coordinate with Board Counsel, to come up with a set of guidelines. He reiterates that the Subcommittee is an arm of the Board acting as fact finders. They do not take action on their own but report their findings and make recommendations to the Board for final approval. For instance, they may suggest a list of names be approved in Globo but withhold others for the Board to review and make the determination if there is a gray area.

Before discussing if the Board should have the Subcommittee draft the procedures, Tedd asks if there are Board members that would like to serve on the Dry Needling Subcommittee. Kyle Moore is happy to serve, since he dry needles and has a pretty good knowledge and clinical experience with it. His only reservation is his availability and schedule. Keoni Kins is also happy to help on the Subcommittee. His only question is the timeliness of responding to this first round of folks who have submitted their paperwork. He does not want to wait three months until the next scheduled Board meeting to make the final decision. Tedd suggests scheduling another Board meeting, if the subcommittee can complete this first batch in the next month. Considering the number of applications is around fifty, Kyle thinks that is manageable.

Tedd informs the Board that he has reached out to Steve McCauley, who is interested in serving on the Subcommittee as a member of the public and has intimate knowledge of the language of the regulation. Tedd suggests limiting the Subcommittee to three members and his opinion is that Keoni, Kyle, and Steve would do a good job. Kyle agrees with three members. Both he and Steve submitted their applications to dry needle. When their own applications are being considered, they can recuse themselves and there will still be two members left to vote.

Keoni returns the discussion to the need for a clear definition of graduate-level work. Tedd reads the relevant portion of the regulation: "... such hours may include didactic education and training completed as part of a graduate-level program of study" and emphasizes the word "may." Harry explains that in legal the word "shall" is mandatory, while "may" is permissive. Tedd's opinion is that the hours do not have to be part of the graduate-level program of study, as long as those hours are approved by the Board. Kyle Moore interprets the didactic education as continued education related to dry needling, or part of graduate-level coursework.

Keoni Kins states that the Board may get critiqued by other professions for being easy with the interpretation of the regulation. He agrees with Kyle's interpretation of the language; however, it is tricky for those who have been practicing athletic trainers for a long time, where the entry-level degree was a bachelor's degree. They do not have a graduate degree and may need to comply with 150 hours through post baccalaureate professional development courses through continuing education. And if the Board agrees that meets the requirement, that must be made clear to the Subcommittee. Kyle thinks the requirement is post undergrad. Tedd thinks the education needs to be post

certification and questions if post baccalaureate better defines it. He adds that some master's programs are teaching dry needling as part of their core curriculum. Keoni recaps that it sounds like the Board is looking for post professional athletic training courses.

Kyle asks if the Subcommittee just needs to review applications and then bring the questionable ones before the Board for discussion. Keoni emphasizes that there needs to be some clarity as to what the standards are. He has reviewed about 14 of the applications that Michelle had listed as completed and the vast majority meet the requirements without a question. There are just a handful that would need some discussion.

Harry adds that the regulation states “approved by the Board,” which gives the Board the authority. He advises not to define what the statute says, but to give the Subcommittee some guidelines. They can then make recommendations to the Board to approve or not approve or bring this individual's education before the Board for discussion. He suggests that, if there is a question on a licensee's application, the Board let them have their due process. Notify them that they are not going to be approved, and that they can appear before the Board to argue their case and potentially provide more evidence. If the Subcommittee needs more information, they do not have to wait on the Board. They have the authority to contact the licensee and request what they require to make their final recommendation. Tedd agrees and believes the main charge of the Subcommittee is to root out the applications that are questionable and need further review. The Board agrees on forming a Subcommittee.

Tedd Girouard motions that the State Board of Athletic Trainers forms an ongoing Subcommittee that is charged with reviewing the submitted applications by licensed Athletic Trainers to determine if those licensees comply with the new dry needling statutes and regulations. Keoni Kins seconds the motion, and the motion passes.

Tedd Girouard motions to nominate Kyle Moore and Keoni Kins to serve on the Dry Needling Subcommittee. Frank Sakelarios seconds the motion, and it passes.

Tedd Girouard motions to appoint Steve McCauley to also serve on the Subcommittee on Dry Needling. Kyle Moore seconds the motion, and it passes.

Tedd opens the motions for discussion and asks Keoni and Kyle if they have any questions or need any final direction from the Board. They both agree that they have a good understanding based on the previous discussion. Tedd recommends that the Subcommittee elect a Chair, meet as soon as possible to go through this initial batch, and decide on how often to meet thereafter. Harry adds that the Chair has the authority to delegate work, without having to come into an open meeting. Reviewing the applications privately before meeting together will save time. Harry refers to NRS 241.015, subsection four and advises that these Subcommittee meetings must comply with Open Meeting Law, including public comment, posting agendas and meeting minutes. A Deputy Attorney General is not required to attend, but he is always available to answer questions. To avoid a walking quorum, everything goes through Michelle. She will contact the Subcommittee members to coordinate and schedule the first meeting, which can occur in the evenings or on weekends. Tedd asks that once the first batch has been reviewed, let Michelle know and she will coordinate with the rest of the Board to schedule a special meeting to review and approve the Subcommittee's recommendations.

Tedd thanks both Keoni and Kyle for agreeing to serve and there is no further discussion.

5. Review and final approval of proposal from Thentia for online licensing software and database. (For Possible Action) Michelle informs the Board that she reached out to the BOC. Unfortunately, with such a short turnaround, they requested more time to prepare a formal proposal. Michelle emphasized that pricing is a main concern the Board and gave the price range of proposals already considered with the highest and lowest bids. They replied that they are eager to work with our Board and can work with us on pricing. Michelle states that the current renewal process works well, so there is no need to rush into an agreement before the renewal period begins in May. Her concern is improving the compiling and reporting of data.

Tedd adds that when he was at the last BOC regulatory meeting, the North Dakota Board was very happy with the BOC's arrangement, which could be in part because they do not have an Executive Secretary. Although this

software is not for protection of the public, it could provide protection of our licensees since their personal information would be stored in fewer locations.

If the Board does schedule a special meeting for the dry needling reviews and the BOC has submitted their formal proposal in time, the proposal will be added to the agenda. Tedd tables this agenda item.

6. **Future agenda items. (Discussion)** Tedd asks if any Board members have future agenda items but there are none. No further discussion.

7. **Public comment.** Michelle confirms that no members of the public have joined during the meeting. No public comment.

8. **Adjournment. (For Possible Action)** Tedd Girouard adjourns the meeting at 1:56 PM.

**** MEETING MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT SCHEDULED BOARD MEETING.***

MINUTES OF THE MEETING FOR THE NEVADA STATE BOARD OF ATHLETIC TRAINERS (NSBAT)

DATE & TIME: April 19, 2021 @ 1:00 p.m.

Public Access with Zoom:

Meeting ID: 897 506 8640
Passcode: 640B

Due to COVID-19 and Governor Sisolak's Emergency Mandate to Stay at Home for Nevada, this meeting will only take place via Zoom. The Board is pleased to invite individuals to participate remotely using ZOOM. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the ZOOM website and click "Join a Meeting." You will be prompted to enter your name, along the Meeting ID and Meeting Password above.

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1. Meeting called to order by NSBAT Chair, Tedd Girouard at 1:02 PM.

Board Members Present: Tedd Girouard, Keoni Kins, Jay Cambridge, Kyle Moore, and Frank Sakelarios (arriving late).

Staff Present: Mike Detmer, Deputy Attorney General, appearing on behalf of Harry Ward, and Michelle Cothrun, Board Executive Secretary.

2. Public comment. Tedd Girouard invites both members of the public in attendance to introduce themselves. Michael Sepiol is speaking on behalf of the Nevada Athletic Trainers Association (NevATA), in opposition to SB 335. He states the following, "Our membership has done a lot of research over the past three weeks since this bill was initially brought before a hearing by Senator Hardy. We believe that the abolishment of the Board of Athletic Trainers does not serve our members and licensees in the State. This bill was mirrored after the Division of Occupational Licensing (DOPL) in the state of Utah, which governs all medical boards. I have spoken with constituents in Utah as well as a past President of the Association there. Only one advisory member from the Board of Athletic Trainers is not enough. Currently in Utah, their board is intact as an advisory board with one liaison that governs them. And their input is considered when it comes to disciplinary action and the practice act. We believe that this bill needs to be amended to include all allied health care professionals, so that the Board of Athletic Trainers is not singled out. As written, the only other allied health care professional board is the Dental Board. And this bill is unexpected after receiving good feedback from the Sunset Subcommittee review in 2019. Our Board is financially intact and would be able to defend itself in case of a lawsuit. It is confusing how and why our Board was included in this bill. That is my comment in opposition to SB 335 as it is currently written."

Brittany Backofen is an athletic trainer and the Secretary for the Nevada Athletic Trainers Association. She summarizes the public comments from members regarding SB 335 from the organization's meeting held on April 15, 2021, noting there were recording issues. She states the following, "Most of them disagree with how the bill was written by including Athletic Trainers. Like Mike stated, there were not many other healthcare professionals

included, so we felt singled out. There were a couple of comments about not having specific criteria for inclusion in the bill, whether for athletic trainers or for the other groups, which caused much confusion. Many felt that at some point this bill would be passed but wanted to have more input as to how Athletic Trainers were going to be included and advocate for our profession. Fourteen members were on the call, including myself. Those were most of the comments I received in opposition to this bill.”

Tedd thanks both Michael and Brittany for attending and asks if there are any other members of the public in attendance. Michelle confirms that no other members of the public are attending on Zoom and that she has not received any emails with public comment for this meeting. There is no additional public comment.

3. Review and discuss Senate Bill 335, what position the Board would like to take regarding the bill, and if the Board would like to write a letter to submit an official opinion of either support, neutral, or opposition.

(For Possible Action) Tedd thanks everyone for coming to the meeting on relatively short notice and asks the Board for their feedback on what was passed from the Committee meeting on Friday, April 9th. He informs the Board that he also attended the previous Committee meeting by phone to give his opinion, but he did not speak for the Board. This meeting is necessary to discuss as a Board a possible official response to SB 335.

Kyle Moore states that he agrees with Michael Sepiol’s thoughts and is opposed to the bill as written. However, if the board can remain intact and is trusted to carry out its duties, he could support it. The way the bill is written now, athletic training is being singled out compared to the other allied healthcare professions. His stance is of opposition unless the bill were to be amended to include other allied health care professions.

Keoni Kins adds that his concerns are similar to what has been voiced. His biggest opposition to the bill as proposed is that there were no specific requirements that were met or not met by this Board to be considered for abolishment. He agrees with Michael Sepiol’s comments in that our Board did have a successful Sunset Subcommittee review. To end up on the list for abolishment without a clear rationale is troubling. When boards are abolished, they ought to still have adequate representation of licensees on any subsequent advisory boards or committees formed through this legislation. The minimum requirement of one licensee on the advisory boards does not provide adequate input from those on the front lines of the profession. Healthcare professions change rapidly. Having individuals on those advisory committees who are not well informed of what contemporary practice looks like would not be improving the future Division’s ability to protect the public. He believes that legislation like this will get passed eventually and there are benefits to having some centralization and standardization of processes to reduce duplication of efforts. Still, all medical and Allied Health Professions ought to be under its purview and not just some.

Tedd asks Michelle if she knows the amendments that were passed on April 9th, as he has not been able to get a copy of what was passed. Michelle states that one amendment was to remove the Barbers Board from the bill. She lists the six Boards originally included for abolishment: Athletic Trainers, Barbers, Dental, Homeopathic Medical Examiners, Massage Therapists, and Oriental Medicine. She informs the Board of a conceptual amendment submitted by Elliott Malin on behalf of the Nevada Board of Homeopathic Medical Examiners to Senator Hardy. She contacted Mr. Malin to ask if the motion to amend and do pass included his amendment. He has not been able to confirm that. Tedd and Michelle discuss whether Elliot Malin’s amendment was considered friendly or not.

Tedd adds that another amendment was to change the timeline to January 1, 2022 to allow for the five boards to work with the Administrator to make for a smoother transition. Tedd states that if this legislation is passed, being in this first group could be an advantage if we can have a discussion about the policies and what ends up transpiring with this new Division, specifically with the advisory boards. Having a say in this process could be a positive, not just us as a Board and for athletic trainers, but for the health and safety of the public in the state of Nevada.

Michelle discusses the work session document by Caesar Melgarejo and reads the second paragraph of the public comment submitted by Elliot Malin, dated April 1, 2021 (attached as Exhibit 1). “We would like to see the advisory boards as detailed in the bill to be empowered, as subject matter experts in their respective fields to have a greater

role within the new division in the Department of Business and Industry. The role would not give the advisory board final say on any decisions but would allow them to have a substantial part in the proctoring and administering of the Licensure exam, reviewing continuing education credits, reviewing and making recommendations to update Regulations within industry standards, and to investigate bad actors and make recommendations to the administrator of the Division of Licensing on punitive measures that should be taken. We believe these are reasonable to help protect Nevadans as well for forging ahead in a new direction that will create a more efficient and effective regulatory body.” Mr. Malin also proposed changing the language from one licensed individual to a majority of the members on this advisory committee should be licensed individuals, which addresses the Board’s main concern of adequate representation of these advisory boards. He wants to work with Business and Industry (B&I) to smooth over the transition to the new division.

Michelle reached out to Mr. Malin to voice her main concern that the new division would be powerless to stop unlicensed activity. Our Board receives more complaints about unlicensed activity than regarding our licensees. He responded that he is in contact with B&I and Senator Hardy, and that he would talk to them about her concerns about unlicensed activity.

The Board also considers if it is too late in the process to submit an official position regarding this legislation. Tedd suggests having a conversation with Mr. Malin, the lobbyist for the Homeopathic Board, to come together on language to propose an amendment when this comes up in the Senate. Kyle Moore agrees that is a great way to move forward to try to get as much representation as possible in a friendly manner.

Tedd adds that all current board members would automatically become members of the advisory board. Tedd, Frank, and Keoni’s terms end on September 30, 2021. There may not be time for the Governor to appoint their replacements. They discuss the possibility of remaining on the Board during this transition. They are happy to serve and help that transition happen to hopefully make policies more friendly to the board. Tedd thinks that if this legislation ends up passing, the Board is better off working with the Homeopathic Board for proper representation. A main concern from legislators is that licensees are not able to do a good job of policing their own. They maintain it is a conflict of interest that has caused major problems in other boards. Tedd states there has not been an issue in the six years that he has served on the Board or in the sixteen years as a licensee in the State.

The question remains why the Board of Athletic Trainers is being singled out. Tedd states that in the first meeting, a question was asked about the composition of the boards being abolished. The representative of the Department of Business and Industry listed problems those boards have suffered. However, our Board has not suffered from those problems. Tedd made sure his public comment addressed each of the concerns listed. When the question was posed to Senator Hardy, he responded that they chose some larger, some medium sized, and some smaller boards.

Tedd’s opinion is that our board has been singled out for some reason, perhaps being a new board. He cannot see how the board can fight being abolished. We are powerless. We were appointed by the government and our charge is public health and safety. How can we argue that this legislation would negatively impact public health and public safety? Kyle expresses concern that having someone other than an athletic trainer help approve and regulate Dry Needling certainly poses a public safety risk. The Board agrees with Kyle’s concerns.

Tedd states that the licensees can be more open and freer to lobby and voice their opinions. He expresses that this legislation caught everyone by surprise and suggests that the Board hire someone whose job is to watch the legislation coming through and keep track of what happens in the Legislative sessions. Michelle explains that even the Boards that have lobbyists were caught off guard by this legislation.

Michelle reminds the Board that Senator Hardy’s goal with this legislation is to eventually have all boards under this new division. Keoni states that if it is just a matter of time until all boards are absorbed, we ought to be aiming our efforts to make sure that we have adequate licensee representation on those advisory boards when the time comes. He would support our board talking to the Homeopathic Board with that end in mind.

Tedd asks DAG Mike Detmer if he, as the Chair of the Board, can contact the Homeopathic Board or its lobbyist, Eliot Malin, to discuss working together. He would report back to Michelle, and then she could provide a summary

to the other Board members. DAG Mike Detmer confirms that Tedd will not be committing an OML violation by speaking with a member of a different board or a lobbyist. However, he cautions the Board that Michelle can also be the facilitator of an OML violation. He explains to the Board how to avoid a walking quorum. Michelle can provide Board members an informational summary, but it must be a one-way conversation with no cross talk.

Tedd Girouard motions that he, as Chair of the Board of Athletic Trainers, will be in communication with the Homeopathic Board and/or their lobbyist to have conversations with them regarding the amendments that they proposed at the last Senate subcommittee work group, and see if we can work with them to have better representation of our licensees in SB 335. Keoni Kins seconds the motion, and it passes.

The Board then discusses the time sensitivity of this matter. Keoni suggests giving the Board Chair preapproval to sign the Board's name to a supportive letter that discusses increasing licensee representation on advisory boards.

Tedd Girouard amends the existing motion to also give the Board Chair the ability to sign as the representative of the Board on any documentation in concert with another board to increase representation on the advisory boards in regard to SB 335. Keoni Kins seconds the amendment, and it passes.

Kyle Moore thanks Tedd and Michelle for being on top of this legislation. There is no further discussion.

4. Review and discuss the findings made by the Subcommittee on Dry Needling. Discuss and approve their recommendations on which licensees fulfill the statutory requirements for dry needling. (For Possible Action) Michelle explains that most of the licensees who submitted their dry needling applications have been reviewed. One application needs a second review and two new applications have been received. The database notes which applicants the Subcommittee recommends passing as having fulfilled the statutory requirements for Dry Needling. The final step is for the Board to vote on whether to approve those recommendations or not.

Before Tedd proposes that the Board approve all the subcommittee's recommendations to pass, he asks about the two applications listed as needing more information. Kyle Moore explains that the Subcommittee requested continued education in the adult population because the one licensee's graduate education focused on the pediatric population. Michelle explains that the other licensee has moved out of state and withdrawn their application to dry needle. Kyle adds that the Subcommittee has agreed to meet on an as needed basis when new applicants come in and can schedule another meeting to review the two new applications Michelle has received. Tedd asks Michelle if the two new applications appear to be complete. If so, the Board can take the time to review them now. Michelle explains that she has not had a chance to upload the documentation to the database. Tedd proposes that the Board can schedule a special meeting to approve the Subcommittee's recommendations when new applications are received.

Tedd Girouard motions that the Board accept the list of 25 licensees recommended to pass from the Subcommittee on Dry Needling and subsequently give those licensees the approval to dry needle in the state of Nevada. Keoni Kins seconds the motion. Kyle Moore, having recused himself from voting for his application during the Subcommittee meeting, recuses himself now. The motion passes with four votes and one recusal.

Tedd thanks the Subcommittee for their hard work in getting this first set of reviews done. There is no further discussion.

5. Review and discuss the licensees who currently dry needle and are dual licensed as Physical Therapists (PTs). If they are working under their PT license, then the Board will decide whether to have them submit proof of training and education or whether they fall under the jurisdiction of the PT Board for dry needling. (For Possible Action) Michelle explains that the Subcommittee wanted the Board to discuss licensees that are dual licensed as athletic trainers and physical therapists. Kyle Moore states that if the licensee is practicing and employed as a physical therapist, then they should fall under the Physical Therapy Board and their guidelines for Dry Needling. The issue that can occur with a dual credentialed PT/AT is they could be working as a physical therapist, but then cover and practice as an Athletic Trainer to make some extra money on a weekend. The

Subcommittee wanted to bring this gray area, although rare, to the Board's attention. Keoni adds that Kyle summarized the Subcommittee's concern well and that more specific questions on the applications could alleviate some confusion. The matter of adding the questions to the initial and renewal applications will be reviewed in the next agenda item.

Tedd asks Keoni for his perspective as a dual credentialed professional. Keoni states that he would not consider himself an athletic trainer, unless he were specifically contracted for athletic training coverage. He agrees with Kyle that it would be rare to dry needle while covering for a weekend as an athletic trainer.

The Board discusses how the education requirements for athletic trainers and physical therapists to perform dry needling are very similar. Tedd adds that if a licensee has been approved to dry needle by the Physical Therapy Board, they should be approved as an athletic trainer as well. Mike Detmer, Deputy Attorney General, states that he represents the Physical Therapy Board and can speak with DAG Ward about any questions if necessary. Tedd expresses confidence in the PT Board's process to adequately assess their licensees' qualifications to dry needle.

Keoni reiterates that the primary question is if they dry needling as an athletic trainer. If so, they must submit their documentation for review and approval. Once they have gathered their paperwork together for one Board, they can easily submit it to the other. There is no further discussion, and no action is taken.

6. Review and discuss adding a question on the initial and renewal applications if the applicant or licensee dry needles and if they are dual licensed. If they will be working as a PT and not an AT, they will need to provide the PT Board with their proof of training and education. (For Possible Action) Tedd states that this matter has been discussed already and asks for any comments. Keoni Kins would like to clarify the questions that are being added to the applications and a place for applicants to acknowledge their dual licensing in a different profession that can dry needle. The Board discusses possible questions and settles on the following: 1) Do you currently dry needle as an athletic trainer? 2) Are you dual licensed?

Tedd Girouard motions to add the language to the renewal application or initial application asking if the applicant dry needles. And if they are dual licensed, under which of those licenses they intend to dry needle under. Kyle Moore seconds the motion and the motion passes.

7. Review and discuss the renewal application and whether to add questions regarding dry needling. (For Possible Action) Tedd Girouard states that the previous motion covered this agenda item. No action is taken.

8. Review and approve the cost of printing reminder postcards for Renewals. (For Possible Action) Michelle Cothrun informs the Board that the cost for printing reminder postcards was around \$100.00 last renewal season; however, the cost may be more this year. Tedd Girouard motions to approve the cost of printing the reminder postcards up to \$200.00 for this application cycle. Jay Cambridge seconds the motion, and it passes.

9. Review and discuss when the Subcommittee on Dry Needling should meet to review dry needling documentation, whether on a regular basis or as needed when new applications are received. (For Possible Action) Kyle Moore states that this matter was discussed briefly earlier in the meeting. The Subcommittee has already discussed and agreed to meet on an as needed basis. The Board discusses if it would be best to set the next Subcommittee meeting after renewals. Michelle will email the Subcommittee members to set a date soon after the renewal period ends on July 1st. Tedd requests for Michelle to inform licensees that submit their applications about the timeline of the next Subcommittee meeting and the Board meeting after that. There is no further discussion, and no action is taken.

10. Review and discuss the closing of the Puliz storage account, the fees associated with the closing of the account, and the account being sent to collections. (For Possible Action) Michelle Cothrun clarifies that the

Puliz storage account was sent to an internal collections department. The Board was paying Puliz \$10.00 per month for storage fees. The December 2020 bill was sent with a letter dated in October that a company called VRC took over Puliz. VRC would not honor the Puliz rates and would be charging over \$50.00 per month. Michelle outlines the steps she took to close the account. In February, when she went to pick up the Board's three boxes, she paid the \$73.46 to close the account. VRC is still sending invoices and charging a 1.5% late fee. Tedd suggests that Michelle send a certified letter outlining the steps she took to close the account. As far as the Board is concerned, the account is closed. Kyle Moore suggests adding this matter to a future agenda item when Harry Ward is present. Tedd agrees and the matter is tabled until the next Board meeting. There is no further discussion.

11. Report from Executive Secretary, Michelle Cothrun. (Discussion)

- a. Adding the Board to the door at the new office location
- b. Updating address on all forms and accounts
- c. Status of Board website being ADA compliant

Michelle Cothrun reports that the Board's name has been added to the door at the new office location on Mae Anne Avenue. In addition, she is in the process of updating all the vendors with the new address. Lastly, the Board website was reviewed and is ADA compliant except for one document, which is from the Department of Public Safety. She is working on making it compliant. There is no further discussion.

12. Report from Harry B. Ward, Deputy Attorney General. (Discussion) Harry Ward is not in attendance. Therefore, this agenda item is tabled until the next meeting.

13. Future agenda items. (Discussion) Michelle Cothrun informs the Board that Frank Sakelarios forwarded a healthcare careers manual with statistics compiled by the University of Nevada, Reno (UNR) for the Board to review. It incorrectly states the statistics for athletic trainers as being 2,500 in the state of Nevada. That number may represent the number of personal trainers in the state. She will add it to a future agenda to see if the Board would like to send the authors a letter. Tedd suggest that Michelle forward the manual to the Association (NevATA), as it may be Association business as well. There is no further discussion.

14. Public comment. Tedd Girouard asks the two members of the public still in attendance if they have any comment. Michael Sepiol from the Nevada Athletic Trainers Association (NevATA) wants to follow up and confirm that those individuals who have met the minimum requirements are allowed to practice Dry Needling and asked how those members would be notified. Michelle answers that she will be contacting them by email to let them know the results. She adds that at a previous meeting, the Board voted to have an additional column added to the active licensees list that indicates whether the licensee is approved to dry needle or not. In addition, those individuals who are approved to dry needle are going to have a line added to their licenses stating that they meet the requirements per NRS to dry needle. Michael then asks what the process is if an individual is deemed not to meet the requirements. Tedd replies that they can petition the Board to review their application, rather than just before the Subcommittee. There is no further comment.

15. Adjournment. (For Possible Action) Before adjourning the meeting, Tedd Girouard would like to schedule the next Board meeting. The Board discusses dates and times for the next meeting and settles on July 12, 2021 at 3:00 PM. Tedd thanks everyone in attendance, especially Mike Detmer from the Attorney General's office for stepping in. The meeting is adjourned at 2:38pm.

**** MEETING MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT SCHEDULED BOARD MEETING**

Exhibit 1 - SB335_Testimony_Elliot Malin_Nevada Board of Homeopathic Medical Examiners

April 1, 2021

Good morning,

Vice Chair Neal and Members of the Senate Committee on Commerce and Labor, for the record my name is Elliot Malin, first name E-L-L-I-O-T last name M-A-L-I-N, representing the Nevada Board of Homeopathic Medical Examiners. Thank you for the opportunity to speak with you today. We are neutral on SB 335 and have communicated with Senator Hardy that we stand ready to work with him to make this bill work with a few changes.

We would like to see the advisory boards as detailed in the bill be empowered as subject matter experts in their respective fields to have a greater role within the new Division in the Department of Business & Industry. This role would not give the advisory board final say on any decisions but would allow them to have a substantial part in the proctoring and administering of the licensure exam, reviewing continuing education credits, reviewing and making recommendations to update regulations within industry standards, and to investigate bad actors and make recommendations to the Administrator of the Division of Licensing on punitive measures that they should be taken. We believe these are reasonable to help protect Nevadans while forging ahead in a new direction that will create a more efficient and effective regulatory body.

We look forward to continuing to work with the sponsor and continue our conversations on this bill.

I stand ready to answer any questions, and I thank you for your time today.

MINUTES OF THE MEETING FOR THE NEVADA STATE BOARD OF ATHLETIC TRAINERS (NSBAT)

DATE & TIME: September 13, 2021 @ 2:00 p.m.

Public Access with Zoom:

Meeting ID: 897 506 8640

Passcode: 640B

The Board is pleased to invite individuals of the public to participate remotely using ZOOM. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the ZOOM website and click "Join a Meeting." You will be prompted to enter your name, along with the Meeting ID and Meeting Passcode above.

1. Meeting called to order by NSBAT Chair, Tedd Girouard at 2:02 PM.

Board Members Present: Tedd Girouard, Keoni Kins, Jay Cambridge, Kyle Moore, and Frank Sakelarios.

Staff Present: Harry Ward, Deputy Attorney General, and Michelle Cothrun, Board Executive Secretary.

2. Public comment. Michelle Cothrun confirms that no members of the public are attending on Zoom, and she has not received any public comment by email or any other means. No public comment.

3. Review and discuss a succession plan for the Board members whose terms end on September 30, 2021, to include the nomination and election of a new Board Chair and Treasurer. (For Possible Action) Tedd asks Michelle if she has any update from the Governor's office. Michelle has not received any notification about applications. The last time she checked the Governor's website, the Board's vacancies were not listed; however, people can still apply. She had one licensee express interest in serving, so she gave them the information on where to apply. Tedd knows of another that has applied and asks Michelle to follow up with the Governor's office.

Regarding other recruiting, Keoni has reached out to a handful of dual licensed licensees; however, there are not many that maintain their AT and PT licenses, which is a constraint. Tedd explains to Harry that the statutes specify that the Board has one member that is dual licensed and asks what happens if the Board cannot find someone. Harry Ward advises that the Board must follow the NRS and all that can be done is to leave the position open until it is filled.

Tedd states that as the athletic training profession changes to a master's degree, there will be fewer dual credentialed, dual licensed candidates. The Board discusses how the requirement for a dual licensed Board member came from the Physical Therapy Association (PTA) and possibly changing the NRS requirement due to the increasing difficulty of finding a licensee with those credentials. Harry advises against looking into changing the NRS. Tedd agrees with the necessity to tread lightly but expresses concern that a Board with four members will not be in anyone's best interest. Kyle Moore adds that being dual credentialed will not be in practice in the future. He thinks being proactive would benefit the Board, as opposed to leaving that position open without a voice. Tedd and Keoni discuss approaching the PTA and the PT Board together to let them know that it is increasingly difficult to find someone to fill the dual licensed position and to discuss ways to tackle the issue collaboratively. It was clearly a contentious matter that got the language included in the original NRS, so working together proactively is smart.

Regarding potential open positions, Harry confirms that Board members can stay on the Board until they are replaced by the Governor. They have the same voting rights and are acting as that Board member until either the Governor appoints someone else, or they resign. Tedd does not mind staying on as Chair the Board until his position has been replaced. Keoni is willing to stay on and serve as Treasurer for the short term, recognizing the difficulties in potentially filling the requirements of this seat, but will not commit to a perpetual position on this Board. Tedd thanks Keoni for his service and agrees that staying on in perpetuity is not in his best interest. Frank Sakelarios is also willing to serve until his replacement is found. Tedd, Keoni, and Frank have all served two terms.

Kyle Moore expresses that he cannot commit to being the Chair of the Board. While he enjoys serving on the Board, he recognizes that the Chair requires more time and commitment. He recommends that if one position is replaced before another, that Tedd stay on as Chair to provide guidance. Having that valuable experience as long as possible will benefit the Board. Frank agrees that Tedd as Chair brings valuable experience to keep things going forward.

The Board discusses bringing the matter to a vote; however, Harry suggests not putting it to a vote to remain flexible. There is no further discussion, and no action is taken.

4. Review and approve Board meeting minutes for the following: May 22, 2020; January 8, 2021 Workshop; January 8, 2021 Board meeting; January 29, 2021; and April 19, 2021. (For Possible Action)

Michelle explains that the May 22, 2020 meeting minutes were approved at a previous meeting. She adds that she has worked on editing the transcripts of these meeting but has not completed the minutes. She will post the minutes as she completes them to the Board website, as opposed to Dropbox, and will notify the Board members when they are available for review. There is no further discussion, and this item is tabled until the next meeting.

5. Update on disciplinary action reports and investigations of unlicensed activity. (For Discussion)

Michelle informs the Board that she has not received any complaints of unlicensed activity, nor was any disciplinary action taken. The statistics she reported to the LCB for the quarter ending June 30, 2021: 5 new licenses were added and 35 were removed when they expired, and 10 applications were received. The system shows 267 active licensees; however, there are currently 280 active licenses, which is a new peak number.

Tedd asks Michelle the timeline for an applicant to receive their license. Michelle has been informing applicants that results can take anywhere from six to eight weeks for fingerprint cards. She explains that the Department of Public Safety has been experiencing delays being inundated with new applications. They are taking measures to modernize their system, which take effect in 2023. There are similar delays with live scans and can take at least 45 days. Tedd wants to confirm that the Board is doing all it can to process the applications timely, as these delays are preventing people from working.

Keoni states that a customer service component is notifying potential applicants of these delays on the Board website. The Board office is not doing anything wrong but better communication is needed. It is unreasonable for applicants to have to wait two months for fingerprinting results to be able to practice. Michelle explains that there are instructions on the application to begin the fingerprinting process as soon as possible. She adds that the PT Board has a notice on their website alerting applicants about the delays in processing fingerprints. Michelle will add a similar notice to the Board website, which may alleviate some frustration. There is no further discussion.

6. Review and discuss financial status of the Board, including approval of all claims and expenses from the 2021 fiscal year end, and the annual balance sheet that is submitted to the LCB, per NRS 218G.400. (For Possible Action) Tedd asks Michelle if anything stands out that the Board should be aware of. Michelle mentions that the Board for its size has a large amount in reserves, which was called out in the Finance audit in 2017. Even with a couple of extra expenses, there are funds left over every year. He also asks about the telephone and telecommunication expense of \$4,595. Michelle explains that the expense category includes the fees for the Board

website and email in addition to the telephone. Fortunately, the State has reduced its fees for the website and email from approximately \$150.00 per month to about \$80.00. She has not had a chance to look into VOIP as a cost-saving alternative to the AT&T landline. The discussion shifts to the office sharing agreement with the Board of Occupational Therapy. Michelle lists some of the benefits of the co-working agreement. Since she runs the Board office out of her home, there was not a physical location open to the public. The Board now has a physical office that fulfills the NRS requirements that a State office is open for at least 40 hours per week, agendas are posted at the office, and meetings with a physical location are open to the public. The agreement greatly benefits our small Board.

Tedd Girouard motions to approve all claims and expenses from the 2021 fiscal year and the annual balance sheet that is submitted to the LCB. Keoni Kins seconds the motion, and it passes.

7. Review and discuss the findings made by the Subcommittee on Dry Needling. Discuss and approve their recommendations on which licensees fulfill the statutory requirements for dry needling. (For Possible Action) Michelle explains that the Subcommittee has been referring to the applicants by numbers and points out that there are several applications listed as still in progress with two incompletes. The list of numbers the Subcommittee recommends to pass are 91, 70, 92, 51, 96, 95, and 94. The next agenda item will consider the two new applicants, numbers 102 and 103, which have not been reviewed by the Subcommittee.

Tedd Girouard motions that the Board approve the applicants who have been recommended to the Board by the Subcommittee. Kyle Moore seconds the motion, and it passes. Michelle will reach out to the licensees whose applications are incomplete or need additional information. There is no further discussion.

8. Review and discuss the documentation submitted by licensed athletic trainers who missed the deadline for the previous Subcommittee meeting or recently completed the required Dry Needling course. (For Possible Action) Kyle Moore states that he has reviewed both applications and concludes that 103 needs more information on how their classes relate to dry needling. For number 102, his recommendation is to pass, noting that the Dry Needling certificate does not indicate approved by the Board of Certification (BOC). He asks if that is something the Board should consider in the future. Keoni agrees and points out that the other applicant also has courses that are not BOC approved. He adds that the regulation does stipulate BOC, CAATE, or Board approved. BOC approved is not a requirement, but it does offer understanding of the rigor of the course. Tedd and Keoni have reviewed the Dry Needling course in question, and both believe it to be high quality. Keoni adds that the PT Board has a Subcommittee that reviews and approves continuing education courses, and this course was approved, providing more confidence of its quality. The Board discusses starting a list of courses that meet the statutory requirements but may not be BOC approved.

Tedd states that he will recuse himself since he has conflicts of interest with these two licensees. Kyle reiterates that additional information is needed from applicant number 103. If the Subcommittee does decide to provide model applications, 102's application would be a good candidate. There is no further discussion.

Kyle Moore motions to pass and approve applicant number 102. Keoni Kins seconds the motion, Tedd Girouard abstains from voting, and the motion passes with four votes and one abstention.

9. Review and discuss a possible action plan for the Board to monitor licensed athletic trainers that are dry needling but have not been reviewed and approved by the Board. (For Possible Action) Kyle Moore informs the Board that a concern came up in the Subcommittee meetings, primarily from Steve McCauley. The Subcommittee members discussed licensees that have been dry needling before the regulation went through, but have not gone through the Board approval process, may still be dry needling. There was additional discussion of possibly utilizing some of the Board's funds to have formal investigations or sending an email to all licensees as a friendly reminder that if they are dry needling without approval from the Board, they are breaking the law or in

violation of the statutes. He recommends that investigations can be performed once a complaint is reported and that a licensee wide email may be best.

Harry Ward suggests that an email would be better. If a licensee responds that they are not dry needling, but a later investigation shows that they have been, they will have two violations: one for lying and the other for dry needling without the proper qualifications. The Board discusses possible complications with conducting investigations and decides on an educational email to include a licensee's ethical obligation to report any violations of the statute. The Board also considers the licensees that have applied but have incomplete applications and the lengths the Subcommittee has gone to review those applications in a timely manner.

Tedd suggests that Michelle contact the Subcommittee after receiving a couple of applications. Potentially these meetings with one agenda item including public comment can be quick, so that licensees may continue to practice dry needling. Michelle will draft an educative email for all licensees that both Tedd and Kyle will review separately. There is no further discussion, and no action was taken.

10. Review and discuss the closing of the Puliz storage account, the fees associated with the closing of the account, and the account being sent to collections. (For Possible Action) Michelle Cothrun informs Harry Ward, since he was not in attendance at the previous meeting, that this agenda item was tabled. In an email, she sent a copy of the check and the invoice that was paid to close the account to the person in the Collections department. She explained how the Board was paid through December of 2020, yet received an invoice on December 8, with a letter dated October 26 stating that Puliz had been bought out by another company. And now instead of being charged \$10 a month, the charge would be \$55 or more. In an email dated December 14, Michelle requested to close the account. She repeatedly called and emailed but did not receive confirmation to pick up the boxes until the first week of February. As far as the Board is concerned, the account has been paid and closed. Still, she has not received a response from her email and keeps receiving invoices with late fees that are growing.

Michelle asks what the next step would be. Harry confirms Michelle is doing what she should by documenting everything. He suggests sending the documentation, including a note that the account has been closed, via certified mail. There is no further discussion.

11. Review and discuss the proposal submitted by the BOC for licensing software. (For Possible Action) Tedd has reviewed the proposal and feels that the \$10,000 setup fee is exorbitant, but this system could be good for licensees by streamlining the licensure process with less duplication of effort and their information in just one location. The Board breaks down the annual fees of approximately \$5,000.00 and discusses the length of commitment of five years. Michelle explains that the contract would have to go through the State approval process, which may be lengthy. Licensing software used to be exempt, but that is no longer the case. Harry Ward adds that State contracts are reviewed by the Board of Examiners.

Keoni asks Michelle to specify the scope of work, as this platform is probably more robust than necessary. Michelle states that the BOC would convert the application for initial licensure to an online application. They would also handle renewals, accept payments, maintain our licensee's data, and run reports. Keoni's personal experience with these types of platforms is that they are cumbersome and duplicative, especially when it comes to monitoring continuing education. He asks Michelle to make sure that whatever is being offered is going to streamline our licensees' experience, as well as hers. If so, then the cost makes sense.

Michelle explains that the BOC has their system, which they would be customizing for the Board. They did not give her a product demo like she had with Certemy, Thentia, or InLumon. Since the Board members have experience with the BOC system, Michelle asks for their opinion on the user experience. Tedd explains that the BOC is rolling out a brand-new platform this month, so the Board has no experience with it. Michelle states that she has some ideas, which is the reason for the next agenda item.

Before moving on, Tedd asks which option is better for our licensees and more cost effective? Michelle replies that what the Board is using now is most cost effective but admits that the BOC system may benefit our licensees best. She is familiar with LogiForms; however, the BOC's system is new with a learning curve for everyone. All the data migration would be her responsibility, either by inputting the data herself or providing it to the BOC. She would also need to work closely with the BOC to get everything up and running, requesting changes as needed, as opposed to making the changes herself. Tedd states that Michelle is doing a good job with LogiForms and AirTable. If she can work with those systems and provide the same level of service or above, without costing \$10,000.00, that benefits the Board. With the BOC starting a new system, this may not be the right time. There is no further discussion, and no action is taken.

12. Review and discuss the current platforms, LogiForms and AirTable, that are used to create the annual renewal forms and approve the additional expense to convert the initial application to an online version. (For Possible Action) Tedd asks Michelle to give the Board an overview of LogiForms and AirTable. Michelle explains that AirTable is the database where our data is stored, and LogiForms is how we obtain the data. Both platforms cost approximately \$20.00 per month each. There are automation features that Michelle has not been able to explore because she is restrained by the amount the Board approved originally. Converting the initial application to an online version will allow applicants to upload documents like their photo and BOC certification along with paying by credit card. The Board will remain in control of the data and will not be under contract.

Harry points out that there are benefits to being a small board with not many licensees and the confidence that Michelle can do the job. His concern is business continuity. Michelle explains that onboarding a possible replacement would involve her teaching them how to use the software. Fortunately, they are both intuitive platforms created for the lay person. She will add an agenda item to get reimbursed for her time above and beyond the 15 hours per week she works. Tedd asks for any questions or comments and there are none.

Tedd Girouard motions that the Board approve \$2,500.00 per year for the usage of data extraction software and data management software, that is at the discretion of the Executive Secretary. Keoni Kins seconds the motion, but before he does, he suggests an amendment. He adds that he would like Michelle to submit annually a detailed account of how that money is being spent, along with the other financial reports. Tedd accepts Keoni's friendly amendment and the second. The Board votes and the motion passes.

13. Review and discuss the annual review of executive secretary performance and create a salary schedule that includes merit and/or cost of living increases. (For Possible Action) Michelle Cothrun explains that her understanding is the best practice is to have an annual one-on-one review with the Board Chair. After that, the review is brought to the Board for a vote. Harry Ward adds that the annual reviews are conducted in an open meeting with the Chair requesting comments from the other Board members before a vote. Keoni recommends that Michelle submit a self-evaluation to Tedd with a list of what she does, including reasons she is successful at some tasks and resources she needs to be successful at others. There is no further comment, and this agenda item is tabled until the next Board meeting.

14. Report from Executive Secretary, Michelle Cothrun. (Discussion) Michelle Cothrun informs the Board that she submitted a required annual report called the State Professional and Occupational License Reports (SPOLR) per NRS 353C.1965. The Board is required to provide information on licensees, including their Social Security Numbers, so they can be checked against a database to verify if they owe money to the State. In addition, regarding the purchase of a new laptop for the Board office, she has been unable to find a laptop for under \$1,000.00 that the State Purchasing agreements offer. Tedd suggests that Michelle purchase a laptop outside of the State if a suitable one can be found within the price limits given. There is no further discussion.

15. Report from Harry B. Ward, Deputy Attorney General. (Discussion) Harry Ward informs the Board that he has nothing to report.

16. Future agenda items. (Discussion) Tedd Girouard notes that future agenda items were discussed throughout the meeting. There is no further discussion.

17. Discussion and possible decision on date of next meeting, including the possibility of scheduling the 2022 calendar year for the Board. (For Possible Action) The Board discusses possible meeting dates and decides on December 6, 2021 at 2:30 PM. There is no further discussion.

18. Public comment. Michelle Cothrun confirms that no members of the public joined the Zoom meeting, so there is no public comment.

19. Adjournment. (For Possible Action) Tedd Girouard adjourns the meeting at 3:43 PM.

**** MEETING MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT SCHEDULED BOARD MEETING**

Nevada State Board of Athletic Trainers

Balance Sheet As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Business Mkt Rate Public Funds	60,399.82
Wells Fargo Business Checking	103,386.85
Total Bank Accounts	\$163,786.67
Other Current Assets	
Supplies Inventory	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$163,786.67
Other Assets	
Other Investments	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$163,786.67
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Expenses	0.00
Payroll Liabilities	0.00
940	0.00
941	0.01
NV Unemployment	30.00
Total Payroll Liabilities	30.01
Unearned or Deferred Revenue	25,125.00
Total Other Current Liabilities	\$25,155.01
Total Current Liabilities	\$25,155.01
Total Liabilities	\$25,155.01
Equity	
Opening Bal Equity	0.00
Unrestricted Net Assets	130,466.85
Net Income	8,164.81
Total Equity	\$138,631.66
TOTAL LIABILITIES AND EQUITY	\$163,786.67

Nevada State Board of Athletic Trainers

Profit and Loss

July - December, 2021

	TOTAL
Income	
Interest Income	3.57
License Revenue	25,125.00
Other Types of Income	25.00
Total Income	\$25,153.57
GROSS PROFIT	\$25,153.57
Expenses	
Contract Services	
Accounting Fees	400.00
Legal Fees	909.80
Total Contract Services	1,309.80
Operations	
Bank Charges	617.87
Postage, Mailing Service	48.98
Supplies	2,489.43
Telephone, Telecommunications	1,697.66
Total Operations	4,853.94
Payroll Expenses	
Employer Taxes	825.00
Wages - Stipend	10,000.02
Total Payroll Expenses	10,825.02
Total Expenses	\$16,988.76
NET OPERATING INCOME	\$8,164.81
NET INCOME	\$8,164.81

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
Interest Income								
07/30/2021	Deposit				Interest earned	Business Mkt Rate Public Funds	0.51	0.51
08/31/2021	Deposit					Business Mkt Rate Public Funds	0.52	1.03
09/30/2021	Deposit				Interest earned	Business Mkt Rate Public Funds	0.49	1.52
10/29/2021	Deposit				Interest earned	Business Mkt Rate Public Funds	0.52	2.04
11/30/2021	Deposit				Interest earned	Business Mkt Rate Public Funds	0.49	2.53
12/31/2021	Deposit				Interest earned	Business Mkt Rate Public Funds	0.52	3.05
12/31/2021	Deposit	INTEREST	INTEREST			Business Mkt Rate Public Funds	0.52	3.57
Total for Interest Income							\$3.57	
License Revenue								
07/01/2021	Deposit	4028			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	150.00
07/01/2021	Deposit	4086			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	300.00
07/01/2021	Deposit	4520			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	450.00
07/01/2021	Deposit	6572			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	600.00
07/01/2021	Deposit	7071			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	750.00
07/01/2021	Deposit	7630			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	900.00
07/01/2021	Deposit	8496			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,050.00
07/01/2021	Deposit	4906			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,200.00
07/01/2021	Deposit	9326			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,350.00
07/02/2021	Deposit	2002			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,500.00
07/02/2021	Deposit	1009			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,650.00
07/02/2021	Deposit	0882			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,800.00
07/02/2021	Deposit	0732			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	1,950.00
07/02/2021	Deposit	0400			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	2,100.00
07/02/2021	Deposit	0339			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	2,250.00
07/02/2021	Deposit	7061			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	2,400.00
07/02/2021	Deposit	9647			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	2,550.00
07/02/2021	Deposit	8909			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	2,700.00
07/02/2021	Deposit	7764			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	2,850.00
07/02/2021	Deposit	7111			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	3,000.00
07/02/2021	Deposit	6317			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	3,150.00
07/02/2021	Deposit	6287			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	3,300.00
07/02/2021	Deposit	5904			Restoration fees 2021 - 2022	Wells Fargo Business Checking	300.00	3,600.00
07/02/2021	Deposit	5299			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	3,750.00
07/02/2021	Deposit	4871			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	3,900.00
07/02/2021	Deposit	4531			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,050.00
07/02/2021	Deposit	4244			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,200.00
07/02/2021	Deposit	3382			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,350.00
07/02/2021	Deposit	2776			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,500.00
07/02/2021	Deposit	2696			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,650.00
07/02/2021	Deposit	2275			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,800.00
07/02/2021	Deposit	5705			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	4,950.00
07/02/2021	Deposit	2883			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	5,100.00
07/02/2021	Deposit	2770			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	5,250.00
07/06/2021	Deposit	9115			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	5,400.00
07/06/2021	Deposit	9122			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	5,550.00

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
07/06/2021	Deposit	4979			Renewal fees 2021 - 2022	Wells Fargo Business Checking	150.00	5,700.00
07/07/2021	Deposit	9883			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,000.00
07/07/2021	Deposit	9883			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,300.00
07/07/2021	Deposit	9883			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,600.00
07/07/2021	Deposit	9883			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,900.00
07/08/2021	Deposit	7581			Restoration fees 2021 - 2022	Wells Fargo Business Checking	300.00	7,200.00
07/15/2021	Deposit	7431			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	7,500.00
07/30/2021	Deposit	0419			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	7,800.00
07/30/2021	Deposit	8224			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	8,100.00
07/30/2021	Deposit	8947			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	8,400.00
07/30/2021	Deposit	8583			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	8,700.00
07/31/2021	Journal Entry	77	77		Move July renewals to deferred income	-Split-	-	0.00
							8,700.00	
07/31/2021	Journal Entry	80	80		Post deferred income	-Split-	3,937.50	3,937.50
08/06/2021	Deposit	2517		Logan Rex	License restoration fees 2021 - 2022	Wells Fargo Business Checking	300.00	4,237.50
08/09/2021	Deposit	8897			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	4,537.50
08/09/2021	Deposit	0328			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	4,837.50
08/09/2021	Deposit	0588			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	5,137.50
08/09/2021	Deposit	3711			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	5,437.50
08/09/2021	Deposit	3781			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	5,737.50
08/09/2021	Deposit	5610			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,037.50
08/09/2021	Deposit	6310			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,337.50
08/09/2021	Deposit	6758			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,637.50
08/09/2021	Deposit	7991			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	6,937.50
08/20/2021	Deposit	3368		Frank Sosa	Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	7,237.50
08/25/2021	Deposit	2143			Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	7,537.50
08/31/2021	Journal Entry	79	79		Post deferred income	-Split-	3,937.50	11,475.00
08/31/2021	Journal Entry	78	78		Move August renewals to deferred revenue	-Split-	-	7,875.00
							3,600.00	
09/02/2021	Deposit	1020			Initial licensure fees 2021-2022	Wells Fargo Business Checking	300.00	8,175.00
09/03/2021	Deposit	7431			Initial licensure fees 2021-2022	Wells Fargo Business Checking	300.00	8,475.00
09/08/2021	Deposit	3435			Initial licensure fees 2021-2022	Wells Fargo Business Checking	300.00	8,775.00
09/09/2021	Deposit	9883			Initial licensure fees 2021-2022	Wells Fargo Business Checking	300.00	9,075.00
09/24/2021	Deposit	7673			License restoration fees 2021-2022	Wells Fargo Business Checking	300.00	9,375.00
09/28/2021	Deposit	8188			Initial licensure fee 2021 - 2022	Wells Fargo Business Checking	300.00	9,675.00
09/28/2021	Deposit	4624			Initial licensure fee 2021 - 2022	Wells Fargo Business Checking	300.00	9,975.00
09/30/2021	Journal Entry	82	82		Post deferred income	-Split-	3,937.50	13,912.50
09/30/2021	Journal Entry	83	83		Adjust deferred revenue balance; \$49,350 total revenue expiring 6-30-22	-Split-	-	12,337.50
							1,575.00	
10/05/2021	Deposit	9571		Whitney Lee	Initial licensure fees 2021 - 2022	Wells Fargo Business Checking	300.00	12,637.50

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/31/2021	Journal Entry	85	85		Post deferred income	-Split-	4,112.50	16,750.00
11/16/2021	Deposit	5760		Shawn Matsunaga	Initial licensure fee 2021-2022	Wells Fargo Business Checking	300.00	17,050.00
11/30/2021	Journal Entry	86	86		Post deferred income	-Split-	4,112.50	21,162.50
12/15/2021	Deposit	9649			Initial licensure fees 2021-2022	Wells Fargo Business Checking	300.00	21,462.50
12/31/2021	Journal Entry	88	88		Adjust deferred revenue balance	-Split-	-450.00	21,012.50
12/31/2021	Journal Entry	87	87		Post deferred income	-Split-	4,112.50	25,125.00
Total for License Revenue							\$25,125.00	
Other Types of Income								
12/15/2021	Deposit	3436		American Specialty Health	Licensee address list fee	Wells Fargo Business Checking	25.00	25.00
Total for Other Types of Income							\$25.00	
Total for Income							\$25,153.57	

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Expenses								
Contract Services								
Accounting Fees								
08/12/2021	Check	10307	10307	Numbers Inc.	Quarterly bookkeeping & payroll, Inv #052416	Wells Fargo Business Checking	200.00	200.00
11/16/2021	Check	10322	10322	Numbers Inc.	Quarterly bookkeeping & payroll, Inv #052450	Wells Fargo Business Checking	200.00	400.00
Total for Accounting Fees							\$400.00	
Legal Fees								
07/01/2021	Journal Entry	76R	76R		Accrue June expenses - Attorney General	-Split-	-15.44	-15.44
08/16/2021	Check	10308	10308	Attorney General Nevada Dept of Justice	June legal svcs, Stmt #100158	Wells Fargo Business Checking	15.44	0.00
09/15/2021	Check	10314	10314	Attorney General Nevada Dept of Justice	July legal svcs; Statement #100190	Wells Fargo Business Checking	65.20	65.20
09/20/2021	Check	10315	10315	Attorney General Nevada Dept of Justice	Aug legal svcs. Statement #100221	Wells Fargo Business Checking	16.30	81.50
09/30/2021	Journal Entry	84	84		Accrue AG charges for April; invoice sent Oct	-Split-	469.70	551.20
10/01/2021	Journal Entry	84R	84R		Accrue AG charges for April; invoice sent Oct	-Split-	-469.70	81.50
10/13/2021	Check	10317	10317	Attorney General Nevada Dept of Justice	General liability, FY22. BA1348, Inv GL706, Ref #B033	Wells Fargo Business Checking	469.70	551.20
10/26/2021	Check	10319	10319	Attorney General Nevada Dept of Justice	Sept legal svcs; stmt #100252	Wells Fargo Business Checking	358.60	909.80
Total for Legal Fees							\$909.80	
Total for Contract Services							\$1,309.80	
Operations								
Bank Charges								
07/01/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	41.85	41.85
07/02/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	120.60	162.45
07/06/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	13.95	176.40
07/07/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	35.10	211.50
07/08/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	9.00	220.50
07/12/2021	Check	SVCCHRG	SVCCHRG		Client analysis service charge	Wells Fargo Business Checking	58.97	279.47
07/15/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	9.00	288.47
07/30/2021	Check	DD1044	DD1044	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	290.22
08/11/2021	Journal Entry	81	81		Bank charges	-Split-	48.83	339.05
08/25/2021	Deposit				Stripe fees	Wells Fargo Business Checking	9.00	348.05
08/30/2021	Check	DD1045	DD1045	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	349.80
09/02/2021	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	358.80
09/03/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	9.00	367.80
09/08/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	9.00	376.80
09/09/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	9.00	385.80
09/24/2021	Deposit				Stripe processing fees	Wells Fargo Business Checking	9.00	394.80
09/29/2021	Check	DD1046	DD1046	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	396.55
09/30/2021	Journal Entry	84	84		Accrue WF charges 8/26 - 9/15	-Split-	178.00	574.55
09/30/2021	Check	SVCCHRG	SVCCHRG		Client analysis service charge	Wells Fargo Business Checking	58.41	632.96
10/01/2021	Journal Entry	84R	84R		Accrue WF charges 8/26 - 9/15	-Split-	-178.00	454.96
10/05/2021	Check	SVCCHG	SVCCHG		Client analysis service charge	Wells Fargo Business Checking	51.68	506.64
10/28/2021	Check	DD1048	DD1048	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	508.39
11/12/2021	Check	SVCCHG	SVCCHG		Client analysis service charge	Wells Fargo Business Checking	47.95	556.34
11/29/2021	Check	DD1049	DD1049	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	558.09

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/13/2021	Check	SVCCHG	SVCCHG		Client analysis service charge	Checking Wells Fargo Business	49.03	607.12
12/15/2021	Deposit				Stripe processing fee	Checking Wells Fargo Business	9.00	616.12
12/30/2021	Check	DD1050	DD1050	Michelle Cothrun	Payroll processing fee	Checking Wells Fargo Business	1.75	617.87
Total for Bank Charges							\$617.87	
Postage, Mailing Service								
07/01/2021	Journal Entry	76R	76R		Accrue June expenses - Wells Fargo	-Split-	-16.30	-16.30
07/02/2021	Bill			Wells Fargo Bank	USPS	Accounts Payable	5.00	-11.30
07/02/2021	Bill			Wells Fargo Bank	USPS	Accounts Payable	5.00	-6.30
07/02/2021	Bill			Wells Fargo Bank	USPS	Accounts Payable	6.30	0.00
08/02/2021	Bill			Wells Fargo Bank	USPS	Accounts Payable	4.80	4.80
09/02/2021	Bill			Wells Fargo Bank	USPS	Accounts Payable	28.85	33.65
11/02/2021	Bill			Wells Fargo Bank	USPS - mailing fingerprint cards	Accounts Payable	5.11	38.76
11/02/2021	Bill			Wells Fargo Bank	USPS - mailing fingerprint cards	Accounts Payable	5.11	43.87
12/02/2021	Bill			Wells Fargo Bank	USPS - mail fingerprint cards	Accounts Payable	5.11	48.98
Total for Postage, Mailing Service							\$48.98	

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Supplies								
07/01/2021	Journal Entry	76R	76R		Accrue June expenses - Wells Fargo	-Split-	-374.56	-374.56
07/02/2021	Bill			Wells Fargo Bank	QBO	Accounts Payable	70.00	-304.56
07/02/2021	Bill			Wells Fargo Bank	LogiForms	Accounts Payable	19.97	-284.59
07/02/2021	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	-276.34
07/02/2021	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	-266.35
07/02/2021	Bill			Wells Fargo Bank	Office Depot	Accounts Payable	11.36	-254.99
07/02/2021	Bill			Wells Fargo Bank	Adobe	Accounts Payable	14.99	-240.00
07/02/2021	Bill			Wells Fargo Bank	AirTable	Accounts Payable	240.00	0.00
07/26/2021	Check	10305	10305	State of Nevada Board of Occupational Therapy	Co-working agreement Jul 1, 2021 - Jun 30, 2022.	Wells Fargo Business Checking	650.00	650.00
08/02/2021	Bill			Wells Fargo Bank	LogiFroms	Accounts Payable	68.42	718.42
08/02/2021	Bill			Wells Fargo Bank	QBO	Accounts Payable	70.00	788.42
08/02/2021	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	798.41
08/02/2021	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	806.66
08/02/2021	Bill			Wells Fargo Bank	Adobe	Accounts Payable	14.99	821.65
09/02/2021	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	19.97	841.62
09/02/2021	Bill			Wells Fargo Bank	USPS	Accounts Payable	5.00	846.62
09/02/2021	Bill			Wells Fargo Bank	Adobe	Accounts Payable	14.99	861.61
09/02/2021	Bill			Wells Fargo Bank	QBO	Accounts Payable	80.00	941.61
09/02/2021	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	951.60
09/02/2021	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	959.85
10/02/2021	Bill			Wells Fargo Bank	Adobe DC	Accounts Payable	14.99	974.84
10/02/2021	Bill			Wells Fargo Bank	Office Depot, stapler	Accounts Payable	16.23	991.07
10/02/2021	Bill			Wells Fargo Bank	Office Depot, address labels	Accounts Payable	28.57	1,019.64
10/02/2021	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	19.97	1,039.61
10/02/2021	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	1,047.86
10/02/2021	Bill			Wells Fargo Bank	QBO	Accounts Payable	80.00	1,127.86
10/02/2021	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	1,137.85
11/02/2021	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	1,147.84
11/02/2021	Bill			Wells Fargo Bank	Adobe DC	Accounts Payable	14.99	1,162.83
11/02/2021	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	1,171.08
11/02/2021	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	19.97	1,191.05
11/02/2021	Bill			Wells Fargo Bank	QBO	Accounts Payable	80.00	1,271.05
12/02/2021	Bill			Wells Fargo Bank	Costco - Protection plan for new laptop	Accounts Payable	99.99	1,371.04
12/02/2021	Bill			Wells Fargo Bank	Costco - new laptop	Accounts Payable	985.19	2,356.23
12/02/2021	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	2,364.48
12/02/2021	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	19.97	2,384.45
12/02/2021	Bill			Wells Fargo Bank	QBO	Accounts Payable	80.00	2,464.45
12/02/2021	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	2,474.44
12/02/2021	Bill			Wells Fargo Bank	Adobe DC	Accounts Payable	14.99	2,489.43
Total for Supplies							\$2,489.43	
Telephone, Telecommunications								
07/01/2021	Journal Entry	76R	76R		Accrue June expenses - NV IT	-Split-	-304.86	-304.86
07/06/2021	Check			AT&T		Wells Fargo Business Checking	121.56	-183.30
07/30/2021	Check	DD1044	DD1044	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	-72.80
08/03/2021	Check			AT&T		Wells Fargo Business Checking	120.88	48.08
08/17/2021	Check	10311	10311	Nevada Information Technology	May & Jun email/web. Inv #346322, 346760, 351696, & 354219.	Wells Fargo Business Checking	304.46	352.54
08/23/2021	Check	10312	10312	Nevada Information Technology	July email/web. Inv #366658 & 366799	Wells Fargo Business Checking	79.50	432.04
08/30/2021	Check	DD1045	DD1045	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	542.54
09/02/2021	Check			AT&T		Wells Fargo Business Checking	115.55	658.09
09/20/2021	Check	10316	10316	Nevada Information Technology	Aug email/web. Inv #367776 & 368366	Wells Fargo Business Checking	79.50	737.59
09/29/2021	Check	DD1046	DD1046	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	848.09
10/04/2021	Check			AT&T		Wells Fargo Business Checking	120.47	968.56
10/26/2021	Check	10320	10320	Nevada Information Technology	Sept email/web; Inv #374038 & 373654	Wells Fargo Business Checking	79.50	1,048.06
10/28/2021	Check	DD1048	DD1048	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	1,158.56
11/03/2021	Check			AT&T		Wells Fargo Business	119.66	1,278.22

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/23/2021	Check	10323	10323	Nevada Information Technology	Oct email/web; Inv #377145 & 377186	Checking Wells Fargo Business	79.50	1,357.72
11/29/2021	Check	DD1049	DD1049	Michelle Cothrun	Home office reimbursement	Checking Wells Fargo Business	110.50	1,468.22
12/03/2021	Check			AT&T		Checking Wells Fargo Business	118.94	1,587.16
12/30/2021	Check	DD1050	DD1050	Michelle Cothrun	Home office reimbursement	Checking Wells Fargo Business	110.50	1,697.66

Nevada State Board of Athletic Trainers

Profit and Loss Detail

July - December, 2021

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for Telephone, Telecommunications						\$1,697.66		
Total for Operations						\$4,853.94		
Payroll Expenses								
Employer Taxes								
07/30/2021	Check	DD1044	DD1044	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	137.50	137.50
08/30/2021	Check	DD1045	DD1045	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	137.50	275.00
09/29/2021	Check	DD1046	DD1046	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	137.50	412.50
10/28/2021	Check	DD1048	DD1048	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	137.51	550.01
11/29/2021	Check	DD1049	DD1049	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	137.49	687.50
12/30/2021	Check	DD1050	DD1050	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	137.50	825.00
Total for Employer Taxes						\$825.00		
Wages - Stipend								
07/30/2021	Check	DD1044	DD1044	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	1,666.67	1,666.67
08/30/2021	Check	DD1045	DD1045	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	1,666.67	3,333.34
09/29/2021	Check	DD1046	DD1046	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	1,666.67	5,000.01
10/28/2021	Check	DD1048	DD1048	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	1,666.67	6,666.68
11/29/2021	Check	DD1049	DD1049	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	1,666.67	8,333.35
12/30/2021	Check	DD1050	DD1050	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	1,666.67	10,000.02
Total for Wages - Stipend						\$10,000.02		
Total for Payroll Expenses						\$10,825.02		
Total for Expenses						\$16,988.76		
Net Income						\$8,164.81		



Treasury Management Pro Forma

NV State Board of Athletic Trainers

Pricing as of October 2021

ANALYSIS SUMMARY

Average Positive Collected Balance	\$	173,493.00
Reserve Requirement @ 0.00%	\$	0.00
Investable Balance Available for Services	\$	173,493.00

Monthly Analyzed Charges	\$	78.71
Earnings Allowance @ 0.16%	\$	23.51
Net Monthly Analyzed Charges	\$	55.20
*Monthly Fee Based Charges	\$	0.00
Total Monthly Analyzed Charges	\$	55.20
*Charges not offset by balances		

Investable balance required to offset \$1.00 of analyzed charges	\$	7,379.03
Balance required to offset current month analyzed charges.	\$	580,803.63

Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing

SERVICE DETAILS

WF Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
DEPOSITORY SERVICES					
08052	100006	BRANCH DEPOSIT	3.50000	1	3.50
002	100225	DEPOSITED CHECK	0.05000	2	0.10
		DEPOSITORY SERVICES Subtotal			3.60
PAPER DISBURSEMENT RECON SERVICES					
12687	209999	ARP AGED ISSUE RECORDS ON FILE-ITEM	0.01000	11	0.11
		PAPER DISBURSEMENT RECON SERVICES Subtotal			0.11
GENERAL ACH SERVICES					
ACHYD	250102	ACH PAYMENTS SAME DAY ITEM	1.50000	0	0.00
		GENERAL ACH SERVICES Subtotal			0.00

WF Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
BUSINESS ESSENTIALS SERVICES					
BE000	BE0000	BUSINESS ESSENTIALS MONTHLY BASE	75.00000	1	75.00
BE015	BE0001	BUSINESS ESSENTIALS ADDL ACCOUNT	30.00000	0	0.00
BE045	BE0002	BUSINESS ESSENTIALS ADDL TRANS	1.00000	0	0.00
BE035	BE0003	BUSINESS ESSENTIALS ADDL WIRE IN	15.00000	0	0.00
BE025	BE0004	BUSINESS ESSENTIALS ADDL WIRE OUT	15.00000	0	0.00
BUSINESS ESSENTIALS SERVICES Subtotal					75.00
Total Analyzed Charges					55.20
*Total Fee Based Charges					0.00
Total Service Charges					55.20



Disclosures

We created this proposal for you based on our understanding of your requirements and the services in which you expressed interest. This proposal confirms the deposit and treasury management services and the pricing we plan to provide you based on certain assumptions including projected volumes and other relevant information you provided.

This document is confidential. Please do not share it without first obtaining our written permission. The services and pricing contained in this proposal are valid for 90 days. The pricing is subject to change if the actual volume or scope of services differs from the assumptions upon which we based the pricing.

Please let us know if you believe this proposal does not accurately represent the prices or services we discussed with you. If you have questions about the services in this proposal, please contact your Treasury Management Sales Consultant or visit: www.wellsfargo.com/accountanalysis for additional information about the services.

Regarding your services

Services with No Volumes

Services listed with zero volume are not included in the estimated monthly analysis fee but are included in the event the service is used in the future.



This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply email and delete this message. Thank you for your cooperation.

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Re: Price quote for envelopes and letterhead

Frank Wierzbicki <frank@keystoneprinting.com>

Wed 1/26/2022 11:34 AM

To: Athletic Trainers <atrain@nsbat.nv.gov>

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning Michelle,
Ok, Here are the quotes for the letterhead and Envelopes.

Letterhead

Quantity: 500
Paper: LH Capital Bond Laser, Envelopes #10-24 Regular Bond
Ink: Reflex Blue
Size: 8.5" X 11" letterhead, Envelopes #10-24

500 Letterhead	\$ 80.00
500 Envelopes	\$101.00
Graphics	\$ 45.00

Sorry for the inconvenience, Frank has been sick and is not yet back to work.

Let me know, and thank you for your past business Michelle.

On Mon, Jan 24, 2022 at 8:57 PM Athletic Trainers <atrain@nsbat.nv.gov> wrote:

Hello David,

I hope that Frank is better soon! I originally sent my email request for a price quote to you. I noticed a reply from Frank, but it was in my spam folder. I never received a quote for the letterhead and envelopes. Do you need examples of what we have purchased in the past?

Thank you,
Michelle

Michelle R. Cothrun
Executive Secretary
Nevada State Board of Athletic Trainers
6170 Mae Anne Avenue, Suite 1
Reno, NV 89523-4705
atrain@nsbat.nv.gov
Office: (775)787-2636
eFax: 1(775)403-1970
*Please be sure to enter eFax
number as shown: 17754031970*

From: Frank Wierzbicki <frank@keystoneprinting.com>

Sent: Monday, January 24, 2022 1:57 PM

To: Athletic Trainers <atrainers@nsbat.nv.gov>

Subject: Re: Price quote for envelopes and letterhead

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon Michelle,

This is David, Frank has been sick for over a week now. I just saw this email going through his emails. Could you please bring me up to date with your conversation with Frank? I do know he has the proof for your letterhead and envelope. Have you seen it yet? I also see that the quote was asked for, did he get them for you? If not, let me know.

David

OH, until Frank is back to work, please send any correspondence to me at david@keystoneprinting.com

On Thu, Jan 20, 2022 at 3:46 PM Athletic Trainers <atrainers@nsbat.nv.gov> wrote:

Hello Frank,

Your email was in our new spam filter. Since the link expired, I don't have access to your reply. Can you please resend your email?

Thank you,
Michelle

Michelle R. Cothrun

Executive Secretary

Nevada State Board of Athletic Trainers

6170 Mae Anne Avenue, Suite 1

Reno, NV 89523-4705

atrainers@nsbat.nv.gov

Office: (775)787-2636

eFax: 1(775)403-1970

Please be sure to enter eFax

number as shown: 17754031970

From: Athletic Trainers <atrainers@nsbat.nv.gov>

Sent: Monday, January 10, 2022 4:07 PM

To: David Lyson <david@keystoneprinting.com>

Subject: Price quote for envelopes and letterhead

Hello David,

The Board is no longer using a PO Box and has a new mailing address (below in my email signature). I would like a price quote for new letterhead and envelopes. Do I need to send you a picture of what you have done in the past?

Thank you,
Michelle

Michelle R. Cothrun

Executive Secretary

Nevada State Board of Athletic Trainers

6170 Mae Anne Avenue, Suite 1

Reno, NV 89523-4705

atrainers@nsbat.nv.gov

Office: (775)787-2636

eFax: 1(775)403-1970

*Please be sure to enter eFax
number as shown: 17754031970*



Remit payment and application to:
NEVADA STATE BOARD OF ATHLETIC TRAINERS
6170 Mae Anne Avenue, Suite 1, Reno, NV 89523-4705
775-787-2636 atrainner@nsbat.nv.gov

Affix one recent color photo 2" x 2", taken within 60 days preceding the date of this application. (Passport style: full face, front view, and against a plain light-colored background). Be sure to write your name on the back of the photo.

Application for Admission to Practice Athletic Training in the State of Nevada – Fee \$300

Payment may be made with credit card, cashier's check, or money order

Please answer ALL the questions below. Failure to provide any of the requested information or falsifying information will result in the application being rejected and/or denied by the Board.

APPLICANT INFORMATION

Last name	First name	Middle name	Suffix
Address	City	State	Zip
Telephone	Email		
Social security number	Date of birth	Place of birth	
Other name(s) used (if applicable)			
Enter your name exactly as you would like it to appear on your license			

UNIVERSITY / COLLEGE ATTENDED

School name	Dates attended		
Address	City	State	Zip
Degree conferred	Date graduated		

School name	Dates attended		
Address	City	State	Zip
Degree conferred	Date graduated		

School Name	Dates Attended		
Address	City	State	Zip
Degree Conferred	Date Graduated		

Which University/College did you receive athletic training education that allowed you to sit for the BOC exam?

OTHER STATE ATHLETIC TRAINING LICENSES

List of State(s) you are licensed in or have been licensed in as an Athletic Trainer

State	License Number	Date issued

BOC CERTIFICATION

Date of certification (month, day, year)	Certification number	Date of expiration (month, day, year)	Is your certification current?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

CURRENT EMPLOYER

Employer name		Starting date	
Address	City	State	Zip

EMPLOYMENT HISTORY FOR THE LAST 5 YEARS

Employer name		Dates worked	
Address	City	State	Zip

Employer name		Dates worked	
Address	City	State	Zip

Employer name		Dates worked	
Address	City	State	Zip

SELF REPORTING INFORMATION

1.	Have you previously filed an application with the Nevada State Board of Athletic Trainers? If YES, when? _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Have you ever been charged, arrested or convicted of a felony or gross misdemeanor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Have you ever had a civil judgment rendered against you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Have you ever been subject to any form of disciplinary action, including a surrender, in connection with the practice of athletic training or any other profession that requires a license or certification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Do you have a medical condition which in any way impairs or limits your ability to practice with reasonable skill and safety?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Are you taking any chemical substance(s) which in any way impair or limit your ability to practice with reasonable skill and safety? If YES, please answer the following questions:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring or treatment program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting or the manner in which you have chosen to practice?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**If your answer is yes to any of the above questions, please attach a signed statement of explanation. Copies of any documents that identify the circumstances or contain an order, agreement, or other disposition may be required.*

INTERAGENCY COUNCIL ON VETERANS AFFAIRS DATA GATHERING (Required by SB 137)			
Have you ever served in the military? If YES, please answer the following questions:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
List Branch(es) of service:			
Dates of service:		Start Date	End Date
List Military Occupation Specialties:			
Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
CHILD SUPPORT INFORMATION (NRS 633.326) <i>*Please select one option below</i>			
Professional or occupational licenses, certificates, or permits may be denied or restricted if back child support is owed by the person holding the license. Any license by the Nevada State Board of Athletic Trainers is subject to this requirement mandated by the federal government of all states including Nevada.			
Please mark the appropriate response. Failure to <u>mark one</u> of the three will result in denial of the application.			
<input type="checkbox"/>	I am not subject to a court order for the support of a child.		
<input type="checkbox"/>	I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or		
<input type="checkbox"/>	I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.		
NOTICE OF MANDATORY REPORTER (NRS 432B.220) <i>*Acknowledgement required</i>			
<input type="checkbox"/>	I acknowledge I have been informed of my duty as a mandatory reporter of abuse or neglect of a child pursuant to NRS 432B.		
NEVADA BUSINESS LICENSE INFORMATION (Required by SB21) <i>*Please select one option below</i>			
<input type="checkbox"/>	I do NOT have a Nevada business license number.		
<input type="checkbox"/>	I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.		
My Nevada business license number is:			
The name of the business is:			
My TIN number is:			
<input type="checkbox"/>	I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.		
**The Nevada State Board of Athletic Trainers is not the arbiter of determining whether a business license is needed. Information about the Nevada business license can be found on the Secretary of State's website at http://nvsos.gov/			

WAIVER FORM

I hereby authorize the Nevada State Board of Athletic Trainers, its agents, servants, and employees, to conduct such investigations of my business, professional, social and moral background, qualifications and reputation as it or its members or any of them deem necessary, proper or desirable.

This authorization is given in connection with my application for a license to practice as an Athletic Trainer in the State of Nevada and to enable the said Nevada State Board of Athletic Trainers to give intelligent and proper consideration to such application.

No liability of any sort or kind shall attach to the said Nevada State Board of Athletic Trainers, its members, agents, servants, employees or anyone furnishing them information about me or my past activities, because or by reason of the use of this authorization.

I duly swear (or affirm) that the information given in my application to practice athletic training is correct. I understand that incorrect information may invalidate any granted license resulting from this application. If granted a license in Nevada, I do hereby agree to practice according to the rules and regulations of practice set down by the Nevada State Board of Athletic Trainers and if found guilty by said board of non-observance of these rules of the board, my license to practice in the State of Nevada is subject to revocation.

Signature of Applicant

Date

ACKNOWLEDGEMENT AND JURAT

I _____, being first duly sworn (or affirm), depose and state that I am the person referred to by said name of _____, in the above and annexed questions, answers, and statements. I have read all of said questions, answers and statements, and know the contents thereof.

I hereby certify under penalty of perjury that the information furnished in this document is true and correct.

Dated this _____ day of _____, _____

NOTARY CERTIFICATE

State of _____,

County of _____

Dated this _____ day of _____, _____ A.D.,
_____, personally appeared before me, a Notary Public in and for the County of _____, known to me to be the person described in and who executed the foregoing instrument, who acknowledged to me that he/she executed the same freely and voluntarily and for the uses and purposes therein mentioned.

Signed and sworn to (or affirmed) before me on this _____ day of _____,
_____ A.D. by _____.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal at my office in the County of _____, the day and year in this Certificate first above written.

Signature of Notary Public

(Notary Stamp)



CHECKLIST FOR COMPLETING THE APPLICATION PROCESS FOR LICENSURE

1. Complete the fingerprint process. Refer to the Instructions for Completion of Fingerprint Cards (pages 2-4). The **Fingerprint Request Form** and the **Fingerprint Background Waiver** are available on our website. It can take 6-8 weeks to process a fingerprint background check, so please do this step first. **The Board cannot issue your license until the fingerprint results are received from the Department of Public Safety.**
2. Complete the official **Application** to practice Athletic Training in Nevada at the end of this document.

*Have the application notarized by a Notary Public.
*If you need additional space to write information for the application, please use a separate sheet of white paper and staple it to the application.
3. Include a front and back copy of your **Board of Certification (BOC) card**. Please be sure to **sign your card**. You may also have an electronic verification sent to us from the BOC. (This is not your NATA card.)
5. Include a **passport sized (2"x2") photo** of yourself taken within 60 days preceding the date of this application. **Please print your name on the back of your photo.**
6. Submit the **application fee** of **\$300.00** in the form of a Cashier's Check or Money Order made payable to the **Nevada State Board of Athletic Trainers**. Please contact the Board office if you would like to pay by credit card.
7. **MAIL ALL DOCUMENTS TO:**

Nevada State Board of Athletic Trainers
6170 Mae Anne Avenue, Suite 1
Reno, NV 89523-4705

To receive a tracking number, be sure to mail your documents via Certified or Priority Mail.

You are welcome to check the status of your application by email: atrainer@nsbat.nv.gov.

INSTRUCTIONS FOR COMPLETION OF FINGERPRINT CARDS

You may submit your fingerprints ahead of your application for licensure. However, you **MUST** mail in both the FINGERPRINT BACKGROUND WAIVER FORM and the FINGERPRINT REQUEST FORM. **If both completed and signed forms are not received, your application will be delayed!**

OPTION #1: LiveScan Electronically Submitted Prints for FASTEST results!

1. **You must be physically present in Nevada to electronically submit your fingerprints. Electronic submission is NOT available at any law enforcement agency.**
2. A list of privately owned fingerprint agencies that are currently submitting electronically to the DPS is available on the NSBAT website. Or you can visit the Nevada Department of Public Safety's website: <http://rccd.nv.gov/FeesForms/Fingerprints>
FINGERPRINT INFORMATION & FORMS/Fingerprint Information/Private Fingerprint Sites
3. Complete **ALL** highlighted and requested information on the **FINGERPRINT REQUEST FORM**. When you present for electronic fingerprints, give the fingerprinting site representative the completed FINGERPRINT REQUEST FORM and indicate that you are applying for licensure. Provide them with the following information:

Reason Fingerprinted:	Miscellaneous No. MNU:	ORI: NV0131700
NRS640B.310	881086	ST HWYPAT
		CARSON CITY, NV

4. The Private Fingerprinting Site will collect the fingerprinting fee of **\$40.25** for the Department of Public Safety **in addition to their administrative processing fee.**
5. **THE FOLLOWING DOCUMENTS MUST NOW BE SENT TO:**
Nevada State Board of Athletic Trainers
6170 Mae Anne Avenue, Suite 1
Reno, Nevada 89523-4705

- ☐ Completed and signed **FINGERPRINT BACKGROUND WAIVER FORM** dated on the same date you were fingerprinted. Be sure to initial and date the first page.
- ☐ Completed **FINGERPRINT REQUEST FORM** signed by you and the official that took your fingerprints and dated on the same date you were fingerprinted.

The waiver form and fingerprint request form DO NOT go the private fingerprinting site!

To receive a tracking number, be sure to mail your documents via Certified or Priority Mail.

OPTION #2: Manual Hard Copy Card Submitted Prints for Out of State Applicants

1. All applicants must submit **TWO (2)** fingerprint cards (standard FD-258 hard card) either provided by NSBAT or acquired from any law enforcement agency. The cards must have **ALL** information typed or printed in black ink. The FBI will not accept cards with wite-out correction fluid. If you use cards from another law enforcement agency, the hard cards must be white with blue lines and **include the following information on BOTH fingerprint cards:**

Reason Fingerprinted:
NRS640B.310

Miscellaneous No. MNU:
881086

ORI: NV0131700
ST HWYPAT
CARSON CITY, NV

2. Complete **ALL** highlighted and requested information blocks on the **FINGERPRINT REQUEST FORM** and on both cards. Cards without all information blocks completed are considered incomplete and will be returned to the applicant. The descriptive information must be complete and legible in **black ink**, especially the social security number and date of birth. **Please see example card in this document. All information blocks that are highlighted are required.*
3. Any law enforcement agency (Highway Patrol, Police, Sheriff) can place your fingerprints on the cards and complete the remaining required information. Please take the completed **FINGERPRINT REQUEST FORM** with you when you get fingerprinted. Fingerprinting may also be done by a medical facility that has the appropriate equipment and staff trained/certified by the State of Nevada Records and Identification Services. **You do not have to be fingerprinted in Nevada.**
4. **MAKE CERTAIN:**
 - ⇒ Both fingerprint cards are completed with legible fingerprints
 - ⇒ Descriptive information is complete and legible in black ink
 - ⇒ Both cards and the FINGERPRINT REQUEST FORM are signed by the applicant and official
5. Complete the **FINGERPRINT BACKGROUND WAIVER FORM**. Fill in the Applicant section where indicated. Sign and date the form the same day you are fingerprinted. Do **not** provide this form to the fingerprinting site representative. This waiver form will need to be sent to the Department of Public Safety along with the fingerprint cards.
6. Obtain a Money Order or Cashier's Check in the amount of **\$40.25** made payable to the **Department of Public Safety**. **Personal checks cannot be accepted.** The current breakdown of the fees is available under Additional Information on the BOARD FORMS page.
7. **THE FOLLOWING DOCUMENTS MUST NOW BE SENT TO:**

Nevada State Board of Athletic Trainers
6170 Mae Anne Avenue, Suite 1
Reno, Nevada 89523-4705

- ☐ TWO (2) completed fingerprint cards and the FINGERPRINT REQUEST FORM signed by you and the official that took your fingerprints.
- ☐ Completed BACKGROUND WAIVER FORM signed on the date you were fingerprinted. Be sure to initial and date the first page of the waiver.
- ☐ Money Order or Cashier's Check in the amount of **\$40.25** made payable to the **Department of Public Safety**.



Remit payment and application to:
Nevada State Board of Athletic Trainers
6170 Mae Anne Avenue, Suite 1, Reno, NV 89523-4705
(775) 787-2636 Email: atrainerv@nsbat.nv.gov



**Application for Admission to Practice Athletic Training
in the State of Nevada – Fee \$300**

PERSONAL INFORMATION

Name: _____	Social Security Number: _____
Address: _____	Date of Birth: _____
City: _____ State: _____ Zip: _____	Place of Birth: _____
Telephone: _____	Email: _____

Previous names used, if applicable: _____

Please indicate how you would like your name to appear on your license: _____

UNIVERSITY / COLLEGE ATTENDED

School Name: _____	Dates Attended: _____
Address: _____	City: _____ State: _____ Zip: _____
Degree Conferred: _____	Date Graduated: _____
School Name: _____	Dates Attended: _____
Address: _____	City: _____ State: _____ Zip: _____
Degree Conferred: _____	Date Graduated: _____
School Name: _____	Dates Attended: _____
Address: _____	City: _____ State: _____ Zip: _____
Degree Conferred: _____	Date Graduated: _____

Which University/College did you receive athletic training education that allowed you to sit for the NATABOC exam?

List of State(s) you are licensed in or have been licensed in as an Athletic Trainer:

State _____ License Number _____ Date Issued _____

State _____ License Number _____ Date Issued _____

BOC Certification # _____

CURRENT EMPLOYER

Employer Name: _____	Starting Date: _____
Address: _____	City: _____ State: _____ Zip: _____

EMPLOYMENT HISTORY FOR THE LAST 5 YEARS

Employer Name: _____	Employer Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Employer Name: _____	Employer Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____

1. Have you previously filed an application with the Nevada State Board of Athletic Trainers?
Yes: _____ No: _____ If yes, when? _____
2. Have you ever been charged, arrested or convicted of a felony or gross misdemeanor? Yes: _____ No: _____
3. Have you ever had a civil judgment rendered against you? Yes: _____ No: _____
4. Have you ever been subject to any form of disciplinary action, including a surrender, in connection with the practice of athletic training or any other profession that requires a license or certification? Yes: _____ No: _____
5. Do you have a medical condition which in any way impairs or limits your ability to practice with reasonable skill and safety? Yes: _____ No: _____
6. Are you taking any chemical substance(s) which in any way impair or limit your ability to practice with reasonable skill and safety? Yes: _____ No: _____
If yes, please answer the following questions.
7. Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring or treatment program? Yes: _____ No: _____
8. Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting or the manner in which you have chosen to practice? Yes: _____ No: _____

**If your answer is yes to any of the above questions, please attach a signed statement of explanation. Copies of any documents that identify the circumstances or contain an order, agreement, or other disposition may be required.*

Have you ever served in the military? [] Yes [] No

List of Branch(es) of Service:

Dates of service: From ____/____/____ to ____/____/____

Military Occupation Specialties?

****Please include a passport sized photo of yourself. It must have been taken within 60 days preceding the date of this application.**

****Failure to provide any of the requested information or falsifying information will result in the application being rejected and/or denied by the Board.**

CHILD SUPPORT INFORMATION

Professional or occupational licenses, certificates, or permits may be denied or restricted if back child support is owed by the person holding the license. Any license by the Nevada State Board of Athletic Trainers is subject to this requirement mandated by the Federal Government of all states including Nevada.

Please mark the appropriate response

(Failure to mark one of the three will result in denial of the application)

- _____ I am not subject to a court order for the support of a child.
- _____ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- _____ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature

Date

WAIVER FORM

I hereby authorize the Nevada State Board of Athletic Trainers, its agents, servants, and employees, to conduct such investigations of my business, professional, social and moral background, qualifications and reputation as it or its members or any of them deem necessary, proper or desirable.

This authorization is given in connection with my application for a license to practice as an Athletic Trainer in the State of Nevada and to enable the said Nevada State Board of Athletic Trainers to give intelligent and proper consideration to such application.

No liability of any sort or kind shall attach to the said Nevada State Board of Athletic Trainers, its members, agents, servants, employees or anyone furnishing them information about me or my past activities, because or by reason of the use of this authorization.

I _____, being first duly sworn, depose and state that I am the person referred to by said name of _____, in the above and annexed questions, answers, and statements. I have read all of said questions, answers and statements, and know the contents thereof. I hereby certify under penalty of perjury that the information furnished in this document is true and correct.

Dated this _____ day of _____, _____

Signature of Applicant

State of _____, County of _____

Dated this _____ day of _____, A.D., _____, personally appeared before me, a Notary Public in and for the County of _____, known to me to be the person described in and who executed the foregoing instrument, who acknowledged to me that he/she executed the same freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal at my office in the County of _____, the day and year in this Certificate first above written.

(Seal, if any)



NSBAT Initial Licensure Form

Application for Admission to Practice Athletic Training
in the State of Nevada - Fee \$300.00

INSTRUCTIONS

Please answer all questions and electronically sign the application form. Failure to provide any of the requested information or falsifying information will result in the application being rejected and/or denied by the Board.

At the end of the form, you will have the option to pay your initial licensure fees either by credit card or by mailing in a check. **Licensure fees are non-refundable.**

* Choose **'Pay online with a credit card'** to pay your initial licensure fee of **\$300.00** by credit card with no additional fees.

* Choose **'Mail a check'** to submit your renewal application online without paying by credit card.

PERSONAL INFORMATION

First Name *

Middle Name

Last Name *

Address *

Address Line 2

City *

State *

Zip Code *

Country *

Personal Phone *

Personal Email *

Social Security Number

Date of Birth

Place of Birth

Other name(s) used (if applicable)

How you would like your name
to appear on your license

PHOTO


Please upload a current passport-style **2 x 2-inch photograph** of yourself. It must have been taken within 60 days preceding the date of this application.

Photo Basics

1. Submit a color photo.
2. Use a clear image of your face. Do not use filters commonly used on social media.
3. Have someone else take your photo. No selfies.
4. Eyeglasses are fine; however, no sunglasses are allowed for your photo.
5. Use a plain white or off-white background.

The [Department of State's website](#) has more details regarding passport photo requirements and an online [photo tool](#) for cropping your picture.

Upload photo

 Choose File

EDUCATION

Please list all the Colleges and Universities you have attended.

School Name *

School Address *

School Address Line 2

City *

State *

Zip Code *

Dates Attended

Date Graduated

Degree Conferred

School Name *

School Address *

School Address Line 2

City *

State *

Zip Code *

Dates Attended

Date Graduated

Degree Conferred

School Name *

School Address *

School Address Line 2

City *

State *

Zip Code *

Dates Attended

Date Graduated

Degree Conferred

School Name *

School Address *

School Address Line 2

City *

State *

Zip Code *

Dates Attended

Date Graduated

Degree Conferred

School Name *

School Address *

School Address Line 2

City *

State *

Zip Code *

Dates Attended

Date Graduated

Degree Conferred

Which University/College did you receive athletic training education that allowed you to sit for the BOC exam?

OTHER LICENSES

List of State(s) you are licensed in or have been licensed in as an Athletic Trainer.

State

License Number

Issue Date * 

State

License Number

Issue Date * 

State

License Number

Issue Date * 

State

License Number

Issue Date * 

BOC CERTIFICATION

Your certification with the Board of Certification (BOC) must be current.

Date of certification 

BOC Certification Number *

BOC Expiration Date * 

Submit a signed copy of your current BOC card.

Upload File

EMPLOYER INFORMATION

If you will be moving to Nevada to start a new position, please provide that employer's name. If not, please provide your current employer.

Current Employer *

Start Date 

Work Address *

Work Address Line 2

Work City *	<input type="text"/>
Work State *	<input type="text"/>
Work Zip Code *	<input type="text"/>
Work Telephone	<input type="text"/>
Work Email	<input type="text"/>

Please provide your work history for the past five (5) years.

Employer Name *	<input type="text"/>
Work Address *	<input type="text"/>
Work Address Line 2	<input type="text"/>
Work City *	<input type="text"/>
Work State *	<input type="text"/>
Work Zip Code *	<input type="text"/>
Work Telephone	<input type="text"/>
Work Email	<input type="text"/>

Employer Name *	<input type="text"/>
Work Address *	<input type="text"/>
Work Address Line 2	<input type="text"/>
Work City *	<input type="text"/>
Work State *	<input type="text"/>
Work Zip Code *	<input type="text"/>
Work Telephone	<input type="text"/>
Work Email	<input type="text"/>

Employer Name *	<input type="text"/>
Work Address *	<input type="text"/>
Work Address Line 2	<input type="text"/>
Work City *	<input type="text"/>
Work State *	<input type="text"/>
Work Zip Code *	<input type="text"/>
Work Telephone	<input type="text"/>
Work Fax	<input type="text"/>
Work Email	<input type="text"/>

Employer Name *

Work Address *

Work Address Line 2

Work City *

Work State *

Work Zip Code *

Work Telephone

Work Fax

Work Email

Employer Name *

Work Address *

Work Address Line 2

Work City *

Work State *

Work Zip Code *

Work Telephone

Work Fax

Work Email

Employer Name *

Work Address *

Work Address Line 2

Work City *

Work State *

Work Zip Code *

Work Telephone

Work Fax

Work Email

MAILING ADDRESS

Your mailing address must be kept up to date. It will be used for Board business, including renewal reminders. If you move, please notify the Board of your new address within 30 days by emailing

the Board office.

Please note which address you wish to use as your mailing address: *

☐ Work

☐ Home

PUBLIC ADDRESS

The Board is required to keep a public address on file for each licensee. Your work address is used as your public address by default. If you do not provide the Board with a work address, your home address will be used as your public address. You may provide an alternate address by emailing the Board office.

Please note which address you wish to use as your public address: *

☐ Work

☐ Home

DRY NEEDLING REGULATIONS (Required by SB 186)

If you currently dry needle as an Athletic Trainer, you must submit a Dry Needling Verification form and undergo Board review to determine if you meet the qualifications to dry needle.

For more information on dry needling and the required documentation, please visit the [Dry Needling Update](#) page on the Board website.

Do you currently practice dry needling under your AT license? *

☐ No

☐ Yes

Are you dual licensed? *

☐ No

☐ Yes

COMPETENCY INFORMATION

Please answer all of the following questions. The answers you provide will not be made public.

Have you previously filed an application with the Nevada State Board of Athletic Trainers? *

☐ No

☐ Yes

If YES, when?



1. Have you been charged, arrested or convicted of a felony or gross misdemeanor? *

☐ No

☐ Yes

2. Have you had a professional license placed on probationary status, restricted, suspended or revoked? *

☐ No

☐ Yes

3. Have you been found guilty, pleaded guilty, or entered a plea of nolo contendere to any administrative or legal offense in connection with the practice of athletic training? *

☐ No

☐ Yes

4. Have you received a fine, administrative ticket, citation, demerit, reprimand or any adverse or punitive action from any regulatory agency? *

☐ No

☐ Yes

5. Have you surrendered a professional license? *

☐ No

☐ Yes

6. Do you have a medical condition which in any way impairs or limits your ability to practice with reasonable skill and safety? *

☐ No

☐ Yes

7. Do you take a chemical substance(s) which in any way impairs or limits your ability to practice with reasonable skill and safety? *

- ☐ No
☐ Yes

If yes to #6 or #7, please answer the next questions:

8. Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program?

- ☐ No
☐ Yes

9. Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting or the manner in which you have chosen to practice?

- ☐ No
☐ Yes

** If your answer is yes to any of the above questions, please attach a signed statement of explanation. Copies of any documents that identify the circumstances or contain an order, agreement, or other disposition may be required.*

CHILD SUPPORT INFORMATION (NRS 633.326)

Professional or occupational licenses, certificates, or permits may be denied or restricted if back child support is owed by the person holding the license. Any license by the Nevada State Board of Athletic Trainers is subject to the requirement mandated by the Federal Government of all states including Nevada.

Please mark the appropriate response

**Failure to mark one of the three will result in denial of the application*

*

- ☐ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- ☐ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

NOTICE OF MANDATORY REPORTER (NRS 432B.220)

I acknowledge I have been informed of my duty as a mandatory reporter of abuse or neglect of a child pursuant to NRS432B. *

☐ Yes

NEVADA BUSINESS LICENSE INFORMATION (Required by SB 21)

*

- ☐ I do NOT have a Nevada business license number.
- ☐ I have applied for a NV business license and my application is pending.
- ☐ I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

****The Nevada State Board of Athletic Trainers is not the arbiter of determining whether a business license is needed. Information about the Nevada business license can be found on the Secretary of State's website at <https://www.nvsos.gov/sos>.**

INTERAGENCY COUNCIL ON VETERANS AFFAIRS DATA GATHERING (Required by SB 137)

Have you ever served in the military? *

- ☐ No - I have not served in the military.
- ☐ Yes - I have served in the military.

ACKNOWLEDGEMENT

Enter your name *

I hereby certify to the Nevada State Board of Athletic Trainers that I have obtained the required continuing education during the licensure period that is currently active, through and including this date, as required to maintain certification with the Board of Certification (BOC) provided in NRS 640B.260(4), NRS 640B.400, and NAC 640B.030. I declare, under penalty of perjury, that all the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to my training or experience or my fitness to practice athletic training.

You may sign below by using your mouse or your finger on a mobile device.

Your E-Signature *

_____ signature



SUBMIT FORM & PAYMENT

Please provide the email you would like a PDF of your license and a receipt for the renewal fees to be sent.

Email for license & receipt *

Date of application *



Form of payment: *

☐ Pay online with a credit card

☐ Mail a check

Submit Form & Pay



NSBAT LICENSE INFORMATION

The information you enter below will be used to create your Nevada AT license. Please double-check that the details you provide are correct.

Enter your **name** as you would like it to appear on your AT license:

Name on License *

Enter your **license number** and the **date** your AT license was issued:

License Number *

License Issue Date *





Nevada State Board of Athletic Trainers
6170 Mae Anne Ave, Ste 1, Reno, NV 89523-4705; 775-787-2636

Michelle Cothrun, Executive Secretary
Part-time, Unclassified Position

The Executive Secretary is the chief administrative officer for the Board of Athletic Trainers. The position is responsible for the overall management of the Board's office, activities, and functions.

The following represent the duties/responsibilities of the position. On a scale of 1 – 5, with 5 being the highest and 1 being the lowest, complete an evaluation of how well the individual met or exceeded the criteria. A score of 3 = met criteria.

_____	Licensing: Conduct all aspects of the licensing, monitoring and compliance functions. Includes maintenance of licensing and regulatory data collection and compliance. Convert paper applications to online versions.
_____	Meetings: Facilitate Board meetings, prepare agendas, supporting documents, and meeting minutes in accordance with the Nevada Open Meeting Law.
_____	Financials: Coordinate with bookkeeper, Carol Woods, for accounting, financial reporting and administering Board's annual budget through QuickBooks online.
_____	Website: Maintain Board's website including posting content and updating forms as needed
_____	Liaison: Serve as Board's liaison with outside agencies such as the Governor's office, state agencies, national organizations, Board members, licensees, and the public.
_____	Regulation: Maintain laws and regulations, including representing the Board during legislative sessions and Sunset reviews.
_____	Disciplinary Action: Oversee the Board's complaint and disciplinary action process.

0	Total Score Maximum Points: 35

Comments:

Other factors considered in evaluating performance, recommendations for improvement, etc.:

Signature: _____ Date: _____



Nevada State Board of Athletic Trainers
6170 Mae Anne Ave, Ste 1, Reno, NV 89523-4705; 775-787-2636

Michelle Cothrun, Executive Secretary
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The following represent the duties/responsibilities of the position. On a scale of 1 – 5, with 5 being the highest and 1 being the lowest, complete an evaluation of how well the individual met or exceeded the criteria. A score of 3 = met criteria.

4 Licensing: Conduct all aspects of the licensing, monitoring and compliance functions. Includes maintenance of licensing and regulatory data collection and compliance. Convert paper applications to online versions.

2 Meetings: Facilitate Board meetings, prepare agendas, supporting documents, and meeting minutes in accordance with the Nevada Open Meeting Law.

5 Financials: Coordinate with bookkeeper, Carol Woods, for accounting, financial reporting and administering Board's annual budget through QuickBooks online.

4 Website: Maintain Board's website including posting content and updating forms as needed

5 Liaison: Serve as Board's liaison with outside agencies such as the Governor's office, state agencies, national organizations, Board members, licensees, and the public.

5 Regulation: Maintain laws and regulations, including representing the Board during legislative sessions and Sunset reviews.

3 Disciplinary Action: Oversee the Board's complaint and disciplinary action process.

28 Total Score Maximum Points: 35

Comments:

Other factors considered in evaluating performance, recommendations for improvement, etc.:

Signature: _____ Date: _____