



Nevada State Board of Architecture, Interior Design and Residential Design

2080 East Flamingo Road, Suite 120, Las Vegas NV 89119
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NSBAIDRD POLICY REGARDING CONTINUING EDUCATION AUDITS

Every renewal cycle, the Board's staff shall randomly audit a percentage of the registrants for compliance with NAC 623.630 – NAC 623.646. For those registrants randomly selected for an audit, the Board's staff shall notify each by mail addressed to the registrants' last known address. The letter shall explain the audit process and require the submittal of all evidence of continuing education for the prescribed period by a certain date. Upon receipt of the evidence, the Board's staff shall review it to determine whether it complies with NAC 623.630 – NAC 623.646. If the Board's staff determines that the evidence demonstrates compliance with NAC 623.630 – NAC 623.646, it shall notify the registrant, either by mail or email that the audit demonstrated that the registrant had passed the audit.

If the Board's staff determines that a registrant has violated any of the provisions of NAC 623.630 – NAC 623.646, the Board's staff may, in lieu of filing a Notice of Charges, offer a summary resolution of the matter to the registrant. The offer of summary resolution shall:

- (a) Inform the registrant of the facts upon which the Board's staff relies;
- (b) Identify the statute or regulation that the Board's staff believes was violated;
- (c) Inform the registrant that the matter may be summarily resolved by the payment of a fine in the amount determined below;
- (d) Inform the registrant that if the matter is summarily resolved, it will not be treated by the Board as discipline; and
- (e) Explain to the registrant that he or she is not required to summarily resolve the matter and that if he or she desired, he or she could require the Board's staff to prepare a formal Complaint and to pursue the matter through the Board's usual disciplinary process.



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In every case involving a violation of NAC 623.630 – NAC 623.646, the registrant shall be required to provide evidence of completion of the number of continuing education hours that he or she was found deficient within 30 days of the determination.

In addition to completing the requisite continuing education hours, the registrant who have been found in violation for the first time will be audited in the next registration renewal period and shall be assessed a fine (whether through an offer for a summary resolution or at a hearing) which shall be \$250. Registrants who have found in violation for a second time will be audited for the next three registration renewal periods, will have to personally appear before the board and will be assessed a fine of \$500.

For any registrant who has committed a third violation, no summary resolution shall be offered and, instead, the registrant shall be subject to a disciplinary proceeding in which the Board shall consider, among other things, whether the registration should not be renewed pursuant to NAC 623.646.