



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
NOTICE OF QUARTERLY MEETING  
AGENDA

**DATE:** May 8, 2020

Steve Sisolak  
**Governor**

**TIME:** 1:00 PM

**BOARD MEMBERS**

Melinda Gustin, President/Public  
Member

Stan Southwick, Secretary

Marc Chapelle, CLARB  
Representative

Laura Miller, Outreach

Ryan Hansen, Newsletter &  
Website

**DEPUTY ATTORNEY GENERAL**  
Henna Rasul

**EXECUTIVE DIRECTOR**  
Ellis Antuñez

**PLACE:** Zoom Meeting

<https://us02web.zoom.us/j/6555590472>

**Meeting ID: 655 559 0472**

Phone Via Zoom at: 16699006833, or mobile at:

6555590472# US (San Jose)

Meeting ID 655-559-0472

**Please Note:** The Nevada State Board of Landscape Architecture may 1) take agenda items out of order; 2) combine two or more items for consideration; 3) remove an item from the agenda or delay discussion related to an item at any time. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please, contact Ellis Antuñez at (775) 971-4410 ([landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov)), in advance, so that arrangements can be made.

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**1. CALL TO ORDER- Melinda Gustin, President**

- A. Roll Call of Board Members
- B. Introductions of all Present.
- C. Establish Quorum.

**2. PUBLIC COMMENT PERIOD** Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the board may refuse to consider public comment. See NRS 233B.126.

**3. DISCUSSION AND POSSIBLE ACTION ON**

- A. Approval of April 22, 2020, Meeting Minutes. **(For Possible Action)**



**4. OLD BUSINESS (For Possible Action)**

- A. Review, Discuss and Approve utilizing on-line providers for License Application, Renewal and Registration.
  - 1) GL Solutions
  - 2) Thentia
  - 3) Big Picture Software
- B. Workshop Information

**5. EXECUTIVE DIRECTOR REPORT- Ellis Antuñez (For Possible Action)**

- A. Discussion and possible action on Financial Operations Update
  - 1) Total Balance of all accounts as of April 30, 2020
  - 2) Review of current budget statement for FY2019-2020
  - 3) Review current Profit & Loss statement for FY20
  - 4) Review and Approve Budget for Fiscal Year 2021
- B. Number of new licenses granted via reciprocity by CLARB Council Record in the past quarter.
- C. PayPal Set-Up for Renewals and New License.
- D. Annual Review of Executive Director
- E. Enforcement Cases – Informational Only
- F. NCIRC-BlueBook Committee Meeting

**6. NEW BUSINESS (For Possible Action)**

- A. Review, Discuss and Approve the following licensees and Applicants.
- B. Review and Approve provider for Continuing Education Units  
With COVID-19 "Stay-at-Home" Executive Orders, in person CEU presentations are not allowed. Allow a temporary increase in self-study credits.

**7. REVIEW AND DISCUSSION OF MATTERS PERTAINING TO THE COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT – Marc Chappelle (For Possible Action)**

- A. Report on In-the-know Webinars
  - 1) ARPL - Alliance for Responsible Professional Licensing
- B. Presentation by NVALA representative
- C. CLARB Annual Meeting Location
  - 1) New York, New York 2020 – 50<sup>th</sup> Anniversary –September 10 -12
  - 2) Phoenix, Arizona 2021
  - 3) Atlanta, Georgia 2022
  - 4) Omaha, Nebraska 2023
  - 5) Seattle, Washington 2024

**8. DISCUSSION AND IDENTIFICATION OF TOPICS FOR FUTURE MEETINGS – All Board Members (Discussion Only)**



## **9. DISCUSSION OF NEXT MEETING DATES AND LOCATIONS (For Possible Action)**

May 8, 2020 -Virtual Meeting

August 21, 2020 – In Reno

November 6, 2020 – Virtual or Face-to-Face in Las Vegas

## **10. PUBLIC COMMENT PERIOD** Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later date.

## **11. ADJOURNMENT**

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At the discretion of the Chair, public comment is welcomed by the Board, but will be limited to five minutes per person. A public comment time will be available at the beginning of the meeting and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and at his/her discretion. Once all items on the agenda are completed the meeting will adjourn.

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

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Anyone desiring agenda or supporting Materials regarding any board meeting is invited to call or email the Executive Director, Ellis Antuñez at (775) 971-4410 or by email at [landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov) and is available on the web site: <http://landscapeboard.nv.gov/Agendas.html> The agenda and supporting materials may also be picked up in person at 1755 E. Plumb Lane, Suite 107, Reno, Nevada 89502

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In accordance with NRS 241.020, this public notice and agenda was posted on or before February 2nd on the Nevada State Board of Landscape Architecture website, <http://landscapeboard.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov>, and in the following locations:

- a. Nevada State Board of Landscape Architecture, 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502
- b. Nevada State Board of Landscape Architecture Website
- c. Nevada Meeting Notices at NV.Gov
- d. Nevada State Attorney General's Office, 100 North Carson Street, Carson City, NV 89701
- e. Grant Sawyer Building, 555 Washington St, room 5100 Las Vegas, Nevada, 89101

- The Board reserves the right to change the order of items (other than those items posted with a specific date and time) on the agenda. Agenda items may be taken out of sequence to accommodate persons appearing before the Board and/or to aid in the effectiveness of the meeting.



- The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, in this regard, please notify Ellis Antuñez at 1755 E. Plumb Lane, Suite 107-C, Reno, NV 89502 or by mail at P.O. Box 34143, Reno, NV 89533, or at 775 971-4410 as soon as possible prior to the date of the meeting.
- This Agenda was sent to all requestors for notice in accordance with NRS 241.0203B. Persons/facilities must submit a request in writing every six months, NRS241.0204(c).
- With regard to any Board meeting, it is possible that an amended notice will be published adding new items to the original agenda. Amended notices will be posted in accordance with the Open Meeting Law.





### AFFIDAVIT OF POSTING

May 8, 2020

Meeting

The undersigned affirms that on or before 9AM on May 4, 2020, he/she posted a copy of the Notice of Public Meeting and Agenda for the May 8, 2020 meeting of the Nevada State Board of Landscape Architecture in accordance with NRS 241.020: said agenda was posted at the following location:

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<hr/>	<hr/>	<hr/>
Signature	Title	Date & Time of Posting



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
QUARTERLY MEETING  
March 6, 2020

**PLACE: via Zoom video conference**

Present in Reno: Melinda Gustin, Marc Chapelle, Ryan Hansen  
Present in Henderson: Laura Miller, Stan Southwick

Staff Present: On the Phone: Henna Rasul, Senior Deputy Attorney General  
Reno - Ellis Antuñez, Executive Director

Guests: Via Zoom: Erik Lukens, Jack Zunino, Andre Forget, Dan Alberson, Melissa Helgeson, Troy Rauschenberger

1. **Call to Order:** 10:02AM by President Melinda Gustin
2. **Public Comment:** None
3. **Meeting Minutes of March 6, 2020**, Motion to approve by Marc Chapelle  
Second by Laura Miller. Passed Unanimously.
4. **Old Business:**
  - A. At 10:30AM A presentation of the software services from Thentia by Andre Forget was reviewed.
  - B. At 11:30AM a presentation of the software services from Big Picture Software by Dan Alberson and Melissa Helgeson was reviewed.  
After these presentations a discussion followed as to the cost of each service and the viability of using them, along with which one would seem to fit best with this board and its duties. Further discussion and review is to take place at the May 8, 2020 meeting.
  - C. A motion to approve the use of PayPal for accepting credit cards, debit cards and other electronic payments and pass through the fees to the applicants/licensees was made by Marc Chapelle, Second by Stan Southwick. Passed Unanimously.
5. **New Business**
  - A. A discussion of the current COVID-19 situation and Governor Sisolak's executive orders followed. The meeting of May 8, 2020 will be a virtual meeting as the Governor has set out a set level of weeks to slowly open the state up. Each level is at least 2 weeks possibly more. This is being investigated and will be determined later. The COVID-19 effects the office staffing, face-to-face meeting, including possibly the CLARB and ASLA annual meetings due to the states that are hosting these events. Will watch and report back to at the next meeting.
6. **Discuss and Identify Topics for Future Board Meetings**

The following topics were discussed as the paperwork for the review was distributed for the board members to be acquainted with at the May 8, 2020 meeting. Discussion items only, no action taken.

  - 1) Annual Review of Executive Director
  - 2) Review and Approve Fiscal 2021



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
QUARTERLY MEETING  
March 6, 2020

**7. Next meeting dates and locations**

- 1) May 8, 2020 - Virtual Meeting
- 2) August 21, 2020 – Full Board in Reno possibly.
- 3) November 6, 2020 - Virtual Meeting or Full Board in Las Vegas

**8. Public Comment:** Mr. Jack Zunino, FASLA, Landscape Architect, commented that as a member of the Desert Green board, this organization was working on filling out paperwork for LACES to be considered for Continuing Education Credits. It was mentioned to him that the board at the November 2019 meeting had approved the design track for this conference be credited with 4 units of Continuing Education. He will take that information back to the Desert Green Board and see if the pursuit of a national recognition for CEU's is still wanted or if the Nevada State Board Landscape Architecture approval is enough.

**9. Meeting Adjourned 1:14PM**

## Agenda 4.A.1

# Call Recap

Marcy Merlot <merlot@glsolutions.com>

Mon 11/25/2019 10:12 AM

To: Landscape Board <LandscapeBoard@nsbla.nv.gov>;

Cc: Marcy Merlot <merlot@glsolutions.com>;

Hello Ellis –

Thank you for taking the time to meet with me last week to discuss your software needs. I understand you are doing your regulatory activity manually at this time and are looking for a system to track licensing of 2 license types for a total of 365 licensees, along with complaints, exams, and continuing education. Your licenses renew in a cycle by June 30<sup>th</sup> and your budget period is July through June.

We talked about our Software as a Service model that removes the traditional software project installation model with project deliverables and payment milestones and allows you to simply pay a monthly fee. For the monthly fee we will identify what you require prior to going live with the system. We will build that, test, and implement your system. After you go live we will provide unlimited defect correction with changes to the system at the level you can handle. This plan requires a minimum of 3 users and is priced at \$582.16 per user per month (\$1,746.68 per month). Once you have the system live you can have 3 projects working at one time to continue to add additional functionality or make changes as needed.

Please let me know if you want to move forward with a review of GL Suite and how it can be used for regulating Landscape Architects.

Again, thank you very much for the time spent discussing this last week.



Marcy Merlot  
Sales Executive / Trainer

[glsolutions.com](http://glsolutions.com) | 541.312.3662 | 800.930.1193 | cell 541.788.0394

# Take control of your email with GL Suite

GL Solutions <sales@glsolutions.com>

Thu 12/12/2019 5:16 AM

To: Landscape Board <LandscapeBoard@nsbla.nv.gov>;

[Click here to view this email in your browser](#)



## Take control of your email with GL Suite



### Automate email notifications

Whether your organization licenses dentists, manages workers comp claims or tracks certificates of insurance, GL Suite helps organizations operate more efficiently by automating many repetitive and time-consuming tasks. For instance, GL Suite drastically reduces the amount of time staff spend creating and tracking correspondence with Automated Email Generation.

Automated Email Generation allows users of GL Suite to send automatic email notifications to individuals or to groups. The functionality, for instance, enables users to send notifications to licensees, agency staff and board members. GL Suite logs emails under the relevant record for easy retrieval by staff members or colleagues in other departments.

### Utilize templates

For recurring correspondence types, Automated Email Generation supports the creation of editable templates. Users select the templates from a menu, with the templates populating automatically with data stored on each record in GL Suite.

### Eliminate paper

A state private investigators licensing board used Automated Email Generation in GL Suite to eliminate their old system's paper-driven correspondences. The agency engaged GL Solutions to design a system capable of emailing renewal notifications to licensees, then following up with a

receipt and license certificate upon payment. The solution saved the agency money, while ensuring the prompt delivery of licenses. The state's Automated Email Generation functionality also stores every email sent with all related records for tracking and auditing.

GL Suite, used by dozens of agencies throughout the United States, offers a highly flexible web-based database system designed to support licensing, inspection, permitting, compliance, certification, case management, credentialing, registration, continuing education and enforcement activities.

[Click here](#) to learn more about GL Solutions and Automated Email Notifications.

## Replace your licensing system, with no upfront fees



GL Solutions, a leader in government software, has developed a cure for procurement. Our new GL Simple support plan makes installation affordable and hassle-free. Whether your agency is looking for a claims management, case management or licensing system, GL Solutions will design and install it for a monthly plan fee that continues after go-live. With GL Simple, organizations can avoid the big installation costs and procurement hassles that accompany most large software projects.

[Click here](#) to read more about GL Simple.



## Who we are...

Oregon-based GL Solutions, founded in 1997 by government regulatory experts, offers enterprise software used by dozens of states. We have a proven record of accomplishment for meeting project goals and delivering all agreed upon components of software implementation. Our offerings include software and related support and integration services.

## GL Solutions is passionate about government

Contact us today for more information about how  
we can help your agency run more efficiently.

800.930.1193

[www.glsolutions.com](http://www.glsolutions.com) | [hello@gl solutions.com](mailto:hello@gl solutions.com)



### Industry Expertise

Each agency needs to regulate differently. Technology changes rapidly. Risk abounds. Your software vendor needs to be both rock-solid, and dynamic. GL Solutions was built to deliver all of the above, bringing decades of cross-industry regulatory software experience.



### Specialized Solutions

Powerful, adaptable, and fully-integrated. With the stability of COTS software and the flexibility of custom software, the highly-configurable GL Suite system combines your expertise and ours, your guidance and ours, into the full enterprise solution to run your agency.



### Integrated Guidance

Receive guidance to guarantee results. GL Solutions embeds detailed project guidance to ensure successful software implementation. GL Suite software embeds process guidance for your agency's procedures. You get best-practices, step-by-step, click-by-click adherence to your statutes.

### Why am I receiving this email?

GL Solutions is committed to empowering our agencies to protect the public through efficient licensing tools that make your job easier. You are receiving this email as part of our ongoing communication about recent updates, new features, products and services of GL Suite.

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GL Solutions, PO Box 591, Bend, OR 97709, United States



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# Products

## Product Catalog for GL Solutions



**Specialized Solutions** are built into GL Suite from a catalog of design and configuration best practices to meet specific client needs. From these best practices, GL Solutions' business analysts interview clients to

determine how the catalog items will be tailored – specifically designed and configured – to meet agency requirements.

GL Suite software is a fully-integrated government licensing software solution with the configurable versatility to organize the processes and data of each regulatory agency. The product components are specified and configured for each agency, to build the specialized solutions necessary to guide each agency's many stakeholders. "Products" at GL Solutions include Business Processes and Functionalities including those described below.

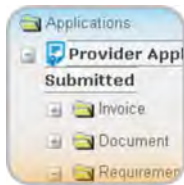




## About GL Suite - Products



## Business Processes and Functionalities



### Application Processing

Applications include back-office automation with rules, fees, and workflow for approvals.



### Online Applications

Online applications eliminate the largest source of wasteful duplicate back-office data entry.





## Case Management

Case management is security-controlled alongside licensing for full department integration.



## Complaint Submissions

Online complaint interface quickly collects valuable information from the public.



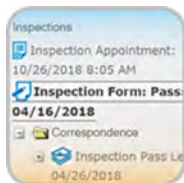
## Renewals

Renewals provide automation for timing, correspondence, and requirements for each cycle.



## Online Renewals

Online renewals streamline collection of data, documents, and fees via licensee portal.



## Inspection Tracking

Track inspection workflows as part of the licensing or enforcement processes.



## Mobile Inspections

Use the integrated mobile app in the field for data-disconnected inspections or investigations.





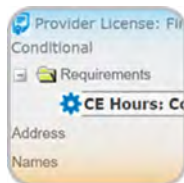
## Online Verification

Allow the public to look up license status and related non-secure data and documentation.



## Online Address Changes

Allow licensees to login to an online portal to update their contact information.



## Continuing Education

Track adherence to complex CE requirements throughout the licensing process and lifecycle.



## Workflow Automation

Provide dashboards and assignments to efficiently route and track work among staff.





## Document Management

Eliminate paper by uploading and accessing files from online or back-office processes.



## Board Meetings

Compile documentation for advance review and creation of board meeting agendas.



## Course Approval

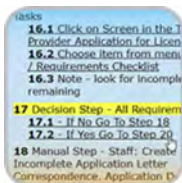
Track and approve continuing education providers and courses within GL Suite.



## Accounting

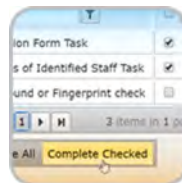
Track and report on the fees and payments related to licensing and enforcement activities.





## Process Guides

Activate step-by-step guidance for agency-specific processes within the GL Suite software.



## Data Entry Efficiency

Quickly apply updates across a record, or append similar data across multiple records.



## Configuration

Use GL Suite's control panel to add or modify agency-specific configurations and automation.



## Security / Permissions

Role-based security determines user access to specific data and functions throughout GL Suite.





## Data Exchange Interface

Transfer data between GL Suite and external systems via API or other approved method.



## Alerts and Notifications

Click-in tray-tool notifications for staff and emails for licensees, to keep the process moving.



## Examinations

Track exam results as part of the licensing process, or administer online examinations.



## Audits

Handle internal and external audits with controlled data and security authorization.





## QR Codes

Embed QR codes or barcodes on correspondence or license cards for quick reference or lookup.



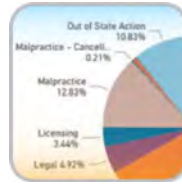
## Ad-Hoc Reporting

GLS Report enables all users to create ad-hoc queries of the data allowed by user security.



## Correspondence

Data-merged correspondence generates for easy edit, send, and save to the record.



## Reporting

Get report outputs to PDF, or business intelligence through Microsoft Power BI.

[Browse the service catalog or request a demo to learn more.](#)

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**thentia**

**OPEN REGULATE**

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Solution Proposal  
February 21, 2020

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Ellis Antunez - Executive  
Director

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**Nevada State Board of  
Landscape Architecture**

1755 E. Plumb Lane, Suite 107  
Reno, NV 89502

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# 1. EXECUTIVE SUMMARY

## 1.1 About Thentia

With headquarters in Toronto, Canada and U.S. operations based out of Portland, Oregon, Thentia offers a range of enterprise technology solutions designed specifically for regulation, compliance and governance needs across a variety of professions and trades.

With a significant share of the professional regulatory market in North America, we continue to learn, adapt, and expand the scope of capabilities to meet the niche requirements of our industry.

Since 2014, Thentia has consulted with both self-regulated and private business clients to develop a sophisticated process; ensuring our custom regulatory solutions are designed, architected and quality-assured in a timely and professional manner. We employ former regulatory professionals as their expertise and insight is invaluable to ensure all variances in client legislation and process are understood and represented accurately.

Every organization is unique, and our mission is to constantly improve and refine our platform by keeping pace with changes in regulatory practice and supporting technologies. It is our goal to provide complete solutions that are secure, user-friendly, responsive, comprehensive, and accessible.

We take an open consultative approach to understand your needs, and simultaneously will also play an advisory role to impart best practices - helping you achieve regulatory excellence.

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## 1.2 Solution Overview

### Open Regulate

Open Regulate – Thentia’s best-in-class regulatory database solution - powers a comprehensive suite of user application modules that support all critical regulatory standards and administration, such as:

- ✓ Registration and renewals
- ✓ Case management (complaints / discipline)
- ✓ Inspections
- ✓ Quality assurance management
- ✓ CE auditing
- ✓ Invoicing and payments
- ✓ Document management
- ✓ Reporting and analytics
- ✓ Communication management
- ✓ Alerts and notifications
- ✓ Workflow automation
- ✓ Third-party integrations

An Open Regulate deployment will include all scoped requirements, and be delivered with the following user interfaces:

- ✓ Workbench staff portal (back office data management)
- ✓ Public register (licensee verification)
- ✓ Applicant portal
- ✓ Licensee portal
- ✓ Online forms

And may also include (depending on requirements):

- ✓ Inspection portal
- ✓ Employer/facility portal

Open Regulate is a fully customizable database software solution which will deliver the precise functionality needed by your organization. We incorporate the best elements of your current process and consult with you on new ideas and industry best practices gathered from our experience with past deployments – ensuring we meet all your solution requirements.

### Solution Implementation Summary

Our solution implementation approach is comprehensive. Before delving into the technical portion, we develop a conceptual framework around your specific regulatory environment, applicable legislation, professional standards, and by-laws. We then conduct an in-depth review with your team to analyze and document your current operating processes, collaborating on full process enhancement and refinement to create a final configured and customized solution. A dedicated project manager is assigned and guides the project PMI standard project phases. Next, the solution is architected, configured, and customized with your newly mapped and migrated data. This is followed by full testing, user acceptance, training, deployment, production management, and end-user support.

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## 1.3 Technology Overview

### Database

Thentia's core software platform is built on graph-based database technology, which offers huge advantages in performance and flexibility versus other widely-used relational databases. In a nutshell, performance and responsiveness are improved - by several orders of magnitude – with rapid storage and retrieval of information. In a Graph database, complex data relationships are established and reinforced, and evolve over time as the data changes. With increased data complexity in this model, machine learning, predictive analytics, and real-time reporting can be delivered, as the relationships between your data are harnessed to provide the most intricate and applicable information. There's really no limit to how reports can be customized to refine your data.

### Cloud Hosting

Thentia operates all customer database deployments on Microsoft Azure, or if preferred, Amazon AWS. Both exist in a secure configuration with complete logical isolation, encryption at rest (and in transit) at all endpoints, hardware HSM key storage, anti-virus, DLP, DAST, and vulnerability scanning. Our development processes employ SAST. Our deployments are routinely penetration tested to ensure minimization of any potential attack surface. Using the most trusted enterprise-class hosting platforms available world-wide, we benefit - as do our clients - in several ways:

- ✓ Fast to deploy, operate, and scale with both production (live) and pre-production and quality assurance environments
- ✓ Superior data redundancy and disaster recovery
- ✓ 99.8% service uptime guarantee
- ✓ Compliant with Canadian, US and international data privacy laws – e.g. FedRAMP and GDPR
- ✓ Global reach, with data residency meeting country of origin requirements
- ✓ Enterprise security and encryption

Cloud hosting is quickly becoming the new standard for most software service providers, although there remain specific use-cases for deploying on premises at the client's location. Thentia can also offer an on-premises deployment model, should there be a requirement.

### Mobile Responsive and Device Compatibility

The value of a mobile responsive solution that works on all devices and browsers cannot be overstated in today's world of web-based technology - it's absolutely essential. Thentia designs and deploys each of its solutions on modern web standards, offering the highest level of compatibility, accessibility, and usability.

## Flexible Design

Out of the box, the solution has a lot of flexibility built into it. All forms in the system are fully configurable, and new forms can be created to support virtually any data collection requirement. Thentia's deployment team, along with privileged users, can make edits using a simple drag and drop tool (no coding required). Drop-down fields are also fully configurable so that field values remain consistent with your data collection requirements and nomenclature, as set out in any applicable governing legislation.

### Workbench – Settings / forms

**Settings**

System Settings

- Batch workflows
- Configuration
- Dependencies
- Dynamic workfl...
- E-mail queue
- Forms
- Login audit
- Privileges
- Site map
- System users
- Workflow events

Icons: +, edit, delete, view, refresh, code

Singular Display Name
Registrant / Applicant
Registrant Committee of Interest
Registration Status
Registrar's Disposition Type
Registration History Record
Renewal
Renewal Confirmation
Renewal Declaration Answer
Renewal Declaration Question

Navigation: < 1 2 3 >

## Workbench – Form builder

The screenshot displays the Thentia Form Builder interface. At the top, a header bar shows a menu icon, the title 'Form: Registrant / Applicant', a notification bell, and a 'NO' status indicator next to 'Network Operations'. Below the header, a sidebar on the left titled 'Design Elements' lists various form components: Section, Textbox, Radio, Datetime, and Lookup. The main workspace shows a form titled 'Personal Information' with a toolbar containing edit, delete, add, and move icons. The form fields are arranged in two columns:

Field Name	Field Type
First Name	Textbox
Gender	Dropdown
Last Name	Textbox
Deceased Date	Datetime
Common First Name	Textbox
Birth Date	Datetime
Middle Name	Textbox
E-mail Primary	Text with email icon

## Third-Party API Integrations

Our proprietary technology stack incorporates best-in-breed open-standards software, and can integrate with virtually any third-party web-based application that offers an Application Programming Interface (API). Most major web-based software providers will publish an API to allow for extended usability of their data applications. Our flexibility to integrate with third-party systems allows us to offer a more well-rounded solution, as well as single sign-on (SSO) capability. Some common examples of third-party applications we've integrated with include:

- ✓ Content management systems (CMS)
- ✓ Learning management systems (LMS)
- ✓ Accounting platforms (e.g. SAP, Dynamics GP, QuickBooks Online, Sage)
- ✓ Online payment processors (e.g. Chase, Moneris, Bambora, Authorize.NET, PayPal)
- ✓ Human resource system integrations (e.g. SAP, Humi)
- ✓ Messaging systems (e.g. Slack, Microsoft Teams, RingCentral)
- ✓ Other web services applications



---

## 1.4 Security Overview

Thentia employs an exceptional security mandate across all service platforms and hosting facilities. Three of the five major banks in Canada have run an information security audit against our database software system and environments. Each have also vetted our internal operating procedures. All provided a pass with minimal change in controls.

Some of our information security attributes include:

- ✓ ISO 27001 compliance
- ✓ SSAE compliant data center
- ✓ Biometric fingerprint scanning
- ✓ Proximity card readers
- ✓ 24/7 video surveillance & continuous security officer patrol
- ✓ Strong perimeter defense
- ✓ Network firewalls
- ✓ Threat monitoring
- ✓ Strong password protection
- ✓ Automatic time-out
- ✓ Intrusion detection
- ✓ Anti-virus protection
- ✓ High availability and multi-redundancy
- ✓ Hourly data backup
- ✓ Non-recoverable file deletion
- ✓ Penetration testing
- ✓ Latest version TLS data transmission
- ✓ Data encryption in transit and at rest

For more information on any of these security parameters, please see Appendix A.

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## 2. OPEN REGULATE: FEATURE OVERVIEW

### 2.1 Registration

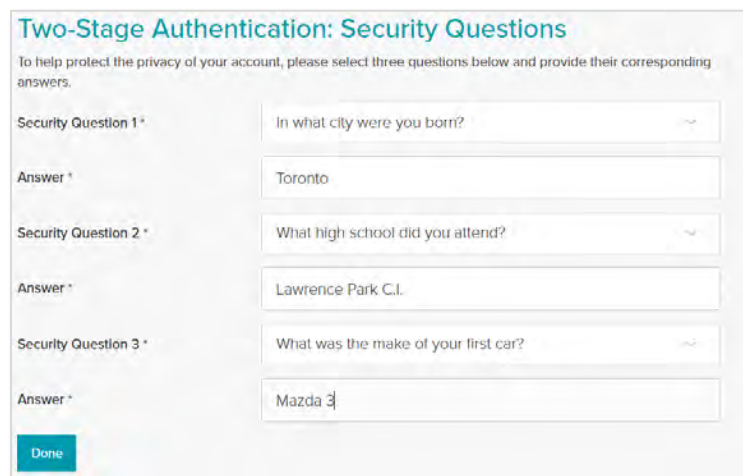
Open Regulate's registration module provides all the required functionality needed to manage a large licensee base (individuals and companies), aided by an intuitive suite of front-end / back-end user interfaces.

#### Registration Process / Applicant Portal

The registration process is automated from the outset. Applicants first create an account (login and password) and are then guided through a step-by-step process which tracks their progress, and keeps administrative staff updated in real-time through Workbench.

Typically, when an applicant creates an account, they'll be emailed a temporary password and instructions to log in and set a new secure password. Two-stage authentication is employed for added security and is used by the applicant when logging in and resetting a password.

#### Applicant portal - Two-stage authentication



The screenshot shows a web form titled "Two-Stage Authentication: Security Questions". Below the title is a sub-header: "To help protect the privacy of your account, please select three questions below and provide their corresponding answers." The form contains three question-and-answer pairs. Each question is followed by a dropdown menu, and each answer is followed by a text input field. The questions are: "In what city were you born?", "What high school did you attend?", and "What was the make of your first car?". The answers entered are "Toronto", "Lawrence Park C.I.", and "Mazda 3". At the bottom left of the form is a blue button labeled "Done".

Security Question	Answer
Security Question 1 *	In what city were you born?
Answer *	Toronto
Security Question 2 *	What high school did you attend?
Answer *	Lawrence Park C.I.
Security Question 3 *	What was the make of your first car?
Answer *	Mazda 3

Multiple applicant types can be pre-configured to accommodate a tailored onboarding experience that aligns with the various licensing types of the respective profession/occupation. Once the correct applicant type is selected, the applicant is guided through the application process, which includes online fee payment.

## Applicant portal – Stepped process

### College of Social Workers Registration Application

Application Progress

92%

i

Application Type:  
Canadian  
BSW/MSW

✓

Application Type

✓

Personal  
Information

✓

Educational  
Information

✓

Social Work  
Placement

✓

Other  
Registrations

✓

Declaration  
Questions

✓

References

✓

Resume and Job  
Description

✓

Release of  
Information

✓

Membership  
Activities

✓

Pledge

12

Application Fee  
Payment

#### 1. Application Type

Canadian BSW/MSW

If you obtained a degree in social work from a social work program accredited by the Canadian Association for Social Work Education (CASWE), you will likely meet the academic requirements for the issuance of a general certificate of registration for social work.

Select this Application >

Registered in another province (CFTA)

A Registrant from another province may find it easier to become registered as a social worker in Ontario if you are already registered as a social worker with one or more Canadian social work regulatory authorities. Applicants will need to provide a letter of good standing from your regulatory authority and complete the following application process.

Select this Application >

International BSW/MSW

Individuals with social work credentials from a school outside of Canada may be eligible for registration as a Registrant or Social Worker Candidate in Ontario. Applicants will need to have their social work academic credentials evaluated by The Canadian Association of Social Workers (CASW) as equivalent to a minimum of a Bachelor of Social Work obtained from a social work program accredited by the Canadian Association for Social Work Education. If so, you will likely meet the academic requirements for Registration.

Select this Application >

United States BSW/MSW

If you obtained your degree in social work from a social work program accredited by the Council on Social Work Education (CSWE), you will likely meet the academic requirements for registration for social work. Visit the [CSWE](#) website to find out if your social work program is accredited.

Select this Application >

Student

Student members are not registered to practice social work under the Act. Your membership is also based on approval by the Executive Director/Registrar. As a student member, you have access to all membership activities including discounted membership rates for College professional development events and conferences.

Select this Application >

All data related to an applicant is tracked and stored in its own record, independent from the licensee record (which may be modified over time). This means you always have access to the original information used in the initial application.

## Workbench - Applicant dashboard

The screenshot displays the 'Application Dashboard: APP-000265 - Bochii Test'. The left sidebar contains a navigation menu with options: This Record, Dashboard, Application Details, GRP, CPLA, Labour Mobility, Declarations, Connections, Character References, Course, Exam (checked), and Registration Investi... The main content area is divided into two sections. The top section, 'Contact Information', lists: Phone: (778) 581-0911, Email: andrew.moffat1@thentia.com, 19-1880 Old Boucherie Road, #6012, North York, Ontario, Canada, M1M 3M1. To the right, 'Application Type: Labour Mobility' and 'Status: Incomplete' are shown, along with a list of missing documents: Passport Photo: Not Received, MT Diploma: Not Received, and Letter of Good Standing: Not Received. The bottom section, 'Examinations', contains a table with the following data:

Exam Type	Location and Time	Number of Attempt	Result	Permission to Retry
Law, Ethics and Professionalism	N/A	0	N/A	N/A

Open Regulate can be programmed to alert administrative staff when pre-defined check-points in the application process have been reached, in turn prompting a response. For example, when an applicant uploads a passport photo or graduation diploma, their application can be temporarily paused, allowing staff ample time to validate and approve the document. Once approved, the applicant will be prompted to proceed with their application.

## Workbench - Applicant's record

Application Details	
Applicant	Application Type
99999 - Bochii Test	Labour Mobility
Application Number	Date Application Submitted
APP-000265	
Proof of eligibility to work in Canada Type	Passport Photo
Birth certificate	
Proof of eligibility to work in Canada	Approved
	Received

Once the applicant completes the registration process, a licensee account is automatically created in the system and their data record is linked to other major modules, including invoicing and payments, complaints/discipline, and quality assurance.

Below is an example of a licensee record which shows “connections” to other database components and supplementary documentation submitted by applicants/ licensees. This may include education details, character references, employment history, criminal record checks, continuing education tracking, declarations, and more.

## Workbench - Licensee record

The screenshot displays the 'Registration Information' form for a licensee with ID 99999. The sidebar on the left lists various modules: This Record, Dashboard, Personal Information, Registration Information (selected), Other Names, Online Self-Service, Connections, Alerts, Applications, Complaints, Criminal Record, Discipline, Education Details, Event Registration, First Aid & CPR-C, Invoice, Letter of Good Standing, and Liability Insurance. The main form contains the following fields:

- Registrant Number:** 99999
- Registrant Status:** Active
- Initial Registration Date:** Jun-01-2014
- Registration Cancellation Date:** Feb-01-2018
- Current Registration Period Start Date:** Jan-01-2018
- Registration Cancellation Reason:** (Rich text editor with bold, italic, underline, bulleted list, numbered list, link, and unlink buttons)
- Current Registration Period End Date:** Dec-31-2018
- Consent to Display Gender on Public Register:** Yes (selected) / No
- Three year reinstatement requirement met?:** No (selected) / Yes

Each form within Open Regulate contains an audit history log to record all field level changes. The audit log includes: the old value, the new value, and the date and user that made the change. This helps to facilitate easy management of data entry challenges as they may arise.

## Workbench - Audit history

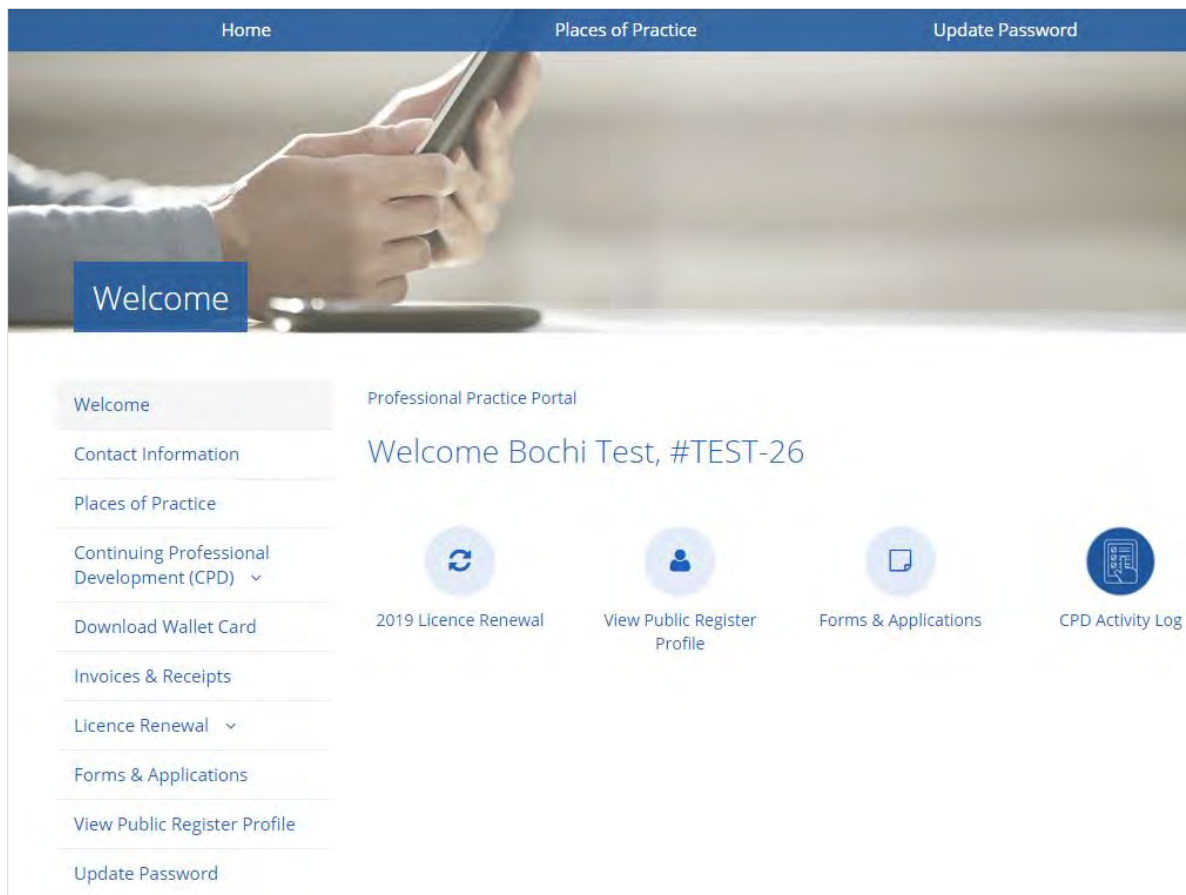
Field Name	Original Value	New Value	Created On	Created By
origami_registrantid	4515246 - John Doe	EXTBPAOS - Test Registrant	Oct-16-2018 05:17 PM	<a href="#">Network Operations</a>
origami_approvedperson	Empty	Test Person	Oct-16-2018 05:17 PM	<a href="#">Network Operations</a>
origami_casetype	Empty	Professional Misconduct	Oct-17-2018 03:40 PM	<a href="#">Network Operations</a>
origami_registrantid	EXTBPAOS - Test Registrant	99999 - Test Registrant	Oct-17-2018 03:24 PM	<a href="#">Network Operations</a>

## 2.2 Licensee Self-Serve Portal

The secure online self-serve licensee portal provides licensees and companies with the ability to manage their personal and professional registration profile information, upload/download documents, track and manage continuing education requirements, apply/renew licenses and certifications, and make payments.

Furthermore, the portal's user interface and user experience can be designed to accommodate most custom activity tracking and workflow requirements, as well as match your branding specifications.

### Licensee portal - Lobby page



As licensees make changes in the portal, the data is updated in real time in the Workbench admin portal and an audit history log is created to reflect the change. This allows administrative staff to keep an accurate view of licensee information at any given time.



## 2.3 Renewal Management

Effectively managing the renewal process is an administrative operation of utmost importance to every professional regulator. It's important to get it right. Our system, which runs on graph database technology, can manage hundreds of thousands of transactions a second. This means you'll never encounter server delays or system crashes at critical times like renewals.

Open Regulate makes managing renewals easy and stress-free for staff administrators. We help you design a process that can be fully automated from start to finish and allows administrators to manually intervene where necessary. A typical renewals process may look something like this:

1. Leading up to the renewal period, the client works with their dedicated Thentia contact to update/refine processes, requirements, verbiage, declarations, fees, etc.
2. An advanced notification email is sent out to all licensees to direct them to log into the licensee portal to renew.
3. Additional reminder emails are sent at a pre-defined time to licensees with pending renewals (both before and after the renewal deadline).
4. Licensees log into their portal to complete the renewal requirements and pay their invoice.
5. Payments are processed in real-time and staff can run reports accordingly for accounting reconciliation.

Some clients need to run multiple-renewal cycles within a single year or biennially. Open Regulate easily accommodates any type of renewal cycle configuration.

### Workbench - Renewals (table view)

Renewals						
<div><div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div><div>Add Column</div><div>Change View</div><div>Search...</div></div>						
Added this year 13		Added this quarter 0		Added this month 0 0%	Added last month 0	
Registrant	Current Status	Renewal Year	Renewal Status	Renewal Period End Date	Renewal Period Start Date	
SWQYZUAT - Test Registrant	Active	2019	Pending – Declarations	Dec-31-2020	Jan-01-2019	
SYNUVIXY - Test Registrant	Active	2019	Pending – Cheque	Dec-31-2020	Jan-01-2019	
SOVKNJVG - Test Registrant	Associate	2018	Completed	Dec-31-2018	Jan-01-2017	
PCQDQWZS - Test Registrant	Active	2018	Completed	Dec-31-2018	Jan-01-2018	



## Workbench – Renewals (record view)

Renewal ? 2018 - PCQDQWZS - Test Registrant

NO

Network Operations

Files

Notes

Audit History

This Record

Renewal Details

Connections

Confirmations

Declarations

Membership Activity

Renewal Details

Registrant

PCQDQWZS - Test Registrant

Renewal Status

Completed

Renewal Year

# 2018

Submission Date

Dec-13-2017

Current Status

Active

Destination Status

Active

Renewal Period Start Date

Jan-01-2018

Renewal Period End Date

Dec-31-2018

Invoice

Invoice ? 000014 - N/A - Test Tester

Renewal Step

### 7

## Licensee portal - Renewal application process

Licence Renewal

Welcome

Contact Information

Places of Practice

Continuing Professional Development (CPD)

Download Wallet Card

Invoices & Receipts

Licence Renewal

Getting Started

Personal Details

Practice Information

Education Activities

Professional Conduct

Review

Payment

Professional Practice Portal / Licence Renewal / Getting Started

Licence Renewal

Step 1 of 7

Getting Started

The Annual Licence Renewal information must be submitted [as per by-law 20.01(1)] along with your Continued Professional Development (CPD) activities for the year and the fee for your 2019 licence, no later than November 30, 2018.

As per ss. 5(2) of the Legislative Act, you must notify the College in writing if you do not intend to renew your licence otherwise, fees will accrue. To notify the College of this, please submit a completed Resignation Form to the Registration Department. This form can be found by clicking [here](#).

A [licence renewal guide](#) and a list of [frequently asked questions](#) have been created to assist you in the completion of the 2019 licence renewal.

Next >

## 2.4 Case Management (Complaints & Discipline)

Complaints and Discipline procedures are critical to maintaining public confidence and providing public protection. Ensuring accurate and up-to-date records that are easily accessible is essential for fair and transparent processing.

Open Regulate's complaints and discipline module can track and manage all incoming complaints, evidence, witnesses, investigators, statutory dates, and correspondence. From the investigation stage, through to various levels of hearings, along with the tracking of respective outcomes, all information is captured.

### Online complaint form (partial example)

**A. PERSON FILING THE COMPLAINT**

First Name \*

Last Name \*

Address \*

City \*

Province

Postal Code

Primary Phone \*

Email \*

Anonymous complaints cannot be processed. If you are not the client of the Member to whom the complaint relates, please describe your relationship to the client and provide details about the client in Section B.

**B. MEMBER AGAINST WHOM THE COMPLAINT IS BEING MADE**

Social Worker First Name \*

Social Worker Last Name \*

If the name of the Member is unknown, please provide sufficient details so that by reasonable inquiry the College can determine the name of the Member.  
Complaints against Members who cannot be identified or individuals who are not Members cannot be processed.  
Where did you see the member?

Location of the Complaint:

Please Select ...

If you are filing a complaint on behalf of another individual, "you" relates to the person you are filing the complaint on behalf of.

For a more complete example of an online complaint form, please go to this URL:

<https://ordemo.openregulateqa.com/webs/ordemo/register/#!/complaint-form>

Case records are designed to accommodate all data inputs from inbound complaints (or other triggering events), and provide structured entities for tracking statutory dates, evidence gathering, meetings and correspondence, imposed terms and conditions, dispositions, and investigation reports – to name some of the more common use cases.

### Workbench - Case details (record)

The screenshot displays the 'Case details (record)' interface in the Thentia Workbench. The top navigation bar shows 'Complaint ? 00002' and a 'Network Operations' status of 'NO'. Below the navigation bar, there are icons for Files, Notes, Audit History, and other functions. The left sidebar lists various case components: Case Details, Connections, Complainants, Complaint Agreeeme..., Evidence, Legal Counsel, Urgent Meetings, and Witnesses. The main content area is titled 'Case Details' and contains a form with the following fields:

Field	Value
Case Number	00002
Date Online Complaint Received	May-16-2018
Case Type	Professional Misconduct
Date of the Incident	May-14-2018
Member	99999 - Test Registrant
Time of the Incident	1:00pm
Approved Person	Test Person
Location of the Incident	Agency

As case records are finalized and investigation outcomes progress to formal disciplinary proceedings (e.g. notice of hearing), discipline records track all the components related to your hearings process - as determined by your regulatory bylaws and corresponding operating procedures.

## Workbench - Discipline details (record)

The screenshot shows a web application interface for "Discipline ? EXTBPAAOS - Test Registrant". The top navigation bar includes a menu icon, the title, a notification bell, and a "NO Network Operations" status. Below the navigation bar is a toolbar with icons for Files, Notes, Audit History, and other actions. The left sidebar contains a "This Record" section with "Discipline Details" selected, and a "Connections" section with links to Citations, Committee Panel, Decisions, Hearings, Legal Opinions, Meetings, Panels, and Parties, each with a checkmark. The main content area is titled "Discipline Details" and contains three input fields: "Registrant" (99999 - Test Registrant), "Date of Referral to Discipline Committee" (Aug-24-2018), and "Next Deadline" (Oct-26-2018). To the right of these fields is a "Chronology" section with a rich text editor toolbar (B, I, U, list, link, unlink, undo, redo) and a large empty text area.

All fields will be customized to the specifications of the client. As privacy and confidentiality is vital through these processes, the client controls which staff members have access to this sensitive information.

## 2.5 Inspection Portal

Inspections and investigations are sometimes conducted on the phone or online but are often conducted in-person. To accommodate foot soldiers, our regulatory case management solution includes a mobile-responsive portal specifically designed to accommodate the process of scheduling interviews, collaborating, and collecting data on your subjects.

The illustrations shown below are an example of an inspection/investigation portal:

### Inspection/investigation portal – calendar view

The screenshot shows the 'Inspector Portal' interface. At the top, there is a navigation bar with the 'Open Regulate' logo, the title 'Inspector Portal', and a 'Logout' link. Below the navigation bar is a header section with a 'Calendar' tab and a background image of a modern building. The main content area is titled 'Inspector Portal Calendar' and 'Calendar'. A 'View Legends' dropdown menu is visible. The calendar itself is for 'OCTOBER, 2018' and shows a grid of days from Sunday to Saturday. The days are color-coded: Sunday (light blue), Monday (light green), Tuesday (light blue), Wednesday (light green), Thursday (light orange), Friday (light blue), and Saturday (light blue). Each day has a list of events or tasks, including dates, times, and locations. For example, on Monday, there are events for '10:00 AM - 11:00 AM' and '11:00 AM - 12:00 PM' at '1000 SW 5th Ave'. On Wednesday, there is an event for '10:00 AM - 11:00 AM' at '1000 SW 5th Ave'. On Thursday, there is an event for '10:00 AM - 11:00 AM' at '1000 SW 5th Ave'. On Friday, there is an event for '10:00 AM - 11:00 AM' at '1000 SW 5th Ave'. On Saturday, there is an event for '10:00 AM - 11:00 AM' at '1000 SW 5th Ave'.

---

Inspector Portal
Logout


## Assigned Inspections


[Calendar](#) / [Inspections](#) / Assigned Inspections

### Assigned Inspections

Practice ID/Name	Facility	City	Type	Primary Inspector	Inspection Date	
F1000/Healthline Mobile Veterinary Services	Companion Animal/Mobile	Toronto	Moving the Facility	Jed Stuker	10/22/2018	<button>View</button>
F1000/Agriquest Outfarms Animal Clinic	Companion Animal/Hospital	Toronto	Opening a new facility	Jed Stuker	10/30/2018	<button>View</button>

## Inspection/investigation portal – inspection forms


Inspector Portal
Logout



## Inspection Forms

Calendar / Inspection Forms

# Inspection Forms

Please select a form from below:


Title 1 - Comprehensive Annual Hospital >


Title 2 - Comprehensive Annual Office >

Title 3 - Comprehensive Annual Mobile Office >



## Inspection/investigation portal (example) – inspector's timesheet


Inspector Portal
Logout





Timesheet

Calendar / Inspector's Timesheet

### Inspector's Timesheet


#### Incomplete Timesheet


Date	Travel to	Practice name & city
Period beginning:		
		
Period ending:		
		

#### Complete Timesheet

Date	Start time	End time	Travel from	Travel to	Practice name & city	Total hours	
Feb-02-2018	9:00 AM	1:00 PM	Londoe	Bradford	Bradford Veterinary Services, Bradford	4.00	<a href="#">View</a>
					WVH & Family Animal Hospital	0.00	<a href="#">View</a>
Jan-21-2018	10:00 AM		Toronto	Berke	Animal Hospital of Oak County, Berke	4.00	<a href="#">View</a>
Jan-18-2018	9:30 AM	12:30 PM	Toronto	Guelph	Waller Veterinary Services, Guelph	3.00	<a href="#">View</a>
						<b>11 hours</b>	

## Inspection/investigation portal) – inspector notes

 Inspector Portal Logout



Notes

Calendar / Notes

Notes

Use this area to leave notes to other inspectors.

Workflow Document

Entity Contact

Activity Code

AD Address Complaint

WM Waste Matter




MF Mobile Matter





AB Animal Biting

Conversation with Workflow Document

No notes found.

**B** *I* U

Send

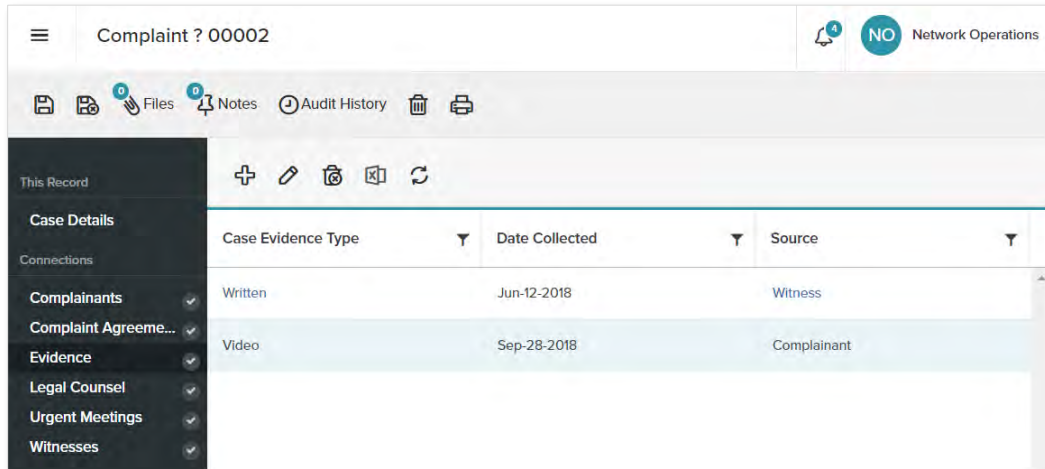


## 2.6 Document Management

Every type of record created in Open Regulate – from applicants to licensees to complaints etc. - has the capability to attach an unlimited number of files (any file type).

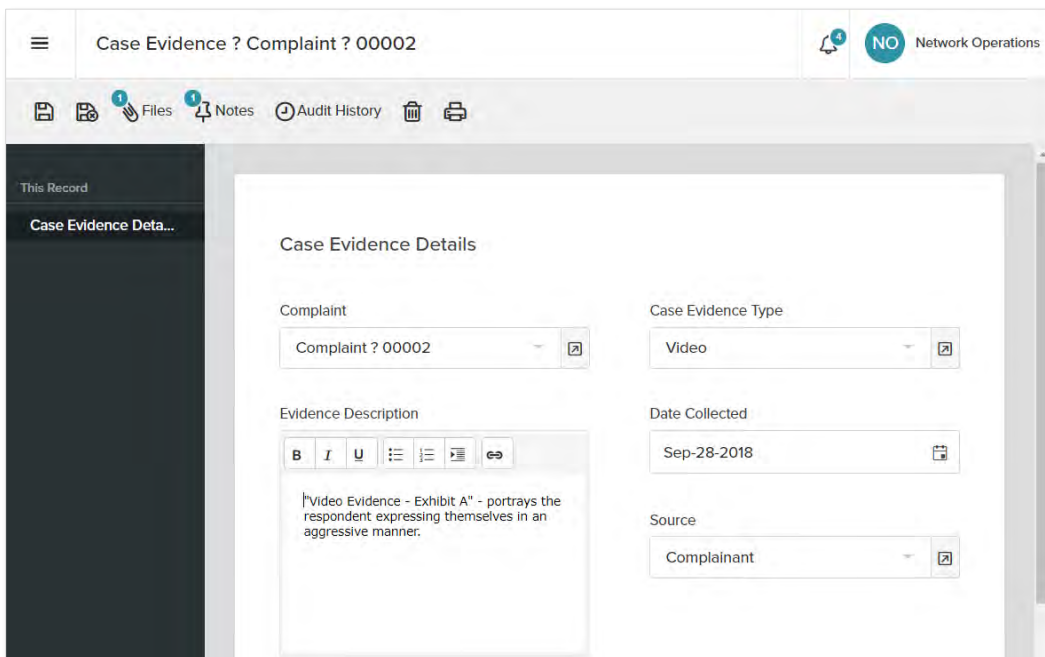
Below is an example of an evidence record from the Complaints module, showcasing a piece of video evidence (an uploaded MP4):

### Workbench - Case record/evidence (table view)



Case Evidence Type	Date Collected	Source
Written	Jun-12-2018	Witness
Video	Sep-28-2018	Complainant

### Workbench - Case record/evidence details (record)



Case Evidence Details

Complaint: Complaint ? 00002

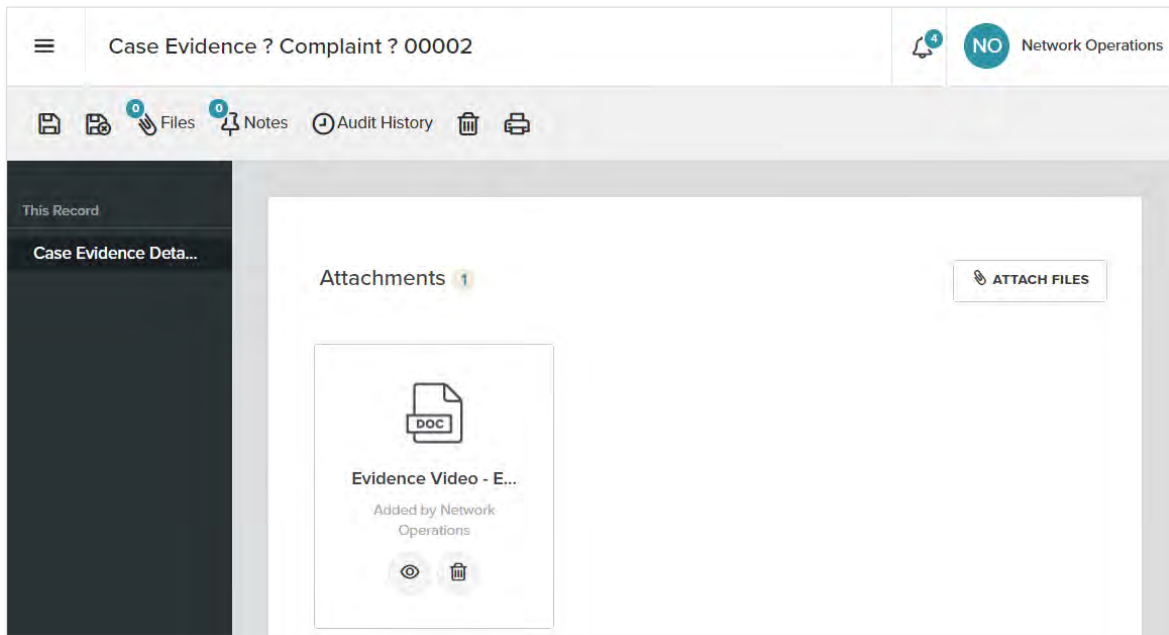
Case Evidence Type: Video

Date Collected: Sep-28-2018

Source: Complainant

Evidence Description: Video Evidence - Exhibit A" - portrays the respondent expressing themselves in an aggressive manner.

## Workbench - Case evidence (record/document)



## 2.7 Quality Assurance Program / Continuing Education

Quality Assurance (QA) programs and performance tracking capabilities are key to the development and maintenance of quality standards in any professional practice.

Open Regulate provides a common framework that can be tailored to any QA program, allowing a QA manager to structure continuing education curriculums, set targets, track course completions and scoring, trigger alerts and/or email notifications for specified activities, perform audits, and run real-time reports across all licensees.

From within the self-serve portal, licensees can access a continuing education/professional development section where they have access to view a summary of their progress as they work towards completion of the required credits/hours for ongoing certification.

**Licensee portal – CE/PD summary table**

PD Category	Completed Hours	Maximum Allowable Hours	Credited Hours
Formal Professional Development	8	40	8
Informal Professional Development	8	20	8
Mentoring a Candidate	0	20	0
Personal	0	5	0
Social Work Ethics Training	0	-	0
Supervision	10	20	10
Volunteer Work	0	20	0
Total for all Categories	26		26

Ongoing CE/PD activities can be tracked manually or can be pulled in from an external data source. Many regulatory bodies employ a Learning Management System (LMS), professional association, or third-party accredited education/training services to deliver continuing education. In lieu of this, our technology platform can seamlessly integrate to any LMS or other external web-based service using a REST API for bi-directional data processing. These integrations can facilitate a single single-on (SSO) environment and allow for greater data aggregation on a single technology platform.

## Licensee portal – Add and manage CE/PD activities

PD Category	Activity Description	Description of Activity	Total Hours Completed	Date of Activity	
Formal Professional Development	Online course work	Methods of human interaction	8	09-05-2018	<a href="#">Edit</a> <a href="#">Delete</a>
Supervision	Supervising a Social Work Candidate	Supervised a candidate	10	10-11-2018	<a href="#">Edit</a> <a href="#">Delete</a>
Informal Professional Development	Information Technology Skills Training	Online course to learn about relevant software application	8	08-08-2018	<a href="#">Edit</a> <a href="#">Delete</a>
+ Add Activity					

## Licensee portal – Add CE/PD activity

Professional Development Category: \*

Formal Professional Development

Activity Description: \*

Continuing education workshops

Description of Activity \*

Attended a 2-day workshop to improve practical skills in the delivery of professional service.

Total Hours Completed \*

16

Date of Activity \*

2018-10-03

Upload supporting documentation

Choose File

No file chosen

Certificate of completion\_Workshop\_ABC.doc x

Save

Cancel

Any CE/PD activities submitted are available to view in real-time by administrative staff logged into Workbench. Like license renewals, Open Regulate can easily accommodate any QA cycle configuration (e.g. yearly, biennially etc.) to match your quality assurance program requirements.

## Workbench - Professional development summary (table view)

QA Programs							
<div> <div>Added this year 11551</div> <div>Added this quarter 0</div> <div>Added this month 0</div> <div>Added last month 0</div> </div>							
Registrant	Program Year	QA Program Status	QA Submitted?	QA Submitted Date	Total Hours Required	Total Hours Submitted	
Test Registrant	2017	Submitted	Yes	Dec-30-2017	N/A	183.00	
Test Registrant	2016	Submitted	Yes	Nov-28-2016	N/A	50.00	
Test Registrant	2017	Submitted	Yes	Dec-30-2017	N/A	61.50	

## Workbench - QA program details (individual's record)

QA Cycle 11 - 99999 - Andrew Test

Files

Notes

Audit History

Print

Share

This Record

QA Program Details

Connections

CE Activities

Course Enrollment

QA Program Details

Registrant

99999 - Andrew Test

QA Cycle

Cycle 11 : November 1, 2016 - October 31, 2018

QA Program Status

Extension Granted

Extension Granted Due Date

Jun-01-2094

Program Submission Date

Plan Year

2016

Required CECs

# 12

Disable Front-end Required CECs Calculation

☐ Yes ☒ No

Completed Self-Directed

# 7

Completed CMTBC - PD

# 5

Total Eligible CECs

# 7

Total Remaining Required CECs

# 5

## Workbench – QA activities summary (individual’s activity record)

QA Cycle 11 - 99999 - Andrew Test						
<div> <div> <div>Files</div> <div>Notes</div> <div>Audit History</div> </div> <div> <div></div> <div></div> <div></div> </div> </div>						
This Record QA Program Details Connections <b>CE Activities</b> Course Enrollment	Registrant	CE Activity Type	Activity	Completion Date	CE Progress Summary	Credit Earned
	99999 - Andrew Test	Practical Education	Advanced Therapeutic Kinesiolog...	Nov-21-2018	QA Cycle 11 - 99999 - Andrew Test	7
	99999 - Andrew Test	CMTBC Course	Indigenous Cultural Competency ...	Jan-23-2019	QA Cycle 11 - 99999 - Andrew Test	5

## Workbench – QA activity details (individual’s activity details record)

Advanced Therapeutic Kinesiology Taping - QA Cycle 11 - 99999 - Andrew Test

SA System Ac

Files

Notes

Audit History

This Record

**Activity Details**

Activity Details

CE Progress Summary

QA Cycle 11 - 99999 - Andrew Test

Credit Earned

# 7

Activity

Advanced Therapeutic Kinesiology Taping

Completion Date

Nov-21-2018

CE Activity Type

Practical Education

I certify that the course name and course instructor for which I am claiming credit both appear on the approved activities list.

☒ Yes
 ☐ No

Additional Details

B I U

University Course Name & Institution

B I U

This record is where the uploaded proof of completion document would be stored for continuing competency and continuing professional development (stored under “Files”).

## 2.8 Invoicing and Payments

The Fee Management module enables licensees to pay online and for clients to track and process all of these payment transactions within Open Regulate. Importantly, our solution has a fully integrated payment processing virtual terminal. For clients, this terminal eliminates the need to exit the database to process a payment and separately key data into Open Regulate. Our payment integration is fully compatible with Moneris®, Beanstream, Authorize.Net, Swipe and Chase Paymentech and complies with the Payment Card Industry (PCI) standards.

Open Regulate is fully integrated with several accounting systems as well. This integration provides an extract, in the format specified by the accounting system, detailing the payment records for a given period. This file can then be imported directly into the client's accounting system application to support bookkeeping, audit and other necessary back-end functions.

### Licensee portal - Payment integration

Dashboard

Personal Contact Information

Place of Practice

Public Register Profile

Professional Liability Insurance

Continuing Education (CE) ^

Report CE Activities

Register in CMTBC's Online Courses

List of Approved CE Activities

Standard First Aid and CPR-C

Criminal Record Check

Fees and Receipts

Letter of Good Standing

Download College Documents

Update Password

## Register for Online Courses

Payment for an online course results in immediate enrolment. Once enrolled, you have 30 days to complete the course and its exam. The College recommends you study the course content over several sittings, take time to reflect on RMT practice, and engage with all interactive elements. Plan to review each course one more time, before you proceed to the exam. Each course can and should take between 8-12 hours to complete. If you are unable to complete a course in the next 30 days, please return to this screen at a later date.

Courses \*

Health Care Records: Standard for Patient Records and Privacy L ^

### Payment

Amount Due

\$60.00

Cardholder Name \*

Glenn Johnston

Credit Card Number \*

xxxxxxxxxxxxxxxx

Expiration Date \*

June ^

2018 ^

Security Code (3 or 4 digits on front or back of card) \*

xxx

Register and Pay

× Cancel

Important:

Please make sure to click the Register and Pay button only once. It may take up to several minutes to process your credit card payment. Thank you for your patience.



☰

Payments

🔔

NO Network Operations

+

📄

🗑️

📑

🔗 Add Column

👁️ Change View

Search...

Added this year  
4

Added this quarter  
0

Added this month  
0

0%

Added last month  
0

Invoice Item	Payment Date	Payment Method	Amount Paid	Card Transaction Code
Invoice ? INV-23456 - T-12345 - Andrew Moffat - Annual R...	May-10-2019	Other	\$50.00	N/A
Invoice ? INV-12345 - T-12345 - Andrew Moffat - Applicant...	May-10-2019	Cheque	\$25.00	423423
Invoice ? INV-12345 - T-12345 - Andrew Moffat - Applicant...	May-10-2019	Cheque	\$25.00	N/A
Initial Application Fee - 000149 - 000115	Sep-11-2018	Credit Card	\$100.00	10026721
Student Member - 000148 - 000114	Sep-10-2018	Credit Card	\$10.00	10026720
Initial Application Fee - 000147 - 000113	Sep-10-2018	Credit Card	\$100.00	10026719

### Payment tracking (record view)

Payment ? Invoice ? INV-12345 - T-12345 - Andrew Moffat

NO

Network Operations

Files

Notes

Audit History

This Record

Payment Details

Payment Details

Invoice

Invoice ? INV-12345 - T-12345 - Andrew Moffat

Invoice Item

Invoice Item ? Applicant Exam Fee - Invoice ? INV-12345 -

Payment Method

Credit Card

Payment Type

Received

Comment

B

I

U

Amount Paid

\$ 25

Payment Date

May-10-2019

Card Transaction Code

423423

Cheque Reference Number

Payment Source

Online



## 2.9 Reporting and Analytics

Reporting is made easy with Open Regulate's Reporting and Analytics capabilities. The client can analyze its data within the system with familiar charts and graphs. The analytics can also be utilized in board and committee meetings when reporting on the licensee base or for budgeting purposes in the fee management module.

### Creating reports in Workbench

The screenshot displays the Open Regulate Reporting and Analytics Workbench interface. The top navigation bar includes a logo, a menu icon, and user information (SA System Administrator). The main area is divided into a configuration panel on the left and a visualization area on the right.

**Configuration Panel (Left):**

- Title:** A text input field for the report title.
- Visualization Type:** A dropdown menu set to "Sunburst".
- Time:**
  - Time Column:** A dropdown menu set to "Year".
  - Time Grain:** A dropdown menu set to "Seconds".
  - Time range:** A date range selector.
- Query:**
  - Hierarchy:** A list of selected fields: "region" and "country\_name".
  - Primary Metric:** A dropdown menu with the placeholder "Choose a column or aggregate function".
  - Secondary Metric:** A dropdown menu with the placeholder "Choose a column or aggregate function".
  - Filters:** A list of selected fields: "region" and "country\_name".
  - Row limit:** A dropdown menu set to "10".

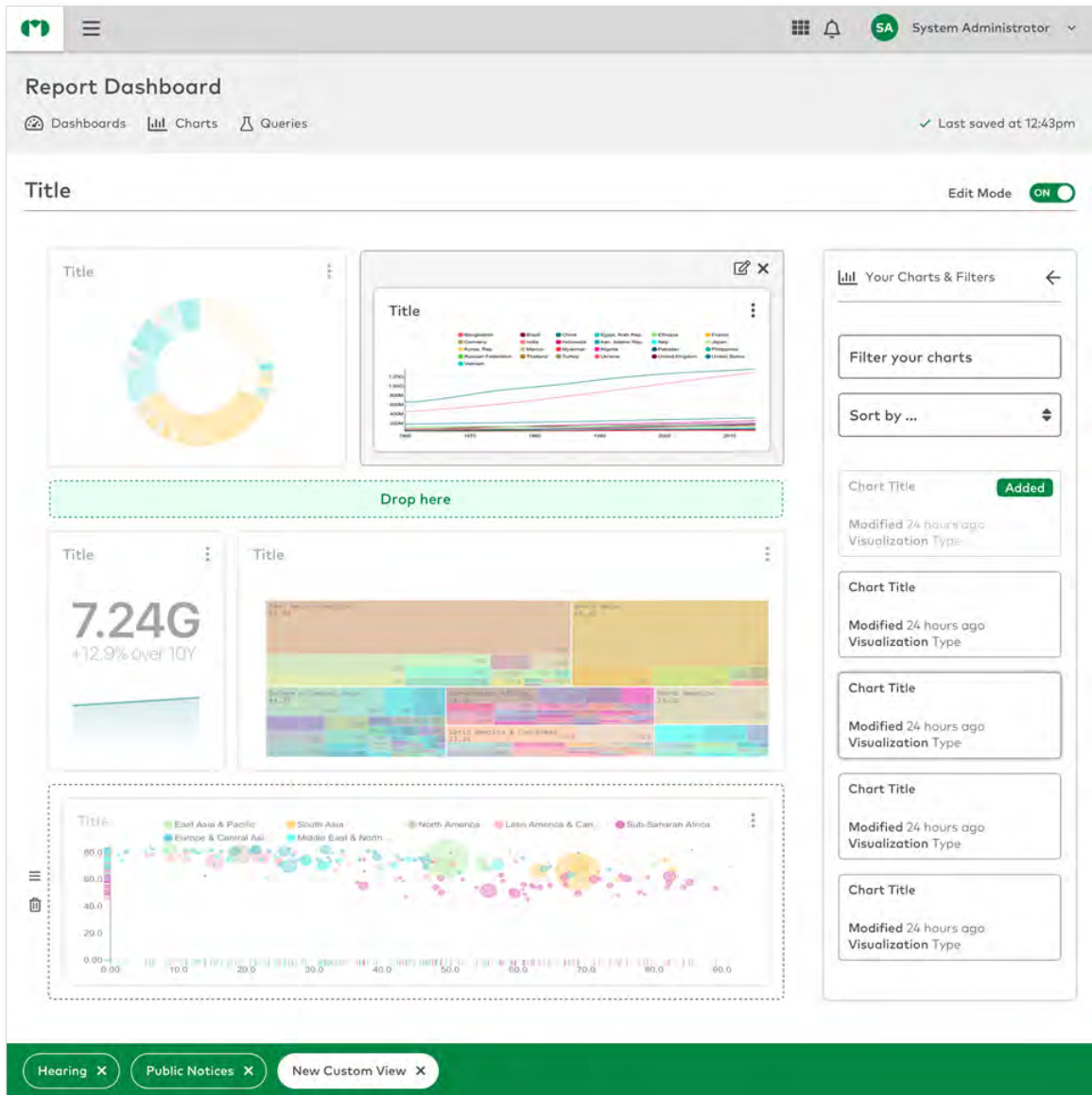
**Visualization Area (Right):**

The visualization area displays a sunburst chart titled "Title". The chart is a circular chart with multiple segments, each representing a different category or sub-category. The segments are color-coded, with shades of yellow, orange, and green. The chart is currently in a loading or placeholder state, as indicated by the faint "Title" text above it.

**Footer:**

The footer is a green bar containing three buttons: "Hearing", "Public Notices", and "New Custom View".

## Report dashboard in Workbench



Staff can create views in the system. Views can include any combination of data fields tracked in the system and can be saved by staff for ongoing use. Staff can also export all data from any view to Excel for more in-depth statistical analysis.

## Table views in Workbench

Inquiry File Number		Registrant	

Export to Excel Add Column Views Visualizations

Select a view:

☒ All Items Current View

---

## 2.10 Communication Management

Open Regulate makes stakeholder communication simple and effective. Our system provides direct e-mail capability as well as Microsoft(R) Outlook(R) integration, creating an environment where the client can prepare and send campaigns for any occasion including updates and renewal notices.

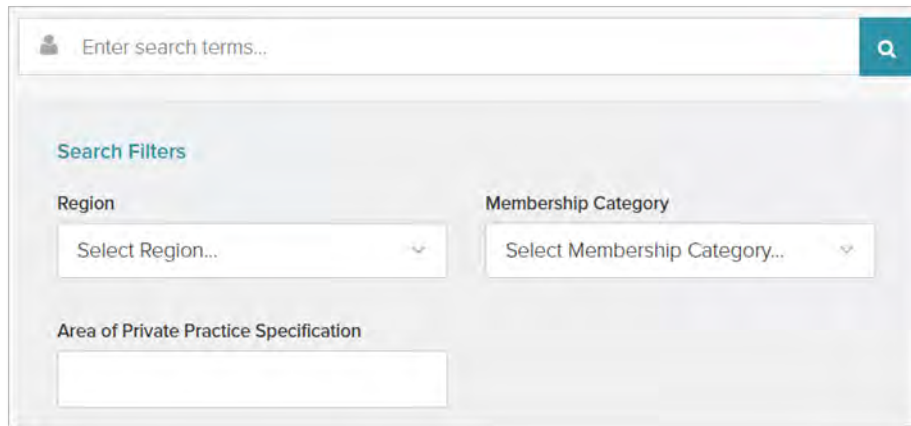
The communications sent to applicants and licensees are tracked in individual licensee profiles providing staff with the ability to see all communications in one place.

## 2.11 Licensee Verification

An online licensee verification is essential for any regulatory body to fulfill its mandate. Open Regulate allows the public to search for licensees based on any data held in the licensee record. This includes criteria such as registration status, registration number, licensee name or place of practice but is not limited to these fields - can be expanded.

Our robust search engine provides licensees of the public with a user friendly, visually appealing interface, to access the necessary information to make informed decisions about their practitioners.

### Licensee verification (search/browse)



### Licensee verification (list view)

# Registration	Last Name	First Name	Common First Name	Member Class	Registration Status	
SWQYZUAT	Registrant	Test	Preferred	Active Registered	Active	<a href="#">Q View</a>
GPOXFCWX	Registrant	Test	Preferred	Active Registered	Active	<a href="#">Q View</a>
XKDWWYUBM	Registrant	Test	Preferred	Active Registered	Active	<a href="#">Q View</a>
SFFEDDDF	Registrant	Test	Preferred	Active Registered	Active	<a href="#">Q View</a>
WRHUOAZS	Registrant	Test	Preferred	Active Registered	Active	<a href="#">Q View</a>
YNDCCYRH	Registrant	Test	Preferred	Active Registered	Active	<a href="#">Q View</a>

## Licensee verification (individual record view)

### Test Member

Search Date and Time:	2018-10-16 10:40AM (-0400)
Last Name:	Member
First Name:	Test
Registrant Status:	Active
Initial Registration Date:	2014-06-01
Expiration Date:	2019-12-31
Gender:	Female

Limits and/or Conditions	Suspensions
None.	None.

### Disciplinary Cancellations

None.

### Public Notices

None.

### Practice Information

Place of Practice	Address	Phone Number
No current place of practice information available. For more information, please contact the College.		

### Registration History (1989 onwards)

Registrant Status	Effective Date
Active	2018-10-01

## 3. PROPOSED SOLUTION AND DELIVERY

### 3.1 Proposed Solution Overview

Thentia is proposing the implementation of Open Regulate, our regulatory management software solution. Open Regulate is an all-encompassing solution for regulatory bodies, equipped with modules for registration, applicant/licensee self-service portals, fee management, invoicing, complaints and discipline capabilities, board and committee management, quality assurance and education, communication management and reporting, among many other core features.

We recognize no two organizations are the same. As a fully customizable product, the Open Regulate system and project approach have been designed to meet the very specific needs of each regulatory body. We strongly believe our bottom-up approach will give your organization the fine-tuned data processing capabilities needed to be successful as a regulator.

### 3.2 Project Summary

The **Nevada State Board of Landscape Architecture** participated in a software demonstration of Thentia's Open Regulate solution on December 3<sup>rd</sup> 2019, which included a high-level preliminary needs-discovery. From that meeting - which prompted an enthusiastic discussion and some focused questions - we were able to gain a well-rounded understanding of the Board's major regulatory database requirements, as well as some of the challenges and short-comings imposed by the current technology.

At this stage, we're confident we can meet and exceed the Board's expectations. This includes meeting all system functionality requirements (and net new functionality), improving/expanding workflow automation, advanced reporting, and integrating with key third-party applications (e.g. online payment processing).

Your Open Regulate deployment will incorporate the following modules:

### 3.3 Project Deliverables

Your Open Regulate deployment will include all scoped requirements, and be delivered with the following online user interfaces at a minimum:

User Interface	Access Type
✓ Workbench staff portal	Private URL, secure login
✓ Applicant portal	Public URL, secure login, links from website
✓ Licensee portal	Public URL, secure login, links from website
✓ Public register	Public URL, public access, links from website
✓ Online complaint form	Public URL, public access, links from website

---

Open Regulate includes the following major modules in a standard configurable deployment:

- ✓ Registration and renewals
- ✓ Complaints and discipline
- Quality assurance management
- ✓ CE auditing
- ✓ Invoicing and payments
- ✓ Document tracking
- ✓ Reporting and analytics
- ✓ Communication management
- ✓ Alerts and notifications
- ✓ Workflow automation
- ✓ Third-party integrations

Additional modules and components may be defined during the business analysis phase.

Beyond this proposal document, we want to continue collaborating as we work towards a mutual understanding of how our service can meet your needs.

We took the opportunity to review your website located at <http://nsbla.nv.gov/> to familiarize ourselves with some of your operational, legislative and governance procedures.

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## 3.4 Project Management and Product Development Methodology

### Implementation

We are confident our development and implementation philosophy will allow for greater project success; on time, on budget and with high user adoption.

During project planning, a dedicated team at Thentia will partake in a thorough needs-analysis workshop with your team to review and document your business processes. Thentia's business review and analysis team will consist of at least two persons; at least one business analyst and one solutions architect. This team will meet with key client personnel from all departments to develop all requirements. Based on the requirements, Thentia will develop a statement of work document detailing the agreement between Thentia and your organization identifying what is needed to complete the project. A mutually agreeable delivery timeline will be concluded during this phase.

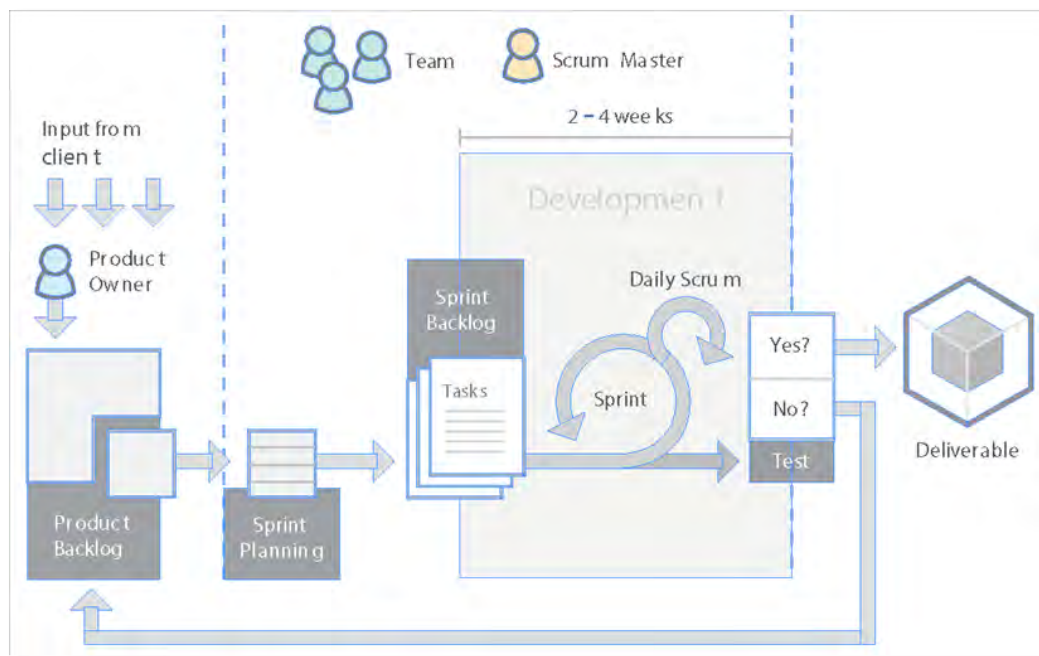
We believe in creating lasting relationships with our clients from project initiation through post implementation customer service. In that spirit, a dedicated project manager will always be involved in the project. The client will communicate and meet weekly with Thentia to discuss project status throughout the project lifecycle. These meetings will include follow up to delivery dates and tasks as well as discussions regarding any project issues that may arise. These discussions will be documented in meeting minutes and distributed to stakeholders.



## Project Management Methodology

Thentia utilizes a hybrid implementation methodology combining Waterfall and the SCRUM agile development methodology. Agile development is an iterative approach to planning and guiding project processes. It works for many but not all user scenarios. The agile methodology places a higher value on ongoing user involvement and feedback than traditional project methodologies. This allows for greater collaboration from all stakeholders throughout the project. High user involvement leads to higher user satisfaction at project completion. The client will be directly involved with the development team throughout each phase of the project.

### Thentia project management workflow



## Project Plan - Overview

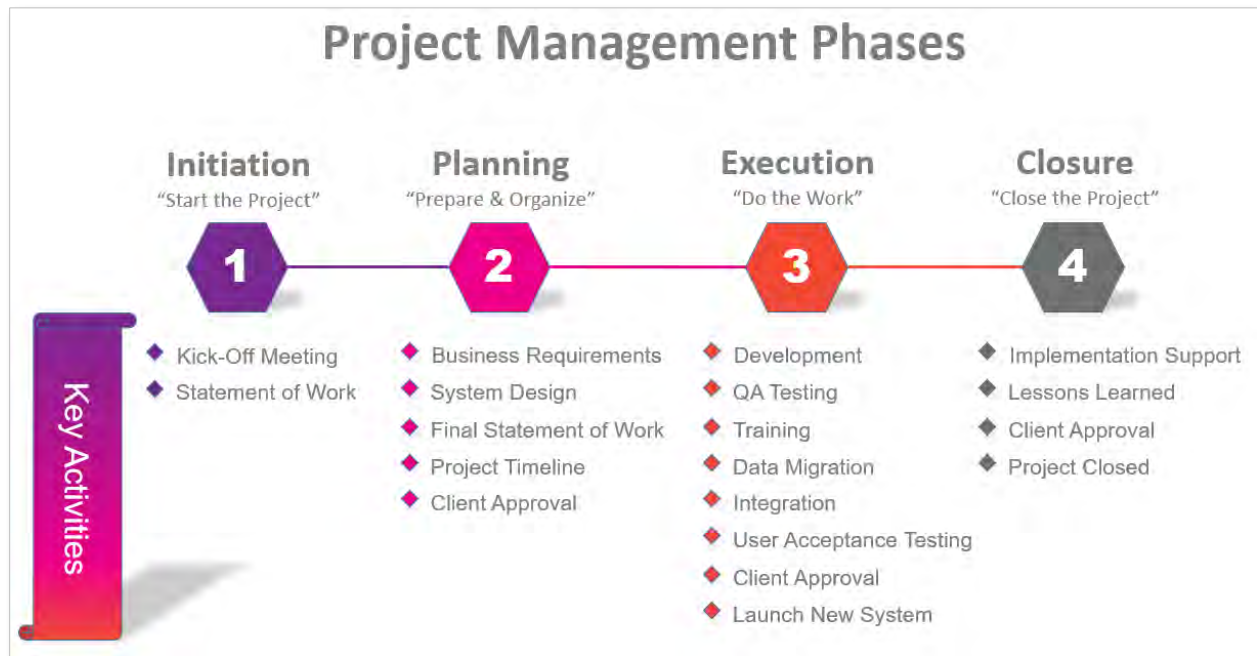
With every deployment, a project plan and statement of work is created and reviewed with the client. This is followed by a formal business analysis process to document a precise technical outline of what needs to be delivered in the new system.

With the completion of the planning phase we then move to the execution phase, which is where the bulk of the work occurs with design, development, testing and training.

Thentia adopts a best practice that conforms to the standards and guidelines outlined in the Project Management Body of Knowledge (PMBOK) Guide, Project Management Life Cycle defined and published by the Project Management Institute (PMI). The project lifecycle is the sequence of phases the project goes through from the initiation phase to project closure.

## Project Management Phases

All system implementations are structured into a four-phase project lifecycle, which includes a detailed project delivery timeline for each phase.



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## 3.5 Quality Assurance Process

The purpose of the Quality Assurance Plan is to ensure the new system conforms to meet the business needs of the Board. Thentia adopts an iterative approach to ensure a high level of quality during the build, testing and delivery of the new system.

All components within each module is thoroughly tested by members of project team through a series of stages; validating to ensure the new system conforms to the business requirements.

Test scenarios are created for each business requirement. The Business Analyst works closely with the development and the QA team throughout the testing cycle to ensure the new system is built and tested in accordance to the requirements.

### QA Testing Approach

#### Development Team:

- ✓ Builds each module in accordance with the business requirements.
- ✓ Conduct unit, regression and system tests, once completed the module is then deployed to a QA test environment
- ✓ QA team is notified to commence QA testing
- ✓ Resolve defects, and re-assign to the QA team to-retest

#### QA team:

- ✓ The QA team using the test cases will execute each test scenario, recording the results as 'Passed or Failed'
- ✓ If the test fails, a 'Bug' ticket is created and assigned to the development team
- ✓ Re-test defects, re-assign to the development team if not resolved
- ✓ QA continues with the testing until each test scenario in the test case has 'Passed'

#### Defect Management

When a defect is identified during QA testing, a 'Bug' ticket is created and assigned to the development team to resolve. Once this is completed, the 'Bug' ticket is re-assigned to the QA team for further testing. This process is repeated until the defects are fixed.

#### Testing, Methods and Tools

- ✓ All testing is completed manually using a set of test cases created based on the business and system requirements.
- ✓ A Requirement Traceability Matrix (RTM) is used to ensure each business and system requirement has a test case. This ensures 100% of all the features / functions are captured and tested (nothing is missed)
- ✓ The project team uses a tool called Jira to record and track bugs
- ✓ The project is managed and tracked using Celoxis (Project Management Tool)

## 3.6 Data Migration

The data migration is the process of moving data from the source (data stored in the database system) to the new system, in the format of Excel (csv). The process involves: cleaning up the data, assessing the data quality, mapping the source to the target, loading the data into the new system and verifying to ensure data is loaded correctly in the QA test environment. The data migration process can involve many iterations to ensure the data is cleaned, mapped correctly, loaded and tested.

Thentia will conduct an initial assessment of the data, looking for any inconsistencies, duplicates, missing data, validate business rules where applicable, and provide feedback. Thentia will send the client the Excel spreadsheet (csv) files for review.

**The following is a summary of events to clean-up the data:**

1. Client updates the database / csv files and “cleans” the data where applicable, and sends the files to Thentia
2. The development team will load the data into the new system, validate and identify any data issues
3. Discuss and review any data issues found with client for resolution
4. Repeat steps 1 through 3 until all data is cleaned and loaded successfully
5. The QA team will conduct a smoke test by accessing the new system to ensure the data loaded meets the requirements. Any data issues discovered will be resolved.
6. Client will have access to the new system to conduct additional testing to validate the data. Any data issues discovered will be resolved.

**The following table outlines the responsibilities for completing each activity.**

Migration Activity	Thentia Responsible for	Client Responsible for
Cleaning and preparing source data		<ul style="list-style-type: none"><li>✓ Clean-up of the source data (i.e. duplicate email or home addresses)</li><li>✓ Send copy of the existing data (the source) in the format of Excel (CSV).</li></ul>
Data Assessment	<ul style="list-style-type: none"><li>✓ Assess the source data, looking for data inconsistencies, incorrect or duplicate data (i.e. duplicate email address, multiple home addresses with variations of the same street / city, etc.)</li></ul>	<ul style="list-style-type: none"><li>✓ Additional data clean-up may be required</li></ul>
Mapping the data	<ul style="list-style-type: none"><li>✓ Map the source data to the target data</li></ul>	<ul style="list-style-type: none"><li>✓ Provide clarification if needed, mapping the source data to the target data.</li></ul>

		<ul style="list-style-type: none"> <li>✓ Define business rules, if applicable</li> </ul>
Load the Data and test	<ul style="list-style-type: none"> <li>✓ Load the data into the new system, identify any data inconsistencies, verify data confirms to the business rules</li> <li>✓ Update data mapping, if required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean-up the data, if required</li> <li>✓ Review and update business rules, if required</li> <li>✓ Assist in resolving data inconsistencies</li> </ul>
QA Test	<ul style="list-style-type: none"> <li>✓ Validate the data loaded conforms to the data mapping and meets the business requirements</li> </ul>	<ul style="list-style-type: none"> <li>✓ Conduct smoke test to ensure the data loaded meets the business requirements</li> </ul>
UAT		<ul style="list-style-type: none"> <li>✓ Conduct smoke test to ensure the data loaded meets the business requirements</li> </ul>

---

## 3.7 Training Plan

The purpose of the training is to provide the client - through a series of online (or in-person) sessions – with guidance on how to use Open Regulate system to achieve the desired operational outcomes during the implementation of the project. This way the client's staff are prepared and ready to use the system immediately upon implementation. Please note that in-person training sessions may incur an additional cost.

### Training Plan (3-step process):

1. Perform a needs assessment (i.e. identify key areas that may require more in-depth training)
2. Provide training on Open Regulate
3. Support (i.e. follow up questions)

### Training approach:

- ✓ Method: Online sessions
- ✓ Training agenda:
  - General system overview - Explaining general terminology, icons, navigation, Login's
  - Workbench – Menu functionality, where and how to find information
  - Applicant portal
  - Licensee portal
  - Licensee verification register
  - Reporting and exporting to Excel
- ✓ User guide - a draft will be developed prior to training and then refined as the training and system implementation are completed
- ✓ After the first round of training is completed, the project will accommodate two additional training sessions, if required

At the end of the training, the client will have the knowledge and skills required to support their business operations through the Open Regulate system.

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## 3.8 Team Structure

Below is a description of the roles we will make available for the project. All roles are filled by personnel that are full-time employees at Thentia.

### Project Manager and SCRUM Master

The project manager's role is to develop, according to project management institute standards, a host of project documents such as a project charter, project plan, communication plan, meeting minutes and follow-ups. The project manager will also conduct regular weekly meetings with client staff to receive continual feedback on deliverable status to ensure that the plan is always moving forward, and dates are attributed to every activity.

At the very core, the project manager is responsible for ensuring no activity on a project is left without a date and that the project is always moving toward completion.

### Business Analyst

The business analyst's role is to review the regulations, by-laws of any intersecting regulatory body along with the business processes of the client and to work collaboratively with the client to map out business processes in the form of flow charts and written documentation (business requirement document and system requirement specifications) to ensure the system's requirements and ensuing functional specifications provide adequate compliance with the client's regulatory and administrative obligations.

The business analyst also works closely with the development team to ensure data is mapped correctly and assists in developing test cases for quality assurance.

### Solution Architect

The solution architect's role is to take the requirements and process flows developed by the business analyst and develop a design as well as technical specifications to support them. These technical specifications will ultimately be used by the solution architect and the development team to create the necessary customizations to our core product platform to support the client's exact needs.

### Programmer Analyst

The programmer analyst's role is to perform development activities as required to implement the technical specifications and business requirements as according to project documentation.

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## Quality Assurance Analyst

The quality assurance analyst's role is to develop test cases which are essentially a list of expected inputs and outputs of the system based on the requirements and specifications. The QA analyst then executes testing against each module to ensure compliance with the requirements and specifications prior to the client receiving them for acceptance.

## UI/UX Designer

The UI/UX Designer will be responsible for creation of visual design for the front-end user interfaces.

## Account Manager

All clients are assigned an account manager with the kick-off of the project. Although they will not play as active a role during the project implementation phase (when the project manager and business analyst are leading), their true value will flourish post-launch.

The role of the account manager is to build rapport and maintain a strong working relationship with the client. They're your internal champion at Thentia.

As a proactive measure, the account manager will establish a regular communication cycle with the client. They will want to stay current on any outstanding support tickets and escalate as necessary, learn about and plan for upcoming change requests, and engage on anything the client deems important or urgent. They will also provide status reports about relevant KPIs, product roadmaps, and After-care utilization.



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## 4. QUOTATION AND PAYMENT TERMS

### 4.1 Quotation

#### Solution Implementation

- ✓ Design, build and configure Workbench back-office portal
- ✓ Design, build and configure online application portal
- ✓ Design, build and configure online licensee portal
- ✓ Design, build and configure online public register
- ✓ In-depth consultation with customer for custom solution requirements and architecture
- ✓ Dedicated project manager and regularly scheduled progress meetings
- ✓ Data mapping and migration (import)
- ✓ Quality assurance
- ✓ UX Design
- ✓ Staff training

#### Software Hosting, Licensing, and After-care

- ✓ Set-up/maintenance of production (live) and pre-production (test) environments on AWS
- ✓ 99.8% uptime guarantee
- ✓ High availability cloud hosting with unlimited storage
- ✓ 30-day backup retention
- ✓ 24x7x365 critical support (system down)
- ✓ Monthly database resource usage reporting
- ✓ Daily external vulnerability scanning
- ✓ Unlimited Workbench users
- ✓ Assigned Account Manager
- ✓ Quarterly account review meeting and status report

#### Pricing

- ✓ Solution implementation / launch, software hosting and licensing
  - \$1200 / month (all inclusive)
  - 5-year term – No set-up fee
- ✓ After-care (professional services / software development)
  - A-la-carte: Starting at \$225 per hour
  - Monthly packages: Flat \$150 per hour

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## 4.2 Payment Terms

Below are the payment terms that apply once a Master Services Agreement is signed between Thentia and the client.

- ✓ All fees in section 4.1 are invoiced in US dollars
- ✓ All fees in section 4.1 do not include applicable taxes
- ✓ Fees are pre-paid on an annual basis with the first solution deployment payment due upon the commencement of the contract term

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## 5. THENTIA CONTACTS

**Andre Forget**

EVP, Global Enterprise Accounts

[andre.forget@thentia.com](mailto:andre.forget@thentia.com)

647-362-9525

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## 6. APPENDIX A: SECURITY DETAILS

### ISO 27001 Compliance

ISO 27001 specifies a management system that is intended to bring information security under management control and gives specific requirements. Organizations that meet the requirements may be certified by an accredited certification body following successful completion of an audit.

Most organizations have several information security controls. However, without an information security management system (ISMS), controls tend to be somewhat disorganized and disjointed - often implemented as just point solutions to specific IT or data security situations and leaving non-IT information assets (such as paperwork and proprietary knowledge) less protected.

ISO/IEC 27001 requires that management:

- ✓ Systematically examine the organization's information security risks, taking account of the threats, vulnerabilities, and impacts;
- ✓ Design and implement a coherent and comprehensive suite of information security controls and/or other forms of risk treatment (such as risk avoidance or risk transfer) to address those risks that are deemed unacceptable; and
- ✓ Adopt an overarching management process to ensure that the information security controls continue to meet the organization's information security needs on an ongoing basis.

### SSAE Compliant Data Center

SSAE 16, also called Statement on Standards for Attestation Engagements 16, is a regulation created by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA) for redefining and updating how service companies report on compliance controls.

### Biometric Fingerprint Scanning

Traditional identity cards are set for a major downgrade to obsolescence. Organizations are realizing that fingerprint-based access control is much more effective than traditional identity cards in both enrollment and operational conditions.

With fingerprint readers installed at entry and exit for employee authentication, fingerprint-based swipe-in and swipe-out mechanisms in office are getting integrated with timekeeping and attendance management systems. Such systems eliminate buddy punching and proxy attendance which have been traditional headaches for Human Resource departments.

Thus, the overall efficiency of employee access, authentication, timekeeping and attendance is improved while the convenience is much more for employees as well as they no longer need to carry identity cards with them everywhere in the office premises.

With the rise in security breaches in recent years, Thentia has adopted biometric fingerprint scanning and authentication to access our server environment. This directly addresses an important ISO 27001 Compliance audit requirement.

---

## Proximity Card Readers

A proximity card or prox card is a "contactless" smart card which can be read without inserting it into a reader device, as required by earlier magnetic stripe cards such as credit cards and "contact" type smart cards. Held near an electronic reader for a moment they enable the identification of an encoded number.

The ID card uses an RFID Proximity chip to allow access to many residential and academic buildings. When placed near a reader, the chip receives a Radio-Frequency signal which provides enough power to send the card's unique number back to the reader. The information is processed, and access is either granted or denied. Thentia requires all staff to have their proximity card in possession to enter and exit our business headquarters. This also directly addresses an important ISO 27001 Compliance audit requirement.

## Data Centre - 24/7 Video Surveillance and Continuous Security Officer Patrol

Thentia's Data Center located at 151 Front Street in Toronto, features a 24/7 security presence with guards at the desk and a sign-in policy for visitors with verification by government issued ID. There is a full access control system with proximity card ready and multiple camera servers with cameras providing at least 90 days for video retention.

## Strong Perimeter Defense

Layering security methods reinforces the ability of organizations to prevent cyber threats from penetrating security perimeters. The idea behind the efficacy of layered security is that any individual defense mechanism, no matter how healthy and robust it seems, may be flawed to the point it permits destructive intrusion and irreparable damage. Consequently, businesses employing a series of strong IT defenses layered in a way that covers another layer's weakness are more likely to survive an attack by internal or external threats.

## Network Firewalls

A firewall is a system designed to prevent unauthorized access to or from a private network. Firewalls prevent unauthorized Internet users from accessing private networks connected to the Internet, especially Intranets.

## Threat Monitoring

Threat monitoring refers to a type of solution or process dedicated to continuously monitoring across networks and/or endpoints for signs of security threats such as attempts at intrusions or data exfiltration.

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## Strong Password Protection

A password that is difficult to detect by both humans and computer programs, effectively protecting data from unauthorized access. A strong password consists of at least six characters (and the more characters, the stronger the password) that are a combination of letters, numbers and symbols (@, #, \$, %, etc.). Passwords are typically case-sensitive, so a strong password contains letters in both uppercase and lowercase. Strong passwords also do not contain words that can be found in a dictionary or parts of the user's own name

## Automatic Time-Out

A session timeout is an important security control for any application. It specifies the length of time that an application will allow a user to remain logged in before forcing the user to re-authenticate

## Intrusion Detection

An intrusion detection system (IDS) is a system that monitors network traffic for suspicious activity and issues alerts when such activity is discovered. Thentia's intrusion detection systems are capable of taking actions when malicious activity or anomalous traffic is detected, including blocking traffic sent from suspicious IP addresses.

## Anti-Virus Detection

Anti-virus software is a software utility that detects, prevents, and removes viruses, worms, and other malware from a computer. Most anti-virus programs include an auto-update feature that permits the program to download profiles if new viruses, enabling the system to check for new threats.

## High Availability and Multi-Redundancy

High availability (HA) is a deployment in which two firewalls are placed in a group and their configuration is synchronized to prevent a single point of failure on the network.

Multi-redundancy is the duplication of critical components or functions of a system with the intention of increasing reliability of the system in the form of a backup or fail-safe and to enhance system performance.

## Hourly Data Backup

Our service provides hourly data back-ups in case data needs to be restored, an especially important feature during high transactional periods.



## Non-Recoverable File Deletion

Deleting files just marks the space the file takes up on your drive as reusable. So, until that space is overwritten, the file is recoverable by a data recovery program.

To make the files unrecoverable, Thentia uses a utility that deletes and overwrites the space on the drive where the file was located. The process is known as “shredding” and securely deletes the files by overwriting them so they’re unrecoverable. This prevents sensitive information and documents from being accessible in the future.

***Big Picture™ Software***

Nevada State Board of Landscape Architecture  
(NSBLA)

Prepared for:

Nevada State Board of Landscape Architecture

*February 28th, 2020*

By





## Proposed Pricing

ITEM NO.	DESCRIPTION OF COSTS (Fully Hosted & Supported Solution)	PROPOSED PRICING
1	<p>One-Time System Implementation &amp; Standup/Configuration of Online COTS Licensure System Includes:</p> <ol style="list-style-type: none"><li>1) Setup Renewal Forms for 2 License Types<ul style="list-style-type: none"><li>• Application for Professional Registration</li><li>• Application for Landscape Architect-In-Training Registration</li></ul></li><li>2) Integration of boards (1) current online renewal forms Integration into boards existing website</li><li>3) Fully Functional Database &amp; Repository</li><li>4) Integration of Online Forms Listed Below<ul style="list-style-type: none"><li>• Landscape Architect Reference Form (pdf)</li><li>• Postgraduate Work Verification Form (pdf)</li><li>• Change of Address Form (pdf)</li><li>• Public Records Request (pdf)</li></ul></li><li>5) Online Compliant Form Database Integration of below form<ul style="list-style-type: none"><li>• <a href="https://hal.nv.gov/form/NSBLA/Complaint_Form">https://hal.nv.gov/form/NSBLA/Complaint_Form</a></li></ul></li><li>6) Online License Verification Integration into boards existing website</li><li>7) Data Import approximately 400 records</li><li>8) Training for 1 staff member</li><li>9) Database Setup &amp; Admin Setup</li><li>10) Payment Integration into PayPal</li><li>11) 1 Hour Monthly Non-Accumulating Support Hours</li></ol>	<b>\$940/Monthly</b>

<b>2</b>	Interfaces to National Associations (Optional) One-Time Integration	<b>\$1,200</b>
<b>3</b>	Hourly Rate for Support for additional hours of support	<b>\$135.00/Hourly</b>
	TOTAL Vendor Hosted System Implementation Costs	<b>\$940.00/Monthly</b>

**CONFIDENTIAL**



**Big Picture Software**

**E-Licensing Software Overview**

**Regulatory & Professional**

**E-Licensing Software**



## Introduction

Albertson Consulting Inc., (Big Picture™ Software) believes that the **Nevada Board of Landscape Architecture** will require e-Licensing database & content management system that not only meets the current requirements of the **board** but also has the configurability and flexibility to meet the ever changing future requirements of the **board**. This will require a vendor who is mission-aligned, accountable and reliable and who demonstrates the competency to fully execute the project.

When it comes to **configurability, we are the champions**. Other software vendors may claim that they have the ability to easily configure, add or modify record types or record fields. With other vendors, any of these modification requests will, in most cases, require that you call their support line and incur some support costs. With Big Picture™ Software, we enable the customer to easily add record types, modify fields and create custom templates and forms. Our intuitive user interface gives complete control to our customers which not only provides cost savings and reduces support calls, but also saves time by allowing the customer to make modifications at any time.

Not only is deploying and supporting the software easier when you host your site with us; there is also a substantial cost savings for your **board**. No additional equipment or technical resources are necessary. When Big Picture™ Software hosts your application, we provide easy access for your staff members. Our

web-based application is always accessible via the Internet. Over 99% of our customers host their sites with us, and we provide the experience, knowledge, security and added peace-of-mind that comes with a professional hosting service like ours.

Albertson Consulting (Big Picture™ Software) is pleased to present this proposal which will outline our past experience, expertise and understanding of the needs and requirements of the **Board**.

## What We Offer

We are more than just a software licensing company. We pride ourselves on building long-term partner relationships with our customers – just ask any of them. We believe that every one of our customers is an asset to our continued growth and the ever evolving strength of our product. Software licensing for regulatory agencies, such as the **Nevada Board of Landscape Architecture** that requires a licensure management database and software solution that has the maturity, sustainability and configurability to change as the *board's* requirements change.

In our proposal, we offer the **Nevada Board of Landscape Architecture** a technology partner who will proactively respond to change, deliver on-time within budget and provide a level of continued customer service that we hope will surpass the *board's* expectations. Our proposal and our licensing software will meet all of the *board's* requirements.

## Corporate Experience

Albertson Consulting, the parent company of the COTS Big Picture™ Software, was established in 2000. Since its inception, Albertson Consulting has engaged in the business of software development, support and hosting. In 2003, we deployed our first Big Picture™ Software solution, and we have been licensing and supporting it for clients across the nation ever since. Customers consistently appreciate our ability to understand some of the many challenges they face with licensing requirements/regulations and legislative changes. Our licensure database management software provides a targeted approach and solution to all of these challenges. We produce excellent deliverables on-time and within budget.

In addition to mission alignment, Albertson Consulting brings a working knowledge of the business requirements and processes unique to the **Nevada Board of Landscape Architecture** licensing needs. Our licensure database management software has been deployed to state regulatory boards, agencies and departments for over a decade.

Albertson Consulting possesses over sixty years of cumulative experience in software database architecture, design and development. We specialize in delivering a world-class license management solution that improves business processes, increases efficiency and enhances overall agency management.

Our goal is to provide a licensure database software solution that the **Nevada Board of Landscape Architecture** will continue to use for the next ten years and beyond like our other customers. Albertson

Consulting will provide a world class licensure management database solution at an affordable price that will exceed the board's requirements. If the **Nevada Board of Landscape Architecture** selects Albertson Consulting, you will capitalize on our experience, expertise and ability to successfully execute on our deliverables.

**What Makes Us Different**

We realize that a handful of other software licensing providers have expressed interest and will likely submit competing **price quotes** to provide a licensure management system. However, we believe that our proven deployment method offers the most configurable, scalable and timely installation to fulfill the **Nevada Board of Landscape Architecture** licensing needs.

We believe our proposal is unique for several reasons:

- ACI provides over ten years of proven expertise in software licensing and database solutions
- Configurability
- Proven methodology of deployment with similar board's
- A deployment team that understands and possesses extensive experience in similar implementations
- Track record of on-time within budget deployments
- Outstanding customer care team
- An unequaled understanding that one software size does not fit all
- Innovative team of developers along with a quality management team that continues to exceed client expectations
- True 100% web-based licensure database management software solution that from conception was designed with the cloud in mind

**Hosted Solution:**

We offer the **board** a hosted turn-key license management system.

We will host your solution on our servers or no additional charge. Our annual support/maintenance plan includes hosting your software application and database in our world class hosting facility. We have a 99.9% uptime so you can be confident that your application will be online and ready to assist your agency 24 hours a day, 7 days a week, and 365 days a year. Our servers are housed in a Tier III carrier class data center, where security is of the utmost importance, authorized-only access to the hardware and software is required.

Not only is deploying and supporting the software easier when you host your site with us; there is also a substantial cost saving for your **board**. No additional equipment or technical resources are necessary. Our hosted solution provides easy access for your staff and agency members. Our web-based application is always accessible via the Internet. Over 95% of our customers

Because we have many other customers just like you, we can offer a very quick turnaround on support and deploying changes to the system. Our cloud-based software as a service offering has been chosen by many other state entities and successfully managed for years.

Network security and support is critical in managing deployments. Our hosted deployments have had great success with this in terms of our ability to execute deployments, provide high quality, timely support coupled with exceptional uptime, consistency, and security. Backups are performed daily for portions of the system and on a more frequent basis for other portions of the system, first to tape and then to an external data recovery location. All data and privacy protection are done in accordance with industry standards.

In terms of our hosting, the application sits behind clustered firewalls, switches and network gear running in a virtualized environment backed by an enterprise clustered server and NAS. This environment is currently supporting most of our clients and has been for the last thirteen years with remarkable uptime and satisfactory response times.

Working with your staff and state IT professionals, we will do our best to deploy the application into a similar environment.

**Data Conversion Service**

Big Picture Software has conducted a multitude of data migration for most all of the past implementations of our licensing software. We have a set methodology. The methodology consists of the following:

- Analysis of all data to be collected. Both meta-data (ie database, excel spreadsheets, access database, etc) and files (files in file shares, other ECM products, desktops)
- Create a migration specification document
- Analyze and clean legacy data to be imported. This action needs customer support to help clean the data if necessary.
- Conduct a test migration of dataset.
- Users review the test set
- Migrate all data
- Reconcile and resolve any issues
- Provide a reconciliation report of results

Big Picture will be able to import electronic records that are delivered to our staff. Typically these records are in delimited text files. Often other types of files are delivered to our staff to import into our central repository. In the case where a customer is not capable of delivering their records, our staff may be able to pull the records out of the existing internal database system if it has ODBC connectivity or data dump capabilities that render textual files.

## Training

Big Picture will conduct training for all designated staff members who will be using the new software/database system. Method of training will be conducted either on-site or via webcasts and will be determined at kick-off meeting. Training will be specific for each job role within your organization. On-going training of **board** staff will be conducted as new staff is added.

## Project Management Team

Even the best software product and implementation support team alone cannot ensure a successful project implementation. A proven project management team that focuses on collaboration among team members will help ensure a successful deployment and implementation. Strong project management leadership combined with proven implementation strategies and a work plan that focuses on all of the key elements of the software development and deployment lifecycle is a necessity for the success of a project of this scope.

Big Picture Software focuses on the use of proven industry-standard processes and best practices for project-level activities. By aligning the pre-defined project plan with management of project scope, schedule, cost, quality, staffing, communications, risk, integration and deployment, will greatly increase the success of an on-time deployment of the new system that meets all requirements in the solicitation. Our close collaboration and interaction with the **board**'s project team and technical support team in every aspect of the project is absolutely essential to project success. We will leverage our past experience in implementation and software configuration, data conversion, testing, training to ensure success of this project.

Big Picture Software's knowledge and past experience with challenges associated with legacy migrations will provide guidance and insight as part of the project management process.

In an effort to reduce the risks that are associated with any deployment, our project team takes a proactive risk management approach which identify risks. Once risks are identified they communicated and escalated to all project teams for resolution. Our risk management approach is based on our experience in implementing similar projects of the same size and scope in other states.

## Project Approach

We understand the necessity for the **board** selecting the right vendor to ensure that the project implementation is a success which is the cornerstone for building a long lasting client/vendor relationship. The **board** will experience a new refreshing approach to project management and client implementation if Big Picture is the selected vendor. Our project team will apply best standards and practices when implementing our software ensuring a timely and on-budget project. We believe in building our business one customer at a time, a satisfied customer is a long term customer.



**Project Team**

A successful deployment starts with a skilled team of seasoned professionals that understand the project task and ensure completion on time. We realize that not all implementations will be exactly the same, and that sometimes delays such as product enhancements and change orders which are outside of the original scope will arise from time to time.

Our project team will work closely with the board to ensure that all enhancements or scope changes are clearly communicated and project timelines/milestones are adjusted according. Communication is crucial to ensure a successful implementation and your dedicated project manager will cultivate a strong client/vendor relationship.

**Technical & Customer Support**

Our technical and customer support is offered through our office in Minot, North Dakota. Standard technical support is available Monday-Friday from 8:00 AM-5:00 PM. Standard support typically encompasses any type of training, deployment efforts, development, enhancements support, testing, and project management efforts to access these resources during normal business hours.

A dedicated Project Manager & Customer Service Representative will be assigned to assist with initial implementation and ongoing support. Desktop support will also be available as a method if required to resolve technical issues or end user support

Standard response callback time is within 24 hours or one business day. Depending on the type of task requested for support times to complete will vary depending upon complexity of the problem. The preferred method of contact would be through our Task Management System. Escalation process will be discussed and finalized during kick-off meeting.

Typically these requests are confirmed in one business day. Standard support will also be providing strategic support and any other necessary services. Below would be a typical support level offering.

We will supply the end user and administrative user along with online manuals that can be used to train future staff. All future training outside of the original scope of work can be directly addressed under the **board's** maintenance agreement.

**Hours of Support**

Phone, email, and online support is offered M-F between 8:00 am to 5:00 pm (CST), excluding recognized holidays. On-site support can be requested and scheduled at customer's request if necessary at additional cost. Time and material will be billed to customer.

**Board Staff Inquiries**

The **board** will have access to the project team and key individuals working with the project staff. Both email and phone communication will be utilized for support issue and problem resolution related to the project. Urgent items are addressed the same day. Non-urgent items are addressed within 24 hours.

**Response Times**

Depending on the type of request typical customer support issues are usually handled within a 24 hour period upon receiving the request. Emergency requests are handled and prioritized according to the critical nature of the request.

**In-House-Task Management System**

The **board** will utilize our in-house task management system that has been utilized for 15 years. It will serve as the main project management, enhancement management and support management for the lifetime of the project. This website primarily will serve as a central repository of all project communication and document storage. It will also include an outstanding list of tasks and issues that can be utilized for support purposes.

**Board Staff Response Time**

As with every deployment and implementation we understand that the **board's** staff may have other priorities that arise during the project implementation which may cause delays in receiving response or required information needed for the project team on our side. We will work with the **board** staff to ensure that both the board and our project team have agreed upon reasonable response times for requested information etc.

**In Closing**

Albertson Consulting is confident that while other respondents may be offering some of the same licensing components, we are proposing a licensing solution that will meet the **Nevada Board of Landscape Architecture** current and future needs without additional costs. We are able to do this because of the architectural foundation of our software that allows our customers to easily make changes without having to continually pay for support or enhancement services.

If you have any questions regarding the cost proposal, please contact **Troy Rauschenberger, Director of Government Markets**, at [troy@ebigpicture.com](mailto:troy@ebigpicture.com) or you can call **701-839-7523 Ext. 114**.

Thanks again for allowing **Albertson Consulting Inc.** the opportunity to present our cost proposal. We look forward to speaking with you.



# REGULATORY & LICENSING

## Big Picture for Regulatory Licensing

Big Picture Software is a comprehensive solution for the management of a professional licensing or licensure board, commission, agency or department at the local, state, or federal level.

Health boards managing such areas as veterinary medicine, physical therapy, pharmacies, doctors, and nursing see tremendous gains in efficiency with the centralized collection, inspections, storehousing, and accessibility of data that a cloud-based solution offers.



Save time and money by  
**streamlining** your agency's  
**operations** in a secure, single  
**Online Repository** for all  
Licensure and Programs.



# REGULATORY & LICENSING

Licensing Management Software helps you manage your...

## Online Services

Gives licensees control of simple information updates in a secure online environment.

- View License Application Status
- Name Change, Address Change
- Update CEU Credits
- Reprint License
- View Disciplinary Actions
- Survey Hospitals & Clinics

## Enforcement / Case Management

All-in-one disciplinary management system.

- Manage Complaints & Disciplinary Actions
- Compliance Tracking
- Recurring Reminders
- Lawyer Login
- Workplace Impairment
- Drug Test Tracking
- Public/Private Document Publishing
- Subpoenas, Complaints, Dockets, Tasks

## Reports

Run defined reports and create custom reports that summarize & merge your data.

- Custom Reporting
- Run Transaction Reports
- Create Ad Hoc Reports
- Reconcile Credit Cards
- Create Category Reports
- Reconcile Deposits

## Employers / Establishments

Allows employers of board licensed personnel to perform license queries online.

- Verification of License Status
- Secure and Private Access
- Search by Company, Name, or City
- Configure Search Result Screen
- View License Status

## Portal View

- User-Configurable Widgets
- Configure Views of Database by Group Permission
- See Saved Searches, Latest Documents & Tasks

## Renewals & Applications

Turn-key licensee lifecycle management.

- Secure Licensee Login
- Accepts Payment
- Eliminates Paper Renewal Forms
- Records Transaction in Central Repository
- Allows Batch Renewals
- Prints Licenses
- Email Renewal Reminders
- Barcoding Renewal Payments

## Website

Create and modify website content in a secure environment.

- Manage Web Content
- Publish News Stories
- Maintain an Events Calendar
- Send eNewsletters
- Communicate through Messageboards
- Administer Online Surveys
- Take Orders through a Shopping Cart
- Process Credit Card Payments

## Database

Manage contact, prospect, and certification information in a real-time, secure online "Correspondance Engine."

- Contact History
- Tasks & Reminders
- Manage Contact Profiles
- Print Addresses on Labels or Envelopes
- Publish a Licensee Roster
- Accept Applications
- Record Payments
- Process Renewals

## Documents

Create and collaborate on business documents that engage readers and produce results.

- Archive Transcripts and Applications
- Email Renewal Reminders
- Create & Print Reports



## Workflow Management

Manage tasks in a workflow system.

- Create Tasks
- Manage AdHoc Tasks
- Portal Widget: Overdue & Unassigned Tasks
- Automatically Generate Overdue Tasks Letters

## Inspections

Manage inspections centrally and in the field.

- Setup & Manage Facilities
- Setup & Manage Inspections
- Web-based Collection System for All Inspectors
- Secure Online Inspection Form Manager & Editor
- Inspections on Many Supported Devices





# PROFESSIONAL ENGINEERS

## Big Picture e-Licensing Regulatory Software

Big Picture's Professional Engineers & Surveyors Board Licensing software is a comprehensive solution that streamlines the licensure cycle, including: license/certificate/registration applications and renewals, verifications, continuing education, and disciplinary actions in a centralized cloud-based solution.



Professional Engineers

Retired Professional Engineers

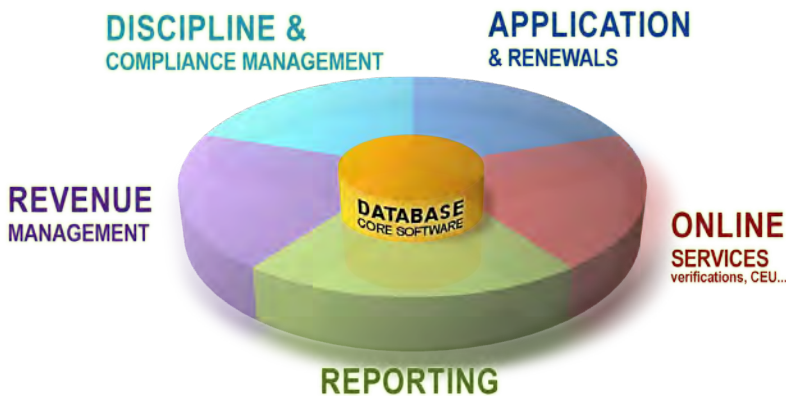
Engineering Companies

Engineer Interns

Surveyors

If you'd like to learn more or schedule a demo...

(888) 907-2790 or [sales@ebigpicture.com](mailto:sales@ebigpicture.com)



One deployed system to manage:

- License Records
- Documents
- Discipline
- Contacts
- Workflow
- Payments
- Website

***ebigpicture.com***



# PROFESSIONAL ENGINEERS

e-Licensing Regulatory Management Software helps you manage your...

## Licensee Services

Gives licensees control of simple information updates in a secure online environment.

- View License Application Status
- Name Change, Address Change
- Update CEU Credits
- Reprint License
- Federation Interface

## Enforcement / Discipline

All-in-one case management system.

- Manage Complaints & Disciplinary Actions
- Compliance Tracking
- Public Views Disciplinary Actions
- Recurring Reminders
- Lawyer Login
- Workplace Impairment
- Drug Test Tracking
- Public/Private Document Publishing
- Subpoenas, Complaints, Dockets, Tasks

## Reports

Run defined reports and create custom reports that summarize & merge your data.

- Custom Reporting
- Run Transaction Reports
- Create Ad hoc Reports
- Reconcile Credit Cards
- Create Category Reports
- Reconcile Deposits

## License Verification

Allows public & employers of board-licensed personnel to perform license queries online.

- Verification of License Status
- Secure and Private Access
- Search by Facility, Name, or City
- Configure Search Result Screen
- View License Status

## Renewals & Applications

Turn-key licensee lifecycle management.

- Secure Licensee Logins
- Accepts Credit Card Payments (State or Third-Party Payment Gateway)
- Eliminates Paper Renewal Forms
- Records Transactions in Central Repository
- Allows Batch Renewals
- Prints Licenses
- Email Renewal Reminders

## Website

Create and modify website content in a secure environment.

- Manage Web Content
- Publish News Stories
- Maintain an Events Calendar
- Publish Documents, Minutes, Agendas
- Send eNewsletters
- Surveys

## Database

Manage contact and certification information in a real-time, secure online "Correspondence Engine."

- Record Contact History
- Create Tasks & Reminders
- Manage Contact Profiles
- Print Addresses on Labels or Envelopes
- Publish a Licensee Roster
- Accept Applications
- Approve & Deny Payments
- Process Renewals
- Archive Transcripts and Applications
- Email Renewal Reminders
- Create & Print Reports



## Workflow Management

Manage tasks in a workflow system.

- Create Tasks
- Manage Ad hoc Tasks
- Portal Widget: Overdue & Unassigned Tasks
- Automatically Generate Overdue Tasks Letters

## Board Documents

Gives Board members access to up-to-the-minute documents in a secure "cloud" environment.

- Annotate Text or Images in Web Browser
- Search Across All Documents for Comments
- Organize Notes with Tags and Descriptions
- Enhanced Security: Documents Kept in Cloud
- Reduced Paper Printing Costs

## Portal View

- User-Configurable Widgets
- Configure Views by Group Permission
- See Saved Searches, Latest Documents & Tasks



# BUSINESS SOLUTIONS

## Big Picture™ Software Business Solutions

Are you capitalizing on the automation capabilities of the Internet? We understand and provide solutions for your business and technology pain. Manage your website content. Connect management, staff, customers, and associates in new ways. Streamline business processes. Integrate your databases.

*What is your pain?*

### REFERENCE CUSTOMERS

Investors Real Estate Trust, Newkota, Farm Credit Services, SD Board of Dentistry, Kentucky REA, NV Social Work, WV Professional Engineers, ND Dept. of EMS, Minot Housing Authority...



Big Picture™ software runs in [your web browser](#). It will enable you to manage your [business processes](#) and website content more [efficiently](#).





# BUSINESS SOLUTIONS

Big Picture™ Business Solutions helps you manage your...

## Document Repository

Manage & publish documents in a real-time, secure paperless environment that's accessible 24/7 and protected in a data vault.

- Eliminate Document Retention & Storage
- Automatically Send Notifications of New Content

## Marketing & Management

Streamline operations.

- Send eMail & SMS Alerts
- Create & Run Mail Merges
- Scheduling
- Call Centers & Online Reservations

## Database

We will build you a database or integrate with your existing one.

- Reorganize Existing Data
- Extend Database to Clients, Employees, Vendors

## Inventory

Manage inventories of vehicles, real estate, etc. with tools that enhance the customer experience.

- Represent Internal Inventory on Website
- Manage Categories, Options, Amenities

## System Integration & Automation

Streamline your business processes by tying together separate data stores in a cohesive environment.

- Synchronize Data Stores (Access, Excel, QuickBooks)
- Automate Tedious & Error-Prone Tasks

## Reports

Let us customize reports that work with your Big Picture tools and your existing software.

- Detailed Management Reporting
- Monitor Critical Business Indicators
- Dashboard for Easy Access to Often-Used Reports

## Website

Create and modify website content in a real-time, secure online environment.

- Manage Web Content
- Publish News Stories
- Maintain an Events Calendar
- Accept Encrypted Applications

## Accounting

From enterprise systems to small business packages, we have a solution for you.

- Integrate Disparate Systems
- Quickbooks Upgrades
- Inventory Systems
- General Accounting Solutions
- Microsoft Great Plains Partner

## eCommerce

Sell products in a secure environment that's your online storefront.

- Create a Virtual Store
- Publish a Product Catalog or Shopping Cart
- Accept Credit Card Payments
- Track Prospects & Manage Order Fulfillment

## Employee Portal

Users see tailored data views & reports.

- Automatically Send Notifications
- Managed Widgets & Graphs
- Key Performance Indicators
- Mobile Access

## CRM & Knowledge Management

Customer Relation Management helps your business to track and manage customer and critical business knowledge.

- Track Employee, Client, & Partner Interactions
- Support Sales & Customer Service
- Goldmine Replacement



Our customized solutions give you options tailored to your needs!

## OPERATIONS

Implementation Consulting • Support & Training • Project Management & Business Analysis • Custom Development • Site Design & Layout



## Company Overview

Albertson Consulting, the parent company of the COTS Big Picture™ Software, was established in 2000. Since its inception, Albertson Consulting has engaged in the business of software development, support and hosting. In 2003, we deployed our first Big Picture™ Software solution, and we have been licensing and supporting it for clients across the nation ever since. Customers consistently appreciate our ability to understand some of the many challenges they face with licensing requirements/regulations and legislative changes. Our licensure database management software provides a targeted approach and solution to all of these challenges. We produce excellent deliverables on-time and within budget.

In addition to mission alignment, Albertson Consulting brings a working knowledge of the business requirements and processes unique to the board's licensing needs. Our licensure database management software has been deployed to state regulatory boards, agencies and departments for over ten years. We have successfully worked with some of the largest associations of retired educators in the U.S. along with doing very specialized work for the

## Company Mission

Our goal is to provide the best possible solution that will increase productions, reduce redundancy; streamline processes to "Help Government Do More" building relationships one board at a time.

## Company Vision

Big Picture Software develops and delivers guidance and vision in e-Licensing for government agencies. Combined with a successful track record of implementations, talented and visionary staff, a commitment to excellence a personal touch, we hope to always exceed our customers' expectations.

## Company Values

- Customer First
- Accountability
- Long Term Relationships
- Teamwork
- Trust & Responsibility
- Credible
- Responsiveness



National Air Transportation Association (NATA). Our customers, regardless of industry, utilize the same core database and components demonstrating the configurability of our software.

Albertson Consulting possesses over sixty years of cumulative experience in software database architecture, design and development. We specialize in delivering a world-class license management solution that improves business processes, increases efficiency and enhances overall board management

[Contact Us \(\contactus.asp\)](#)

## Our Team

Daniel  
Albertson  
Founder, CEO,  
Owner

Troy  
Rauschenberger  
Director of  
Govt Markets

Doug Frazier  
Senior  
Software  
Developer

Tim Ingerson  
Software  
Developer

Tenelle Vetter  
Software  
Developer,  
System Admin

Derek  
Schaible  
System  
Admin,  
Network Ops

Zoe Spooner  
Project  
Manager,  
Senior Online  
Services

David  
Hoffman  
Project  
Manager,  
User  
Experience

Val Korb  
Project  
Manager,  
Online  
Services

Melissa  
Helgeson  
Project  
Manager,  
Online  
Services

Brian Deaver  
Project  
Manager,  
Data  
Integrator





## CONTACT US

Do not hesitate to contact us if you have any questions or feature requests:

100 Main Street S  
Minot, ND 58701  
Phone: 701.839.7523  
Email: [info@ebigpicture.com](mailto:info@ebigpicture.com)

## RECENT NEWS

-  Big Picture Attends NASCLA Convention (</news/index.asp?id=126>)
-  Administrators in Medicine Annual Conference (</news/index.asp?id=115>)

## SOCIAL

  
([https://www.facebook.com](https://www.facebook.com/Big-Picture-Software-Inc/362369523895794)  
[/pages](https://www.facebook.com/Big-Picture-Software-Inc/362369523895794)  
[/Big-](https://www.facebook.com/Big-Picture-Software-Inc/362369523895794)  
[Picture-](https://www.facebook.com/Big-Picture-Software-Inc/362369523895794)  
[Software-](https://www.facebook.com/Big-Picture-Software-Inc/362369523895794)  
[Inc/362369523895794](https://www.facebook.com/Big-Picture-Software-Inc/362369523895794))

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## Comparison

### Let's compare apples to apples not apples to oranges...

When it comes to configurability, we are the champions. Other software vendors may claim that they have the ability to easily configure, add or modify record types or record fields. With other vendors, any of these modification requests will, in most cases, require that you call their support line and incur some support costs. With Big Picture™ Software, we enable the customer to easily add record types, modify fields and create custom templates and forms. Our intuitive user interface gives complete control to our customers which not only provides cost savings and reduces support calls, but also saves time by allowing the customer to make modifications at any time.

Not only is deploying and supporting the software easier when you host your site with us; there is also a substantial cost savings for your agency. No additional equipment or technical resources are necessary. When Big Picture™ Software hosts your application, we provide easy access for your staff and board members. Our web-based application is always accessible via the Internet. Over 95% of our customers host their sites with us, and we provide the experience, knowledge, security and added peace-of-mind that comes with a professional hosting service like ours.

## Comparison Overview

Big Picture for Licensing Boards	The Competition
Full Configurability	Locked-in canned Product
A deployment team that understands and possesses extensive experience in similar implementations	Local companies with less depth of enterprise database needs
Track record of on-time within budget deployments	Questionable ability to deliver
Outstanding customer care team	Lack of support
One software size does not fit all	Forces organization to fit their software
True 100% web-based licensure database management software solution that from inception was designed with the cloud in mind	Software that requires desktop components
Working knowledge of many payment interfaces	Locked-in payment gateway
Experience with National/Federation web-based interfaces	Lack experience with external interfaces

Don't be misled by vendors offering "free" installations, or low monthly hosting/support costs causing budget overruns and project delays due to funding because of initial budget allocation changes. We have seen this scenario time and time again, vendors offering "free" implementation in their RFQ responses only to surprise the board with inflated support costs on the back-end after the implementation has started or charging additional cost for data migration. We all know that if someone says "free" it usually means it's too good to be true. We offer upfront pricing, no hidden fees, no inflated back-end support costs, we believe this approach has continually won us bids over other vendors.

What makes our software different from other e-Licensing software vendors?

- Big Picture provides proven expertise in licensing software and database solutions
- Proven methodology of deployment with other boards
- Innovative team of developers along with a quality management team that continues to exceed client expectations

## Commercial Off-the-Shelf Solution

Big Picture™ Software is a commercial off-the-shelf (COTS) solution. The (COTS) solution allows agencies to have more control over the configuration of the software which bests fits their agencies overall requirements. Depending on the Support Plan you choose, your agency can decide how much support will be required for you internal or IT Staff. You can always upgrade your annual support plan at any time.

---

[Contact Us \(/contactus.asp\)](/contactus.asp)

## 📍 CONTACT US

Do not hesitate to contact us if you have any questions or feature requests:

100 Main Street S  
Minot, ND 58701  
Phone: 701.839.7523  
Email: [info@ebigpicture.com](mailto:info@ebigpicture.com)

## 📡 RECENT NEWS

- 📡 Big Picture Attends NASCLA Convention (</news/index.asp?id=126>)
- 📡 Administrators in Medicine Annual Conference (</news/index.asp?id=115>)

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[Solutions](#)[Software Industries \(/software/#solutions\)](#)  
[/ Small Business CRM Solutions](#)

## Small Business CRM Solutions

Are you capitalizing on the automation capabilities of the Internet? We understand and provide solutions for your business and technology pain. Manage your website content. Connect management, staff, customers, and associates in new ways. Streamline business processes. Integrate your databases.

### *What is your pain?*

Our consultants will help you design a system that gets you out of Excel-Hell!

## Streamline Operations with Licensing Management Software

Big Picture Software™ provides small-to-medium businesses with a true **“cloud-based”** software solution that will automate and streamline your organization. Manage employee HR forms, payroll, inventory, inspections, investigations, complaint tracking, and online payment processing.

We have been providing software solutions for over the past

## KEY FEATURES:

- Per-form/page /field business rules
- Manage multiple business entities, such as customers, employees, inventory
- Employee Portals & Dashboards
- Mobile Web Applications
- Alerts & Notifications
- Customized data screens and search fields
- Online applications & registrations & renewals



nineteen years serving all types of business and government agencies. If your organization is looking to replace your existing system and would like to see some of the many features of our software please feel free to contact us (/contactus.asp).

✉ Contact Us (/contactus.asp)

📄 Small Business Solutions (1,520 KB) (/pdf/small\_business\_3.pdf)

- Compliance & Investigation tracking
- Online payment processing
- Automated workflow with built-in routing and task lists
- Inspections
- Upload documents and files
- Powerful ad hoc reporting and analytics tools
- Entity Relationship Management
- GIS integration
- Automated workflow with built-in routing and task lists
- Online self-service tools





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# Software Solution Services

Big Picture offers a talented implementation team and a dependable maintenance and support staff to help you every step of the way.

## Implementation Services

Our varied and talented team of implementation specialists are here to guide your project from kick-off to on-time delivery.

Our business process analysts learn of your current processes and reduce your workload.

Project managers shepherd the project and work with your staff.

Our data integration specialists ensure your old system's data gets transferred to your new cloud-based database.

Our website user experience experts and designers will help you design a front-end web process for your public constituents, licensees and employers.

Lastly, our system admin staff ensure a seamless transition from your old system to your new one.

## Maintenance & Support

### A Team You Can Trust

Our project manager, Zoe (/about/), continues to impress with her ability to understand our requests and translate them into solutions that meet our needs.



In addition to excellent staff who are easy to work with, I think the flexibility of the Big Picture programs sets them apart from the field. Their programs do not require you to fit square pegs into round holes, as some modular programs do.

- Duane Houdek

*Executive Secretary, ND Board of Medical Examiners*

# Services

The Big Picture™ Software client support team is available to assist you with world class customer service and support for our software.

Support services include:

- Software configuration and re-design
- Software functionality
- Custom reports and data search
- Task tracking system (Let's you see the status of any task submitted.)

Our support teams works with our development team to ensure that customer requests are handled as timely and efficiently as possible. The team will provide regular (Global) system upgrades to ensure that your agency is operating at peak performance. Our support team will notify you when global software updates are available.

## Hosting Services

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The Big Picture™ Software is not just a software package. In its standard deployment, it is a hosted turn-key license management system. Albertson Consulting hosts and supports applications for roughly 150 customers in 33 states nationwide. Our carrier class facility is certified SAS 70. Our application sits behind a PCI/DSS-Compliant Web Application Firewall (WAF) from Breach to protect our clients' software and data. The systems are checked for vulnerabilities by Nexpose a Rapid 7 product. This vulnerability detection system ensures that our network, operating systems, existing and new software is held to a manageable level of vulnerability from outside threats.

Because we have many other customers just like you, we can offer a very quick turn around on support and deploying changes to the system. Our cloud based software as a service offering has been chosen by many other state entities and successfully managed for years. It has also been chosen, audited and verified by TSA in a recent audit and by various publically traded companies that we do other types of business with.

Our hosting services provide your agency with a cost saving alternative to a self-hosted state side deployment, reducing costs and improving hardware and network security, reliability, and scalability.



[Contact Us \(/contactus.asp\)](/contactus.asp)

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## Agenda Item 5.A.1



NSBLA:  
Bank of America Accounts as of April 30, 2020

Checking	\$2,693.47
Savings	\$59,033.26
MasterCard - charges	\$190.00
CD	\$46,468.58

10:12 AM

04/30/20

Cash Basis

# Nevada State Board of Landscape Architecture

## Profit & Loss Prev Year Comparison

### July 2019 through April 2020

	Jul '19 - Apr 20	Jul '18 - Apr 19	\$ Change
<b>Income</b>			
001 · Application Fees			
002 · LAIT (\$50)	100.00	50.00	50.00
003 · LARE (\$175)	525.00	175.00	350.00
004 · Reciprocity (\$100)	2,100.00	2,700.00	-600.00
<b>Total 001 · Application Fees</b>	<b>2,725.00</b>	<b>2,925.00</b>	<b>-200.00</b>
010 · Exam Fees			
015 · Nevada Specific Exam (\$75)	1,875.00	1,950.00	-75.00
<b>Total 010 · Exam Fees</b>	<b>1,875.00</b>	<b>1,950.00</b>	<b>-75.00</b>
020 · Interest Income	211.92	69.67	142.25
030 · New Registration Fees			
031 · New Certificate Fee (\$25)	625.00	475.00	150.00
032 · New License Fee - LARE (\$200)	925.00	200.00	725.00
033 · New License Fee - Recipr (\$200)	4,125.00	3,800.00	325.00
034 · New Stamp Fee (\$25)	750.00	500.00	250.00
<b>Total 030 · New Registration Fees</b>	<b>6,425.00</b>	<b>4,975.00</b>	<b>1,450.00</b>
040 · Registration Renewal Fees			
041 · Reinstatement Fee (\$300)	900.00	900.00	0.00
042 · Renewal Delinquency Fee (\$50)	1,850.00	1,300.00	550.00
043 · Renewal Fee LA (\$200)	67,034.00	69,717.02	-2,683.02
044 · Renewal Fee LAIT (\$100)	100.00	0.00	100.00
045 · Duplicate Renewal License (\$25)	25.00	0.00	25.00
<b>Total 040 · Registration Renewal Fees</b>	<b>69,909.00</b>	<b>71,917.02</b>	<b>-2,008.02</b>
050 · Other Income			
051 · Address Change (\$10)	140.00	440.00	-300.00
053 · Electronic/Replacemt Stamp(\$25)	176.00	75.00	101.00
055 · Returned Check Fee (\$25)	13.00	0.00	13.00
056 · Duplicate Certificate Fee (\$25)	25.00	50.00	-25.00
<b>Total 050 · Other Income</b>	<b>354.00</b>	<b>565.00</b>	<b>-211.00</b>
<b>Total Income</b>	<b>81,499.92</b>	<b>82,401.69</b>	<b>-901.77</b>
<b>Gross Profit</b>	<b>81,499.92</b>	<b>82,401.69</b>	<b>-901.77</b>
<b>Expense</b>			
070 · Board Expenses			
071 · Board Member Mtg Fee (\$150)	3,075.00	2,080.00	995.00
072 · Meals - Board Meetings	395.32	460.10	-64.78
073 · Travel - Board Meetings	2,200.43	1,357.45	842.98
074 · Board Special Event	261.12	421.12	-160.00
<b>Total 070 · Board Expenses</b>	<b>5,931.87</b>	<b>4,318.67</b>	<b>1,613.20</b>
080 · CLARB Affiliation Dues	5,475.00	5,310.00	165.00
090 · CLARB Annual Meeting Expenses			
091 · Board Member Per Diem (\$150)	450.00	0.00	450.00
093 · Annual Meeting Registration	975.00	1,462.50	-487.50
094 · Travel	864.00	1,617.64	-753.64
095 · Meals	66.90	172.25	-105.35
096 · Lodging	1,438.26	1,476.04	-37.78
<b>Total 090 · CLARB Annual Meeting Expenses</b>	<b>3,794.16</b>	<b>4,728.43</b>	<b>-934.27</b>

**Nevada State Board of Landscape Architecture**  
**Profit & Loss Prev Year Comparison**  
**July 2019 through April 2020**

	Jul '19 - Apr 20	Jul '18 - Apr 19	\$ Change
<b>130 · Office Expenses</b>			
131 · Grasshopper	0.00	5.00	-5.00
132 · DoIT Email & Web Hosting	1,360.78	777.28	583.50
133 · Miscellaneous Office Expense	229.24	0.99	228.25
134 · Licensee Stamp	755.00	449.76	305.24
135 · Computer Updates & Maint	1,226.85	259.98	966.87
136 · Office Rent	3,535.24	3,500.00	35.24
137 · Office Supplies	83.42	298.59	-215.17
138 · Post Office Box Rent	3.45	176.00	-172.55
139 · Postage & Delivery	313.70	209.10	104.60
141 · Telephone, Fax & Internet	1,129.75	1,009.16	120.59
145 · Capital Equipment & Furniture	2,321.00	0.00	2,321.00
<b>Total 130 · Office Expenses</b>	<b>10,958.43</b>	<b>6,685.86</b>	<b>4,272.57</b>
<b>150 · Payroll Expenses</b>			
152 · Executive Director	30,833.30	30,833.30	0.00
153 · Executive Director - Bonus	7,299.40	0.00	7,299.40
154 · Mileage	189.83	481.51	-291.68
157 · Payroll Taxes	3,255.65	2,800.24	455.41
159 · Payroll Service	500.00	480.75	19.25
150 · Payroll Expenses - Other	19.25	1.75	17.50
<b>Total 150 · Payroll Expenses</b>	<b>42,097.43</b>	<b>34,597.55</b>	<b>7,499.88</b>
<b>160 · Professional Fees</b>			
162 · Bookkeeping	3,233.75	796.25	2,437.50
163 · Attorney General's Office	1,806.01	3,812.66	-2,006.65
165 · Legislative Counsel Bureau	0.00	1,000.00	-1,000.00
167 · Liability Insurance	620.97	533.89	87.08
<b>Total 160 · Professional Fees</b>	<b>5,660.73</b>	<b>6,142.80</b>	<b>-482.07</b>
<b>Total Expense</b>	<b>73,917.62</b>	<b>61,783.31</b>	<b>12,134.31</b>
<b>Net Income</b>	<b>7,582.30</b>	<b>20,618.38</b>	<b>-13,036.08</b>



# Nevada State Board of Landscape Architecture

## Profit & Loss Prev Year Comparison

### July 2019 through April 2020

	<u>% Change</u>
<b>Income</b>	
001 · Application Fees	
002 · LAIT (\$50)	100.0%
003 · LARE (\$175)	200.0%
004 · Reciprocity (\$100)	-22.2%
<b>Total 001 · Application Fees</b>	-6.8%
010 · Exam Fees	
015 · Nevada Specific Exam (\$75)	-3.9%
<b>Total 010 · Exam Fees</b>	-3.9%
020 · Interest Income	204.2%
030 · New Registration Fees	
031 · New Certificate Fee (\$25)	31.6%
032 · New License Fee - LARE (\$200)	362.5%
033 · New License Fee - Recipr (\$200)	8.6%
034 · New Stamp Fee (\$25)	50.0%
<b>Total 030 · New Registration Fees</b>	29.2%
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$300)	0.0%
042 · Renewal Delinquency Fee (\$50)	42.3%
043 · Renewal Fee LA (\$200)	-3.9%
044 · Renewal Fee LAIT (\$100)	100.0%
045 · Duplicate Renewal License (\$25)	100.0%
<b>Total 040 · Registration Renewal Fees</b>	-2.8%
050 · Other Income	
051 · Address Change (\$10)	-68.2%
053 · Electronic/Replacemt Stamp(\$25)	134.7%
055 · Returned Check Fee (\$25)	100.0%
056 · Duplicate Certificate Fee (\$25)	-50.0%
<b>Total 050 · Other Income</b>	-37.4%
<b>Total Income</b>	-1.1%
<b>Gross Profit</b>	-1.1%
<b>Expense</b>	
070 · Board Expenses	
071 · Board Member Mtg Fee (\$150)	47.8%
072 · Meals - Board Meetings	-14.1%
073 · Travel - Board Meetings	62.1%
074 · Board Special Event	-38.0%
<b>Total 070 · Board Expenses</b>	37.4%
080 · CLARB Affiliation Dues	3.1%
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	100.0%
093 · Annual Meeting Registration	-33.3%
094 · Travel	-46.6%
095 · Meals	-61.2%
096 · Lodging	-2.6%
<b>Total 090 · CLARB Annual Meeting Expenses</b>	-19.8%

10:12 AM

04/30/20

Cash Basis

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Prev Year Comparison

July 2019 through April 2020

	<u>% Change</u>
<b>130 · Office Expenses</b>	
131 · Grasshopper	-100.0%
132 · DoIT Email & Web Hosting	75.1%
133 · Miscellaneous Office Expense	23,055.6%
134 · Licensee Stamp	67.9%
135 · Computer Updates & Maint	371.9%
136 · Office Rent	1.0%
137 · Office Supplies	-72.1%
138 · Post Office Box Rent	-98.0%
139 · Postage & Delivery	50.0%
141 · Telephone, Fax & Internet	12.0%
145 · Capital Equipment & Furniture	100.0%
<b>Total 130 · Office Expenses</b>	<b>63.9%</b>
<b>150 · Payroll Expenses</b>	
152 · Executive Director	0.0%
153 · Executive Director - Bonus	100.0%
154 · Mileage	-60.6%
157 · Payroll Taxes	16.3%
159 · Payroll Service	4.0%
150 · Payroll Expenses - Other	1,000.0%
<b>Total 150 · Payroll Expenses</b>	<b>21.7%</b>
<b>160 · Professional Fees</b>	
162 · Bookkeeping	306.1%
163 · Attorney General's Office	-52.6%
165 · Legislative Counsel Bureau	-100.0%
167 · Liability Insurance	16.3%
<b>Total 160 · Professional Fees</b>	<b>-7.9%</b>
<b>Total Expense</b>	<b>19.6%</b>
<b>Net Income</b>	<b>-63.2%</b>

10:07 AM

04/30/20

Cash Basis

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget
<b>Income</b>			
001 · Application Fees			
002 · LAIT (\$50)	100.00	50.00	50.00
003 · LARE (\$175)	525.00	175.00	350.00
004 · Reciprocity (\$100)	2,100.00	1,500.00	600.00
<b>Total 001 · Application Fees</b>	<b>2,725.00</b>	<b>1,725.00</b>	<b>1,000.00</b>
010 · Exam Fees			
015 · Nevada Specific Exam (\$75)	1,875.00	1,000.00	875.00
<b>Total 010 · Exam Fees</b>	<b>1,875.00</b>	<b>1,000.00</b>	<b>875.00</b>
020 · Interest Income	211.92	35.00	176.92
025 · Credit Card Fee Income	0.00	0.00	0.00
030 · New Registration Fees			
031 · New Certificate Fee (\$25)	625.00	300.00	325.00
032 · New License Fee - LARE (\$200)	925.00	200.00	725.00
033 · New License Fee - Recipr (\$200)	4,125.00	2,400.00	1,725.00
034 · New Stamp Fee (\$25)	750.00	325.00	425.00
<b>Total 030 · New Registration Fees</b>	<b>6,425.00</b>	<b>3,225.00</b>	<b>3,200.00</b>
040 · Registration Renewal Fees			
041 · Reinstatement Fee (\$300)	900.00	500.00	400.00
042 · Renewal Delinquency Fee (\$50)	1,850.00	600.00	1,250.00
043 · Renewal Fee LA (\$200)	67,034.00	65,700.00	1,334.00
044 · Renewal Fee LAIT (\$100)	100.00	100.00	0.00
045 · Duplicate Renewal License (\$25)	25.00	25.00	0.00
<b>Total 040 · Registration Renewal Fees</b>	<b>69,909.00</b>	<b>66,925.00</b>	<b>2,984.00</b>
050 · Other Income			
051 · Address Change (\$10)	140.00	120.00	20.00
052 · Nevada Blue Book (\$5)	0.00	0.00	0.00
053 · Electronic/Replacemt Stamp(\$25)	176.00	50.00	126.00
054 · Enforcement Revenue	0.00	0.00	0.00
055 · Returned Check Fee (\$25)	13.00	25.00	-12.00
056 · Duplicate Certificate Fee (\$25)	25.00	25.00	0.00
<b>Total 050 · Other Income</b>	<b>354.00</b>	<b>220.00</b>	<b>134.00</b>
<b>Total Income</b>	<b>81,499.92</b>	<b>73,130.00</b>	<b>8,369.92</b>
<b>Gross Profit</b>	<b>81,499.92</b>	<b>73,130.00</b>	<b>8,369.92</b>
<b>Expense</b>			
060 · Bank Charges	0.00	100.00	-100.00
070 · Board Expenses			
071 · Board Member Mtg Fee (\$150)	3,075.00	4,800.00	-1,725.00
072 · Meals - Board Meetings	395.32	1,000.00	-604.68
073 · Travel - Board Meetings	2,200.43	3,000.00	-799.57
074 · Board Special Event	261.12	250.00	11.12
075 · Miscellaneous Board Expenses	0.00	0.00	0.00
<b>Total 070 · Board Expenses</b>	<b>5,931.87</b>	<b>9,050.00</b>	<b>-3,118.13</b>
080 · CLARB Affiliation Dues	5,475.00	5,850.00	-375.00
090 · CLARB Annual Meeting Expenses			
091 · Board Member Per Diem (\$150)	450.00	600.00	-150.00
092 · CLARB Representative Expenses	0.00	0.00	0.00
093 · Annual Meeting Registration	975.00	2,500.00	-1,525.00
094 · Travel	864.00	2,600.00	-1,736.00
095 · Meals	66.90	400.00	-333.10
096 · Lodging	1,438.26	3,000.00	-1,561.74
<b>Total 090 · CLARB Annual Meeting Expenses</b>	<b>3,794.16</b>	<b>9,100.00</b>	<b>-5,305.84</b>

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget
<b>100 · Education &amp; Training</b>			
101 · Registration	0.00	500.00	-500.00
102 · Meals	0.00	300.00	-300.00
103 · Lodging	0.00	0.00	0.00
104 · Travel	0.00	810.00	-810.00
<b>Total 100 · Education &amp; Training</b>	<b>0.00</b>	<b>1,610.00</b>	<b>-1,610.00</b>
<b>105 · FARB</b>			
106 · Registration	0.00	0.00	0.00
107 · Lodging	0.00	0.00	0.00
108 · Meals	0.00	0.00	0.00
109 · Travel	0.00	0.00	0.00
105 · FARB - Other	0.00	0.00	0.00
<b>Total 105 · FARB</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>120 · NCIRC</b>			
121 · Board Member NCIRC Mtg Fee \$150	0.00	150.00	-150.00
122 · Miscellaneous - NCIRC	0.00	0.00	0.00
123 · Travel - NCIRC	0.00	210.00	-210.00
<b>Total 120 · NCIRC</b>	<b>0.00</b>	<b>360.00</b>	<b>-360.00</b>
<b>130 · Office Expenses</b>			
131 · Grasshopper	0.00	480.00	-480.00
132 · DoIT Email & Web Hosting	1,360.78	864.00	496.78
133 · Miscellaneous Office Expense	229.24	400.00	-170.76
134 · Licensee Stamp	755.00	180.00	575.00
135 · Computer Updates & Maint	1,226.85	1,000.00	226.85
136 · Office Rent	3,535.24	5,600.00	-2,064.76
137 · Office Supplies	83.42	350.00	-266.58
138 · Post Office Box Rent	3.45	180.00	-176.55
139 · Postage & Delivery	313.70	350.00	-36.30
140 · Printing & Reproduction	0.00	100.00	-100.00
141 · Telephone, Fax & Internet	1,129.75	1,200.00	-70.25
142 · Merchant Services Fees	0.00	0.00	0.00
145 · Capital Equipment & Furniture	2,321.00	2,200.00	121.00
<b>Total 130 · Office Expenses</b>	<b>10,958.43</b>	<b>12,904.00</b>	<b>-1,945.57</b>
<b>150 · Payroll Expenses</b>			
152 · Executive Director	30,833.30	37,500.00	-6,666.70
153 · Executive Director - Bonus	7,299.40	5,625.00	1,674.40
154 · Mileage	189.83	300.00	-110.17
155 · Nevada Business Tax	0.00	0.00	0.00
157 · Payroll Taxes	3,255.65	4,788.00	-1,532.35
159 · Payroll Service	500.00	500.00	0.00
<b>Total 150 · Payroll Expenses</b>	<b>42,097.43</b>	<b>48,713.00</b>	<b>-6,615.57</b>
<b>160 · Professional Fees</b>			
161 · Accountant	0.00	0.00	0.00
162 · Bookkeeping	3,233.75	900.00	2,333.75
163 · Attorney General's Office	1,806.01	4,900.00	-3,093.99
164 · Legislative Bill Tracker	0.00	0.00	0.00
165 · Legislative Counsel Bureau	0.00	1,000.00	-1,000.00
166 · Legislative Session	0.00	5,000.00	-5,000.00
167 · Liability Insurance	620.97	550.00	70.97
168 · Temporary Office Help	0.00	300.00	-300.00
169 · Attorney - Board Hire	0.00	0.00	0.00
<b>Total 160 · Professional Fees</b>	<b>5,660.73</b>	<b>12,650.00</b>	<b>-6,989.27</b>
<b>Total Expense</b>	<b>73,917.62</b>	<b>100,337.00</b>	<b>-26,419.38</b>
<b>Net Income</b>	<b>7,582.30</b>	<b>-27,207.00</b>	<b>34,789.30</b>

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget vs. Actual

July 2019 through April 2020

	<u>% of Budget</u>
<b>Income</b>	
001 · Application Fees	
002 · LAIT (\$50)	200.0%
003 · LARE (\$175)	300.0%
004 · Reciprocity (\$100)	140.0%
<b>Total 001 · Application Fees</b>	<b>158.0%</b>
010 · Exam Fees	
015 · Nevada Specific Exam (\$75)	187.5%
<b>Total 010 · Exam Fees</b>	<b>187.5%</b>
020 · Interest Income	605.5%
025 · Credit Card Fee Income	0.0%
030 · New Registration Fees	
031 · New Certificate Fee (\$25)	208.3%
032 · New License Fee - LARE (\$200)	462.5%
033 · New License Fee - Recipr (\$200)	171.9%
034 · New Stamp Fee (\$25)	230.8%
<b>Total 030 · New Registration Fees</b>	<b>199.2%</b>
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$300)	180.0%
042 · Renewal Delinquency Fee (\$50)	308.3%
043 · Renewal Fee LA (\$200)	102.0%
044 · Renewal Fee LAIT (\$100)	100.0%
045 · Duplicate Renewal License (\$25)	100.0%
<b>Total 040 · Registration Renewal Fees</b>	<b>104.5%</b>
050 · Other Income	
051 · Address Change (\$10)	116.7%
052 · Nevada Blue Book (\$5)	0.0%
053 · Electronic/Replacemt Stamp(\$25)	352.0%
054 · Enforcement Revenue	0.0%
055 · Returned Check Fee (\$25)	52.0%
056 · Duplicate Certificate Fee (\$25)	100.0%
<b>Total 050 · Other Income</b>	<b>160.9%</b>
<b>Total Income</b>	<b>111.4%</b>
<b>Gross Profit</b>	<b>111.4%</b>
<b>Expense</b>	
060 · Bank Charges	0.0%
070 · Board Expenses	
071 · Board Member Mtg Fee (\$150)	64.1%
072 · Meals - Board Meetings	39.5%
073 · Travel - Board Meetings	73.3%
074 · Board Special Event	104.4%
075 · Miscellaneous Board Expenses	0.0%
<b>Total 070 · Board Expenses</b>	<b>65.5%</b>
080 · CLARB Affiliation Dues	93.6%
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	75.0%
092 · CLARB Representative Expenses	0.0%
093 · Annual Meeting Registration	39.0%
094 · Travel	33.2%
095 · Meals	16.7%
096 · Lodging	47.9%
<b>Total 090 · CLARB Annual Meeting Expenses</b>	<b>41.7%</b>

## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget vs. Actual

July 2019 through April 2020

	% of Budget
<b>100 · Education &amp; Training</b>	
101 · Registration	0.0%
102 · Meals	0.0%
103 · Lodging	0.0%
104 · Travel	0.0%
<b>Total 100 · Education &amp; Training</b>	<b>0.0%</b>
<b>105 · FARB</b>	
106 · Registration	0.0%
107 · Lodging	0.0%
108 · Meals	0.0%
109 · Travel	0.0%
105 · FARB - Other	0.0%
<b>Total 105 · FARB</b>	<b>0.0%</b>
<b>120 · NCIRC</b>	
121 · Board Member NCIRC Mtg Fee \$150	0.0%
122 · Miscellaneous - NCIRC	0.0%
123 · Travel - NCIRC	0.0%
<b>Total 120 · NCIRC</b>	<b>0.0%</b>
<b>130 · Office Expenses</b>	
131 · Grasshopper	0.0%
132 · DoIT Email & Web Hosting	157.5%
133 · Miscellaneous Office Expense	57.3%
134 · Licensee Stamp	419.4%
135 · Computer Updates & Maint	122.7%
136 · Office Rent	63.1%
137 · Office Supplies	23.8%
138 · Post Office Box Rent	1.9%
139 · Postage & Delivery	89.6%
140 · Printing & Reproduction	0.0%
141 · Telephone, Fax & Internet	94.1%
142 · Merchant Services Fees	0.0%
145 · Capital Equipment & Furniture	105.5%
<b>Total 130 · Office Expenses</b>	<b>84.9%</b>
<b>150 · Payroll Expenses</b>	
152 · Executive Director	82.2%
153 · Executive Director - Bonus	129.8%
154 · Mileage	63.3%
155 · Nevada Business Tax	0.0%
157 · Payroll Taxes	68.0%
159 · Payroll Service	100.0%
<b>Total 150 · Payroll Expenses</b>	<b>86.4%</b>
<b>160 · Professional Fees</b>	
161 · Accountant	0.0%
162 · Bookkeeping	359.3%
163 · Attorney General's Office	36.9%
164 · Legislative Bill Tracker	0.0%
165 · Legislative Counsel Bureau	0.0%
166 · Legislative Session	0.0%
167 · Liability Insurance	112.9%
168 · Temporary Office Help	0.0%
169 · Attorney - Board Hire	0.0%
<b>Total 160 · Professional Fees</b>	<b>44.7%</b>
<b>Total Expense</b>	<b>73.7%</b>
<b>Net Income</b>	<b>-27.9%</b>

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## Nevada State Board of Landscape Architecture

## Profit &amp; Loss Budget Overview

July 2020 through June 2021

	Jul '20 - Jun 21
<b>Income</b>	
001 · Application Fees	
002 · LAIT (\$50)	50.00
003 · LARE (\$175)	175.00
004 · Reciprocity (\$100)	1,500.00
<b>Total 001 · Application Fees</b>	<b>1,725.00</b>
010 · Exam Fees	
015 · Nevada Specific Exam (\$75)	1,000.00
<b>Total 010 · Exam Fees</b>	<b>1,000.00</b>
020 · Interest Income	892.00
025 · Credit Card Fee Income	1,830.00
030 · New Registration Fees	
031 · New Certificate Fee (\$25)	300.00
032 · New License Fee - LARE (\$200)	200.00
033 · New License Fee - Recipr (\$200)	2,400.00
034 · New Stamp Fee (\$25)	325.00
<b>Total 030 · New Registration Fees</b>	<b>3,225.00</b>
040 · Registration Renewal Fees	
041 · Reinstatement Fee (\$300)	300.00
042 · Renewal Delinquency Fee (\$50)	600.00
043 · Renewal Fee LA (\$200)	60,600.00
044 · Renewal Fee LAIT (\$100)	100.00
045 · Duplicate Renewal License (\$25)	25.00
<b>Total 040 · Registration Renewal Fees</b>	<b>61,625.00</b>
050 · Other Income	
051 · Address Change (\$10)	100.00
052 · Nevada Blue Book (\$5)	0.00
053 · Electronic/Replacemt Stamp(\$25)	50.00
054 · Enforcement Revenue	0.00
055 · Returned Check Fee (\$25)	25.00
056 · Duplicate Certificate Fee (\$25)	25.00
<b>Total 050 · Other Income</b>	<b>200.00</b>
<b>Total Income</b>	<b>70,497.00</b>
<b>Gross Profit</b>	<b>70,497.00</b>
<b>Expense</b>	
060 · Bank Charges	100.00
070 · Board Expenses	
071 · Board Member Mtg Fee (\$150)	4,800.00
072 · Meals - Board Meetings	1,000.00
073 · Travel - Board Meetings	3,600.00
074 · Board Special Event	300.00
<b>Total 070 · Board Expenses</b>	<b>9,700.00</b>
080 · CLARB Affiliation Dues	5,820.00
090 · CLARB Annual Meeting Expenses	
091 · Board Member Per Diem (\$150)	600.00
092 · CLARB Representative Expenses	0.00
093 · Annual Meeting Registration	3,120.00
094 · Travel	1,250.00
095 · Meals	550.00
096 · Lodging	5,000.00
<b>Total 090 · CLARB Annual Meeting Expenses</b>	<b>10,520.00</b>

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Cash Basis

# Nevada State Board of Landscape Architecture

## Profit & Loss Budget Overview

July 2020 through June 2021

	Jul '20 - Jun 21
<b>100 · Education &amp; Training</b>	
101 · Registration	200.00
102 · Meals	150.00
103 · Lodging	100.00
<b>Total 100 · Education &amp; Training</b>	450.00
<b>105 · FARB</b>	
106 · Registration	0.00
107 · Lodging	0.00
108 · Meals	0.00
109 · Travel	0.00
105 · FARB - Other	0.00
<b>Total 105 · FARB</b>	0.00
<b>120 · NCIRC</b>	
121 · Board Member NCIRC Mtg Fee \$150	150.00
122 · Miscellaneous - NCIRC	0.00
123 · Travel - NCIRC	210.00
<b>Total 120 · NCIRC</b>	360.00
<b>130 · Office Expenses</b>	
131 · Grasshopper	0.00
132 · DoIT Email & Web Hosting	2,125.00
133 · Miscellaneous Office Expense	400.00
134 · Licensee Stamp	760.00
135 · Computer Updates & Maint	1,000.00
136 · Office Rent	5,040.00
137 · Office Supplies	350.00
138 · Post Office Box Rent	210.00
139 · Postage & Delivery	350.00
140 · Printing & Reproduction	100.00
141 · Telephone, Fax & Internet	1,000.00
142 · Merchant Services Fees	1,830.00
145 · Capital Equipment & Furniture	1,000.00
<b>Total 130 · Office Expenses</b>	14,165.00
<b>150 · Payroll Expenses</b>	
152 · Executive Director	37,000.00
153 · Executive Director - Bonus	0.00
154 · Mileage	300.00
155 · Nevada Business Tax	0.00
157 · Payroll Taxes	3,000.00
159 · Payroll Service	500.00
<b>Total 150 · Payroll Expenses</b>	40,800.00
<b>160 · Professional Fees</b>	
161 · Accountant	4,000.00
162 · Bookkeeping	3,750.00
163 · Attorney General's Office	5,000.00
164 · Legislative Bill Tracker	0.00
165 · Legislative Counsel Bureau	1,000.00
166 · Legislative Session	3,000.00
167 · Liability Insurance	550.00
168 · Temporary Office Help	400.00
169 · Attorney - Board Hire	0.00
<b>Total 160 · Professional Fees</b>	17,700.00
<b>Total Expense</b>	99,615.00
<b>Net Income</b>	<b>-29,118.00</b>



AGENDA ITEM 5 D



**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE  
POSITION DESCRIPTION**

Position Title: Executive Director (FTE 0.49)

Date Originated: March 6, 2009

Reviewed/Revised:

**RELATIONSHIPS:**

Reports To: Board President

Internal Contacts: Board Members, Field Investigation Officers, Temporary Office Staff, Bookkeeper, Auditor, Deputy Attorney General

External Contacts: State of Nevada Registered Landscape Architects, Landscape Architects-In Training, Applicants for Registration by Reciprocity, Examination and Landscape Architect-In Training, Council of Landscape Architecture Registration Board Members and Staff, Other State of Nevada Boards and Agencies, Nevada Construction Relations Committee, National Society of Landscape Architects, Vendors and Visitors.

**POSITION PURPOSE:**

Pursuant to NRS 623A.100 duties of the Executive Director include: (a) Keep an accurate record of all proceedings of the Board; (b) Maintain custody of the official seal; (c) Maintain a file containing the names and addresses of all holders of certificates of registration and certificates to practice as a landscape architect intern; (d) Submit to the Board each application for a certificate of registration or certificate to practice as a landscape architect intern that is filed with the Board; (e) If a holder of a certificate of registration or certificate to practice as a landscape architect intern has violated any provision of this chapter, file a complaint with the Attorney General; and (f) Perform any other duties assigned to him by the Board.

The Executive Director is responsible for the supervision, coordination and administrative services of the Nevada State Board of Landscape Architects. This position oversees all operations of the Board including: enforcement, quarterly Board meetings, payroll, payables, receivables, administration of state examinations, processing applicants for registration, annual registration renewals, communications including maintenance of the Board's web-site, preservation of Board files, budget and annual audit.

The Executive Director must retain a thorough knowledge of Nevada Administrative Code and Nevada Revised Statutes which pertain to this position as well as the State Administrative Manual (SAM). Active participation in State of Nevada Legislative Sessions including the representation of the Board at hearings and meetings as needed is also required.

The Executive Director serves as a liaison between the Board of Directors and all external contacts for purposes of communicating requirements of State of Nevada to Registered Landscape Architects and in keeping the Board apprised of legal requirements and current issues.

### **NATURE AND SCOPE:**

The nature and scope of the Executive Director includes the establishment and implementation of administrative policies and procedures, which comply with applicable State of Nevada requirements. The Executive Director is responsible for Landscape Architect registration and renewal of registration, meeting management, flow of information from external contacts to the Board. This position acts as the liaison and resource between the Board and the Community. It is expected that the Executive Director will remain knowledgeable of all changes in standards and practices or of new standards and practices. It is further expected that any and all new required information will be transferred to existing operations.

### **MINIMUM QUALIFICATIONS:**

Education: Working-level knowledge of the English language, including the ability to read, write, and speak English. A bachelor's degree is required.

Experience: Five years of experience in related administration.

## **ESSENTIAL FUNCTIONS REQUIRED TO FULFILL DUTIES:**

### **Board of Director Activities**

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices. Participates in developing policies for the Board, and in monitoring the continuity of office activities. Organizes travel and attends Board meetings. Assists in the preparation of the agenda and meeting documents pursuant to NRS 241. Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board. Records, transcribes and maintains records from these meetings. Notifies applicants, petitioners, or appropriate parties of Board actions. Initiates action on Board directives.

### **Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration**

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

### **Examinations**

Pursuant to NRS 623A.190, oversees the administration of the Nevada State Research Examination.

### **Board Records**

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

### **Enforcement**

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board. All correspondence to the complainant and the respondent are the responsibility of the Executive Director. Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition. Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities. Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

### **Legislative Session**

Represents the Board at hearings and meetings as directed by the Board. Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

**Communications**

Maintains communication with all internal and external contacts. Identifies and works to solve problems as they arise. Maintains the Nevada State Board of Landscape Architecture web-site, and incoming telephone answering system. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as American Society of Landscape Architects, Council of Landscape Architect Registration Boards, Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

**Payroll**

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

**Annual Budget**

Prepares and administers the annual budget in conjunction with the Board. Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

**Annual Audit**

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

**Confidentiality**

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

**Assume Other Related Responsibilities as Required**

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM). Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

## AGENDA ITEM 5 D



### Nevada State Board of Landscape Architecture Executive Director Annual Review PERFORMANCE STANDARDS

**Instructions:** For each function, assess whether the employee demonstrates the behaviors, Exceptional (4), Exceeds Expectations (3) Meets Expectations (2), Needs Development (1) or Unsatisfactory (0). For any function scored as needs development or unsatisfactory, develop and implement an action plan. Customer is defined as anyone with whom the Board has contact. Maximum score is 48.

**4: Exceptional:** Consistently exceeds all expectations and standards. Demonstrates the highest level of professional excellence and superior work. Always demonstrates desired behaviors even under difficult and stressful circumstances. Anticipates and exceeds customer needs and desires. This level of performance is an excellent role model to others. Recognized by peers as an expert and problem solver.

**3: Exceeds Expectations:** Demonstrated accomplishments are clearly and consistently above most expectations and standards. Regularly demonstrates desired behaviors. Provides significant contributions towards the achievement of individual, and Board goals; this level of performance is a positive model to others.

**2: Meets Expectations:** Work is performed within established expectations and standards. Provides expected performance; some of the time exceeds expectations and rarely does not meet expectations. Generally demonstrates desired behaviors and strives to correct deviation from desired behaviors.

**1: Needs Development:** Does not consistently meet performance expectations or standards; some of the time meets expectations, but overall compliance with expectations or results are not meeting expectations and require a development plan. Demonstrates some, but not all the desired behaviors. Improvement in performance is needed to achieve acceptable level of contribution. Employee is placed on a formal Development/Action Plan.

**0: Unsatisfactory:** Performance level fails to meet expectations or standards. There is inconsistency and the employee is generally unaware when not demonstrating desired behaviors. Does not demonstrate the desired behaviors of this organization. Employee is placed on a formal Development/Action Plan and immediate improvements must be made to justify continued employment.

## **ESSENTIAL FUNCTIONS:**

### **4 3 2 1 0**

#### **1. Board of Director Activities**

Provides supportive services to members of the Board in fulfilling the responsibilities of their offices.

Participates in developing policies for the Board, and in monitoring the continuity of office activities.

Organizes travel and attends Board meetings.

Assists in the preparation of the agenda and meeting documents pursuant to NRS 241.

Prepares and delivers Executive Director Report including progress and needs for Board operation; recommends necessary action concerning the operation of the Board.

Records, transcribes and maintains records from these meetings.

Notifies applicants, petitioners, or appropriate parties of Board actions.

Initiates action on Board directives.

### **4 3 2 1 0**

#### **2. Landscape Architecture, Landscape Architecture In-training Registration and Renewal of Registration**

Oversees the processing of all Landscape Architect and Landscape Architecture In-training registration and registration renewal applications in accordance with NRS Chapter 623A.200

### **4 3 2 1 0**

#### **3. Examinations**

Pursuant to NRS 623A.190, oversees the administration of the National Examination and the Nevada State Research Examination.

### **4 3 2 1 0**

#### **4. Board Records**

Maintains confidential credentials files and electronic database in accordance with NRS 623A.135

### **4 3 2 1 0**

#### **5. Communications**

Maintains communication with all internal and external contacts.

Identifies and works to solve problems as they arise.

Maintains the Nevada State Board of Landscape Architecture web-site, telephone, facsimile machine and cellular telephone. Receives and responds to United States mail, telephone calls and electronic mailings and any other form of communication to the Board.

Coordinates the activities of the Board with other State of Nevada Boards and Agencies including but not limited to correspondence, attendance at meetings, telephone contacts and project cooperation.

Coordinates the activities of the Board with professional organizations such as National Society of Landscape Architects, Council of Landscape Architect Registration Boards,

Nevada Construction Relations Committee including correspondence, attendance at meetings, telephone contacts and project cooperation.

**4 3 2 1 0**

**6. Enforcement**

Responsible for receiving initial complaints and establishing if the complaint falls within the jurisdiction of the Board.

All correspondence to the complainant and the respondent are the responsibility of the Executive Director.

Responsible for introducing all cases to the Enforcement Representative of the Board and the Deputy Attorney General as needed for follow-up and disposition.

Assists the Field Enforcement Officers, Enforcement Representative of the Board and Deputy Attorney General as requested with all enforcement activities.

Provides quarterly enforcement reports to the Legislative Counsel Bureau pursuant to NRS 622.100.

**4 3 2 1 0**

**7. Legislative Session**

Represents the Board at hearings and meetings as directed by the Board.

Tracks bills as they are introduced for impact on the Board providing reports at quarterly meetings of the Board and more often as needed.

**4 3 2 1 0**

**8. Payroll**

Oversees all aspects of Board payroll including the completion of quarterly and year end State of Nevada and Federal Reports.

**4 3 2 1 0**

**9. Annual Budget**

Prepares and administers the annual budget in conjunction with the Board.

Performs monthly financial duties including accounts payable, accounts receivable, banking and Board reports in accordance with NRS 623A.150

**4 3 2 1 0**

**10. Annual Audit**

Prepares and provides data necessary for an annual audit pursuant to NRS 218.825, oversees reporting of the audit to the Legislative Counsel Bureau.

**4 3 2 1 0**

**11. Confidentiality**

Exhibits a high degree of responsibility for confidential matters. in accordance with NRS 623A.353

**4 3 2 1 0**

**12. Assume Other Related Responsibilities as Required**

Maintains knowledge of Chapter 623A of Nevada Revised Statutes (NRS), Chapter 623A of Nevada Administrative Code (NAC) and State Administrative Manual (SAM).

Ensures that all office policies and procedures comply with NRS Chapter 623A and NAC Chapter 623A. Responsible for the creation and maintenance of an operations manual. Responsible for monitoring outside contractors including necessary training and evaluations. Maintains custody of the official seal.

Comments:

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Performance Evaluation Score\_\_\_\_\_

Recommendations:

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# THE BLUE BOOK

## A REFERENCE GUIDE FOR THE NEVADA DESIGN AND CONSTRUCTION INDUSTRY

### FOR:

Building officials, design professionals, contractors and the public

### DEVELOPED BY:

Nevada State Board of Architecture, Interior Design and Residential Design

Nevada State Board of Landscape Architecture

Nevada State Contractors Board

Nevada State Board of Professional Engineers and Land Surveyors

Nevada Organization of Building Officials

Nevada State Fire Marshal Division

Nevada State Public Works Division



# 2020

2020 EDITION

For information concerning requirements of these state boards and state organizations, please contact:

Nevada State Board of Architecture, Interior Design and Residential Design  
Monica Harrison, Executive Director  
2080 E. Flamingo Road, Suite 120  
Las Vegas, Nevada 89119  
(702) 486-7300 FAX (702) 486-7304  
Email: [nsbaidrd@nsbaidrd.nv.gov](mailto:nsbaidrd@nsbaidrd.nv.gov) Website: [nsbaidrd.org](http://nsbaidrd.org)

Nevada State Board of Landscape Architecture  
Ellis Antunez, Executive Director  
P.O. Box 34143  
Reno, Nevada 89533  
(775) 971-4440 FAX (775) 971-4410  
Email: [landscapeboard@nsbla.nv.gov](mailto:landscapeboard@nsbla.nv.gov) Website: [nsbla.nv.gov](http://nsbla.nv.gov)

Nevada State Contractors Board  
Margi Grein, Executive Officer  
Southern Nevada office: 2310 Corporate Circle, Suite 200  
Henderson, Nevada 89074  
(702) 486-1100 FAX (702) 486-1190  
Northern Nevada office: 5390 Kietzke Lane, Suite 102  
Reno, Nevada 89511  
(775) 688-1141 FAX (775) 688-1271  
Email: [contactus@nscb.state.nv.us](mailto:contactus@nscb.state.nv.us) Website: [nscb.nv.gov](http://nscb.nv.gov)

Nevada State Board of Professional Engineers and Land Surveyors  
Patty Mamola, Executive Director  
1755 E. Plumb Lane, Suite 258  
Reno, Nevada 89502  
(775) 688-1231 FAX (775) 688-2991  
Email: [board@boe.state.nv.us](mailto:board@boe.state.nv.us) Website: [nvbpels.org](http://nvbpels.org)

Nevada Organization of Building Officials  
Samuel D. Palmer, PE, NOBO Chair  
4701 West Russell Road  
Las Vegas, Nevada 89118  
(702) 455-8011 FAX (702) 380-9712  
Website: [nevadabuildingofficials.org](http://nevadabuildingofficials.org)

Nevada State Fire Marshal Division  
State Fire Marshal  
107 Jacobsen Way  
Carson City, Nevada 89711  
(775) 684-7525  
Email: [sfm@dps.state.nv.us](mailto:sfm@dps.state.nv.us) Website: [fire.state.nv.us](http://fire.state.nv.us)

Nevada State Public Works Division  
Rick Kabele, Building Official  
515 E. Musser Street, Suite 102  
Carson City, Nevada 89701  
(775) 684-4141 FAX (775) 684-4142  
Website: [publicworks.nv.gov](http://publicworks.nv.gov)

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Blue Book, 2020 Edition

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# INTRODUCTION

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This manual has been jointly published by the State Board of Architecture, Interior Design and Residential Design, State Board of Professional Engineers and Land Surveyors, State Board of Landscape Architecture, State Contractors Board, Nevada State Fire Marshal Division, State Public Works Division and the Nevada Organization of Building Officials, to assist building officials, registrants, licensees, and the public in understanding the laws governing building design and construction in the state of Nevada.

This manual is a guideline intended as a source of basic information and does not attempt to address all questions concerning design and construction. Items have been taken from the *Nevada Revised Statutes* (NRS), *Nevada Administrative Codes* (NAC), building codes, city and county ordinances, board policies, and recommended minimum practices and standards.

The last section of this manual addresses the questions most often asked about the subject matter contained in this publication. Since requirements may vary from jurisdiction to jurisdiction, it is recommended that the local building official or appropriate licensing board be contacted with specific questions.

# PURPOSE

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The purpose of this manual is to provide building officials, design and construction professionals, and the general public with a summary and guide to key elements of the statutes, regulations, and policies governing the construction industry in the state of Nevada.

The regulatory bodies responsible for assembling this manual protect the public by assuring their registrants and licensees are qualified to competently provide professional design or construction services in their respective disciplines. The primary purpose and principal focus of regulatory bodies is the protection and benefit of the public. As mandated by the Nevada State Legislature, the regulatory bodies protect the public by setting and assessing minimum educational, examination, and experience requirements for initial entry into a profession. The regulatory bodies also enforce laws and regulations to rid the professions of incompetent and unethical practitioners.

The regulatory bodies have a further responsibility to halt unlicensed activity. The regulatory bodies possess the authority to investigate alleged violations of their respective statutes and regulations, and to either discipline or prosecute violators accordingly.

Building officials protect the public by enforcing building code requirements. Through the plans examination and inspection process, building officials ensure compliance with building codes, local codes and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits.

Building officials rely on the state regulatory bodies to assure their registrants and licensees are competent to practice. In turn, the regulatory bodies rely on building officials to assure only properly registered professionals and licensed contractors engage in practice, exempt individuals limit work to that specifically allowed by statute, and unregistered or unlicensed individuals or businesses are not engaging in illegal practices or contracting activities.

Registrants and licensees protect the public by having the responsibility to only perform work that they are competent to do and within their area of expertise. The work performed must be done under their responsible charge and within the discipline for which they are properly licensed.

All registrants and licensees are expected to know the laws and rules governing their professions and only perform work that they are qualified and competent to do within the discipline for which they are properly licensed.



# DEFINITIONS

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The *Nevada Revised Statutes* (NRS) define the practices of architecture, registered interior design, residential design, professional engineering, professional land surveyor, landscape architecture, contractors and building officials as follows:

## **NRS 623: ARCHITECTURE**

### **623.023 “Practice of architecture” defined.**

The “practice of architecture” consists of holding out to the public and rendering or offering to render, services embracing the scientific, esthetic and orderly coordination of processes which enter into the production of a completed structure which has as its principal purpose human habitation or occupancy, or the utilization of space within and surrounding the structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

## **NRS 623: REGISTERED INTERIOR DESIGN**

### **623.0225 “Practice as a registered interior designer” defined.**

The “practice as a registered interior designer” means the rendering, by a person registered pursuant to subsection 2 of NRS 623.180, of services to enhance the quality and function of an interior area of a structure designed for human habitation or occupancy. The term includes:

1. An analysis of:
  - a. A client’s needs and goals for an interior area of a structure designed for human habitation or occupancy; and
  - b. The requirements for safety relating to that area;
2. The formulation of preliminary designs for an interior area designed for human habitation or occupancy that are appropriate, functional and esthetic;
3. The development and presentation of final designs that are appropriate for the alteration or construction of an interior area of a structure designed for human habitation or occupancy;
4. The preparation of contract documents for the alteration or construction of an interior area of a structure designed for human habitation or occupancy, including specifications for partitions, materials, finishes, furniture, fixtures and equipment;
5. The collaboration in the completion of a project for the alteration or construction of an interior area of a structure designed for human habitation or occupancy with professional engineers or architects registered pursuant to the provisions of Title 54 of NRS;
6. The preparation and administration of bids or contracts as the agent of a client; and

7. The review and evaluation of problems relating to the design of a project for the alteration or construction of an area designed for human habitation or occupancy during the alteration or construction and upon completion of the alteration or construction.

## **NRS 623: RESIDENTIAL DESIGN**

### **623.025 “Practice of residential design” defined.**

The “practice of residential design” consists of rendering services embracing the scientific, esthetic or orderly coordination of processes which enter into the production of a completed single-family dwelling unit; or multifamily dwelling structure that does not exceed two stories in height and is composed of not more than four units in that structure; and the use of space within and surrounding the unit or structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

## **NRS 623A: LANDSCAPE ARCHITECTURE**

### **623A.060 “Practice of landscape architecture” defined.**

The “practice of landscape architecture” means to provide or hold professional services out to the public, including, without limitation, services for consultation, investigation, reconnaissance, research, planning, design, preparation of drawings and specifications, and supervision, if the dominant purpose of the services is for the:

1. Preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and esthetic values, natural drainage and the settings and approaches to buildings, structures, facilities and other improvements; and
2. Consideration and determination of issues of the land relating to erosion, wear and tear, lighting characteristics, and design of landscape irrigation, lighting and grading.

The term includes the location and arrangement of such tangible objects, structures and features as are incidental and necessary to that dominant purpose, but does not include the design of structures or facilities with separate and self-contained purpose for habitation or industry whose design is normally included in the practice of architecture or professional engineering.

## **NRS 624: CONTRACTORS**

### **624.020 “Contractor” synonymous with “builder”; “contractor” defined.**

1. “Contractor” is synonymous with “builder.”
2. A contractor is any person, except a registered architect or a licensed professional engineer, acting solely in his professional capacity, who in any capacity other than as the employee of another with wages as the sole compensation, undertakes to, offers to undertake to, purports to have the capacity to undertake to, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith. Evidence of the securing of any permit from a governmental agency or the employment of any person on a construction project

must be accepted by the board or any court of this state as prima facie evidence that the person securing that permit or employing any person on a construction project is acting in the capacity of a contractor pursuant to the provisions of this chapter.

3. A contractor includes a subcontractor or specialty contractor, but does not include anyone who merely furnishes materials or supplies without fabricating them into, or consuming them in the performance of, the work of a contractor.
4. A contractor includes a construction manager who performs management and counseling services on a construction project for a professional fee.
5. A contractor does not include an owner of a planned unit development who enters into one or more oral or written agreements with one or more general building contractors or general engineering contractors to construct a work of improvement in the planned unit development if the general building contractors or general engineering contractors are licensed pursuant to NRS 624 and contract with the owner of the planned unit development to construct the entire work of improvement.

## **NRS 625: PROFESSIONAL ENGINEERING**

### **625.050 “Practice of professional engineering” defined.**

1. The “practice of professional engineering” includes, but is not limited to:
  - a. Any professional service which involves the application of engineering principles and data, such as surveying, consultation, investigation, evaluation, planning and design, or responsible supervision of construction or operation in connection with any public or private utility, structure, building, machine, equipment, process, work or project, wherein the public welfare or the safeguarding of life, health or property is concerned or involved.
  - b. Such other services as are necessary to the planning, progress and completion of any engineering project or to the performance of any engineering service.

## **NRS 625: PROFESSIONAL LAND SURVEYOR**

### **625.040 “Practice of land surveying” defined.**

1. A person who, in a private or public capacity, does or offers to do any one or more of the following practices land surveying:
  - a. Locates, relocates, establishes, re-establishes or retraces any property line or boundary of any tract of land or any road, right of way, easement, alignment or elevation of any of the fixed works embraced within the practice of professional engineering as described in NRS 625.050.
  - b. Makes any survey for the subdivision or re-subdivision of any tract of land.
  - c. Determines, by the use of the principles of land surveying, the position for any monument or reference point which marks a property line, boundary or corner, or sets, resets or replaces any such monument or reference point.

- d. Determines the configuration or contour of the earth's surface or the position of fixed objects thereon by measuring lines and angles and applying the principles of trigonometry.
- e. Geodetic or cadastral surveying.
- f. Municipal and topographic surveying.
- g. Determines the information shown or to be shown on any map or document prepared or furnished in connection with any one or more of the functions described in paragraphs (a) to (f), inclusive, in this subsection.

## **NRS 278: BUILDING OFFICIALS**

### **278.0115 "Building official" defined.**

"Building official" means a person employed by a city, county, state or school district who is charged with the administration and enforcement of building codes. The term includes a person appointed to fill the position of building official pursuant to NRS 278.570 and an administrative official of the city, county, state or school district who is authorized by the city, county, state or school district to assume the functions of the position of building official pursuant to NRS 278.570.

## **NRS 40: DESIGN PROFESSIONAL**

### **40.623 "Design professional" defined.**

"Design professional means a person who holds a professional license or certificate issued pursuant to chapter 623, 623A or 625 of NRS.

## **NAC 623: PUBLIC AUTHORITY**

As used in this manual only, "Public Authority" means any agency that is funded in whole or in part by federal, state, county, city or other public money, including, without limitation, a planning department, building department, zoning department or the Tahoe Regional Planning Agency.

# PRINCIPAL DESIGN PROFESSIONAL

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A principal design professional may be required for any multi-disciplinary project submitted to the building official or any public authority (e.g.: architectural, landscape architectural, civil, structural, mechanical, electrical, etc.). The building official or the public authority may accept an alternate point of contact, depending upon the size and complexity of the project. The principal design professional is charged with the responsibility of coordinating each and every aspect of the design package. The principal design professional must be a Nevada registered architect, licensed engineer, registered landscape architect, registered interior designer or registered residential designer, and must have the authority to coordinate all required design disciplines. In addition, the principal design professional must perform his or her role in strict accordance with the statutory provision governing his or her discipline. The principal design professional's role includes the following:

1. Acts as point of contact for the project team during the design phase to ensure dialogue among all participants, such as owners, contractors, developers, engineers, architects, registered interior designers, residential designers, landscape architects, government bodies and building officials.
2. Ensures that all elements of the submittal to the building official or public authority are compatible, coordinated and provide a logical and comprehensive document. The principal design professional must coordinate all drawings, including those from specialty designers, whether or not they have a direct contract with the consultant.
3. Verifies that all elements of the design submitted are complete, and that all requirements for calculations and specifications are complete and accurately delineated on plans and related documents.
4. Acts as point of contact with the building official during the governmental review process, and may be responsible for filing proper applications for plans and permit approval. Provides for timely response to questions, corrections or requests for additional information on any element of the design package.
5. Acts as point of contact for the design team following permit issuance and responds to any changes, clarifications or additional information that may be required from members of the design team to owners, developers, contractors or building officials.

# ROLES OF DESIGN AND CONSTRUCTION PROFESSIONALS

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The following descriptions of roles are not exclusive, nor are they intended to unduly restrict the practice of the professional who is properly registered or licensed in the state of Nevada and is practicing within the laws and regulations governing his or her profession or industry.

The Nevada Revised Statutes recognize that certain areas of expertise are common to registrants or licensees of more than one of the boards that participated in the drafting of this manual. That recognition takes the form of the following specific exemptions:

1. Architects registered under the laws of the state of Nevada are exempt from the provisions of NRS 623A (Landscape Architects) and NRS 625 (Professional Engineers and Land Surveyors). Refer to NRS 623A.070(1)(b) and 625.500.
2. Contractors licensed under the laws of the state of Nevada are exempt from certain provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers) and NRS 623A (Landscape Architects), if they provide their own drawings for their own construction activities and meet the requirements set forth by the building official. Refer to NRS 623.035(1)(d) and 623A.070(1)(c).
3. Professional engineers licensed under the laws of the state of Nevada are exempt from the provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers) if they are licensed to design buildings under the provisions of NRS 625. Nevada licensed civil engineers are exempt from the provisions of NRS 623A (Landscape Architects). Refer to NRS 623.035(1)(c) and 623A.070(1)(d).

Licensees and registered individuals practicing pursuant to any of the above exemptions must provide professional services at the same level of competence as a professional specifically licensed to practice in that area of expertise. Additionally, drawings and contract documents must meet prescribed standards, as determined by the building official or public authority.

## **ARCHITECTS**

Architects must be concerned with the basic concepts of the full spectrum of design considerations when developing both the building and site associated with a project. Architects provide comprehensive services related to project programming and the preparation of design and contract documents, taking all aspects of the project into account and coordinating various elements prepared by other design team members. Architects:

1. Perform site layout services (e.g.: parking, zoning setbacks, landscaping, building layout, site evaluation, layout and development, curbs, gutters, sidewalks, streets, grading, utilities, access layouts, traffic and parking plans, etc.).
2. Perform entitlement services, including, but not limited to, rezoning, variances, site plan review, special use permits and feasibility studies.
3. Are concerned with esthetics and comprehensive building design. They may prepare drawings for structural, mechanical, electrical, and fire protection systems as long as the plans meet minimum industry standards, are qualified and competent to perform the work, are for habitable spaces, and fall within the scope of the architect's practice pursuant to NRS Chapter 623.
4. Determine building classification (e.g.: code analysis, occupancy, type of construction, etc.).
5. Are concerned with building exiting and life safety considerations (e.g.: stairways, exit width, travel distances, corridors, requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control, etc.).
6. Perform programming, interior space planning and design.
7. Select finish materials, both interior and exterior (e.g.: durability, colors, fire ratings, esthetics, etc.).
8. Provide overall project design coordination, including, but not limited to, cost estimating, value engineering, construction administration and construction management.
9. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and vehicular circulations, etc.).
10. Perform barrier-free design in compliance with the Americans with Disabilities Act.
11. May perform construction management services on any project if their contract so provides and only when acting within the scope of their professional license. Construction management services determined to be outside the scope of the architect's professional license may require a contractor's license (NRS 623.023; NRS 624.020; AGO 2002-37).

## **REGISTERED INTERIOR DESIGNERS**

The role of the registered interior designer is to evaluate interior space utilization needs, prepare conceptual drawings and construction documents for interior spaces (provided such drawings exclude load bearing partitions and fire rated walls) and specify finishes, furniture, fixtures and

equipment all of which may be regulated by building, fire and other codes. Registered interior designers:

1. Perform programming, interior space planning and design.
2. Select interior finish materials (e.g.: durability, colors, flame spread, esthetics, etc.)
3. Analyze needs and safety requirements, formulate preliminary designs, develop presentations of final designs, and prepare contract documents (including specifications for partitions, materials, finishes, furniture, fixtures and equipment) for alteration or construction of an interior area of a structure.
4. Collaborate in the completion of alterations or construction of an interior area with professional engineers or architects. A registered interior designer shall not collaborate on a project with persons from more than two professional disciplines, unless a registered architect coordinates the project. If there is an architect that is coordinating the project, then the architect is the design professional of record and should hold the contracts with the other disciplines (excluding the registered interior designer).
5. Prepare and administer bids or contracts as the agent of a client.
6. Review and evaluate problems relating to the design for alteration or construction during or upon completion of alteration or construction for interior areas.
7. Provide overall project design coordination, including, but not limited to, construction administration.
8. Perform barrier-free design in compliance with the Americans with Disabilities Act.

## **RESIDENTIAL DESIGNERS**

The role of the residential designer focuses on residential projects, consisting of single-family dwellings, or multifamily dwelling structures that do not exceed two stories in height nor more than four units in each structure, as well as the space within and surrounding the unit or structure. Residential designers must be concerned with the basic concepts of the full spectrum of design considerations when developing both the building and site associated with a project.

Residential designers provide comprehensive services related to residential project programming and the preparation of design and contract documents, taking all aspects of the project into account and coordinating various elements prepared by themselves and/or by other design team members. Residential designers:

1. Perform site layout services (e.g.: parking, zoning setbacks, landscaping, building layout, site evaluation, curbs, gutters, sidewalks, streets, grading, utilities, access layouts, etc.).
2. Are concerned with esthetics, and residential building design, including code analysis, civil, structural, mechanical, and electrical, coordination of fire protection systems, and energy conservation.
3. Are concerned with building exiting and life safety considerations (e.g.: stairways, glazing, fire walls, fire ratings, fire rated doors, smoke alarms).



4. Perform programming, interior space planning and design.
5. Select finish materials, both interior and exterior (e.g.: durability, colors, flame spread, esthetics, etc.).
6. Provide overall project design coordination, including, but not limited to administration of construction.
7. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and vehicular circulations, etc.).
8. Perform barrier-free design in compliance with the Americans with Disabilities Act.

**LANDSCAPE ARCHITECTS – NAC 623A.070 Practice of landscape architecture:  
Interpretation of statutory definition. (NRS 623A.060, 623A.130)**

Landscape architects must be concerned with all aspects of site design when planning and developing a project site. Landscape architects:

1. Perform site planning and design (e.g.: pedestrian and automobile circulation, site access, zoning setbacks, parking lot layout, requirements for zoning and landscaping, building placement on a project site, site analysis and evaluation, site layout for the placement of curbs, gutters, sidewalks, streets; prepare site plans, grading plans, landscape plans, irrigation plans, etc.).
2. Review and develop criteria for project esthetics and visual analysis of project sites.
3. Prepare environmental impact analysis and reports (e.g.: EIR, EIS and EIA).
4. Perform soil sampling and analysis (e.g.: soil fertility, soil composition, pH levels, etc.) and provide recommendations for soil amendments.
5. Prepare plans for the historic preservation of gardens, land forms and natural environments.
6. Perform site design and the use of environmental sciences to promote the health, safety and the general welfare of the public.
7. Design civil improvements related to landscaping (e.g.: site evaluation, site layout and development, water detention facilities, sidewalks, curb and gutter, grading plans, parking lot layout, site access, etc.).
8. The term “grading” to mean the manipulation of the surface contours of the land to:
  - a. Control and direct the flow of water.
  - b. Create aesthetic values associated with topographic landforms.
  - c. Establish elevations and degrees of inclination on slopes for:
    - (1) Setting and locating buildings, structures, facilities and other improvements; or
    - (2) Locating corridors for the movement of vehicles and pedestrians.

9. Prepare erosion control, native revegetation and wetland mitigation plans.
10. Prepare construction documents in compliance with local building codes and that are incidental and necessary to the project's dominant purpose (e.g.: lighting plans, landscape and irrigation plans, retaining walls, grading plans, outdoor fountains, site amenities, and outdoor structures such as trellises, gazebos and decks).
11. Perform evaluation for landscape construction work (e.g.: cost estimates, value engineering, contract administration, site inspections, etc.).
12. Perform project coordination work (e.g.: coordination of project consultants, preparation of contract documents, bidding, award, etc.).
13. Evaluate environmental impacts and open space areas (e.g.: quality of living and integration of streets and buildings into project site, etc.).
14. Perform barrier-free site design in compliance with the Americans with Disabilities Act.
15. Perform construction administration when the landscape architect is the lead design professional and uses other registrants as consultants to the overall benefit of the project.

## CONTRACTORS

The role of the contractor involves the building or improvement of structures, roads, utilities and other works. Absent a statutory exception, every private and public works construction project requires a contractor's license. Check with your local jurisdiction for information regarding applying for and obtaining building permits.

Nevada law provides certain exceptions concerning contractor license requirements which are set forth in NRS 624.031. These exceptions may not alleviate the requirement to comply with laws concerning building permits, submittals of calculations, or designs prepared by an appropriately licensed or registered engineer, contractor or design professional, pursuant to NRS 623, 624 or 625.

### Contractor License Classifications

The three primary categories of licenses issued by the Nevada State Contractors Board are general engineering, general building and specialty contracting.

A **general engineering contractor** is a contractor whose principal contracting business is in connection with fixed works requiring specialized knowledge and skill.

A **general building contractor** is a contractor whose principal contracting business is in connection with a building or structure. A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning, or fire protection without a specialty license.

A **specialty contractor** is a contractor whose principal contracting business is the performance of construction work requiring special skill and the use of specialized building trades or crafts.

## **Contractor Responsibilities**

1. A licensed contractor is responsible to ensure that the work they are contracted to perform falls within the scope of their license classification and monetary limit established by the Board.
2. A contractor is responsible for his or her construction operations, including the work performed by his or her subcontractors, and supplies or materials furnished by material suppliers. The work must be performed by appropriately licensed contractors or subcontractors within the specified monetary limits established by the Board.
3. May prepare his or her own drawings for his or her own construction activities, provided the work falls within the classification for which the license is issued, and complies with any applicable building codes or other requirements adopted by the local jurisdiction or state.
4. Obtains building permits for the work to be performed.
5. Is responsible for the proper supervision and inspection of the work performed pursuant to the scope of the permit(s) as required by the building official or public authority.
6. Is responsible for payment, in a timely manner, to subcontractors and material suppliers.
7. Constructs the work within project plans, specifications, building codes and recognized industry standards, and is responsible for the quality of the work.
8. Directs all job-site safety programs, methods of construction and the orderly coordination of subcontractors and suppliers.
9. May perform or supervise those parts of a project within the classification for which the license is issued. A general building contractor may not perform plumbing, electrical, refrigeration and air conditioning, or fire protection without a license for the specialty.

## **PROFESSIONAL ENGINEERS**

The role of the engineer is to develop solutions to complex problems and implement them. Engineers can serve as planners, designers, and operators of the built environment.

Depending on the complexity of the project, the engineer's role can include:

- Planning studies
  - Site work – geotechnical, grading, drainage, curb, gutter, sidewalk, parking, roadways
  - Design of the facilities/structures and appurtenances
  - Design of building systems – structure, mechanical, electrical, and fire protections
  - Construction management including materials testing and construction observation
  - Operators of built systems
1. Perform entitlement services such as rezoning, variances, special use permits and feasibility studies.
  2. Building design and site layout including compliance with the Americans with Disabilities Act.

3. Perform structural systems design (e.g.: framing systems, foundations systems, lateral design, etc.).
4. Perform electrical systems design (e.g.: power distribution servicing, sizing and design, standby power system, audio/visual communication system, facility security/fire alarm system, smoke detection, indoor/ outdoor illumination system, etc.).
5. Perform plumbing and mechanical systems design (e.g.: drain, waste and venting, water distribution systems, HVAC, smoke removal, boilers, process equipment, energy analysis, control systems, fire protection systems, etc.).
6. Design fire protection systems and perform analysis (e.g.: water supply, building systems, building exit analysis, suppression, detection and alarms, municipal protection, fire protection management, hazard and risk analysis, etc.).
7. Perform geotechnical services (e.g.: soils reports, foundation systems recommendations, soil stabilization, etc.).
8. Design civil works improvements (e.g.: site evaluation, layout and development, curbs, gutters, sidewalks, storm drainage, streets, grading plans, utilities, access layouts, traffic and parking plans, etc.).
9. Perform construction administration services (e.g.: cost estimates, value engineering studies, contract administration, construction observation, special inspections, etc.).
10. Prepare studies and reports such as Traffic Studies and Environmental Impact Analysis.

## **PROFESSIONAL LAND SURVEYORS**

The role of a land surveyor includes measuring and mapping land to establish property lines, and horizontal and vertical control. Land surveyors:

1. Perform boundary surveys and prepare subdivision plats, parcel maps and boundary line adjustment maps.
2. Perform topographic surveys of existing ground, structures, drainage ways, etc., used as a basis for engineering design.
3. Perform alignment surveys and prepare right of way maps, such as those for road and drainage facility projects.
4. Establish layout of locations, lines and grades for construction of roadways, utilities, buildings and any of the fixed works embraced within the practice of engineering.
5. Perform final monumentation of streets and property lines.
6. Perform geodetic surveys.
7. Prepare grading and drainage plans for residential subdivisions containing four lots or less (parcel maps).

8. Provide legal descriptions of property boundaries, easements, rights of way, grants, etc.

## **BUILDING OFFICIALS or PUBLIC AUTHORITY**

A building official, which includes staff of the State Public Works Division, School Districts and the State Fire Marshal Division, is authorized and directed to enforce provisions of adopted codes and ordinances by regulating and controlling the design, construction, use, location, energy conservation, and maintenance of all buildings, structures and other improvements within his or her jurisdiction. The state and each city and county adopt various technical construction codes and ordinances to safeguard life, health, property and public welfare. In this role, the building official provides a balance between the necessities of the owner-designer-builder team, as creators of buildings, and the protection of the public, as users of the buildings. A building official:

1. Renders interpretations of the codes and adopts and enforces procedures and supplemental regulations, in order to clarify the application of code provisions.
2. Provides a general review of proposed projects at a conceptual stage and makes recommendations to assist in design development that complies with the current codes and regulations.
3. Reviews plans, specifications, calculations and other related documents for compliance with the provisions of technical codes and relevant laws, ordinances, rules and regulations. Also determines the type and extent of information required to determine compliance.
4. Reviews alternate materials, methods of construction or modifications for approval which comply with the intent of the technical building codes. Maintains an objective perspective to ensure the designs and building meet the intent of codes, while providing safe facilities for the users or occupants of the structures. A building official cannot grant a “variance” to any of the adopted codes or waive any code requirement. However, an alternative that is equivalent to the fire-protection requirements, structural integrity and other provisions of the code may be considered for approval.
5. Ensures those documents which are not exempt from being prepared by a registered professional have the appropriate Nevada seal, signature and date affixed thereto. Submittals under the owner/builder or contractor exemption shall be attested to accordingly on the drawings or in the permit application.
6. In the role of protecting the public, advises the appropriate state board of suspected improper or illegal conduct of a registered or licensed professional, or of a non-registrant or unlicensed professional performing professional services. The building official also reports apparent professional incompetence manifested by excessive errors in submitted documents, and is required to notify the appropriate state board of incomplete plan submittals or plans which have been rejected by the building department or public body at least three times (per NRS Chapters 278, 338, 341 and 477).
7. Issues permits for construction based upon approval of construction documents and/or other data. May confirm the valuation of the work to be performed provided as the basis for fees to be charged. The issuance of a permit shall not prevent the building official from requiring the correction of errors in the construction documents and/or other data. The building official

is also authorized to prevent occupancy or use of a structure where building code violations exist.

8. Performs, or causes to be performed, inspections of construction or work for which a permit is required. For the work to proceed, each portion of such work shall remain accessible and exposed for inspection purposes until approved by the building official.
9. Requires special inspections and/or structural observations for certain elements of a project, in addition to standard construction inspections, and for work which is deemed to involve unusual hazards or conditions.
10. Issues notices of violation which require correction of work being done contrary to the provisions of the codes, or being done without a valid permit. If the circumstances warrant, the building official may order work to be stopped by written notice.
11. Authorizes use and occupancy for buildings or structures which have been inspected and found to have no violations of the codes or other laws that are enforced by the public authority. This includes new or remodeled buildings or structures, additions and existing buildings that have changed occupancy, use or risk category classification.
12. Orders discontinuance of the use of any building or structure that is being used contrary to the provisions of the codes, or which is structurally unsafe or otherwise deemed a hazard. May initiate abatement proceedings to cause unsafe structures to be repaired, rehabilitated, demolished or otherwise removed.

## **NEVADA STATE FIRE MARSHAL DIVISION**

The Nevada State Fire Marshal Division provides non-structural fire and life safety plan review and inspections for a variety of projects throughout the state, including state-owned and occupied buildings, hospitals and other health care facilities, licensed childcare facilities, certain public and private schools, and colleges and universities. The Nevada State Fire Marshal Division's duties and responsibilities are outlined in NRS 477.030.

Except for private dwellings, the Nevada State Fire Marshal Division functions as the fire prevention authority over multi-family, commercial and industrial projects within the fourteen rural Nevada counties. In addition to any plan submittal to the local building department, an application may be required by the Nevada State Fire Marshal Division. Prior to beginning design work, please contact the Nevada State Fire Marshal Division for requirements specific to your project.

The Nevada State Fire Marshal Division, in an effort to provide quality state-wide service, has partnered with various local agencies through an interlocal agreement process, as allowed by NRS 477.030(10) and NAC 477.288. Under an interlocal agreement, the Nevada State Fire Marshal retains its statutory authority established by NRS 477; however, with oversight from the Nevada State Fire Marshal Division, authority is transferred to the local agency. Through the interlocal agreement process, the local agency enforces the regulations of the Nevada State Fire Marshal Division, which includes those codes and standards adopted through NAC 477.281. The interlocal agreement allows the local agency to charge additional fees to cover their expenses for services provided on behalf of the Nevada State Fire Marshal Division.

Prior to beginning any design work for a project on State of Nevada owned property, please contact the Nevada State Fire Marshal Division for requirements specific to your project.

The State Fire Marshal is responsible for establishing the minimum fire code for the state. Local jurisdictions may amend codes to be more stringent, but they shall never be less stringent than the state minimum code. State fire code consists of the International Building and Fire Code with specific amendments contained in NAC 477. The State Fire Marshal also provides interpretations of adopted codes and regulations for local and state agencies.

The State Fire Marshal Division also issues permits for the storage and use of hazardous materials at businesses and facilities in accordance with NRS 459 and 477. Other duties and responsibilities include, but are not limited to, the following:

1. The testing, certifying and licensing of individuals and businesses who perform fire protection industry work and services for fire sprinklers, standpipe, hydrants, fire detection and alarm, other extinguishing systems, and fire extinguishers.
2. Conducts fire origin and cause investigations, arson and fraud investigation, investigation and enforcement of regulatory violations.
3. Performs fire and life safety inspections of state-owned and occupied buildings and certain other occupancies.
4. Provides public information and education related to fire prevention.
5. Coordinates and/or conducts fire and hazardous materials training to firefighters and other public safety personnel.
6. Reviews applications and issues licenses and certificates of registration for interior design which allow non-registrants to specify FF&E (not including finishes or space planning) in a regulated setting and expire annually on April 30.

## **NEVADA STATE PUBLIC WORKS DIVISION**

The Deputy Administrator for Compliance and Code Enforcement serves as the building official for all buildings and structures on state property or held in trust for any division of the state government (NRS 341.100.9).

The Legislature has mandated that the State Public Works Division must supervise all construction of public buildings on state property (NRS 341.141-148). The Board of Regents of the Nevada System of Higher Education and all other departments, boards or commissions must also use these services, unless delegation of authority (NRS 341.119) has been requested from, and granted by, the State Public Works Division. The plan examination and inspection process cannot be delegated.

A building permit issued by the State Public Works Division is required for all new construction, additions, alterations, remodels, tenant improvements, repairs, and/or the change of use and/or occupancy of any state-owned building, structure or facility.

Local codes do not apply on state land with this exception: Design criteria for wind, snow, frost line and seismic loads shall be in accordance with the ordinances adopted by the local jurisdiction.



# STAMPING AND SIGNING OF PLANS

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Documents submitted to building officials or any public authority for review are required to be stamped or sealed and signed, pursuant to the legal requirements for that design professional, in order to certify that the registrant or licensee has satisfied his or her responsibility. It is the design professional's responsibility to prepare complete construction documents that comply with all applicable laws governing the construction of the intended improvement. Registrants and licensees shall not submit incomplete plans to a building department or other public authority in order to hold a place in line. Architects, registered interior designers, residential designers, engineers, landscape architects and contractors are responsible for limiting their design services to their specific area of registration or licensure.

Interim documents submitted to building officials or public authorities must delineate the limited purpose for which they are submitted and must be stamped or sealed, and signed. Interim documents are all surveying maps and records, and all plans, specifications, reports or other documents, which are not for the specific purpose of obtaining permits for construction, or issued as a formal or final document to clients, public authorities or third parties. An interim document must be clearly marked in substantially the following manner to show the intended purpose of the document:

- a. "For review only"
- b. "Not for construction" or
- c. "Preliminary"

Architects, registered interior designers and residential designers are prohibited by law from stamping any work that has not been prepared under their responsible control. Landscape architects are prohibited by law from signing or sealing instruments of service that were not prepared under their direct supervision. It is unlawful for a professional engineer to sign or stamp any plans, specifications or reports that were not prepared by him or her or for which he or she did not have responsible charge of the work.

All surveying maps and records, and all engineering plans, specifications, reports or other documents that are submitted to obtain permits, are released for construction, or are issued as a formal or final document to clients, public authorities or third parties must bear:

- a. The signature of the licensee
- b. The stamp or seal of the licensee
- c. The date of signing
- d. The expiration date of the license of the licensee

The following policy is presented as the minimum acceptable standard for the sealing, signing and submittal of plans and other technical documents.



1. Plans:

- a. **Architects, registered interior designers and residential designers:** Each sheet of every set of plans submitted to a building official or public authority must contain an original stamp or electronic seal and an original or electronic date and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.
- b. **Engineers and land surveyors:** Each sheet of every set of plans submitted to a building official or public authority must contain an ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee and the date signed must appear with the stamp/seal/signature. The sheets associated with each engineering discipline must be stamped/sealed/signed by the licensee in responsible control of the work indicated on that sheet.
- c. **Landscape architects:** The front sheet of each separate element or professional disciplines (e.g.: landscape architectural in accordance with NAC 623A.440; the registrant must add a notation which clearly denotes the sheets that he or she prepared, structural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal, wet stamp or electronic seal, with an original or electronic signature across the face of the seal or stamp. The expiration date of the license of the licensee and the date signed must appear below the seal or stamp.

2. Specifications:

- a. **Architects, registered interior designers and residential designers:** When required and submitted, the cover sheet of each document must contain an original stamp or electronic seal, the date signed and an original or electronic signature across the face of the seal or stamp.
- b. **Engineers and land surveyors:** When required and submitted, each document must contain an original impression seal, wet stamp or electronic seal, with an original or digitally encrypted signature and date across the face of the seal or stamp. The expiration date of the license of the licensee must appear below the seal or stamp.
- c. **Landscape architects:** When required and submitted, each document must contain an original impression seal, wet stamp or electronic seal, with an original or electronic signature and date across the face of the seal or stamp. The expiration date of the license of the licensee must appear below the seal or stamp; NRS 623A.195.2.

3. Calculations: Only the front page of each set of calculations submitted must contain the following:

- a. **Architects, registered interior designers and residential designers:** An original stamp or electronic seal, the date signed and an original or electronic signature across the face of the stamp or seal.
- b. **Engineers and land surveyors:** An original impression seal, wet ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee and the date signed must appear with the stamp/seal/signature.

- c. **Landscape architects:** An original impression seal, wet stamp, or electronic seal, with an original or electronic signature and date across the face of the stamp or seal. The expiration date of the license of the licensee and the date signed must appear below the seal or stamp.
5. Other required reports or analyses:
- a. **Architects and residential designers:** An original stamp or electronic seal, with an original or electronic signature and date, must be placed on the front page or within the body of the report.
  - b. **Engineers and land surveyors:** An original impression seal, ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee must appear with the stamp/seal/signature.
  - c. **Landscape architects:** An original impression seal, wet stamp or electronic seal with an original or electronic signature and date, must be placed on the front page or within the body of the report. The expiration date of the license of the licensee must appear below the seal or stamp.
6. Professional documents that contain the product of more than one professional: Each design professional must seal, sign and date the document, pursuant to the legal requirements for that design professional, and add a notation clearly specifying what his or her seal denotes. For engineers, land surveyors and landscape architects, the expiration date of the license of the licensee must appear below the seal or stamp.
7. Technical reports: Technical reports shall be sealed, signed, digitally encrypted and dated pursuant to the legal requirements for that design professional, by a registrant or licensee.
8. Drawings or plans provided by a properly licensed contractor for his or her own construction activities: In a prominent location on the front sheet of each set of plans, the contractor's name, license number, license classification, license limit and name of the person who prepared the drawings or plans must be listed. The original signature of the responsible contractor shall accompany this information. In the case of electrical, plumbing, refrigeration and air conditioning or fire protection work, the signature must be of the Master or Qualified Employee.
9. For plans prepared by a homeowner: The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.
10. Electronic media:
- a. Details, shop drawings, product descriptions and other product information prepared by manufacturers, suppliers or installers of a specific product or system may be integrated into documents prepared and sealed by registered design professionals. Architects may do so provided they are incidental in relationship to the overall scope of the project and do not, in themselves, describe spaces, elements or systems directly affecting public health, safety and welfare. Engineers are not limited to an incidental relationship or by spaces, elements, etc. However, in all cases, the design professional must accept full responsibility for all information contained which becomes a part of the design documents.

- b. **Architects, registered interior designers, and residential designers** may use computer-generated stamps, signatures and dates. Computer generated signatures and dates may be permitted if all conditions of NAC 623.766 have been met. Drawings that are transmitted electronically for official use to a regulatory agency should have a computer-generated stamp included in the document. It is the responsibility of each registrant to secure their electronic seal to ensure it is not affixed to documents not prepared by him or her or under his or her responsible control. It is suggested that a different or contrasting color be used for the stamp and signature to prevent duplication efforts by unauthorized individuals. It is also recommended before submitting plans with an electronic seal and signature that you check with the jurisdictional building department to see what their requirements are for accepting plans.
- c. **Engineers and land surveyors** may use computer-generated stamps, signatures, and dates. Computer-generated signatures may be accepted if application conforms with NAC 625.610. Documents that are transmitted electronically for official use to a regulatory agency should have a computer-generated stamp and signature, and include an encrypted digital signature. It is the responsibility of each registrant to secure their electronic seal to ensure it is not affixed to documents not prepared by him or her or under his or her responsible control.
- d. **Landscape architects** may use computer-generated stamps on final original drawings provided a handwritten or electronic signature is placed across the stamp. The expiration date of the license of the licensee and the date signed must be written below the stamp. Please refer to "Item 1" of this section for requirements concerning submittal sets. Drawings that are transmitted electronically to a client or regulatory agency should have the computer-generated stamp removed from the original file. It is recommended that a different or contrasting color be used for the stamp and handwritten signature to prevent duplication efforts by unauthorized individuals.

# STANDARDS FOR BUILDING PLANS

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Each construction project approved by a building official must be represented by complete construction documents and other data that show all components necessary to comply with code requirements and/or protect the public health and safety. The “approved” permit set of construction documents serves as official evidence that the state, county, city, or school district responsible for protecting public safety has reviewed for code compliance the construction documents prior to initiation of construction activities.

Construction documents submitted to the building official shall be drawn upon suitable material, including electronic media, and must be of sufficient clarity to indicate the location, nature and extent of the work performed, and show in detail that it will conform to the provisions of the applicable building codes and relevant laws, ordinances, rules and regulations as determined by the building official. These documents need to show the project in its entirety with emphasis on the following: must be of sufficient nature to show the project in its entirety with emphasis on the following:

- Structural integrity
- Life safety assurance
- Architectural barriers
- Building codes compliance
- Definition of scope of work
- Zoning compliance

Details provided in this section of *The Blue Book* are the minimum recommended standards required before the building official shall begin the plans examination. Not all of the requirements listed below will apply to every project. Additionally, requirements may vary by jurisdiction.

Additions and applicable projects submitted by registered interior designers may not require all of the components listed in this section for plan submittal and review for permit.

## DRAWINGS

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. Each sheet shall have a title block with the firm name, address and phone number listed (with a space for the design professional seal, contractor data or exemption statement).

## COVER SHEET

The cover sheet for each profession shall contain as appropriate:

1. Project identification, address and location map.
2. Identification of all design professionals, including the principal design professional (that is the professional who is responsible for project coordination). All communications shall be directed through this individual.

3. Deferred submittals, if accepted by the jurisdiction, should be noted on the cover sheet of the affected discipline.
4. Design criteria list:
  - a. Occupancy group
  - b. Type construction
  - c. Risk Category
  - d. Location of property
  - e. Seismic design category
  - f. Square footage/allowable area
  - g. Fire sprinklers (if required)
  - h. Fire alarm systems (if required)
  - i. Height and number of stories
  - j. Occupant load
  - k. Land use zone
  - l. Code editions used
  - m. Wind loads
  - n. Snow loads
  - o. Special inspection program

## **SITE PLAN**

The site plan shall:

1. Show proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
2. Show all water, sewer and electrical points of connection, proposed service routes and existing utilities on the site.
3. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets).
4. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
5. Show north arrow.

## **FOUNDATION PLAN**

The foundation plan shall:

1. Show all foundations and footings.
2. Indicate size, locations, thicknesses, materials, strengths and reinforcing.
3. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc.
4. Reference soils report for the proposed structure at that site as required.

## **FLOOR PLAN**

The floor plan shall show:

1. All floors, including basements.
2. All rooms, with their use, overall dimensions and locations of all structural elements and openings.
3. All doors and windows and provide door and window schedules, or other required information.
4. All fire assemblies, draft stops and area and occupancy separations.

## **FRAMING AND ROOFING PLANS**

Framing and roofing plans shall show:

1. All structural members.
2. The size of the structural members.
3. The methods of attachment.
4. The location and materials for floors and roofs.

## **EXTERIOR ELEVATIONS**

The exterior elevations shall show:

1. All views.
2. All openings.
3. All vertical dimensions and heights and identify all materials.

## **BUILDING AND WALL SECTIONS**

Building and wall sections shall show:

1. All dimensions.
2. Materials of construction.
3. Non-rated and fire-rated assemblies and fire-rated penetrations.

## **MECHANICAL SYSTEM**

The entire mechanical system must be shown. It shall:

1. Include all units, their sizes, mounting details, all ductwork and duct sizes.

2. Indicate all fire dampers where required.
3. Provide equipment schedules.
4. Include energy conservation calculations per state of Nevada requirements.

## **PLUMBING SYSTEM**

The plumbing system shall show:

1. Points of connection to utilities.
2. Septic tanks.
3. Pretreatment sewer systems and water wells.
4. All fixtures.
5. Piping.
6. Slopes.
7. Materials and sizes.

## **ELECTRICAL SYSTEM**

The electrical system shall show:

1. Points of connection to utilities.
2. All electrical fixtures (interior, exterior and site).
3. Wiring sizes and circuiting.
4. Grounding.
5. Panel schedules.
6. Single line diagrams.
7. Load calculations.
8. Fixture schedules.

## **LANDSCAPING PLAN**

Landscaping plans shall show locations and quantities of all landscape material required for construction of the project (e.g.: plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape, edging, etc.). For commercial and industrial projects, local governmental entities require a maintenance plan to be submitted. Before a Certificate of Occupancy is awarded or a final inspection conducted, local entities require a letter

of compliance that the landscape and irrigation was installed per the approved plans. This letter is to be stamped and signed by the landscape architect.

## **IRRIGATION PLAN**

Irrigation plans shall show:

1. Locations and provide product type of backflow prevention device, pumps and associated components, controllers, cluster control units, control and communication wiring, gate/isolation valves, control valves, quick coupler valves, sleeving, main line, lateral lines, drip lateral lines and irrigation head layout for overhead and drip irrigation zones.
2. The point of connection, pipe sizes, size of valves and g.p.m./g.p.h. for each valve for overhead and drip irrigation zones required for construction of the project.

## **FIRE ALARM/SPRINKLER SYSTEM PLAN**

Per NAC 477.300(10), the Nevada State Fire Marshal Division has specific requirements for those preparing plans for fire alarm or sprinkler systems. The designer, at a minimum, must be employed by a Nevada licensed contractor and possess Level II certification or higher from the National Institute for Certification in Engineering Technologies (NICET); or have an equivalent certification; or be licensed as a professional fire protection engineer pursuant to NRS 625.

The plan submittal shall comply with the applicable National Fire Protection Association (NFPA) design standard, which outlines the requirements for system design plans, and the Nevada State Fire Marshal Division application process.

## **NON-STRUCTURAL FIRE AND LIFE SAFETY SUBMITTAL**

The Nevada State Fire Marshal Division only performs a Non-Structural Fire and Life Safety review based on the adopted model codes and standards. This review basically covers architectural and fire code prescriptive requirements. Structural plans and details are not required for this submittal. However, plans may include those portions of the electrical system that relate directly to egress or those portions of the mechanical system, which act to protect the occupants from the spread of smoke.

For requirements specific to your project, it is advisable to consult directly with the Nevada State Fire Marshal Division while in the design stage.

## **OTHER SUBMITTALS**

### **Structural Calculations**

Structural calculations for the entire structural system of the project shall be submitted in conformance with local jurisdiction requirements.

### **IECC Energy Ratings**

An Energy Rater that produces a report by inputting data obtained from a design professional's plans into software does not constitute the practice of engineering and therefore does not need to be stamped by a design professional for submittal to the building official. An Energy Rater must be properly licensed or certified by an appropriate State agency or recognized certification body and provide their license number on testing and energy reports.



**Specifications**

Either on the drawings or in booklet form, construction components covering materials and methods of construction, wall finishes, and all pertinent equipment, must be further defined. Schedules may be incorporated in the project manual in lieu of drawings.

**Addenda and Changes**

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

**Revisions**

For clarity, all revisions shall be identified with a Delta symbol, date of change and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol, letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol. Otherwise, revisions shall be resubmitted as a new project.

**Deferred Submittals**

A deferred submittal is any portion of the design of a building or structure that is not submitted at the time of the permit application and will be submitted to the building official at a later time. Acceptance of a deferred submittal is at the sole discretion of the building official. The deferred submittal items shall not be installed until the building official has approved the design and submittal documents. Requirements for deferred submittals may vary in each jurisdiction.

**DEFICIENT SUBMITTAL**

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Refer the principal design professional to the appropriate state board for possible disciplinary action.

It is the responsibility of the owner/builder to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Request that the owner/builder engage the services of a design professional.

# FREQUENTLY ASKED QUESTIONS

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## ARCHITECTS

Architect, as used in these questions and answers, is a Nevada registered architect, per NRS 623, unless noted otherwise.

**A-1. *Does a set of plans stamped and signed by an architect registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department or public authority.

**A-2. *May an architect overstamp documents prepared and stamped by an out-of-state architect for submittal in Nevada?***

No. An architect may only stamp design documents prepared by him or her or under his or her responsible control.

**A-3. *May an owner or contractor make changes to plans prepared by an architect?***

No. Changes or modifications to technical documents prepared by a registered architect may only be made by that professional.

**A-4. *May an architect make changes to plans prepared by another Nevada registered or licensed professional?***

No. An architect may only make changes or modifications to plans prepared by another Nevada registrant or licensee under the following conditions:

- a. The architect obtains the written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the architect's practice.
- c. The architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the architect's own title block, with his own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the architect does not obtain permission to make changes or modifications to the plans, he or she must redesign the project. The architect should be aware of possible copyright issues and may want to contact an attorney for legal advice.

**A-5. *May a building official or public authority make changes to plans prepared by an architect?***

A building official or public authority may only make minor changes or modifications to technical documents prepared by an architect if that architect consents and authorizes the changes.

**A-6. *Do shop drawings have to be stamped by an architect and submitted to the building official for approval?***

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a design\_professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registrant or licensee.

**A-7. *May an architect stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**A-8. *May an architect serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**A-9. *May an architect stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping and irrigation plans in Nevada.

**A-10. *May architects stamp and sign documents prepared by his or her unlicensed consultants?***

Yes, architects can stamp drawings prepared by his or her unlicensed consultants provided that the documents were prepared under the architect's responsible control.

**A-11. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No, unless they are preparing the plans under the responsible control of a licensed or registered design professional, per NRS 623 or 625, and the licensed professional seals/stamps/signs the plans.

**A-12. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect for work on that building without being registered under NRS 623?***

No.

**A-13. *Is an architect, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?***

No, as long as the architect receives a W-2, and not a 1099, from his or her employer.

**A-14. *Is an architect, who contracts on a 1099 basis with a licensed general contractor, required to stamp plans he or she has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**A-15. *Is an architect, who is hired directly by the owner to design a single-family residence, required to stamp the plans if the owner is pulling the permit?***

Yes.

**A-16. *Must each sheet of an architect's set of plans have an original or electronic seal and signature?***

Yes.

**A-17. *May architects seal his or her drawings with an electronic stamp, signature and date?***

Yes. Architects may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued for printing.

**A-18. *Are architects required to seal bid documents?***

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**A-19. *Is it acceptable for original plans to be in microfiche or electronic format?***

Yes.

**A-20. *May an architect withdraw as the architect of record?***

The architect may withdraw as the architect of record if he or she becomes aware of a decision made by his or her employer or client, against the architect's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the architect's judgment, materially or adversely affect the safety of the public, or may withdraw upon Board approval.

**A-21. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?***

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/ intellectual property to the client.

**A-22. *May architects release modifiable CADD drawings to a client?***

Yes.

**A-23. *May architects provide construction management services on a project for which he or she is not the architect of record?***

A registered architect may perform construction management services only when acting within the scope of his or her professional license. Construction management services determined to be outside the scope of the architect's professional license may require a contractor's license (NRS 623.023; NRS 624.020; AGO 2002-37).

**A-24. *May unlicensed individuals call themselves architects or provide services that fall under the definition of the practice of architecture?***

No. Only individuals who hold a certificate of registration are authorized to use the title "architect" and provide the services that fall under the definition pursuant to NRS 623.

# FREQUENTLY ASKED QUESTIONS

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## REGISTERED INTERIOR DESIGNERS

Registered interior designer, as used in these questions and answers, is a Nevada registered interior designer, per NRS 623, unless noted otherwise.

**ID-1. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?***

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless specifically exempt by law pursuant to NRS 623.035.

**ID-2. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?***

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building codes or other law, ordinance, rule or regulation governing the alteration or construction of a building. Additionally, an individual or firm who has a certificate issued by the Nevada State Fire Marshal may specify furnishings, fixtures and equipment (not including finishes) that are regulated typically in a commercial setting.

**ID-3. *Can someone who has been issued a certificate by the Nevada State Fire Marshal (a certified interior designer) provide space planning?***

No. Only a registered interior designer pursuant to NRS 623 may provide space planning. Space planning is regulated because it involves access into (ingress) and from (egress) the space; access and use of the space for people with disabilities; and occupancy loads.

**ID-4. *Can an unregistered individual or someone who has a fire marshal certificate specify systems (modular) furniture?***

If they are simply replacing existing systems furniture without making any layout changes, then they are allowed to do that as that is simply an existing furniture or equipment layout. However, if they are starting with an open space or redesigning an existing layout, and it affects the egress and ingress or if it's over 69", then that constitutes space planning and they must be registered pursuant to NRS 623 in order to provide those services.

**ID-5. *Does a set of plans stamped and signed by an interior designer registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department or public authority.

**ID-6. *May registered interior designers overstamp documents prepared and stamped by an out-of-state interior designer for submittal in Nevada?***

No. Registered interior designers may only stamp design documents prepared by him or her or under his or her responsible control.

**ID-7. *May an owner or contractor make changes to plans prepared by a registered interior designer?***

No. Changes or modifications to documents prepared by a registered interior designer may only be made by that professional.

**ID-8. *May registered interior designers make changes to plans prepared by another Nevada registrant?***

A registered interior designer may only make changes or modifications to plans prepared by another Nevada registrant under the following conditions:

- a. The registered interior designer obtains the written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the registered interior designer's practice.
- c. The registered interior designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the registered interior designer's own title block, with his own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the registered interior designer does not obtain permission to make changes or modifications to the plans, they must redesign the project. The registered interior designer should be aware of possible copyright issues and may want to contact an attorney for legal advice.

**ID-9. *May a building official make changes to plans prepared by a registered interior designer?***

A building official may only make minor changes or modifications to documents prepared by a registered interior designer if that registered interior designer consents and authorizes the changes.

**ID-10. *May a registered interior designer serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**ID-11. *If a registered interior designer and an architect are both employed on a project, must the architect have control of the entire project?***

No. The provisions of NRS 623 allow for a registered interior designer to contract directly with a client as long as the contemplated work does not require the services of more than two additional professional disciplines (structural engineer, mechanical engineer, electrical engineer, architectural, etc.).

**ID-12. *May a registered interior designer undertake a project that requires more than two additional professional disciplines? (i.e., architect, structural engineer, mechanical engineer, electrical engineer, etc.)?***

No. An architect who is qualified to offer all design services to the public must be hired by the owner to provide and coordinate all disciplines other than the registered interior design.

**ID-13. *When a registered interior designer contracts with an owner to perform interior design services and no more than two other professional disciplines of architecture and engineering are involved in the design of the work, with whom do these additional professional disciplines contract?***

The professional disciplines may contract directly with the owner or with the registered interior designer.

**ID-14. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of a registered interior designer for work on that building without being registered under NRS 623?***

No.

**ID-15. *Is a registered interior designer, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?***

No, as long as the registered interior designer receives a W-2, and not a 1099, from his or her employer.

**ID-16. *Is a registered interior designer, who contracts on a 1099 basis with a licensed contractor, required to stamp plans he or she has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**ID-17. *Must each sheet of a registered interior designer's set of plans have an original or electronic seal, signature and date?***

Yes.



**ID-18. *May registered interior designers seal his or her drawings with an electronic stamp, signature and date?***

Yes. Registered interior designers may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued for printing.

**ID-19. *Are registered interior designers required to seal bid documents?***

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**ID-20. *Is it acceptable for original plans to be in a microfiche or electronic format?***

Yes.

**ID-21. *May registered interior designers undertake a project that requires two or more contractors?***

Yes. There is no limitation to the number of contractors a registered interior designer may work with on a project; however, registered interior designers must contract directly with the owner and the contractors must contract directly with the owner.

**ID-22. *May registered interior designers withdraw as the design professional of record?***

Registered interior designers may withdraw as the design professional of record if he or she become aware of a decision made by his or her employer or client, against the registered interior designer's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the registered interior designer's judgment, materially or adversely affect the safety of the public, or may withdraw upon Board approval.

**ID-23. *May a registered interior designer design and/or specify fire rated assemblies, including, but not limited to smoke barriers, partitions and walls?***

No.

**ID-24. *May a registered interior designer specify rated doors and door frames?***

Registered interior designers are limited to doors and door frames for which the required fire-protection rating does not exceed 20 minutes.

**ID-25. *May registered interior designers design and/or specify elevators and/or stairs on their drawings?***

No. Registered interior designers may only show the location of an elevator and/or stairs on their drawings for "reference" purposes.

**ID-26. *May registered interior designers determine the location of electrical outlets and light fixtures?***

Yes.

**ID-27. *May a registered interior designer prepare permit drawings for an outdoor kitchen/BBQ area?***

No. Only architects, landscape architects, residential designers, engineers and contractors may prepare permit drawings for outdoor kitchen/BBQ areas.

**ID-28. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?***

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/ intellectual property to the client.

**ID-29. *May a registered interior designer release modifiable CADD drawings to a client?***

Yes.

**ID-30. *May unlicensed individuals call themselves registered interior designers or provide services that fall under the definition of the practice of registered interior design?***

No. Only individuals who hold a certificate of registration are authorized to use the title of registered interior designer and provide the services that fall under the definition of the practice of registered interior design pursuant to NRS 623.

# FREQUENTLY ASKED QUESTIONS

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## RESIDENTIAL DESIGNERS

Residential designer, as used in these questions and answers, is a Nevada registered residential designer, per NRS 623, unless noted otherwise.

**RD-1. *May residential designers overstamp documents prepared and stamped by an out-of-state architect, interior designer or landscape architect for submittal in Nevada?***

No. Residential designers may only stamp design documents prepared by him or her or under his or her responsible control.

**RD-2. *May an owner or contractor make changes to plans prepared by a residential designer?***

No. Changes or modifications to documents prepared by a registered residential designer may only be made by that professional, a professional meeting the criteria set forth in question RD-3, or a building official under criteria set forth in question RD-4.

**RD-3. *May residential designers make changes to plans prepared by another Nevada registered or licensed professional?***

No. Residential designers may only make changes or modifications to plans prepared by another Nevada registrant or licensee under the following conditions:

- a. The residential designer obtains written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the residential designer's practice.
- c. The residential designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the residential designers' own title block, with his or her own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the residential designers do not obtain permission to make changes or modifications to the plans, he or she must redesign the project. The residential designer should be aware of possible copyright issues and may want to contact an attorney for legal advice.

***RD-4 May a building official make changes to plans prepared by a residential designer?***

A building official may only make minor changes or modifications to documents prepared by a residential designer if that residential designer consents and authorizes the changes.

***RD-5. May a residential designer prepare and stamp site grading and drainage plans that are incidental to their residential design project as part of the submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction and such plans fall within the scope of the registration.

***RD-6. May a residential designer serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

***RD-7. May residential designers stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

***RD-8. May a drafting firm or other unregistered person prepare plans to be submitted to a building official or public authority?***

No. A drafting firm or other unregistered person may only prepare plans to be submitted to a building official or public authority if they are working under the responsible control of a licensed or registered design professional, per NRS 623 or 625, and that licensee or registered design professional stamps/signs the plans to be submitted for a building permit.

***RD-9. May a residential designer design a single-family residence that is more than two stories in height?***

Typically, structures that are over three stories in height require a structural engineer to design. A residential designer may design if they are qualified and competent to do within the discipline for which they are properly licensed.

***RD-10. May a residential designer perform work on a residence that is being converted into solely a commercial property?***

No.

**RD-11. *Is a residential designer, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?***

No, as long as the residential designer receives a W-2, and not a 1099, from his or her employer.

**RD-12. *Is a residential designer, who contracts on a 1099 basis with a licensed contractor, required to stamp plans he has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**RD-13. *Is a residential designer, who is hired directly by the owner to design a set of plans for a single-family residence, required to stamp the plans if the owner is pulling the permit?***

Yes.

**RD-14. *Must each sheet of a residential designer's set of plans have an original or electronic seal, signature and date?***

Yes.

**RD-15. *May a residential designer seal his or her drawings with an electronic stamp, signature and date?***

Yes. Residential designers may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued.

**RD-16. *Are residential designers required to seal bid documents?***

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**RD-17. *Is it acceptable for original plans to be in microfiche or electronic format?***

Yes.

**RD-18. *May residential designers withdraw as the design professional of record?***

Residential designers may withdraw as the design professional of record if he or she become aware of a decision made by his or her employer or client, against the residential designer's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the residential designer's judgment, materially or adversely affect the safety of the public.

**RD-19. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?***

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/intellectual property to the client.

**RD-20. *May a residential designer release modifiable CADD drawings to a client?***

Yes.

**RD-21. *May unlicensed individuals call themselves residential designers or provide services that fall under the definition of the practice of residential design?***

No. Only individuals who hold a certificate of registration are authorized to use the title of residential designer and provide services that fall under the definition of the practice of residential design pursuant to NRS 623.

# FREQUENTLY ASKED QUESTIONS

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## LANDSCAPE ARCHITECTS

Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**LA-1. *Does a set of plans stamped and signed by a landscape architect registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**LA-2. *May a landscape architect overstamp documents prepared and stamped by an out-of-state architect or landscape architect for submittal in Nevada?***

No. A landscape architect may only stamp design documents prepared by him or under his direct supervision.

**LA-3. *May an owner, contractor or building official make changes to plans prepared by a landscape architect?***

No. Changes or modifications to technical documents prepared by a registered landscape architect may only be made by that professional or a professional meeting the criteria set forth in question LA-4.

**LA-4. *May a landscape architect make changes to plans prepared by another Nevada registered or licensed professional?***

Yes, in certain instances. A landscape architect may revise or change plans prepared by another Nevada registrant or licensee under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of the landscape architect's practice.
- c. The landscape architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

**LA-5. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?***

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

**LA-6. *May a landscape architect prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**LA-7. *May a landscape architect perform planning services?***

Yes, a landscape architect may prepare site design and master plan documents, along with zoning applications, special use permit applications and other land use approval documents.

**LA-8. *May a landscape architect prepare and stamp site plans that incorporate a variety of site amenities and features?***

Yes, a landscape architect may prepare and stamp plans or details that include: garden pools, outdoor fountains, waterfalls, retaining walls, decorative walls, raised planters, fences, handicapped ramps, outdoor stairs/steps, play structures, pedestrian bridges, decks, gazebos, picnic shelters, trellises, patio covers and other similar non-dwelling structures that are incidental and necessary to a project's dominant purpose.

**LA-9. *May a landscape architect serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**LA-10. *May a landscape architect design 12-volt (low voltage) outdoor lighting systems and small-scale outdoor 120-volt electrical systems?***

Yes. A landscape architect may prepare and stamp outdoor electrical lighting system plans, as long as the plans are incidental and necessary to a project's dominant purpose.

**LA-11. *May a landscape architect plan for and develop a conceptual site plan which locates the buildings on a project site?***

Yes. A landscape architect can plan for and establish the relationship between the site and its structures, including proposing elevations, grading and positioning, for an overall site and landscape theme.



**LA-12. *Who can stamp landscaping plans and irrigation plans in the state of Nevada?***

Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**LA-13. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of a landscape architect for work on that building without being registered under NRS 623A?***

No.

**LA-14. *May a landscape architect prepare and stamp erosion control/native revegetation plans and wetland mitigation plans?***

Yes.

**LA-15. *Is a person who designs, manufactures or sells irrigation equipment and provides instructions pertaining to the mechanical erection and installation of the equipment but does not install the equipment required to hold a Landscape Architect license?***

No, as per NRS623A.070.1(3)

# FREQUENTLY ASKED QUESTIONS

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## CONTRACTORS

Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise.

**C-1. *May a contractor prepare and submit his or her own plans to a building department without engaging a design professional?***

A contractor may prepare and submit plans to a building department for work that falls within their license classification, and is for work on their own construction projects.

**C-2. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**C-3. *If a contractor's license is suspended for any reason, may he or she finish a job that is in progress or a contract that was signed previous to the suspension?***

No. A contractor whose license is suspended may not finish any work in progress. Nor can they submit bids or proposals, sign a new contract, or enter into a contractual agreement during the suspension.

**C-4. *May a general building contractor perform all parts of a project?***

A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning, or fire protection without a license for the specialty classification.

**C-5. *If a contractor wants to bid a multi-phase project that exceeds his or her license limit, may he or she bid each phase individually?***

No. The limit is the maximum contract a licensed contractor may undertake on one or more construction contracts on a single construction site or subdivision site for a single client. A contractor is prohibited from bidding or contracting in excess of the monetary license limit established by the State Contractors Board.

**C-6. *If a homeowner obtains a building permit under the owner/builder exemption, can he or she then hire a contractor to perform the construction activity?***

Yes, if the contractor is properly licensed in Nevada to perform the work specified in the contract.

**C-7. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he or she is properly licensed and responsible for the plans and construction activity. Per NRS 623.035, a contractor can only prepare plans for his or her own construction activities.

**C-8. *If a licensed contractor prepares plans under the NRS 623.035 and 623A.070(1)(c) exemptions, can they then sell those plans to another client for whom he or she is not the contractor?***

No, the contractor may only prepare plans, with certain limitations, for his or her own construction activities that he or she is properly licensed to perform.

**C-9. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of a contractor for work on that building without being licensed under NRS 624?***

No.

**C-10. *Does a “spec building” require a contractor’s license?***

Yes.

**C-11. *Is a contractor allowed to perform any work if his or her license is in an inactive status?***

No, the contractor shall not engage in any work or activities, bid to contract or contract if his or her license is inactive. The licensee must first return his or her license to active status.

**C-12. *Are local jurisdictions required to verify a contractor’s license prior to issuance of a permit?***

Yes. A building official shall not issue a building permit to a person acting for another unless the applicant proves to the satisfaction of the building official that they are licensed as a contractor for that work pursuant to the provisions of chapter 624 of NRS, prior to the issuance of the permit.

**C-13. *Are contractors required to include their license number in advertisements?***

Yes. A licensed contractor is required to include their license number on any type of advertising including, but not limited to, letterhead, business cards, directory listings, contracts, bids, proposals, applications for permits, other documents, and any form of advertising.

**C-14. *Are contractors or subcontractors who work for a homeowner on a repair, restoration, improvement, construction or design of residential pools or spas required to pull permits under their own license number?***

Yes. When engaging in the repair, restoration, improvement or construction of residential pools and spas, contractors and subcontractors must apply for, and obtain, all applicable permits for the project under their license number (per NRS 624).

**C-15. *May an unlicensed consultant or advisor assist a homeowner in the building of his or her pool or spa?***

No. A person shall not, directly or indirectly, perform or offer to perform, for a fee, any act as a consultant, advisor, assistant or aide to the builder or owner, unless the person holds a contractor license.

**C-16. *May a contractor use money received for one specific construction project for another construction project?***

No. It is a cause for disciplinary action for a contractor to knowingly divert money for a use other than that for which it was received. Additionally, the contractor may also be subject to criminal prosecution.

**C-17. *Is there any exemption for small jobs or repair or maintenance work?***

An exemption is allowed for work to repair or maintain property if the value is less than \$1,000, including labor and materials, is not part of a larger project, and does not require a building permit. The exemption does not include plumbing, electrical, refrigeration, heating or air conditioning work of any kind.

**C-18. *May a contractor enter into a design only agreement with a client to prepare the drawings for a project?***

No. A contractor may only prepare drawings for his or her own construction activities.

**C-19. *May a licensed contractor have a separate contract for design services?***

No. Under the exemption in NRS 623, a contractor licensed pursuant to the provisions of 624 of NRS may only prepare drawings for their own construction activities.

# FREQUENTLY ASKED QUESTIONS

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## ENGINEERS AND LAND SURVEYORS

Engineer or land surveyor, as used in these questions and answers, is a Nevada licensed engineer or land surveyor, per NRS 625, unless noted otherwise.

**E-1. *Does a set of plans stamped and signed by an engineer licensed in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**E-2. *May an owner, contractor or building official make changes to plans prepared by an engineer?***

No. Changes or modifications to documents prepared by a licensed engineer may only be made by that professional or a professional meeting the criteria set forth in question E-3.

**E-3. *May an engineer make changes to plans prepared by another Nevada registered or licensed professional?***

An engineer may modify original plans after obtaining the written consent of the engineer who prepared the original plans. When written consent cannot be obtained and the modification (1) does not adversely affect the integrity of the original plans, and (2) can be clearly shown to be the work of the modifying engineer and not the work of the engineer who did the original plans, then the plans may be modified if:

- a. The engineer requesting to make the revisions to the original plan documents is employed by the firm responsible for the preparation of the original plan documents.
- b. Reasonable effort has been made to notify the original design engineer in writing of the nature and extent of the proposed revisions to the plan documents.
- c. Reasonable attempt has been made to obtain the original design engineer's consent to the proposed revision.
- d. The work is within the scope of the modifying engineer's practice.
- e. The modifying engineer assumes full responsibility for the revisions and their effects upon the remainder of the project.
- f. The revisions to the plans must comply with applicable state and local laws.
- g. The modified plans must include a written statement adjacent to the signature stamp of the modifying engineer clearly identifying the portion of the plans that were modified and that the modifying engineer has accepted responsibility for the modification.

**E-4. *May a civil or structural engineer prepare and stamp documents customarily prepared by an architect?***

Yes, a professional engineer licensed under the provisions of NRS 625, who designs buildings as permitted by NRS 625 and is exempt from the provisions of NRS 623 (architects, registered interior designers and residential designers), may prepare and stamp documents customarily prepared by an architect. The work must be performed in a competent manner and within the engineer's discipline of engineering.

**E-5. *May a mechanical or electrical engineer prepare and stamp documents customarily prepared by an architect or engineer licensed in a discipline other than their own?***

No.

**E-6. *May a civil engineer structurally design a building more than three stories in height?***

No. Only engineers licensed as structural engineers may structurally design a building more than three stories in height, or more than 45 feet in height from the bottom of the lowest footing, or a sign or radio tower over 100 feet.

**E-7. *May a civil engineer structurally design an essential facility as defined by the International Building Code, i.e. a school or a fire station?***

No. Only engineers licensed as structural engineers may design facilities that would be used for emergency responses, i.e. Risk Category IV facilities, that are designated as emergency shelters, buildings having critical national defense functions, police stations, emergency vehicle garages, etc.

**E-8. *May an engineer's calculations be used as plans for construction work?***

- a. Yes, but only when the document provides a clear description of work acceptable to the building official for the work intended.
- b. No, when the document presents only engineering analysis and does not provide a satisfactory description of the work for construction purposes.
- c. No, when amended submittals conflict with the original approved description of work.

**E-9. *Do shop drawings have to be stamped by an engineer and submitted to the building official for approval?***

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registered engineer.

**E-10. *May a licensed land surveyor prepare and submit plot plans?***

Yes, with conditions. Land surveyors may only prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must be prepared and stamped by a registered professional.

**E-11. *May a civil engineer or land surveyor prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes. Site grading and drainage plans are typically prepared and stamped by civil engineers. Land surveyors may prepare or stamp site grading and drainage plans for residential subdivisions containing four lots or less.

**E-12. *May an engineer serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**E-13. *May a civil engineer stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**E-14. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No, unless they are working under the responsible charge of a licensed or registered design professional, per NRS 623 or 625, and the professional seals/stamps/signs the plans.

**E-15. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an engineer, for work on that building without being licensed under NRS 625?***

No.

**E-16. *Is it required by regulation that an engineer or land surveyor have a contract with each client?***

Yes. The contract must include the scope of work, the cost for completion of the work and the anticipated date for completion of the work.

**E-17. *Does an engineering or land surveying firm have to register with the state board to offer or perform services in Nevada?***

Yes.

**E-18. *Can original submittals be submitted electronically?***

Yes. Original engineering or land surveying documents may be submitted electronically provided the documents have a digitally encrypted signature. A digitally encrypted signature is an electronic signature that includes embedded meta data that identifies the signer and encrypts and protects the documents. A digitally encrypted signature is not just an electronic signature. Receiving agencies determine whether paper or electronic submittals will be accepted. Check with your building department or public authority to see if they are capable of accepting file size/type.

**E-19. *Can original submittals be prepared electronically, digitally signed, and submitted in paper format?***

No. Paper documents, that are submitted as originals, must be hand-signed in ink.

**E-20. *Is an engineer or land surveyor allowed to perform any work if their license is in an inactive status?***

No. The professional shall not offer or perform professional services with an inactive license. The licensee must first return their license to active status.

**E-21. *Can an engineer overstamp documents prepared and stamped by an out-of-state engineer for submittal in Nevada?***

No. An engineer may only stamp design documents prepared by them or prepared under their direct supervision.



# FREQUENTLY ASKED QUESTIONS

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## HOMEOWNER

Homeowner, as used in these questions and answers, is an owner of property who prepares his or her own plans, drawings or specifications for a building for his own private residential use, and who is building or improving a residential structure on the property for his own occupancy that is not intended for sale or lease. Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless noted otherwise. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**H-1. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect, registered interior designer, landscape architect, contractor or engineer for work on that building without being licensed under NRS 623, 623A, 624 or 625?***

No.

**H-2. *If a homeowner obtains a building permit under the owner/builder exemption, can he then hire a contractor to perform the construction activity?***

Yes, if the contractor is properly licensed in Nevada to perform the work. This exemption only applies to the construction or remodeling of a single-family residential structure occupied, or to be occupied, by the homeowner.

**H-3. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he is properly licensed and responsible for the plans and construction activity. Per NRS 623.035(1)(d), a contractor can only prepare plans for his or her own construction activities.

**H-4. *Who is considered an “owner/builder?”***

A homeowner who prepares his or her own plans, drawings or specifications for a building for his or her own private residential use and who is building or improving a residential structure on the property for his or her own occupancy and not intended for sale or lease may apply for an exemption from the provisions of NRS 623 and NRS 624.

**H-5. *May a homeowner prepare plans under the NRS 623.035(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?***

No. Homeowners may only prepare plans for a single-family dwelling that they themselves plan to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

**H-6. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**H-7. *May a homeowner hire a draftsman to draw plans for his or her home?***

No. Only architects, residential designers and some professional engineers may design and draw plans for homes. Licensed general contractors may also design and draw plans for homes if they will be building the home as well. A homeowner who does not wish to hire a properly registered or licensed individual must draw the plans for his or her home themselves.

**H-8. *May a homeowner design their own home and then hire a draftsperson to put plans into CADD or another electronic format?***

No. A draftsperson may not prepare plans that fall under the practice of architecture or engineering.

**H-9. *May a homeowner as an "owner/builder" perform work in the public right-of-way?***

No.

# FREQUENTLY ASKED QUESTIONS

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## MISCELLANEOUS

Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless noted otherwise. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**M-1. *Do shop drawings have to be stamped by the design professional and submitted to the building official or public authority for approval?***

Typically, no. However, if shop drawings are submitted to the building official or public authority for design consideration or clarification, then they must be properly stamped/signed/dated by the Nevada professional having competency and appropriate registration/license pursuant to the legal requirements for that design professional.

**M-2. *What component or supplemental designs are required to be stamped or sealed by a design professional when submitted to the building official for approval?***

Components or supplemental designs such as prefabricated metal building drawings, roof truss systems (complete systems) drawings, post tension or prestress designs, alternates to the original submittal, component or system substitutions which substantially change the scope of work or code application and precast concrete building components must be submitted to the building official for approval.

**M-3. *May a land surveyor prepare and submit plot plans?***

Yes. Land surveyors may prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must be prepared by a registered professional competent to perform the specific design.

**M-4. *Who can prepare or stamp site grading and drainage plans as part of a submittal for a permit?***

If acceptable by the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**M-5. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?***

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless a design professional assumes responsibility.

**M-6. *May a drafting firm prepare plans to be submitted for a building permit?***

A drafting firm may only prepare plans to be submitted for a building permit if that firm is working under the responsible control of a licensed or registered design professional, per NRS 623 or 625.

**M-7. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?***

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building code or other law, ordinance rule or regulation governing the alteration or construction of a structure.

**M-8. *When can an unregistered individual specify the selection of interior furnishing, fixtures and equipment which may be regulated?***

If the individual or firm has a certificate issued by the Nevada State Fire Marshal, they may specify furnishing, fixtures and equipment (not including finishes or space planning) that are regulated typically in a commercial setting.

**M-9. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?***

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

**M-10. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect, registered interior designer, engineer, landscape architect or contractor for work on that building without being registered or licensed under NRS 623, 623A, 624 or 625?***

No.

**M-11. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he or she is properly licensed and responsible for the plans and construction activity. Per NRS 623.035.1(d), a contractor can only prepare plans for his or her own construction activities.

**M-12. *May a homeowner prepare plans under the NRS 623.035(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?***

No. Homeowners may only prepare plans for a single-family dwelling that they themselves plan to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

**M-13. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**M-14. *Other than the building, zoning and public works departments, do any other agencies need to review plans before a building permit or approval to proceed can be issued?***

It varies on the type of project and the requirements of the jurisdiction where the project is located. Check with the approving public authority. As an example, the State Fire Marshal's Division and State Health Department must review health care facilities. The local health district may review plans for any food service facility or public swimming pool, and may need to approve demolition permits due to dust pollution, asbestos abatement, fuel tanks, etc. Fire protection elements and alarm systems may be reviewed separately by the Fire Department. Sanitation, sewage and water supply are other factors that may require review or separate permits.

**M-15. *Is a building permit for construction activities on state property required?***

A building permit from the State Public Works Division is required. For specifics, contact the State Public Works Division.

**M-16. *Do local building authorities have jurisdiction on state lands?***

No. The State Public Works Division is the building authority.

**M-17. *Does the State Public Works Division inspect school construction?***

No. The State Public Works Division only deals with those schools located on State of Nevada owned property, however they may do plan review when requested by a school district. Typically, the local school districts will permit thru the local authority having jurisdiction (AHJ) unless they are large enough to have their own building department (NRS 393.110).

**M-18. *Who reviews and inspects construction activities of privately-owned buildings and facilities on state land?***

The State Public Works Division is the building authority.

**M-19. *What is the definition of a “design-build” contract?***

Design-build contract means a contract between an owner or public body and a design-build team in which the design-build team agrees to design and construct a project. The Legislature enacted laws to permit public bodies to contract with a design-build team or specialty contractor for the design and construction of a public work or other project.

**M-20. *When is a design-build contract used for a public works project?***

The use of the design-build approach for public works is regulated pursuant to NRS 338. In general, design-build may be used only in situations where its use will render significant cost or time savings, or if the project is highly specialized and technical in nature. In addition, certain construction cost thresholds for differing types of work are set forth in the statute. Due to the variety of the specific conditions contained in the law, it is advised that the language be reviewed in its entirety prior to initiating any public project utilizing the design-build method of delivery.

**M-21. *Does a business license or Nevada Secretary of State filing qualify an individual or firm to provide services that fall under NRS 623, NRS 623A, NRS 624 or NRS 625?***

No. It is recommended that the appropriate regulatory board be contacted to verify if the individual or firm is properly registered/licensed and if they've been disciplined before hiring them.

## -NOTES-







**NEVADA  
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**FOR IMMEDIATE RELEASE**

**April 29, 2020**

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**Prior to rolling out Roadmap to Recovery reopening plan for Nevada,  
Gov. Sisolak announces extension Stay at Home directive with initial  
easing of restrictions**

Carson City, NV — Today, one day before Governor Steve Sisolak rolls out his Nevada United: Roadmap to Recovery reopening plan, he announced that he has signed a directive extending a majority of the Stay at Home measures through mid-May, but will be easing some restrictions starting on May 1, 2020.

Nevada will continue to remain under the Stay at Home order, but this new directive signed today will allow Nevadans expanded outdoor and recreational activities and provide some relief for our small business owners. These changes include:

- All retail businesses will be allowed to operate under curbside commerce models, similar to curbside pickup currently allowed for restaurants and eateries
  - This now includes curbside for retail cannabis dispensaries
- Drive-in services are now permitted for places of worship, as long as congregants stay in a vehicle and maintain at least 6 feet of social distance from people not in their household
- Relaxing restrictions on outdoor activities, including golf, pickleball, and tennis, as long as they do it safely and in a way that prevents the spread of COVID-19

The loosening of restrictions listed above and in the directive will become effective on Friday, May 1, 2020. All other directives currently in effect will be extended through May 15, or until the state meets the necessary criteria set forth last week and consistent with the White House guidelines to demonstrate the state is making sufficient progress to slow the spread of COVID-19. If the State continues in a positive direction and meets the criteria, the start of the next phase could begin earlier than May 15. At that time, a Phase 1 directive will be issued.

While Nevada has not yet met the reopening criteria, the decision to ease restrictions on certain retail operations and some outdoor activities before entering Phase 1 was based on the State's progress so far toward meeting the specific benchmarks, including positive case and hospitalization trends, along with testing and case contact tracing capacity.

"Nevadans have done an incredible job at staying home for our state, and as we work diligently to meet the reopening criteria, I wanted to begin some initial incremental changes that will make our full transition into Phase 1 smoother and positively impact our communities and small businesses," **said Gov. Sisolak**. "Our ability to enter the next phase and any subsequent phase of reopening will be determined by the continued commitment of Nevadans to follow aggressive social distancing guidance and requirements."

Under the extended directive, businesses that previously were directed to be closed will remain closed, including salons, barber shops, bars and casinos, among other things. Businesses that are deemed essential may still be open, and must still comply with strict social distancing standards and other safety measures to keep workers and clients safe.

Gov. Sisolak will present Nevada United: Roadmap to Recovery during a press conference on Thursday, where he will outline the projected phases and structure for how Nevada and local partners will navigate our way through this public health crisis. More details on the press conference will be released shortly.

DIRECTIVE 016 (signed today and attached) extend the following directives through May 15:

- 003 – Essential v. Non-Essential
  - With two amendments, as outlined above: curbside and delivery for nonessential retail, and curbside for retail cannabis dispensaries
- 004 – DMV auto extension
  - With an amendment that says any drivers' license or other card issued by the Department of Motor Vehicles that expires during the time that the DMV is closed to the public, the expiration date is extended for 90 days after the day the DMV offices reopen to the public.
- 006 – Open meeting law
- 007 – Social Gatherings
- 010 – Stay at Home #1
- 013 – Stay at Home #2
  - With the two amendments as outlined above: drive-in services are now permitted for places of worship, as long as congregants stay in a vehicle and maintain at least 6 feet of social distance from people not in their

household and relaxing restrictions on outdoor activities, including golf, pickleball, and tennis, as long as they do it safely and in a way that prevents the spread of COVID-19

*\*\*All other Directives remain in effect until the state of emergency is over or they have become obsolete by subsequent Directives.*

###



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## **Gov. Sisolak Guidance: Directive 016**

**April 29, 2020**

### **Understanding Governor Sisolak's latest directive extending previous directives and making certain changes**

Since the start of the COVID-19 crisis, Governor Sisolak has issued a series of orders intended to reduce interactions, minimize the risk of infection, and slow the rate of spread by limiting opportunities for interpersonal contact. This Directive extends the deadlines for many previous directives and loosens restrictions on certain activities. Below is some general guidance on what this new directive means and how it applies to you.

**What is new in this directive?:** The new Directive is the first step in the Nevada United: Roadmap to Recovery plan before the State officially enters Phase 1. It loosens some restrictions that were previously in place:

- All retail businesses previously identified as non-essential will be allowed to operate under curbside commerce models, similar to curbside pickup currently allowed for restaurants and eateries
  - This now includes curbside sales for retail cannabis dispensaries
- Golf, tennis, and pickleball activities may resume as long as they are they comply with social distancing, sanitation, and other requirements intended to prevent the spread of COVID-19
- Drive-up religious services are now permitted, as long as congregants stay in a vehicle and maintain at least 6 feet of social distance from people not in their household

**Does this end the Stay at Home order?:** No. This Directive extends the Stay at Home orders from previous directives to May 15, 2020, meaning Nevadans should stay at home except for necessary outings like going to work as an essential employee, buying groceries, picking up food or retail items from curbside pickup, or attending medical appointments.

Nevadans who wish to enjoy the great outdoors can still do so, including walking in your neighborhood or in a nearby park. Individuals should practice good social

distancing of at least 6 feet from other members of the public and avoid touching any outdoor equipment (like playground equipment) where the virus may be lurking. Congregating outdoors without maintaining safe social distancing is not permitted. We strongly encourage Nevadans to wear masks in public whenever possible.

**What about gatherings?:** The ban on gatherings of 10 more people in any indoor or outdoor public area still stands.

**What does this mean for my leisure activities?:** It means that some publicly accessible sporting and recreational venues and activities—golf, tennis, and pickleball—that were paused by [Directive 013](#) can reopen as long as they adhere to all of the guidelines and conditions outlined by the previous directives, starting with [Directive 003](#) issued on March 20, 2020 and ending with today's [Directive 016](#), which loosens some of the restriction. All other activities referenced in Directive 013 are still prohibited for now.

**It says publicly accessible above; can private golf and tennis clubs reopen?:** Yes, as long as they follow the public health guidelines, they can absolutely reopen. However, clubhouses, bars, and amenities, like gyms, must remain closed.

**What are some examples of best practices?:** While golfing, don't share a golf cart with people outside your household. Be mindful of and try to avoid exposure to shared equipment or hard surfaces like flagsticks, bunker rakes, scorecards, etc. Specific guidance for golf courses can be found [HERE](#).

**What if I would like to attend a faith based service?:** During challenging times many people have relied on their faith. Places of worship have been encouraged to hold services via alternative means, like videos, streaming, or broadcast. The people that are performing these services should, of course, do so in a manner that they are practicing social distancing and are encouraged to wear facial coverings. Remember, the best thing we can do right now is to Stay Home for Nevada. Because we are trying to get everyone to stay home, and we have prohibited all gatherings over ten people, this is not yet the time to get people together to celebrate their faith. Nobody should be physically attending in-person, indoor worship services with ten or more people. However, drive-in services are now permitted, as long as congregants stay in a vehicle and maintain at least 6 feet of social distance from people not in their household.

**What does this mean for certain businesses?:** It means non-essential retailers that could not operate at all under previous directives can open for curbside, as well as home delivery services. Non-essential retailers must comply with Nevada State Occupational Safety and Health Administration (NV OSHA) measures to protect employees and customers. Retailers also need to comply with social distancing guidance from the [CDC](#), the Governor's Office, and any applicable Nevada state regulatory agency or board. For

a reminder of which businesses are considered non-essential, please see guidance [HERE](#), and for more information on how to safely operate curbside services, refer to this [GUIDANCE](#).

Additionally, retail cannabis dispensaries can now offer curbside sales, in addition to delivery services previously allowed under [Directive 003](#). Licensed cannabis retailers must continue to comply with all social distancing guidance from previous directives and NV OSHA guidance for protecting employees and customers. These retailers should also comply with any related guidance from the Cannabis Compliance Board.

Gaming operations are still closed until further notice.

**Are smoke shops, breweries, and wine, beer, and liquor stores open?:** Yes; non-essential retailers licensed to sell tobacco or alcohol on a take-away basis are now allowed to open for curbside or home delivery services only. Those retailers must comply with NV OSHA standards, local laws and regulations, and applicable licensing provisions.

**Can I buy a new car, refrigerator, or couch?:** This Directive extends the closure of showrooms to May 15, 2020. Those businesses have all been deemed essential, so all of the items that they sell can still be purchased. However, you'll have to use different forms of purchase, like shipping, curbside pickup, or home delivery.

**I'm thinking about buying a new house. Can I see it?:** Yes...but you'll have to look at pictures, take a virtual tour, and handle all of the paperwork (whenever possible) without seeing anyone in person. For now, "Open Houses" and in-person showings of single and multi-family homes that are occupied by renters are prohibited. You may still arrange to view an unoccupied house on an appointment basis.

**Can I call my barber or stylist to come over?:** No, not while this directive is in place. Not only does it put you both at risk of spreading the disease to one another and those that you're staying at home with, it could also cost them their license!

**What else does this directive do?:** [Directive 016](#) also extends other items covered in previous directives, like the changes to public meetings, and extension of legal deadlines and professional licensing requirements.

Additionally, for any drivers' license or other card issued by the Department of Motor Vehicles that expires during the time that the DMV is closed to the public, the expiration date is extended for 90 days after the day the DMV offices reopen to the public.

**If I'm providing an essential good or service, what should I do?:** Directives affecting essential businesses ([Directive 003](#) and [Directive 013](#)) haven't changed, except that

those directives are now extended through May 15, 2020. Essential businesses that are still providing goods or services need to make sure that foot traffic is kept to a minimum and ensure that social distancing standards are maintained. When going to these places, people need to be spaced out and as far away from each other as possible, especially when a line is forming. Those engaging in curbside commerce should review the Curbside Commerce Safety Protocols.

**I've heard of essential businesses remaining open that aren't protecting their employees. What are we doing to protect those brave Nevadans?:** The Nevada Occupational Safety and Health Administration, or OSHA for short, is ensuring that all open businesses are keeping their employees safe, adhering to proper social distancing, and keeping their workplaces clean. Call NV OSHA if you'd like to alert them of any unsafe conditions.

Please note, additional guidance on all of Governor Sisolak's emergency directives can be found [HERE](#).



## **Gov. Sisolak Guidance: Directive 016 - Best Practices for Golf Courses** **April 29, 2020**

### **Understanding Governor Sisolak's Directive as it applies to best practices for Nevada Golf Facilities**

Directive 016, issued on April 29, 2020, has relaxed some restrictions on leisure activities that had previously been paused. One of those activities in particular, was the shuttering of golf courses and driving ranges. All golf courses and driving ranges can now reopen, both public and private, but they can only do so if they follow and maintain best practices. Below are some general guidelines on what those are and how it applies to these facilities. Please note that these are not entirely exhaustive; they are the minimum mandatory requirements, and golf course should still work with their associations, both locally and nationally, to put additional necessary safeguards in place.

#### **What are the mandatory minimums of safety that golf courses should follow?:**

##### **Golf Carts and Equipment:**

- Only one (1) person per golf cart except for those who reside in the same household.
- Carts must be wiped down with disinfectant spray or wipes BEFORE and AFTER each round. This includes steering wheels, cart seats, arm rests, cart dashes, cup holders, gear shifts and cart keys.
- Pull carts and push carts must also be wiped down with disinfectant BEFORE and AFTER each round.
- Tees, towels, cart coolers, and bottled waters should be removed from carts.



- Sand bottles or scoops should be removed and golf course maintenance staff will need to address filling divots until further notice.

**General Operations:**

- Bag room areas will be cleaned and disinfected regularly.
- Pro Shops and clubhouses should be closed and locked. If pro shop is open for check-in there should not be any merchandise sales, and social distancing measures must be observed.
- Only take out food and beverages can be served – no in person dining.
- Players using driving range hitting stations should be at least six (6) feet apart from each other.

**Is this all we have to do to reopen?:** No, as mentioned before, this list is far from exhaustive. These are the minimum requirements. Every effort should be made by those courses that are reopening to protect both their players and their employees. When resuming operations, golf facilities still need to operate in a manner that maintains social distancing, limits gatherings of 10 or more, and puts into place as many cleaning measures as possible to limiting the spread of COVID-19.

As a general rule, employees and patrons who aren't feeling well should stay home. Golf courses should also check in frequently with their associations and the CDC for any updated guidance that is issued.

Golf is a great way to get exercise and can facilitate social distancing if done properly; the ultimate goal is to keep everyone safe while they're playing and to stop the spread of COVID-19.



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## **Curbside Commerce Safety Protocols**

**April 29, 2020**

### **How businesses and consumers can safely engage in curbside commerce while maintaining safe social distancing measures**

These safety measures are designed to permit our essential and non-essential retailers of all sizes to provide curbside sales of their products while adhering to consistent protocols that protect the health of both customers and employees.

Given that COVID-19 is spread through interpersonal contact, retailers that wish to offer curbside service must comply with all Nevada State Occupational Safety and Health Administration (NV OSHA) requirements, [CDC guidelines](#), and the following safety protocols:

- Whenever possible, all sales transactions must take place in advance or via contactless payment as defined in the [March 20, 2020 Emergency Regulations](#).
- Each transaction should be with an individual customer, one at a time, outside, in a driveway or parking lot. Any product delivered curbside must be placed in the customer's vehicle by the retail employee. No hand-to-hand delivery of product is permitted.
- Retailers selling alcohol, tobacco, or cannabis products must comply with existing rules and regulations specific to those sales and must continue to conduct age verification as required by law.

*TIP: Retailers should check IDs in as contactless a manner as possible, for example, by asking customers to place their ID against the glass of a vehicle's window or windshield.*

- All employees should wear [face coverings](#) that cover their noses and mouths and disposable gloves when providing curbside service. Gloves should not be used for more than one (1) customer transaction.
- Customers interacting with retail employees should also wear a face covering whenever possible. Retailers may reserve their right to refuse service to any person not wearing a mask.

*TIP: Customers should be responsible for opening or closing their vehicle's door or trunk to allow for contactless delivery of the items. Customers should otherwise remain in their cars for the duration of the transaction.*

- Businesses must maintain traffic flow and should establish a designated “Curbside Commerce” area.
- Businesses are strongly encouraged to schedule specific pick-up times to avoid overflow traffic or impediments to normal street traffic.
- No business may set up outdoor tables, benches, or any type of seating for curbside customers.
- Participating businesses should decline the return of goods during curbside service and make alternative arrangements for returns/exchanges.



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- Pro Shops and clubhouses should be closed and locked. If pro shop is open for check-in there should not be any merchandise sales, and social distancing measures must be observed.
- Only take out food and beverages can be served – no in person dining.
- Driving Range hitting stations must be a minimum of six (6) feet apart.

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