#### Agenda Item 3.A.1

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Date Fri 11/15/2024 3:28 PM



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## Meeting summary for NSBLA's Quarterly Meeting (11/15/2024)

## Quick recap

The meeting involved discussions on financial statements, personal matters, and the approval of various contracts and candidates. The board also discussed the potential impact of proposed bill Senate Bill 78 (SB78) to consolidate professional licensing boards in Nevada. The possibility of hiring a lobbyist to fight opposed it. Lastly, a review of the balance sheet, potential topics for the newsletter, and the election results, with a focus on the potential challenges with this legislative session.

## **Next steps**

- · A list of tasks to accomplish:
- 1. Investigate lobbyist options and bring recommendations back to the board.
- 2. Contact the architects and engineers' boards to inquire about their lobbyists.
- 3. Make corrections to the Rules of Practice document as discussed.
- 4 Send board members a copy of the list of possible board combinations.
- 5. Ellis and Mark to start drafting a newsletter article on the proposed board combinations.
- 6 Move the Nevada ASLA representative report agenda item to earlier in the meeting agenda.
- 7. Follow up on the letter to jurisdictions regarding LA stamping.
- 8. Send condolences regarding Jack Jackson's passing.
- 9. Update the balance sheet for the last fiscal year.
- 10 Continue monitoring developments with the proposed board combinations bill.
- 11 Potentially schedule a special meeting to approve a lobbyist contract.
- 12 Further discuss NRS 623A exemptions at a future meeting.
- 13 Review and discuss the Big Picture software contract at the next meeting.
- 14 Consider highlighting Jack Jackson in the next newsletter.
- 15 Update the board on any new webcasts from CLARB at the next meeting.

## **August Meeting Minutes and Contracts**

In the meeting, Melinda led the discussion and sought approval for the August 23rd meeting minutes, which were unanimously approved. The meeting also discussed the approval of Neil Keiner as a reciprocity candidate, pending the passing grade of his state exam.

The contract with Big Picture software was also approved, with a cost not to exceed \$13,020 per year. Motion by Second By Unanimously Approved.

The contract for small business management services with Annie Rodewald was approved, with a cost not to exceed \$7,500 for three years. Motion by Second by Unanimously Approved

## **Combining Boards and Lobbyist Discussion**

The board discussed a proposed bill to combine all boards into super boards, including the architects, engineers, and environmental health specialists. The bill is expected to be over 3,000 pages long and may not take effect until July 2026. The board considered hiring a lobbyist to oppose the bill, with members expressing concern about the cost and effectiveness of this approach. Also discussed the potential impact of the bill on their operations and finances. The conversation ended with a decision to continue the discussion about hiring a lobbyist.

### **Nevada Licensing Board Reorganization**

A continued discussion of the reorganization of professional licensing boards in Nevada. Ellis provides details on how different boards are being consolidated under the Department of Business and Industry. Key points: Idaho and Iowa have undergone similar reorganizations, putting boards under a central agency. In Nevada, boards are being grouped into five new boards, such as one for engineers, designers and environmental health specialists. However, boards like contractors remain standalone for now. The reorganization is sold as being more efficient rather than protecting public health and safety, which concerns board members.

## **Lobbyist Consideration and Rules Update**

The board discusses investigating hiring a lobbyist to oppose potential legislation that would consolidate regulatory boards. Marc suggests coordinating with other professional boards like architects and civil engineers to speak with one voice against the proposed changes. Ellis will look into lobbyist options and may need to call a special board meeting to approve a contract.

The board reviewed and approved updates to their rules of practice regarding disciplinary actions, with a few minor edits. Motion by

#### **ASLA Consideration and Fiscal Year Balance**

In the meeting, Ellis discussed the completion of the balance sheet for the previous fiscal year, which was balanced to the penny. Melinda and Marc agreed on the accuracy of the balance sheet.

A discussion concerning the Language Access Plan followed. Marc suggested considering American Sign Language (ASL) before Tagalog for their practitioners who are hearing-impaired. Melinda thanked Marc for the suggestion, acknowledging the importance of considering all aspects. The team also discussed the newsletter, but no

## **Newsletter Topics and Lobbyist Selection**

A discussion of potential topics and individuals to highlight in the upcoming newsletter. Ellis suggests covering the combination of regulatory boards and offers to draft an article on the topic for Marc to review.

John provides a summary of the recent CLARB conference, highlighting key takeaways about public outreach, engaging with legislators, and the profession's STEM designation. More discussion of selecting a lobbyist familiar with the profession to advocate for maintaining a separate regulatory board during the proposed consolidation. Ellis notes the relationships with the architecture and engineering boards, suggesting they could collaborate on this issue and potentially share a lobbyist.

### Agenda Adjustments and Election Discussion

In the meeting, the team discussed various agenda items. They decided to move the Nevada ASLA representative report to the top of the agenda to improve attendance. They also discussed the letter to the jurisdictions on LA stamping and the NRS 623A exemptions. It was agreed to consider these items in future meetings. The following officer elections were held with the following:

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## Meeting Summary for NSBLA's Special Zoom Meeting

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Date Fri 12/6/2024 2:42 PM



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## Meeting summary for NSBLA's Special Zoom Meeting (12/06/2024)

## Quick recap

The meeting focused on the review of Senate Bill 78, which pertains to the Department of Business and Industry and provisions relating to the Boards and Commissions, with potential changes expected. The Board also discussed the potential changes to the licensing process, the transfer of duties to the Nevada Board of Professional Design from the Nevada Board of Landscape Architects, and the potential for a new board handling administrative and investigative processes. The conversation ended with discussions about the potential partnership with the State Board of Architects, the role of lobbyists, and the importance of promoting landscape architecture through various commissions.

## Next steps

- Ellis to schedule a special board meeting in January with Dr. Chris Sanchez and Deputy Director Nikki Hay from Business and Industry.
- Ellis to send board members the link to the Iowa Department of Inspections, Appeals, and Licensing website for review before meeting with Dr. Sanchez.
- Board members to review the Iowa website and prepare questions for Dr. Sanchez before the January meeting.
- Ellis to contact Sandra Nunley Administrative Assistant to Nikki Haag to coordinate scheduling the January meeting.
- Board to invite Dr. Sanchez to attend a regular board meeting, potentially in January or early February.
- Board to table the discussion of hiring a lobbyist until after meeting with Dr. Sanchez.
- Board members to identify their legislators using the ASLA I-Advocate network.
- Bradley to share ASLA resources for contacting legislators with the board if needed in the future.
- Zach to share Clarb's resource on board consolidation and composition with the board once finalized.

### Summary

#### **Review of Senate Bill 78**

The meeting began with a discussion about the date and participants. The main topic of the meeting was the review of a bill, specifically Senate Bill 78, which pertains to the Department of Business and Industry and provisions relating to the Boards and commissions. The bill was described as a skeleton bill, with potential changes expected. The participants were asked if they had read the bill, and while some had not, others had. There was a positive observation about the doubling of representation for landscape architects in the bill. The conversation ended with the understanding that the bill would be further discussed and potentially revised.

## State Board Compliance and Replication

Melinda discussed a recent meeting with the chairs of various boards, including Greg, Jim, Kim, and Brian. They discussed the history of the 431 passed last year, which transitioned all to business and industry. The state is planning to replicate the model of the State of Iowa, which they felt most comfortable with. The meeting was prompted by the fact that there are 600 or so boards within the state that are not in compliance with regulatory statutes. The state plans to hire 85 employees and anticipates a 2-year implementation process. The main problem encountered was the way that some boards conducted their investigations and business. The state plans to meet with all directors and boards to understand their needs and move forward. Melinda also addressed questions from Barbara and Mark, confirming that the state will conduct a deep dive into all boards and work closely with them to establish new bylaws anchored with statutory authorities and directives.

### **Board Chairman's Partnership Proposal**

Melinda reported on a meeting with the Board Chairman, who expressed a desire to work directly with the board and establish a partnership. He indicated that there would be no fiscal impact to the state or counties, as the boards are funded through licensing fees. The Chairman also mentioned that the state would save about 50% on oversight costs. Melinda suggested that the board invite the Chairman to a future meeting to discuss the new board's operations. Ellis, who had a different experience in a previous meeting with executive directors, expressed concern about potential impacts on the board's finances. John suggested that the board's role is to protect the public's health, safety, and welfare, and that any lobbying efforts should be funded through professional organizations, not the board.

#### **Consolidation and Governance in Landscape Architecture**

Zach from the national level discussed the trend of consolidating under a central entity, with landscape architects being treated fairly compared to other professions in a proposed multidisciplinary mega board. He mentioned that they are working on a

resource for member boards on the implications of consolidating under a central agency. Zach also asked for any red lines or changes in the proposed bill that the team should respond to. Marc expressed concern about the proposed bill wiping out the current governance and suggested pushing for it to be included in the bill before it gets signed by the governor. Melinda, on the other hand, expressed optimism about the willingness of the new board to work with existing boards and establish a new system.

## **Licensing Process and New Board Structure**

Melinda discussed the potential changes to the licensing process and the need for a new board meeting to address these changes. She suggested that the new board structure would provide better legal support for the boards. Barb expressed concerns about the process of transferring responsibilities to the new board and the timeline for these changes. Melinda agreed to schedule another board meeting to discuss these issues further. Stanton raised a question about the impact of these changes on the existing NRS, but Melinda was unsure about the specifics of the new structure.

## **Nevada Board Transfer and Meeting Plans**

The meeting involved discussions about the transfer of duties from the Nevada Board of Professional Design to the Nevada Board of Landscape Architects, as outlined in a bill. The participants, including Marc, Melinda, Ellis, and David, discussed the potential changes to the current system, including the possibility of a new board handling administrative and investigative processes. They also discussed the need for a special meeting in January with the deputy director, Chris Sanchez, to clarify the bill and answer questions. David suggested submitting questions to Chris Sanchez before the meeting to ensure preparedness. The team agreed to this proposal and also discussed the possibility of reaching out to Chris Sanchez directly.

### **Lobbyist Discussion and Board Representation**

The board discussed the potential hiring of a lobbyist to advocate for their interests during the legislative process. They decided to table the discussion until after a meeting with Dr. Sanchez, the director of the Nevada Department of Business and Industry, to better understand the situation and the need for a lobbyist. The board also discussed the makeup of the proposed board and the potential for landscape architects to have more representation. They agreed to continue their advocacy efforts and to share lessons learned throughout the process.

### **Consolidation Impact on Landscape Architecture**

The meeting focused on the consolidation of boards and the potential impact on landscape architecture. Zach clarified that in his experience, consolidation has led to added strength for landscape architects, including more licensees and financial strength. Bradley from Asia offered to facilitate a campaign to contact state legislators, using their advocate network. The team also discussed the importance of knowing who the legislators are and the potential for leveraging these connections. The conversation ended with a discussion on the potential for landscape architects to be involved in architectural preservation and the importance of pollinating other boards and commissions. The next steps include setting up a special meeting with the Dni and considering the adoption of the uniform standard.

### **Iowa Board Merging and Restructuring**

Zach discussed the proposed merging of architecture, landscape architecture, and interior design boards in lowa, which didn't pass in the 24 legislative session. However, the architect board was reduced in size and interior designers were deregulated. Zach mentioned the "lowa model" of restructuring under a central agency and merging boards, which is being considered in other jurisdictions. Melinda and Ellis questioned the logic of maintaining separate boards under a centralized administration. John suggested that the goal might be to consolidate all boards, but they didn't quite achieve that in Nevada. The discussion ended with Stanton expressing concern about losing control over licensing aspects if the boards were merged.

## State Board Partnership and Lobbying

The meeting involved discussions about the potential partnership with the Nevada Chapter of the American Society of Landscape Architects, the State Board of Architecture, the role of lobbyists, and the importance of promoting landscape architecture through various commissions. The Board discussed the possibility of being lumped in with other boards on a state website, and the need to delve deeper into the website to understand its implications. The Board also discussed the potential benefits of having members serve on different commissions to promote landscape architecture. The conversation ended with the team expressing a willingness to partner with the State Board of Architecture and the importance of understanding the motivations of legislators.

### **Financial Statement Clarification and Cruise**

Ellis and Melinda discussed their recent meeting, which was well-received including a discussion with Legislative Counsel Bureau concerning a financial statement issue that Ellis had to address, which involved explaining credit card transactions and why there was a difference between their check register and bank statement

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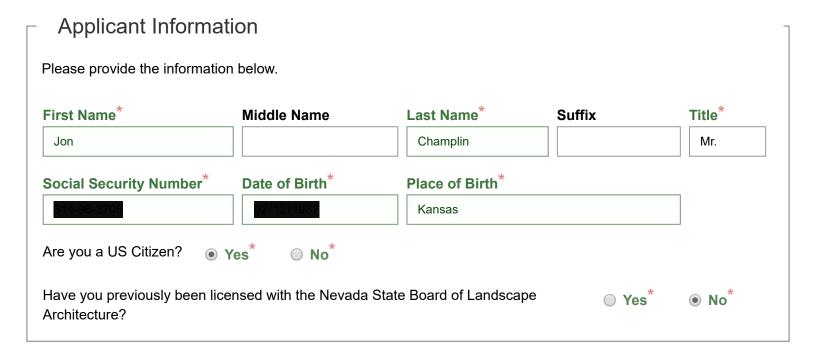
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55 Almaden Blvd
San Jose, CA 95113



# Application for Professional Registration by Reciprocity - Personal Information



## Contact Information Residence Address\* 1018 NE Trillium Dr City\* State\* Zip Code\* County\* 97023 Estacada OR Out of State Home Telephone\* **Cell Telephone** Country\* 620-515-3916 999-999-9999 **United States Primary Email** The Board will use this email address to communicate information to all licensees. Primary Email Address\* champlinjon@gmail.com

Business Name <sup>*</sup>			
NV5			
Address*			
9450 SW Commerce Circ	cle, Suite 300		
City*	State*	ZIP Code <sup>*</sup>	County*
City* Wilsonville	State*	<b>ZIP Code</b> *  97070	County* Out of State

## Mailing Preference

- I prefer to have mail from the Board sent to my home address.\*
- I prefer to have mail from the Board sent to my business address\*



# Application for Professional Registration by Reciprocity - Child Support

## **Nevada Business License Information**

- I do NOT have a Nevada state business license number.\*
- I have applied for a Nevada business license with the Nevada Secretary of State in compliance with the provision of NRS Chapter 76 and my application is pending.\*
- I have a Nevada Business License number assigned by the Secretary of State in compliance with the provisions of NRS Chapter 76.\*

## **Child Support Information**

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



# Application for Professional Registration by Reciprocity - Legal Questions

<ul> <li>Legal Questions</li> </ul>		-
If the answer to any of the following questions is "yes" a detailed explanatory statement	will be require	ed.
Have you ever been convicted of a misdemeanor or gross misdemeanor?*	O Yes	No
Have you ever been convicted of a felony?*	O Yes	No
<ul> <li>Military Information</li> <li>Have you ever served in the military? ○ Yes* ● No*</li> </ul>		-
CLARB Certified Council Record  Do you currently have a CLARB Certified Council Record?   Yes*  No*		-



# Application for Professional Registration by Reciprocity - Registration

## Landscape Architect Registration

Registration by Reciprocity Candidates-List all states or provinces of Canada, which have issued you a certificate of registration.

- Upload a verification from your home state of registration or province of Canada that you are/were active and
  registered in good standing, with no disciplinary action ever taken and that you received a passing score on
  each section of the national examination.
- Upload a verification from each additional state or province of Canada that you are/were active and registered in good standing, with no disciplinary action ever taken.

Name of State or Province of Canada <sup>*</sup>	Address of Board issuing Certificate of Registration*	City and ZIP Code <sup>*</sup>	
NM	5500 San Antonio Dr. NE	Albuquerque 87109	û
Registration Number <sup>*</sup>	Date of Registration*	E-mail address of Board Issuing Certificate of Registration*	
LA637	03/14/2022	landscape.architectsbd@rld.nm.gov	
Name of State or Province of Canada <sup>*</sup>	Address of Board issuing Certificate of Registration*	City and ZIP Code <sup>*</sup>	
OR	1500 Liberty Street SE, Suite 210	Salem 97301	
Registration Number <sup>*</sup>	Date of Registration*	E-mail address of Board Issuing Certificate of Registration*	
0967	02/10/2018	oslab.info@bgelab.oregon.gov	m

Click <u>here</u> for recommendations on uploading files.

Uploaded File(s)

Champlin\_LandArchLicense.pdf

Champlin\_ORLicense.pdf



## Application for Professional Registration by Reciprocity - Employment Information

## **Professional Practice** For Registration by Examination Candidates - State in chronological order the name and address of each employer for the previous ten (10) years. Please note: Each employer will need to complete online a Post Graduate Work Verification form. Name of Employer\* NV5 ŵ Address\* 9450 SW Commerce Circle, Suite 300 ZIP Code\* State\* City\* Wilsonville OR 97070 Title of Position Held\* Duties Performed<sup>\*</sup> Dates of Employment\* Landscape Architect Landscape Architecture August 2018 - Present Describe in Particular Duties Performed in the field of Landscape Architecture Proposals, Project Management, Site Analysis, Feasibility Studies, Master Planning, Conceptual/Schematic Design, I Name of Employer\* Walker Macy Address\* 419 SW 11th Ave # 200 State\* ZIP Code\* City\*

97205

OR

Portland

Title of Position Held*	<b>Duties Performed</b> *	Dates of Employment*	
Landscape Architect	Landscape Architecture	August 2017 - August 2018	
Describe in Particular Dutie	s Performed in the field of Land	Iscape Architecture <sup>*</sup>	
Project Management, Conceptua	al/Schematic Design, Detailed Site Des	ign, Grading, Detailing, Permitting, Bidding, C	Û
Name of Employer <sup>*</sup>			
EDSA			
Address*		,	
1512 E Broward Blvd #110			
City*	State*	ZIP Code <sup>*</sup>	
Fort Lauderdale	FL	33301	
T'41 ( D '4' 11-11-1*	Pottina Pontanova I*	Data of Familian of *	
Title of Position Held*  Senior Associate	Duties Performed*  Landscape Architecture	Dates of Employment*  January 2011 - August 2017	
	Lanuscape Architecture	January 2011 - August 2017	
Describe in Particular Dutie	s Performed in the field of Land	Iscape Architecture*	
Project Management, Conceptu	al/Schematic Design, Detailed Site Des	ign, Grading, Detailing, Construction Administ	Û
Select the Add button for add	itional employer information.		
	. ,		



# Application for Professional Registration by Reciprocity - Reference

## **Professional References**

Please submit **4 professional references**. Two (2) references must be from registered landscape architects and two (2) from other licensed professionals in a related design profession who have direct knowledge of your professional abilities.

**Please note:** Each professional reference must complete a Professional Reference form online. The online form must be completed by the person providing the reference.

Name of Landscape Architect*  Mike Smyth		Nature of Relationship*	
		Coworker	
Address*			
9450 SW Commerce Circl	e, Suite 300		
City*	State*	ZIP Code*	
	OR	97070	

Name of Landscape Architect*		Nature of Relationship*	
Cory Seamer		Coworker	
Address*			
9450 SW Commerce Circle	e, Suite 300		
City*	State*	ZIP Code <sup>*</sup>	
Wilsonville	OR	97070	

Professional Reference #1

Name of Professional Reference*		Nature of Relationship*	
Scott Zelenka		Professional Engineer - Coworker	
Address*			
9450 SW Commerce Circle, Suite	300		
City <sup>*</sup>	State*	ZIP Code*	
Wilsonville OR		97070	
Wilsonville  Professional Reference  Name of Professional Reference  Minxuan (Jacky) Lin	#2	Nature of Relationship*  Professional Engineer	
Professional Reference Name of Professional Referer Minxuan (Jacky) Lin	#2	Nature of Relationship*	
Professional Reference Name of Professional Referer	#2	Nature of Relationship*	
Professional Reference Name of Professional Referer Minxuan (Jacky) Lin Address*	#2	Nature of Relationship*	

**Education Information** 



# Application for Professional Registration by Reciprocity - Education

## State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received and the graduation date. You are responsible to arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture. Name of Institution\* Graduation Date<sup>\*</sup> Kansas State University 05/2010 Address\* Anderson Hall, 919 Mid-Campus Dr Suite 118 State\* ZIP Code\* City\* Manhattan KS 66506 Degree Received\* Major\* Dates Attended\* Masters Degree Landscape Architecture August 2005 - May 2010 Select the Add button for additional education information.



# Application for Professional Registration by Reciprocity - Certification

## **Affidavit**

I certify the information contained in this application to be truthful, complete and accurate.

I acknowledge that the Nevada State Board of Landscape Architecture will compile and evaluate a record containing all aspects of my education, experience, moral character and reputation. I agree to provide any additional information as requested by the Board. I hereby authorize any individual, company or institution with whom I have been associated to furnish to the Nevada State Board of Landscape Architecture any information concerning my qualifications for professional registration in Nevada which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I attest that if I am (am not) subject to a court order for child support of one or more children that I am not out of compliance with the order or with a plan approved by the District Attorney or other public agency enforcing the order for repayment in the amount owed pursuant to the order.

I acknowledge that any statements, papers or documents received by the Board in its investigation may be transmitted by the Board to the Council of Landscape Architectural Registration Boards or other political subdivisions registering landscape architects as requested.

I attest that I am a citizen of the United States or that I am lawfully entitled to remain and work in the United States.

✓ I am the applicant named in this application, have read and understand the contents thereof, and to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.\*

## Photograph

Please securely attach a recognizable photo (2"x 21/2"). Photo must be taken within one year of submission of this application.

Click  $\underline{\text{here}}$  for recommendations on uploading files.

Uploaded File(s)

<u>JonChamplinID.jpg</u>



# Application for Professional Registration by Reciprocity - Receipt

## Receipt

Your confirmation number is 59361.

Name: Jon Champlin

Total: \$275.00

Card: \*\*\*\*6210

**Date/Time:** 12/11/2024 9:20:22 AM

Application Number: 2024-111

If you are connected to a printer, you may print this receipt for your records by clicking below. However, a copy of this receipt will be sent to your email address. Print

When the Download PDF button turns green, click below to download or save a PDF of your application.

You have successfully submitted the application. Allow 5-7 business days to process your application. To check the status of your application you may log into the online <u>Application Status</u> form.

The Application Number listed above will be used to submit the Post Graduate Work Verification form and the Landscape Architect Reference Form. Please provide this number to the applicable references.



## Landscape Architect Reference Form - Referal

## Applicant Name Jon Champlin

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

(	Questions
1.	How long have you known the applicant?*  1.5 years
2.	In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)*  I work with Jon on an almost daily basis. We have worked together closely on several project and project proposals. We work for the same office of our company, and colaborate on many projects. I have also worked on several projects where Jon is the project manager.
3.	Would you be pleased to have this applicant as an associate with you in practice?
4.	My general recommendation concerning this applicant is:
	Recommend highly without reservations*  no reservations at all
	○ Recommend as qualified and competent*
	Recommend with some reservation*
	○ Do not recommend*
5.	Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by selecting the radio button in appropriate spaces below.
	Technical Competence   • Excellent*   Satisfactory*   Marginal*   Unsatisfactory*   Unknown*

Professional Integrity	■ Excellent			
Character (honesty/ethics)	■ Excellent       □ Satisfactory       □ Marginal       □ Unsatisfactory       □ Unknown        □ Unknown       □ Unknown        □ Unkn			
6. Do you consider the applicant Architect in the State of Nevac	fully qualified to become a registered Landscape   • Yes*   • No*  da?			
Please upload any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.				
Click <u>here</u> for recommendations on uploading files.				
Uploaded File(s)				
Champlin recommendation 2024	<u>l-11</u>			



## Landscape Architect Reference Form - Verification

## Attestation

✓ I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Your Name:		
Scott Zelenka		
Are you a Licensed Professional?	Yes* O No*	
Profession:*	License Number:*	State Licensed In:*
Civil Engineer	89684PE	OR



## Landscape Architect Reference Form - Referal

## Applicant Name Jon Champlin

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

C	Questions									
1.	How long have you known the applicant?* 6.5 years									
2.	In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)* I am Jon's supervisor at his place of employment, NV5, and I've observed him daily throughout his years of employment with us.									
3.	Would you be pleased to have this applicant as an associate with you in practice?									
4.	My general recommendation concerning this applicant is:									
	● Recommend highly without reservations*  Jon is one of the most comp									
	Recommend as qualified and competent*									
	Recommend with some reservation*									
	Opo not recommend*									
5.	Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by selecting the radio button in appropriate spaces below.									
	Technical Competence ● Excellent Osatisfactory OMarginal OUnsatisfactory OUnknown									

	Professional Integrity	<ul><li>Excellent Osatisfactory Omarginal Oun</li></ul>	satisfactory*	O Unknown*
	Character (honesty/ethics)	<ul><li>Excellent  Satisfactory  Marginal  Un</li></ul>	satisfactory*	O Unknown*
6.	Do you consider the applicant Architect in the State of Neva	fully qualified to become a registered Landscape	• Yes*	○ No <sup>*</sup>
DIO	ase unload any additional inform	nation or comments you feel would benefit the Boar	d in determini	ng the

Please upload any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

Click <u>here</u> for recommendations on uploading files.



## Landscape Architect Reference Form - Verification

## Attestation

✓ I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

• Yes* O No*	
License Number:*	State Licensed In:*
03231	CA
	License Number:*



## Landscape Architect Reference Form - Referal

## Applicant Name Jon Champlin

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

pui	
. (	Questions
1.	How long have you known the applicant?* 4 years
2.	In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)*  Office. Work and communicated daily, weekly or monthly depending on projects.
3.	Would you be pleased to have this applicant as an associate with you in practice?
4.	My general recommendation concerning this applicant is:
	• Recommend highly without reservations*
	Recommend as qualified and competent*
	Recommend with some reservation*
	O Do not recommend*
5.	Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by selecting the radio button in appropriate spaces below.
	Technical Competence  • Excellent Osatisfactory Marginal Unsatisfactory Unknown
	Professional Integrity  • Excellent Osatisfactory Marginal Unsatisfactory Unknown

Character (honesty/ethics) ● Excellent Osatisfactory Marginal Unsatisfactory Unknown

Yes\*

O No\*

6. Do you consider the applicant fully qualified to become a registered Landscape Architect in the State of Nevada?

Please upload any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.

Click <u>here</u> for recommendations on uploading files.



## Landscape Architect Reference Form - Verification

## Attestation

✓ I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Your Name:*		_	
Minxuan(Jacky) Lin, PE			
Are you a Licensed Professional?	• Yes* O No*		
Profession:*	License Number:*		State Licensed In:*
Civil Engineer	20068		NM



#### L.A.R.E. Score Transmittal

From Lindsey Michlik < lmichlik@clarb.org>

Date Wed 12/18/2024 6:49 AV

To Antunez, Ellis L <NVLABoard@outlook.com>



L.A.R.E. Candidate: Jon Champlin

The above mentioned candidate has indicated an application has been submitted to your Board. Below is a summary of the candidate's passing examination results, per his/her request.

<b>Activity Date</b>	<b>Education Item</b>	Credit Status
12/11/2013	Exam 1	Passed
8/30/2013	Exam2	Passed
4/19/2013	Exam4	Passed
12/14/2012	Exam3	Passed

The Council of Landscape Architectural Registration Boards certifies the information provided is accurate and reflects the records of CLARB.

Please feel free to contact a CLARB staff member by phone (571-432-0332) or email (info@clarb.org) should you need assistance.

Sincerely,

Lindsey, Staton, and Shawn

Your Council Record Team



Official Transcript

Name: Jon Franklin Champlin Student ID: 000392281

Institution Info:

Kansas State University Manhattan, KS 68506 809044192 02/12/\*\*\*

Campus ID: Birthdate: Print Date:

12/17/2024

Send To:

Nevada Board of Landscape Architects

External Degrees

CEDAR VALE MEMORIAL HS High School Diploma 0

06/15/2005

Degrees Awarded

Degree: Confer Date:

Course Trans GPA:

Program:

Plan:

Master of Landscape Architecture 05/14/2010

0.000

Landscape Architecture

Transfer Credit from Cowley County Community Coll Applied Toward AR Architecture Degree

Transfer Credits

Transfer Totals:

Attempted 18,000 Eamed 18,000

**Beginning of Undergraduate Record** 

Fall 2005

Plan:		Landscape Architecture	Major	Mrs /8/0/9/			
Course DSFN	201	Description Env Des Studio 1		Attempted 4,000	<u>Earned</u> 4.000	<u>Grade</u> A	Points 16.000
DSFN	203	Survey Des Prof 1	0	1.000	1.000	A	4.000
EDADL	212	Intro Ldrshp Concept	WED GO	2.000	2.000	A	8.000
ENVD	250	Hist Desgn Environ 1	The second second second	3.000	3.000	A	12.000
GEOL	115	Environmental Geol	William Till	3.000	3.000	A	12.000
SPCH	105	Public Speaking 1a	CARL STATE OFFICE STATE AND STATE	2.000	2.000	A	8.000
				Attempted	Earned	GPA Units	Points
Term GPA	STY MANUAL STATE	4.000 Term Totals		15.000	15.000	15.000	60.000
Transfer Terr	n GPA	Transfer To	otals	18.000	18.000	0.000	0.000
Combined G	PA	4.000 Comb Total	S TOATH TRANSPORTY MARKAT STATE OF	33.000	33.000	15.000	60.000
Cum GPA		4.000 Cum Totals		15.000	15.000	15.000	60.000
Transfer Cun		Transfer To		18.000	18.000	0.000	0.000
Combined Co	um GPA	4.000 Comb Total	IS THE THE TAX SERVICE THE PROPERTY.	33.000	33.000	15.000	60.000
Term Honor:		Semester Honors					

Spring 2006

Program: Plan:

AR Architecture Degree Landscape Architecture Major

# KANSAS STATE

#### Official Transcript

Name: Jon Franklin Student ID: 000392281	Champlin	ESAS STATE INVOVENTY KREIZH STATE URWEND S STAIN INVOVENTY KREIZH STATE URWEND T FATR ORIGINATY KANSAN KUN'R GOVERNOÙ KO K DROUMINY GARLES DIATE HERBERTES BANSA		
Course DSFN 202 ENVD 251 PHYS 115	Description Env Des Studio 2 Hist Desgn Environ 2 Descriptive Physics	Attempted 4.000 3.000 5.000	Earned Grade 4.000 A 3.000 A 5.000 B	Points 16.000 12.000 15.000
THE HAVING SAME THE TRANSPORT OF THE PROPERTY	AMERICA TITLE PARIFIELE A CAMA STATE SUSCENSITE SERVICE STATE APPERITY EXPLANTES EXATE SHARMSTY AND A TAKE MERCHATY A CAMA MINEYY MANDAN EXAT, RIPELIBATE MANDA EXATE MERCHATY A CAMA MEN MANDAN EXATE MOVEMENTY MANDA EXATE REPORTED A MANDA MEN MANDAN EXATE MOVEMENTY MANDA EXATE REPORTED MANDANA MEN MANDAN EXATE MOVEMENTY MANDA EXATE REPORTED MANDANA MEN MANDAN EXATE MOVEMENTY MANDA EXATE REPORTED MANDANA MEN MANDAN EXATE MOVEMENTY MANDA EXATE MOVEMENT MANDANA MEN	Attempted	Earned GPA Units	Points
Term GPA Transfer Term GPA	3.583 Term Totals Transfer Totals	12.000 0.000	12.000 12.000 0.000 0.000	43.000 0.000
Combined GPA	3.583 Comb Totals	12.000	12.000 12.000	43.000
Cum GPA Transfer Cum GPA Combined Cum GPA	3.815 Cum Totals Transfer Totals 3.815 Comb Totals	27.000 18.000 45.000	27.000 27.000 18.000 0.000 45.000 27.000	103.000 0.000 103.000
	Fall 20	OG Marine Ma		
Program: Plan:	AR Architecture Degree Landscape Architecture Major	aran		
Course LAR 220 LAR 310 LAR 420	Description Site Design Studio 1 Dsgn Graph/Vis Think Natr Sys/Site Anal	Attempted 4,000 2,000 4,000	Earned Grade 4.000 A 2.000 C 4.000 B	Points 16.000 4.000 12.000
Course Topic: LAR 433 LAR 510	Natr Sys/Site Anal Hist/Theory Land Des Tech Module 1	3.000 1.000	3.000 A 1.000 A	12.000 4.000
Term GPA Transfer Term GPA	3.429 Term Totals Transfer Totals	Attempted 14.000 0.000	Earned GPA Units 14.000 14.000 0.000 0.000	Points 48.000 0.000
Combined GPA	3.429 Comb Totals	14.000	14.000 14.000	48.000
Cum GPA Transfer Cum GPA Combined Cum GPA	3.683 Cum Totals Transfer Totals 3.683 Comb Totals	41,000 18,000 59,000	41.000 41.000 18.000 0.000 59.000 41.000	151.000 0.000 151.000
	Spring :			
Program: Plan:	AR Architecture Degree Landscape Architecture Major	ENGE		
Course BIOL 210	Description General Botany	Attempted 4.000	Earned Grade 4.000 A	Points 16.000
LAR 248 LAR 320 LAR 322 LAR 520	Land Arch Matr/Meth Site Design Studio 2 Environ Ethio/Issues Technical Module 2	3.000 5.000 3.000 1.000	3.000 A 5.000 A 3.000 A 1.000 A	12.000 20.000 12.000 4.000
		Attempted	Earned GPA Units	Points
Term GPA Transfer Term GPA	4.000 Term Totals Transfer Totals	16.000 0.000	18.000 18.000 0.000 0.000	64.000 0.000
Combined GPA	4.000 Comb Totals	16.000	16.000 16.000	64.000
Cum GPA Transfer Cum GPA Combined Cum GPA	3.772 Cum Totals Transfer Totals 3.772 Comb Totals	57.000 18.000 75.000	57.000 57.000 18.000 0.000 75.000 57.000	215.000 0.000 215.000
Term Honor:	Semester Honors	I ALL THE PROPERTY WAS STATE OF STATE AND ASSESSMENT AND ASSESSMENT WAS STATE OF STATE OF STATE AND ASSESSMENT ASSESSMENT AND ASSESSMENT ASSESSMEN	. 3.000	210.000



Official Transcript

Name: Jon Franklin Champlin Student ID: 000392281

#### Fall 2007

A STATE DESPERSON A SHIDAY STATE CARRESSON AND AND A STATE CARRESSON.	ETA KANDASA KESTE UNDALIDIETE KANDAS ISTATU UNDALIDIETE KANDAS SERVIS DUDUNUE. KANDAS 42720 INSCHENTE KANDAS STATU, UNDALIDIETE KANDAS SERVIS DUMUNUET.				
Program:	AR Architecture Degree				
Plan:	Landscape Architecture Major				
Course	Description	Attempted	Earned	Grade	Points
HORT 374 LAR 410	Woody PI Materials I	3.000	3.000 5.000	A B	12.000
LAR 410 LAR 438	Lar Dsgn Studio 3 Land Construction 1	5.000 4.000	4.000	B	15.000 12.000
LAR 438 LAR 530	Tech Module 3	2.000	2.000	A	8.000
PLAN 315	Intro To Planning	3.000	3.000	Â	12 000
CHOCK STATE MENDETTY AND ASSESSMENT OF	MOREOV RANGES STEEL SHE	PERSONAL PROPERTY AND ADDRESS OF THE PROPERTY AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS	0.000	SHANNELLA MANGA	12.000
		Attempted	Earned	GPA Units	Points
Term GPA	3.471 Term Totals	17.000	17,000	17.000	59.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	3.471 Comb Totals	17.000	17.000	17.000	59.000
Combined GFA	3.471 Comb Totals	17.000	17.000	17.000	38.000
Cum GPA	3.703 Cum Totals	74.000	74.000	74,000	274.000
Transfer Cum GPA	Transfer Totals	18.000	18.000	0.000	0.000
Combined Cum GPA	3.703 Comb Totals	92.000	92.000	74.000	274.000
	market of contract of the cont	10/103			
	3.703 Cum Totals Transfer Totals 3.703 Comb Totals  Spring 2008  AR Architecture Degree Landscape Architecture Major	10/2			
Program:	AR Architecture Degree	18/ St 18/			
Plan:	Landscape Architecture Major	child on the control or			
Course	Description A / A / A	Attempted	Earned	Grade	Points
LAR 439	Land Construction 2	4.000	4.000	В	12.000
LAR 442	Site Plan/Dsg Studio	5.000	5.000	В	15.000
Course Topic:	Site Plan/Dsg Studio	54301181	Anna's SOLTH IN		
LAR 501	Sem/Landscape Arch 1	2.000	2.000	A	8.000
LAR 540	Lar Tech Module 4	1.000	1.000	A	4.000
POLSC 325	U S Politics	3.000	3.000	В	9.000
	Samuel Colored Blood and B	181 - 18	STATE SPRINGERS		
GONGRED STREET DOVIDENTLY SCHOOLS STREET HE SANS STREET USES DEFT REMEAS STREET REED	TA HVIII	Attempted		GPA Units	Points
Term GPA	3.200 Term Totals	15.000	15.000	15.000	48.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	3.200 Comb Totals	15.000	15.000	15.000	48.000
	STATE OF THE PARTY				
Cum GPA	3.618 Cum Totals	89.000	89.000	89.000	322.000
Transfer Cum GPA	Transfer Totals	18.000	18.000	0.000	0.000
Combined Cum GPA	3.618 Comb Totals	107.000	107.000	89.000	322.000
	AND THE PROPERTY WAS A STATE OF THE PROPERTY O	KANDAS DI ME BINGHOLIV KA KANDAS STATE INVESTIGATE KANDA			
	Summer 2008				
Program:	AR Architecture Degree				
Plan:	Landscape Architecture Major				
Course	Description	Attempted	Earned	Grade	Points
LAR 010	Lar Field Trip	0.000	0.000	CR	0.000
		OT ANIMA STATE INFARMS OF	WEST STATE PROF	PARTY KINGAL S	THE PROPERTY KING
T- ODA	Total Control of the	Attempted		GPA Units	Points
Term GPA Transfer Term GPA	0.000 Term Totals Transfer Totals	0.000	0.000	0.000	0.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	0.000 Comb Totals	0.000	0.000	0.000	0.000
Cum GPA	3.618 Cum Totals	89.000	89.000	89.000	322.000
Transfer Cum GPA	Transfer Totals	18.000	18.000	0.000	0.000
Combined Cum GPA	3.618 Comb Totals	107.000	107.000	89.000	322.000

# KANSAS STATE

Official Transcript

Name: Jon Franklin Champlin Student ID: 000392281

### Fall 2008

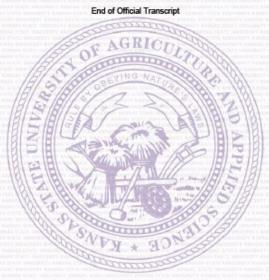
	MINTO MANGAN STATE (HIMPINETS KANTAN KYATE INFORMATS AARSAS STATE JANE					
Program:	AR Architecture Degree					
Plan:	Landscape Architecture Major					
Course	Description	Attempted	Earned	Grade	Points	
LAR 444	Internship Planning Seminar	1.000	1.000	A	4.000	
LAR 550	Tech Module 5	2.000	2.000	A	8.000	
LAR 647	Land Construction 3	5.000	5.000	В	15.000	
		CHAITY MANUAL SCIENCE EMPLOYED IN	MEND STATE LINES	DESCRIPTION OF THE	IT INVESTIGATE KANS	
KARANG STATE LANGESTERT AMPANESTAL	T GARRIERS STATE THE LITTER INFORMATE STATE CHARGES THREE WHILDSTY KARRIES STATE	Attempted	Earned		Points	
Term GPA Transfer Term GPA	3.375 Term Totals Transfer Totals	8.000 0.000	8.000 0.000	8.000 0.000	27.000 0.000	
Transfer Term GPA	Transier Totals	0.000	0.000	0.000	0.000	
Combined GPA	3.375 Comb Totals	8.000	8.000	8.000	27.000	
Cum GPA	3.598 Cum Totals	97.000	97,000	97.000	349.000	
Transfer Cum GPA	Transfer Totals	18.000	18.000	0.000	0.000	
Combined Cum GPA	3.598 Comb Totals	115.000	115.000	97.000	349.000	
	AR Architecture Degree Landscape Architecture Major	TO Same and in second				
	Spring 2009	The State of the same of the s				
Program:	AR Architecture Degree	10/10/				
Plan:	Landscape Architecture Major	10/20				
MINISTRACTOR AND ADMINISTRAL SAME AND ADMINISTRATIONAL SAME AND ADMINISTRAL SAME AND ADMINISTRATIONAL SAME AND ADMINISTRAL SAME AND ADM	Paris A Y STANG NAS	184 84 181	SITT RESENT STATE	C4-	matate represent	
Course LAR 655	Description Lar Profes Internsho	Attempted 7,000	7.000	Grade CR	Points 0.000	
LAR 703	La Off Campus Studio	5.000	5.000	A	20.000	
LAR 703	La Oil Campus Suulo	1 1 1 3.000	5.000	^	20.000	
	1812/8/1514		Comed	GPA Units	Points	
Term GPA	4,000 Term Totals	Attempted 12,000	12.000	5.000	20.000	
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000	
maisier reini Grit	N D D TO THE TOTAL OF THE PARTY		0.000	0.000	0.000	
Combined GPA	4.000 Comb Totals	12.000	12.000	5.000	20.000	
	BI BI BI	18 0 18	WINTE OFFICE			
Cum GPA	3.618 Cum Totals	109.000	109.000	102.000	369.000	
Transfer Cum GPA	Transfer Totals	18.000	18.000	0.000	0.000	
Combined Cum GPA	3.618 Comb Totals	127.000	127.000	102.000	369.000	
	The same of the sa	10/0/6/10				
	Fall 2009	69/10/19/				
Program:	AR Architecture Degree	19/mm				
Plan:	Landscape Architecture Major	N31/3/				
Course	Description	Attempted	Eamed	Grade	Points	
LAR 645	Prof Intern Report	1.000	1.000	A	4 000	
NAMES OF THE PROPERTY NAMES OF THE	MINISTER KARBAY STATE SUSCEPTS WHOLE TRATE WORLDS OF KARDING STATE	TO CHESTO OF A RESIDENCE OF THE SHOPE OF	MUCKERNAL MAC	E Weldenitz Kuro	OLSTOLIS MANERSON	
		Attempted	Earned	GPA Units	Points	
Term GPA	4.000 Term Totals	1.000	1.000	1.000	4.000	
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000	
Combined GPA	4.000 Comb Totals	1.000	1.000	1.000	4.000	
Cum GPA	3.621 Cum Totals	110.000	110.000	103.000	373.000	
Transfer Cum GPA	Transfer Totals	18.000	18.000	0.000	0.000	
Combined Cum GPA	3.621 Comb Totals	128.000	128.000	103.000	373.000	
	Spring 2010					
	3pring 2010					
Program:	AR Architecture Degree					
Plan:	Landscape Architecture Major					
Course	Description	Attempted	Earned	Grade	Points	
LAR 560	Landscape Arch Tech Module 6	1.000	1.000	A	4.000	
MANGT 300	Intro Quality Mgnt	1.000	1.000	A	4.000	
RANGES STATE ANYWHAT'S RANGES STATE	HAPPERSON, KARNAS ATATE MENDEMONY KANSAN STADE PRAFESHOLY RANGES STAD	HAVING STATE CAPING YOURS OF THE	MIT RAIDAL STAT	E WARRY IT MARKS	S SCALL DINGSON	



#### Official Transcript

Name: Jon Franklin Champlin Student ID: 000392281

Term GPA Transfer Term GPA	A SHARE THE PROPERTY AND	Term Totals Transfer Totals	Attempted 2.000 0.000	Earned 2.000 0.000	<u>GPA Units</u> 2.000 0.000	Points 8.000 0.000
Combined GPA	4.000	Comb Totals	2.000	2.000	2.000	8.000
Cum GPA Transfer Cum GPA Combined Cum GPA	atera (1998) in A e service dotyc	Cum Totals Transfer Totals Comb Totals	112.000 18.000 130.000	112.000 18.000 130.000	105.000 0.000 105.000	381.000 0.000 381.000
Undergraduate Career Totals Cum GPA: Transfer Cum GPA Combined Cum GPA	MILES STATE OF	Cum Totals Transfer Totals Comb Totals	112.000 18.000 130.000	112.000 18.000 130.000	105.000 0.000 105.000	381.000 0.000 381.000



### KANSAS STATE UNIVERSITY

Official Transcript

Name: Jon Franklin Champlin Student ID: 000392281

Institution Info:

Kansas State University Manhattan, KS 66506 809044192 02/12/\*\*\*\*

Campus ID: Birthdate:

Print Date:

12/17/2024

Send To:

Nevada Board of Landscape Architects

External Degrees

CEDAR VALE MEMORIAL HS High School Diploma 0

08/15/2005

Degrees Awarded

Degree: Confer Date:

Master of Landscape Architecture 05/14/2010

Plan:

Landscape Architecture

Beginning of Graduate Record

AGRICU

Summer 2008

	10/20/01/	13/1/4/201/3/			
Program: Plan:	AR Graduate Degree Landscape Architecture Major	17:18:18	AUTHORN STATE OF		
Course LAR 502 LAR 646	Description Sem/Landscape Arch 2 Comm Plan & Design	Attempted 2,000 5,000	Earned 2.000 5.000	Grade A B	Points 8.000 15.000
WATE BRICKING CONTROL OF THE LINVES AND LINVES OF THE LINVES OF T	BEBL	Attempted	Earned	GPA Units	Points 23.000
Term GPA Transfer Term GPA	3.286 Term Totals Transfer Totals	7.000 0.000	7.000 0.000	7.000 0.000	0.000
Combined GPA	3.286 Comb Totals	7,000	7.000	7.000	23.000
Cum GPA	3.286 Cum Totals	7,000	7.000	7.000	23.000
Transfer Cum GPA Combined Cum GPA	Transfer Totals 3.286 Comb Totals	7,000 0.000 7,000	0.000 7.000	0.000 7.000	0.000 23.000
	Fall 2008	TAILME STATE UNKNOWN KA			
Program: Plan:	AR Graduate Degree Landscape Architecture Major				
Course LAR 648	Description Lar Specialization	Attempted 5.000	Earned 5,000	Grade A	Points 20,000
LAR 725	La Research Methods	3.000	3.000	ĉ	6.000
LAR 750	Sem/Lar 3	2 000	2,000	Ä	8 000
Course Topic:	Sem/Lar 3	MEDITY KANSAS ETROS ATMOSTISTS KANS TELTY KANSAS STATE HERBERTY KANS ATE HERBERTY RANGAS DIATZ SERVIN	HEAR STRIT UNIVERSE OF STRITE SHADOUS STYNERISAS STATE	THE RESIDENCE OF THE PARTY OF T	THE STREET WAS ASS
DAS STATE UNIVERSITY ARREST STATE ORGANISATION OF STATE ORGANISATION O	yengit saasal etale uniethiit kansat tiale uniethiit kanbad etali Nii kanaan etali annennit kanna etali kommuniet banka etali Kenaan etali kanaan etali annennit kannaan etalika etalika etalika etalika etalika etalika etalika etalika eta	Attempted	Earned	GPA Units	Points 34.000
Term GPA	3.400 Term Totals	10.000	10.000	10.000	
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	3.400 Comb Totals	10.000	10.000	10.000	34.000
Cum GPA	3.353 Cum Totals	17.000	17.000	17.000	57.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	3.353 Comb Totals	17.000	17.000	17.000	57.000



Official Transcript

Name: Jon Franklin Champlin Student ID: 000392281

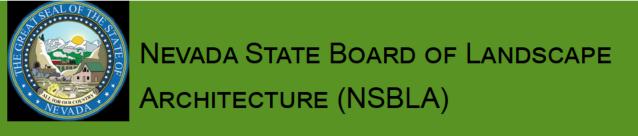
Fall 2009

Program:	AR Graduate Degree				
Plan:	Landscape Architecture Major				
Course	Description	Attempted	Eamed	Grade	Points
LAR 700	Project Programming	3.000	3.000	A	12,000
LAR 704	Env Land Plan & Des	5.000	5.000	A	20.000
LAR 741	Prb/Landscape Arch	3.000	3.000	A	12.000
Course Topic:	Prb/Portfolio Design	ARREST STATE SHOULD BE A	gament lifety o	WHITE SOME I	TATE MANYAGETS NO
ATE UNIVERSITY KANSAS STATE HANGESTY	sty rabelt some temperaty mangae state inference hangae state mangae. Mansas state temperaty mangae state sentency mangae state inferency mangae.				
		Attempted	Eamed	GPA Units	Points
Term GPA	4.000 Term Totals	11.000	11.000	11.000	44.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000 Comb Totals	11.000	11.000	11.000	44.000
Cum GPA	3.607 Cum Totals	28.000	28.000	28,000	101.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	3.607 Comb Totals	28.000	28.000	28.000	101.000
Combined Culti Of A			20.000	20.000	L UNITED BY
	Spring 2010 U. 7	Africa morning			
OSCIO INDICIONE ANNO PERE MONTO	AR Graduate Degree	- 10 Janes 10			
Program: Plan:	AR Graduate Degree Landscape Architecture Major	18/2			
Course	Description	Attempted	Eamed	Grade	Points
LAR 705	Master's Project and Report	5.000	5.000	A	20.000
LAR 745	Professional Practic	3.000	3.000	В	9.000
	1812/1912	2/14/5/14/	STATE SPINE		
	THE SHIEF STATES	Attempted		GPA Units	Points
Term GPA	3.625 Term Totals	8.000	8.000	8.000	29.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	3.625 Comb Totals	8.000	8.000	8.000	29.000
CANCAGE STATE AND SECURITY MANUFACT STATE	MILLION REALTY VOCAL TO THE REAL TO THE RE	18/2/18/	0.000	MINTER VICES	S STATE INTO STATE
Cum GPA	3.611 Cum Totals	/8/36,000	36,000	36,000	130.000
Transfer Cum GPA	Transfer Totals	8 0.000	0.000	0.000	0.000
Combined Cum GPA	3.811 Comb Totals	36,000	36.000	36.000	130.000
	CONTROL CONTROL DE LA CONTROL	08/4/			
Graduate Career Totals	The same of the sa	15/			
Cum GPA:	3.611 Cum Totals	36.000	36.000	36.000	130.000
Transfer Cum GPA	3.811 Cum Totals Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	3.011 Comb lotals	36.000	36.000	36.000	130.000
Program: AR Graduate Deg	Non-Course Milestones				
Report Approval	STREET HARDAS STATE UNIVERSELT HARDAS STATE STREET, HARDAS STATE UNIVERSITY HARD STATE UNIVERSITY HARD STATE UNIVERSITY HARD S				
Status:	Completed				
Date Completed:	05/10/2010				
Milestone Level:	Master's				
Milestone Title:	Connecting Campus and Community				
	Mixed-Use Development at Nova Southeastern University				
Date Attempted:	05/10/2010 Completed				
	Submitted Work				
	Course Grade: CR				

TO ACCESS THE TRANSCRIPT LEGEND, GO TO k-state.edu/registrar/transcripts/legend FOR FULL DISCLOSURE OF ACADEMIC POLICIES PLEASE REFER TO k-state.edu/registrar









# Application for Professional Registration - Personal Information

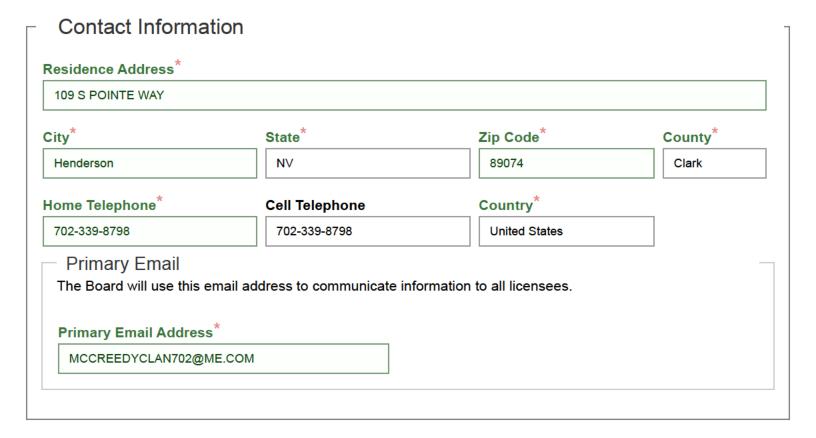
Applicant Information	tion						
Please provide the information below.							
First Name <sup>*</sup>	Middle Name	Last Name*	Suffix	Title*			
Richard	Marcus	McCreedy		Mr.			
Social Security Number*	Date of Birth*	Place of Birth*					
	04/07	Las ∀egas, Nevada					
Are you a US Citizen?	Yes <sup>*</sup> O No <sup>*</sup>						
Have you previously been lice Architecture?	ensed with the Nevada Sta	te Board of Landscape	○ Yes <sup>*</sup>	No*			

Mailing Drofero

# NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE (NSBLA)



# Application for Professional Registration



#### **Business Information** Business Name\* WLB Group, inc. Address\* 3663 EAST SUNSET ROAD City\* ZIP Code\* County\* State\* 89120 Las Vegas NV Clark Phone Number\* **Business Email**\* Country\* **Facsimile Number** 702-458-2551 999-999-9999 **United States** rmccreedy@wlbgroup.com

# I prefer to have mail from the Board sent to my home address.\* I prefer to have mail from the Board sent to my business address\*

Mailing Preference





# Application for Professional Registration - Child Support

#### Nevada Business License Information

- I do NOT have a Nevada state business license number.\*
- I have applied for a Nevada business license with the Nevada Secretary of State in compliance with the provision of NRS Chapter 76 and my application is pending.\*
- I have a Nevada Business License number assigned by the Secretary of State in compliance with the provisions of NRS Chapter 76.\*

#### Child Support Information

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



# Application for Professional Registration - Legal Questions

Legal Questions						
If the answer to any of the following questions is "yes" documentation will be required to be uploaded.						
Have you ever been convicted of a misdemeanor or gross misdemeanor?*	Yes	○ No				
Have you ever been convicted of a felony? <sup>*</sup> ○ Yes ○ No						
<ul> <li>Military Information</li> <li>Have you ever served in the military? ○ Yes* ○ No*</li> </ul>			-			

### Registration

Logal Questions

Are you applying to have Nevada as your Initial Registration? Have your Exam scores for the LARE sent to the Board?

### NV Approval Back-up Material

- Once the Application is submitted there will be a Application ID on the receipt page. Provide this number with your last name to have the following forms filled out on line:
  - a. Reference Form Have your references complete the reference forms found at https://www.nvbla.org, Nevada Administrative Code 623A.210.3(i) requires references from 2 landscape architects and 2 design professionals in a related field that have direct knowledge of your abilities.
  - b. Work Verification Form Have your current employer fill out the work verification form at https://www.nvbla.org.
- You will need to have a copy of your official transcripts from your university/college sent to the board.



### Application for Professional Registration - Explanation

### Explanation

Please provide details and/or upload documentation to explain each question with a "yes" answer. If further information is required, you will be notified.

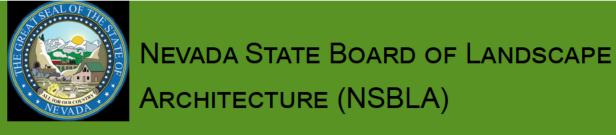
Have you ever been convicted of a misdemeanor or gross misdemeanor?\*

Answer: In 2017, I was convicted of a misdemeanor for boating under the influence (BUI) following an incident at the Lake Mead Recreation Area in Arizona in August 2016. I have taken full responsibility for this event, which ultimately served as a turning point in my life, fostering personal growth and a deeper understanding of the consequences of my actions. I firmly believe in learning from mistakes and continuously striving for improvement. The incident occurred when I was returning a jet ski boat to the owners trailer. A park ranger requested that I come to the boat dock because he felt was operating the vessel at an excessive speed in a no-wake zone. I complied with his request, and during a routine safety inspection, the ranger inquired whether I had been drinking. Acknowledging the situation, I truthfully confirmed that I had. I fully cooperated with the ranger, answering his questions and undergoing the necessary tests. It was determined that I was over the legal limit for operating a boat. Fortunately, no one was placed in immediate danger, though I recognize the potential risks my actions may have posed.In response to the incident, I voluntarily enrolled in substance abuse counseling to assess whether this was part of a larger problem. This process was insightful, and it was determined that I did not have any substance abuse issues. Additionally, I proactively enrolled in boater safety courses to improve my knowledge and ensure that I would operate vessels in a safer manner in the future. As a result of this conviction, I was sentenced by the court to a fine and 24 hours of incarceration in an Arizona Federal facility. The 24-hour period was a significant and eye-opening experience, and I can confidently say that I have no desire to ever return to such a facility. While I believe this incident has been removed from my record, I choose to be completely transparent about this experience. It has had a profound impact on me, and I have worked diligently to learn from it and make responsible choices moving forward.

Click here for recommendations on uploading files.

Uploaded File(s)

Anita Williams ASA Counselor Rich...





# Application for Professional Registration - Employment

Professional Practice		
For Registration by Examination Cand for the previous ten (10) years.	idates - State in chronological order	the name and address of each employer
Please note: Each employer will need	to complete online a Post Graduate	Work Verification form.
Name of Employer*		
The WLB Group, Inc.		
Address*		
3663 EAST SUNSET ROAD		
City*	State*	ZIP Code <sup>*</sup>
Las Vegas	NV	89120
Title of Position Held*	Duties Performed*	Dates of Employment*
Project Manager	Design and project management	5-5-2002 to current 22 years
Describe in Particular Duties Perfor	med in the field of Landscape Arc	hitecture*
Design of landscape and irrigation element	ts, grading, detailing, Civil designer and pro	oject management
Select the Add button for additional em	nployer information.	





# Application for Professional Registration - Reference

#### Professional References

Landscape Architect Reference #1

Name of Landscape Architect\*

Professional Reference #1
Name of Professional Reference

Paul Valentine, PE

Please submit **4 professional references**. Two (2) references must be from registered landscape architects and two (2) from other licensed professionals in a related design profession who have direct knowledge of your professional abilities.

**Please note:** Each professional reference must complete a Professional Reference form online. The online form must be completed by the person providing the reference.

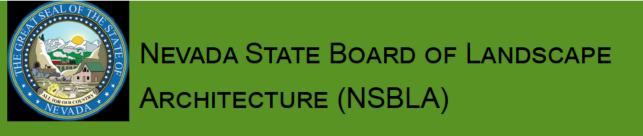
Nature of Relationship\*

Nature of Relationship<sup>\*</sup>

Civil Engineer Mentor for 10 years

Brian Patterson, PLA		Previous LA mentor for 12 years	
Address*			
4508 crimson leaf drive			
City <sup>*</sup>	State*	ZIP Code*	
	L And		
		Nature of Relationship*	
Landscape Archite	ct Reference #2		
Landscape Archite Name of Landscape Arc Justin Sagers, PLA	ct Reference #2	Nature of Relationship*	
Landscape Archite Name of Landscape Arc Justin Sagers, PLA	ct Reference #2	Nature of Relationship*	
Landscape Archite Name of Landscape Arc Justin Sagers, PLA  Address*	ct Reference #2	Nature of Relationship*	

10219 Rancho Destino Roa	ad		
City*	State*	ZIP Code*	
Las Vegas	NV	89183	
Professional Refer		Nature of Relationship*	
Barclay Swan, PE		Civil Engineer Mentor for 12 years	
		Civil Engineer Mentor for 12 years	
		Civil Engineer Mentor for 12 years	
Address*	State*	Civil Engineer Mentor for 12 years  ZIP Code*	





### Application for Professional Registration - Education

### Education Information State in chronological order the name and address of each institution attended, the dates spent at each, major, indicate the degree received and the graduation date. You are responsible to arrange to have transcripts from all educational institutions forwarded to the Nevada State Board of Landscape Architecture. Name of Institution\* Graduation Date<sup>\*</sup> 03/2006 University of Nevada Las Vegas Address\* 4505 S Maryland Pkwy State\* ZIP Code City 89154 Las Vegas NV Degree Received\* Major\* Dates Attended\* 2000 to 2006 **Bachelor Degree** Landscape Architecture Select the Add button for additional education information.



# Application for Professional Registration - Certification

#### Affidavit

I certify the information contained in this application to be truthful, complete and accurate.

I acknowledge that the Nevada State Board of Landscape Architecture will compile and evaluate a record containing all aspects of my education, experience, moral character and reputation. I agree to provide any additional information as requested by the Board. I hereby authorize any individual, company or institution with whom I have been associated to furnish to the Nevada State Board of Landscape Architecture any information concerning my qualifications for professional registration in Nevada which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I attest that if I am (am not) subject to a court order for child support of one or more children that I am not out of compliance with the order or with a plan approved by the District Attorney or other public agency enforcing the order for repayment in the amount owed pursuant to the order.

I acknowledge that any statements, papers or documents received by the Board in its investigation may be transmitted by the Board to the Council of Landscape Architectural Registration Boards or other political subdivisions registering landscape architects as requested.

I attest that I am a citizen of the United States or that I am lawfully entitled to remain and work in the United States.

✓ I am the applicant named in this application, have read and understand the contents thereof, and to the best of my knowledge and belief, the foregoing statements are true and correct in every respect.\*

### Photograph

Please securely attach a recognizable photo (2"x 21/2"). Photo must be taken within one year of submission of this application.

Click <u>here</u> for recommendations on uploading files.

Uploaded File(s)

Richard McCreedy photo.jpg



### Application for Professional Registration - Receipt

### Receipt

Your confirmation number is 59394.

Name: Richard McCreedy

Total:

Card: \*\*

Date/Time: 1/22/2025 10:54:55 AM

Application Number: 202

If you are connected to a printer, you may print this receipt for your records by clicking below. However, a copy of this receipt will be sent to your email address. Print

When the Download PDF button turns green, click below to download or save a PDF of your application.

You have successfully submitted the application. Allow 5-7 business days to process your application. To check the status of your application you may log into the online <u>Application Status</u> form.

The Application Number listed above will be used to submit the Post Graduate Work Verification form and the Landscape Architect Reference Form. Please provide this number to the applicable references.





# Landscape Architect Reference Form - Referal

Applicant Name Richard Marcus McCreedy

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

	Questions
1.	How long have you known the applicant?* 24 years
2.	In what setting(s) and with what frequency did you observe the applicant? (I.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)*  Mr McCreedy was under my charge as a landscape designer, CAD tech and project manager daily for 14 years from May, 2002 through April, 2016.
3.	Would you be pleased to have this applicant as an associate with you in practice?
4.	My general recommendation concerning this applicant is:
	Recommend highly without reservations*
	○Recommend as qualified and competent*
	○ Recommend with some reservation*
	○ Do not recommend <sup>*</sup>
5.	Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by selecting the radio button in appropriate spaces below.
	Technical Competence

	Professional Integrity	● Excellent  Satisfactory  Marginal  Unsatisfactory  Unknown				
	Character (honesty/ethics)	■ Excellent  Satisfactory  Marginal  Unsatisfactory  Unknown				
6.	Do you consider the applicant Architect in the State of Neva	t fully qualified to become a registered Landscape				
	Please upload any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.					
	Click <u>here</u> for recommendations	on uploading files.				





### Landscape Architect Reference Form - Verification

#### Attestation

✓ I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Your Name:		_
Brian Patterson		
Are you a Licensed Professional?	O Yes* O No*	
Profession:*	License Number:*	State Licensed In:*
Landscape Architect	321	NV





# Landscape Architect Reference Form - Referal

Applicant Name Richard Marcus McCreedy

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

. (	Questions		
1.	How long have you known the applicant?* 21 years		
2.	In what setting(s) and with what frequency did you observe the applicant institutions, professional organizations etc./daily, weekly, monthly, etc.)* I worked with Richard for 10 years interacting with him daily. I now coordinate and talk to him weekly or monthly depending on the project scope.		
3.	Would you be pleased to have this applicant as an associate with you in practice?	Yes*	○ No <sup>*</sup>
4.	My general recommendation concerning this applicant is:		
	Recommend highly without reservations		
	ORecommend as qualified and competent*		
	○ Recommend with some reservation*		
	ODo not recommend*		
5.	Please indicate, to the best of your knowledge, the applicant's qualifications to Landscape Architecture by selecting the radio button in appropriate spaces be	•	of
	Technical Competence	Unsatisfactory*	○Unknown <sup>*</sup>

	Professional Integrity	● Excellent * ○ Satisfactory * ○ Marginal * ○ Unsatisfactory * ○ Unknown *				
	Character (honesty/ethics)	■ Excellent  Satisfactory  Marginal  Unsatisfactory  Unknown				
6.	6. Do you consider the applicant fully qualified to become a registered Landscape  One Yes*  No*					
	Please upload any additional information or comments you feel would benefit the Board in determining the applicant's qualifications for licensure.					
	Click <u>here</u> for recommendations	on uploading files.				





### Landscape Architect Reference Form - Verification

#### Attestation

✓ I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Your Name:*		_
Barclay Swan		
Are you a Licensed Professional?	• Yes* O No*	
Profession:*	License Number:*	State Licensed In:*
Civil Engineer	18906	NV





# Landscape Architect Reference Form - Referal

Applicant Name Richard Marcus McCreedy

Please keep in mind it is the intent of licensure to insure the safeguarding of public health, safety and welfare, and it is the Board's responsibility to grant licensure only to those who are qualified for the profession on the basis of quality of work, moral character and practical experience in Landscape Architecture. As one of the applicant's references, it is expected that you are familiar with the applicant's professional work and have knowledge of his/her ability, character, and reputation.

. (	Questions
1.	How long have you known the applicant?* 8.75 years
2.	In what setting(s) and with what frequency did you observe the applicant? (l.e., office, educational institutions, professional organizations etc./daily, weekly, monthly, etc.)*  Office, daily.
3.	Would you be pleased to have this applicant as an associate with you in practice?
4.	My general recommendation concerning this applicant is:
	○Recommend highly without reservations*
	Recommend as qualified and competent*
	○Recommend with some reservation*
	○Do not recommend <sup>*</sup>
5.	Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by selecting the radio button in appropriate spaces below.
	Technical Competence © Excellent * O Satisfactory * O Marginal * O Unsatisfactory * O Unknown *
	Professional Integrity





### Landscape Architect Reference Form - Verification

#### Attestation

✓ I attest that the referenced applicant is of good moral character and has never:

Been convicted of a felony, misdemeanor or gross misdemeanor that is directly related to the practice of landscape architecture; committed an act involving dishonesty, fraud, misrepresentation, breach of a fiduciary duty, gross negligence or incompetence while engaged in the practice of landscape architecture; incarcerated in a jail or prison at the time of submitting an application for a certificate of registration or a certificate to practice as a landscape architect intern; committed fraud or misrepresentation in connection with the submission of an application for a certificate of registration or certificate to practice as a landscape architect intern; or the taking of one or more examinations pursuant to the provisions of chapter 623.A; had a certificate of registration suspended or revoked by the Board or in any other state or country; in lieu of receiving disciplinary action against himself, surrendered a certificate of registration or certificate to practice as a landscape architect intern in this State or a certificate or license to practice landscape architecture issued in another state or country; u engaged in the practice of landscape architecture in this State or in any other state or country without a license or certificate of registration or certificate to practice as a landscape architect intern within the 2 years immediately preceding the filing of an application for a certificate of registration or certificate to practice as a landscape architect intern pursuant to the provisions of this chapter; within the 5 years immediately preceding the filing of an application specified in the previous statement, engaged in unprofessional conduct in violation of the regulations adopted by the Board.

Your Name:"		
Paul E ∀alentine		
Are you a Licensed Professional?	O Yes* O No*	
Profession:*	License Number:*	State Licensed In:*
Civil Engineer	CE # 5916	NV



# Postgraduate Work Verification Form - Employment

Applicant Information		
Applicant Name Richard Marcus McCreedy		
Have you employed the above named applicant?	Yes*	○ No <sup>*</sup>

Company:*		
The WLB Group		
Address:*		
3663 EAST SUNSET ROAD		
City:*	State:*	Zip:*
Las Vegas	NV	89120
Phone:*	Fax:	
702-458-2551	(775) 555-0101	
Email:*	Your Position:*	
rmccreedy@wlbgroup.com	Director of Operations	
Indicate types of services rendered by  ✓ Landscaping Architecture	firm:	☐ Architecture
☑ Planning	✓ Engineering	<b>☑</b> Other
Other (Explain):*		

Registered Landscaping Architect*	○ Registered Contractor ○ Registered Architect *				
○ Registered Planner <sup>*</sup>	○ Registered Engineer * ○ Other *				
Employment Start Date:* End Date:*	Full or Part Time:*	Applicant's Position:*			
05/05/2002	Full Time	Project Manager			
Indicate primary areas in which applic landscape design, irrigation design, 3d a administration, project management, deta	and 2d rendering, construction do				

П



# Postgraduate Work Verification Form - Qualifications

Qualifications								
Please indicate, to the best of your knowledge, the applicant's qualifications toward the practice of Landscape Architecture by selecting the radio button in appropriate spaces below.								
Technical Competence	● Excellent * ○ Satisfactory * ○ Marginal * ○ Unsatisfactory * ○ Unknown *							
Professional Integrity	○ Excellent * ○ Satisfactory * ○ Marginal * ○ Unsatisfactory * ○ Unknown *							
Character (honesty/ethics)	○ Excellent * ○ Satisfactory * ○ Marginal * ○ Unsatisfactory * ○ Unknown *							
Do you consider the applicant practitioner?	qualified to become a professional    Yes*  No*  Not qualified to answer*							
applicant's qualifications for safeguarding of public health only to those who are qualifi experience in Landscape Arc	I information or comments you feel would benefit the Board in determining the registration. Please keep in mind it is the intent of registration to insure the h, safety and welfare and it is the Board's responsibility to grant registration ed for the profession on the basis of quality of work, character and practical chitecture. As one of the applicant's confirmation of work experience, it is ar with the professional work and have knowledge or his/her ability, character ons on uploading files.							

#### Certification

Profession:*	License Number:*	State Licensed In:*	
Civil Engineer	5916	NV	

December 20, 2016

Re: Richard M. McCreedy

#### Alcohol and Substance Abuse Assessment

The client is a 36 year old male who lives in Henderson, Nevada. The client presented to my office for an Alcohol and Substance Abuse Assessment after receiving a Boating Under the Influence (BUI) citation on September 8, 2016. I administered the CAGE Questionnaire, DSM 5 Self-Rated Level 1 Crossing Cutting Symptom Measure-Adult and Level 2-Substance Use-Adult, (adapted from the NIDA-Modified ASSIST), and a verbal history of the client's alcohol and substance use. The client reports working for the same company for the past 15 years. The client reports a good relationship with his family of origin. The client reports having an active outdoor social life that includes hiking, rock climbing, camping, and racing sailboats. Following is the verbal history intake from the client and the results from the previously mentioned questionnaires.

The client reports first use of alcohol at 15y/o; the client reports that he was allowed to drink one or two beers occasionally during family vacations to Mexico; the client reports no other use from 15-17y/o except for family vacations in Mexico. The client reports from 18-19y/o social drinking only on weekends. From 18-26 y/o the client reports only social drinking 2 to 3 times per year; the client reports being married during this time, working 40 hours per week, and attending UNLV, taking 16 credits per semester until completion of his BA in Fine Arts Landscape Architecture. The client reports getting a divorce at 27y/o and from 27-36y/o getting together with friends every other weekend and drinking a few beers. The client acknowledges using poor judgment on September 8, 2016 after drinking with his friends at the lake. The client denies any previous DUI's or other legal consequences related to his alcohol use; the client

denies any use of any other illicit substances. The client reports abstinence for the past 60 plus days. Results from the CAGE Questionnaire, DSM 5 Self-Rated Level 1 Crossing Cutting Symptom Measure-Adult and Level 2-Substance Use-Adult, (adapted from the NIDA-Modified ASSIST), along with the verbal history from the client confirm that he does not meet DSM 5 criteria for Alcohol Use or Substance Use Disorder.

Recommendations for treatment at this time would be none.

Regards,

Anita Williams MS, LCPC, LCADC, NCC

FEB 0 3 2025

TouchSafe\*

Nevada State Board of Landscape Architecture

#### Official Transcript

Student ID: 10071

Name: Mccreedy, Richard Marcus

01/21/2025

Page 1 of 2

Order Nbr:

001976473

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		Awarded			
Degree: Confer Date:	Bachelor of Landscape 05/13/2006	Architecture		NOTE	
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VAL 101	Design with Nature		3.00	3.00	C-
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AAD 182L	Fund Design II/form		3.00	3.00	C+
AAD 183L	Design Comm & Skills II		1.00	1.00	C+
VAL 342 ART 101	Imigation Pools & Light Beg Drawing I		3.00	3.00	B- B-
	Att	Earned	Points	GPA	GP Bal
Term Totals:	10.00	10.00	25.40	2.54	5.40
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Cumulative Total:	19,00	19.00	52.70	2.77	14.70
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AL 284	Landscape Arc Des I		3.00	3.00	Α
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MIVALINIVA	Att.	Earned	Points	GPA	GP Bai
Cumulative Total		25.00	71.60	2.86	21.60
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AAL 384	Grading Drainage & C Landscape Arch Des			4.00	4.00	Α-
AAL 446	Urban Lend Use Plan		Latera .	3.00	3.00	B+
AAL 495	Spec Top Landsc Arc			2.00	2.00	Α-
<b>- 18</b> - 18	- 4	112	Earned	- Points	GPA	GP Bar
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NV State Board of Landscape Architecture 1755 E. Plumb Lane Suite 107 Reno, NV 89502 United States



SAM J. FUGAZZOTTO, ED.D. OFFICE OF THE REGISTRAR

Federal law prohibits access to this record by any party without written consent of student.

Patent #5,636,874

#### Official Transcript

Student ID: 10071

Name: Mccreedy, Richard Marcus

01/21/2025

Page 2 of 2

Order Nbr.

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#### OFFICE OF THE REGISTRAR

4505 S Maryland Parkway Box 451029 Las Vegas, Nevada 89154-1029 (702) 895-3443

#### FERPA Statement

Under provisions of the Family Educational Rights and Privacy Act of 1974, this Record is not to be released to a third party without written consent from the student.

#### Accreditation

UNLV is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

#### INFORMATION CONCERNING STUDENT ACADEMIC RECORD (TRANSCRIPT)

Transcripts are considered official only when they bear the university seal and the Registrar's signature. Partial transcripts or transcripts from other institutions are not issued. Student is in good standing unless otherwise indicated. UNLV follows a semester calendar. One credit is based on one 50-minute class each week for 15 weeks.

#### **GRADES**

Definition	Grade	Grade Points	Carries Credit	Status
Excellent	A,A-	4.0,3.7	Yes	Active
Good	B+,B,B-	3.3,3.0,2.7	Yes	Active
Average	C+,C,C-	2.3,2.0,1.7	Yes	Active
Passing	D+,D,D-	1.3,1.0,0.7	Yes	Active
Failure	F	0	No	Active
Satisfactory	S	Not computed	Yes	Active
Unsatisfactory	U	Not computed	No	Active
Pass	P	Not computed	Yes	Active
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research, graduate thesis and		•		
dissertation. May remain an I	K indefinitely for some s	tudents prior to 2010)		
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The plus/minus (-/-) grading system was implemented in Fall 1980

#### Repeat Policy

Prior to Spring 1971, all repeated courses were included in the computation of the grade point average. As of Spring 1971, the original grade of the repeated course is excluded from the grade point average provided that all the subsequent attempts have the same grading system as the original attempt (e.g., the grading system did not change from letter grade system (A,A-,...) to satisfactory/fail system (S,F) during the course of the attempts).

#### Academic Renewal Policy

Academic renewal is defined as one semester of UNLV course work disregarded in all calculations regarding academic standing, grade point average, and eligibility for graduation at UNLV. Students granted academic renewal may not graduate with academic distinctions. Disregarded grades may be calculated in scholarship awards or financial aid consideration.

Description	escription of course numbering:								
1955/56-1967/68		1968/69-1970/71		1971/72-1975/76		1976/77-1987/88		1988/89-Present	
A or B	Noncredit	A or B	Noncredit	A or B	Noncredit	A or B	Noncredit	A or B	Noncredit
0-99	Nonbace.	100-199	Freshman	100-199	Lower Div.	100-299	Lower Div.	100-299	Lower Div.
100-299	Lower Div.	200-299	Sophomore	200-299	Upper Div.	300-499	Upper Div.	300-499	Upper Div.
300-499	Upper Div.	300-399	Junior	300-399	Graduate	500-599	Graduate	500-799	Graduate
300G-499G	Graduate	400-499	Senior						
500-599	Graduate	700-999	Graduate						







# State of Nevada DEPARTMENT OF BUSINESS AND INDUSTRY

# **DEPARTMENT OVERVIEW**

Presented to Senate Committee on Commerce and Labor

**Director**- Dr. Kristopher Sanchez; kristopher.sanchez@business.nv.gov

**Deputy Director-** Perry Faigin; perry.faigin@business.nv.gov

**Deputy Director-** Marcel Schaerer; marcelfschaerer@business.nv.gov

**Deputy Director-** Nikki Haag; nikki.haag@business.nv.gov

**ASO IV-** James Kirkpatrick; james.kirkpatrick@business.nv.gov

Chief Policy Analyst- Amanda Flocchini; ajflocchini@business.nv.gov

# DEPARTMENT LEADERSHIP

## **BUSINESS AND INDUSTRY OVERVIEW**

- 12 Divisions plus the Director's Office
- **61** Boards, Commissions, and Advisory Committees
  - 37 newly added Occupational Licensing Boards and Commissions with creation of the Office of Nevada Boards, Commissions and Councils Standards
- 773 authorized positions
- Offices located in Las Vegas, Reno, Carson City, Elko, and Winnemucca
- Majority of Divisions are fee funded; General Fund allocation is 7.1% of the total budget for the biennium (8.3% FY 26/ 5.3% FY 27)
- Provides programs and services relevant to nearly every employer, employee and consumer in the State of Nevada
- Total Licenses/Permits (includes B&I and B&C): 602,898

# DEPARTMENT PRIORITIES

- Rightsizing the Department
  - Reorganized and consolidated IT unit
    - Improve technology and consolidate software where and when able
  - Implement HR unit under the Department and expand
  - Add support staff to provide additional services needed, i.e. contract management, public information services, IT, helpdesk support
- Boards and Commissions Reorganization
  - Staffing
  - Technology
  - Administrative improvements

# UNDERSTANDING THE DEPARTMENT OF BUSINESS AND INDUSTRY

#### **COMMERCE & CAPITAL REGULATION**

- Director's Office: Office of Nevada Boards, Commissions and Councils Standards
- Division of Insurance
- Financial Institutions Division
- Mortgage Lending Division
- Nevada Transportation Authority
- Real Estate Division
- Taxicab Authority

#### **COMMUNITY DEVELOPMENT**

- Director's Office: Office of Business Finance and Planning
  - New Market Jobs Act Program
  - Industrial Development Revenue Bonds
  - Small Business Assistance and Advocacy
- Nevada Housing Division
  - Affordable Housing Financing
  - Down Payment Assistance Programs
  - Weatherization Grants

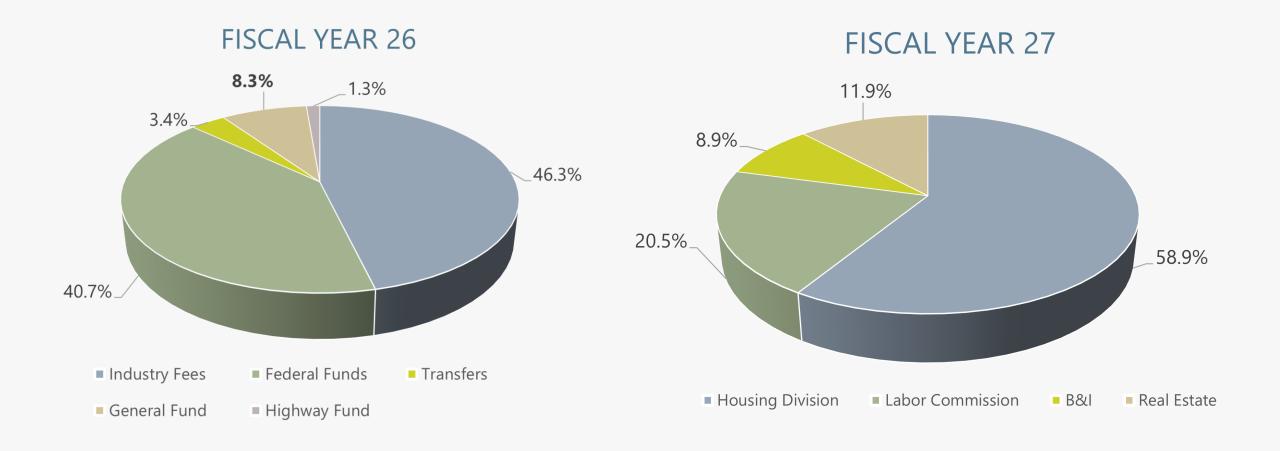
#### **LABOR & WORKFORCE PROTECTION**

- Division of Industrial Relations
  - Workers' Compensation
  - Mechanical Compliance Section
  - OSHA / Mine Safety / SCATS
- Government Employee-Management Relations Board
- Nevada Attorney for Injured Workers
- Office of the Labor Commissioner/ State Apprenticeship Council

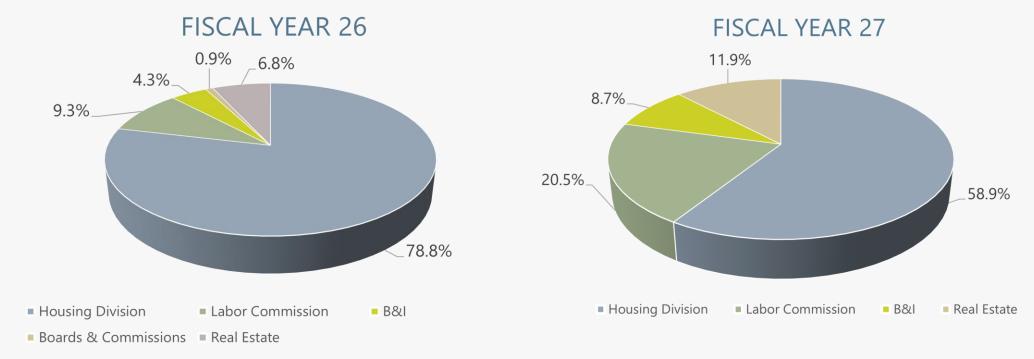
#### **CONSUMER PROTECTION & ADVOCACY**

- Director's Office
  - Nevada Consumer Affairs
  - Ombudsman of Consumer Affairs for Minorities
  - Commission on Minority Affairs
- Nevada Housing Division: Affordable Housing Advocate
- Real Estate Division: CICCH Ombudsman

# DEPARTMENT FUNDING SOURCES- PERCENTAGE



# **B&I GENERAL FUNDS BY DIVISION**



Division	FY26	FY27	Biennium
Department of Business and Industry	\$1,731,538	\$1,721,376	\$3,452,914
Boards and Commissions	\$344,713	\$0	\$344,713
Housing Division	\$32,000,998	\$11,680,776	\$43,681,774
Real Estate Division	\$2,761,139	\$2,368,012	\$5,129,151
Labor Commission	\$3,781,111	\$4,059,637	\$7,840,748
Grand Total:	\$40,619,499	\$19,829,801	\$60,449,300

# DIVISION BILLS- COMMITTEE ON COMMERCE AND LABOR

• **S.B. 44**- Mortgage Lending Division

# DIRECTOR'S OFFICE

**Total B&I Licenses/Permits: 335,298** 

**Budget:** FY 2026- \$18,665,529; FY 2027- \$13,345,624

#### **SECTIONS:**

- Administration/Fiscal Section/IT/HR
- Office of Business Finance and Planning
- Office of Nevada Boards, Commissions and Council Standards
- Nevada Consumer Affairs
- Ombudsman of Consumer Affairs for Minorities
  - Commission on Minority Affairs

#### **KEY FUNCTIONS:**

- Centralized administrative functions: regulatory review, fiscal and budget administration, assessments, payroll, human resources, IT
- Licensing for Financial Institutions Division and Mortgage Lending Division
- Small business resources and advocacy
- Administrator and conduit issuer of the state's private activity bond programs
- Administers Nevada New Market Jobs Act program
- Consumer protection, business registration, and enforcement of deceptive trade practices
- Minority advocacy and outreach

# DIRECTOR'S OFFICE- NEVADA NEW MARKETS JOBS ACT

#### **PURPOSE:**

To promote community development and economic stimulation, particularly to distressed parts of the state.

#### **HOW THIS IS DONE:**

Insurance companies receive a credit against Nevada's insurance premium tax in exchange for investing in a "qualified" or "impact qualified" community development entity (CDE). The CDE must use 85 percent of the investment to make capital/equity investments in, or loans to, Nevada businesses that satisfy certain federal/state criteria related to conducting business in a low-income community.

#### **BACKGROUND:**

Established by Nevada Legislature in 2013 with \$200M "qualified" authority at 58% tax credit spread over 7 years. Second tranche approved in 2019 (\$200M "qualified" authority, 58% tax credit taken same as 2013). Third tranche approved in 2023 (\$170M "qualified" authority with 58% tax credit taken same as 2013/2019; additional \$30M "impact qualified" authority with 75% tax credit spread over 7 years).

#### **PERFORMANCE TO DATE:**

NMJA	Tranche	Investment Authority	NMJA Tax Credits	CDE Allocatees	Nevada Businesses	Federal NMTC Attracted	Est Impact per Tax Dollar Invested
2013 (	closed out)	\$200M	\$116M	7	27	\$88M	\$12.37
2019	(invested)	\$200M	\$116M	17	38	\$120M	\$13.62
2023 (	underway)	\$200M	\$121.1M	20	TBD	TBD	TBD
T	otal	\$600M	\$353.1M	25**	60 <sup>**</sup>	\$208M	-

<sup>\*\*</sup> Adjusted for entities participating/funded under more than one NMJA tranche

# DIRECTOR'S OFFICE- INDUSTRIAL DEVELOPMENT REVENUE BONDS

#### **PURPOSE:**

To assist private manufacturing companies in locating or expanding facilities in Nevada.

#### **HOW THIS IS DONE:**

The Director's Office serves as a conduit issuer of the state's tax-exempt bonding authority. Annual Bond Volume CAP is determined by using the state's population times the IRS Per Capita Multiplier. Nevada's Bond Volume CAP was \$399M in 2024.

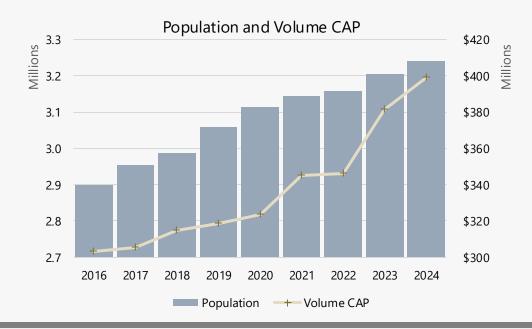
#### **FOR USE IN:**

- Industrial Facilities
- Research and Development Facilities
- Commercial, Civic, and Cultural Enterprises
- Accredited Education Institution
- Healthcare Facilities

#### **OTHER ALLOWABLE USES:**

Nevada has successfully utilized the State's Bond Volume CAP to support

- Affordable Multi-Family & Senior Housing initiatives
- Nevada Housing Division's Single Family Mortgage Bonds
- Nevada Rural Housing Authority's Home At Last Down Payment Assistance

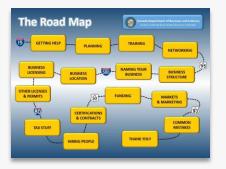


# DIRECTOR'S OFFICE- BUSINESS ASSISTANCE AND ADVOCACY

#### **WE CONNECT AND PROVIDE RESOURCES:**

- B&I Small Business Roundtable (quarterly)- facilitates enhanced coordination of services with business assistance and resource partners
- Nevada Small Business Resource Fair (annual)- Las Vegas onestop resource fairs powered by B&I
- Business Resource Hub- contains the Roadmap: Guide to Starting and Growing a Business in Nevada, Nevada Business Resource Ecosystem Chart and a host of other key resources
- "Go Business Community" Webinars (monthly)- online webinar
- Commerce First Radio Show, Power 88 FM (monthly)- co-hosted by B&I and Nevada Women's Business Center
- Committed to our Business Community (annual)- co-organized and supported by B&I
- E-Newsletter (weekly)- eblast with resources and info on starting, running and growing a business in Nevada
- Shop Small Nevada on Small Business Saturday (annual)

The Roadmap: Guide to Starting and Growing a Business in Nevada



Nevada Business Resource Ecosystem Chart



#### **OUTREACH/ASSISTANCE HIGHLIGHTS (2024):**

Workshops/Events Attended	•187
Email Inquiries	•145
Telephone Inquiries	•131
Walk-ins/other	•25
Resource Fair Attendees	•600
E-Newsletter Distribution	•4,855

# DIRECTOR'S OFFICE- CONSUMER AND MINORITY ASSISTANCE/ADVOCACY

#### **NEVADA CONSUMER AFFAIRS:**

Assist consumers that have experienced a financial hardship or loss because of fraud or a deceptive business practice in Nevada.

#### **COMPLAINTS:**

#### **Top Complaint Categories**

1) Product Purchases: 534

2) Autobody Repair: 378

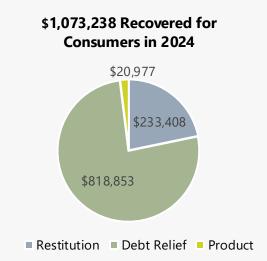
3) Timeshare: 189

4) Home Repair: 112

5) Lodging: 94

**Total Complaints: 3,521** 

Total Informational: 299

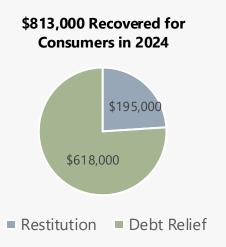


#### **OMBUDSMAN OF CONSUMER AFFAIRS FOR MINORITIES:**

Provides education, outreach and service programs for minority groups pertaining to consumer fraud and deceptive business practices, business outreach and advocacy, affordable housing and workforce/workplace issues.

#### **KEY ACTIVITIES**

- 2024 Outreach
  - Host weekly consumer protection radio show- approx. 90,000 listeners
  - Attended **350** community events and forums
  - Conducted 208 educational workshops
- 2024 Complaints/Inquiries
  - Total: 2,291- 1,234 complaints, 942 informational, 15 other



#### **MINORITY AFFAIRS COMMISSION:**

Established by the Legislature to be the central advisory body coordinating discussion and study of issues affecting minority communities in Nevada.

# DIRECTOR'S OFFICE- NEVADA OFFICE OF BOARDS, COMMISSIONS

AND COUNCILS STANDARDS (BCCS)

Licenses/Permits: 267,600

**Budget:** FY 2026- \$344,713; FY 2027- \$367,496

#### **PURPOSE:**

Established by SB 431 during the 2023 Legislative Session, the law gives the office purview over 37 professional and occupational licensing boards to establish centralized administration, uniform standards, uphold transparency and consumer protection, and ensure efficacy and efficiency.

#### S.B. 78

#### Increase Board and Commission Accountability and Transparency

- Establish standardized reporting and performance metrics for all boards and commissions.
- Implement uniform oversight practices to ensure compliance with ethical and regulatory standards.
- Enhance public access to board decisions, financial reports, and disciplinary actions.

#### Enhance Operations and Reduce Redundancy

- Reduces 37 to 18 through merging and eliminating boards
- Integrate boards with similar missions to optimize overlapping functions to enhance efficiency and eliminate duplication.
- Implement a centralized system for licensing, renewals, and enforcement to streamline operations.
- Standardize administrative processes across boards to ensure consistency and fairness.

#### Reduce Administrative Cost Burdens to Licensees

- Eliminate unnecessary fees and streamline regulatory requirements to reduce costs.
- Implement digital solutions for applications and renewals to lower processing expenses.
- Establish clear and efficient pathways for license reciprocity and mobility.

# DIVISION OF INDUSTRIAL RELATIONS

**Licenses/Permits: 2,828** 

**Budget:** FY 2026- \$44,048,039; FY 2027- \$44,310,622

#### **PURPOSE:**

Principle regulatory agency responsible for workplace safety and worker protections in Nevada.

#### **KEY FUNCTIONS BY SECTION:**

Improve worker safety through training, technical assistance and enforcement

- Mechanical Compliance Section (MCS): Regulates safety of elevators, escalators, boilers and pressure vessels
- Mine Safety and Training Section (MSATS): Conducts workplace safety inspections of mines and provides required classroom safety training for miners
- Occupational Safety and Health Administration (OSHA): Conducts targeted inspections of workplaces to enforce safety standards, responds to workplace safety complaints, and investigates workplace fatalities
- Safety Consultation and Training Section (SCATS): Provides outreach and free onsite safety and health consultations to reduce workplaces safety hazards, conducts formal classroom training for employers and employees
- Workers Compensation Section (WCS): Regulate Nevada's workers compensation programs to ensure timely and accurate benefits to injured workers

#### **CHALLENGES:**

- Nevada's workforce and employer base have increased by 14% and 12% respectively, driving higher demand for compliance oversight and regulatory enforcement across all sectors
- A 36% increase in regulated objects and growing high-hazard industries require more compliance/enforcement resources, especially with evolving state and federal regulation
- Increased volumes and demands require additional staffing, training and technology to maintain effective oversight

# DIVISION OF INDUSTRIAL RELATIONS (CONTINUED)

MEASURE	2020	2021	2022	2023	2024	20 TO 24 CHANGE	YOY CHANGE
Mechanical Compliance Section (CY)							
Number of Permitted Objects	33,131	35,044	36,747	38,552	39,739	20%	3%
Number of Licensees	839	809	897	1,109	971	16%	-14%
	Min	e Safety and	<b>Training Sec</b>	ction (CY)			
Total Mines	343	343	350	370	383	12%	3%
Total Miners	13,174	17,119	20,733	32,564	30,119	129%	-7.5%
Number of Students Trained	1,256	1,510	1,479	1,565	1,589	27%	2%
	Occupation	al Safety and	d Health Adr	ministration	(CY)		
Number of Complaints	9,577	4,480	2,971	3,528	3,506	-63%	-1%
Number of Inspections	917	817	852	862	1,258	37%	31%
Number of PV/Asbestos Licenses					1,857	N/A	N/A
	Safety C	Consultation	and Training	Section (FY	)		
Number of Consultations	590	550	632	735	781	32%	6%
Number of Students Trained	5,591	4,819	3,549	4,985	5,379	-4%	7%
Workers' Compensation Section (FY)							
Number of Complaints	182	172	294	316	598	229%	47%
Number of Complaints Resolved	119	167	274	317	640	438%	50%
Number of Insurers	572	589	596	602	608	6%	1%
Number of Treating Panel Providers					1,631	N/A	N/A

## **NEVADA HOUSING DIVISION\***

**Licenses/Permits: 653** 

**Budget:** FY 2026- \$308,032,090; FY 2027- \$210,300,861

#### **KEY FUNCTIONS:**

Homeownership programs for low/moderate income, teachers, vets

Administer and regulate manufactured housing

Finance multi-family development/ preservation of affordable housing

Weatherization assistance

Administer federal funding for housing

Affordable housing database reporting

#### **CHALLENGES:**

- Lack of housing supply and rising costs in the housing ecosystem
- Increased demand on compliance staff
- Need to modernize technology, division-wide

#### **CURRENT ACTIVITIES:**

- Down Payment Assistance: 30,000 households assisted since
   2015, 1,731 in current biennium, staff handles approx. 5,000 telephone inquiries/year
- Multifamily Bond Program: 18 developments financially closed in last 24 months, creating or preserving 3,000 affordable apartments, supported by \$590M in volume cap
- 9% Tax Credit Program: \$8M
- Weatherization Program: 395 households assisted in FY23.
- HUD Award fund balance available \$26M (multiyear) for affordable housing development, rental assistance, housing and neighborhood stabilization
- Over \$12M in FY24 awards for the state Affordable Housing Trust Fund

#### **AFFORDABLE HOUSING UNITS:**

- LIHTC units placed into service (FY23)- 1,267
- New construction and preservation in pipeline- 6,284
- Properties that exited affordability in FY23- None

# TAXICAB AUTHORITY

**Licenses/Permits: 4,558** 

**Budget:** FY 2026- \$9,381,324; FY 2027- \$8,131,944

#### **PURPOSE:**

The Taxicab Authority is the regulatory agency charged with oversight of the Clark County taxicab industry to ensure the safety, welfare and convenience of the public.

#### **KEY FUNCTIONS:**

- Driver Permitting: Fingerprint and background investigation
  - 4,558 active permitted drivers
- Vehicle Inspection: Every vehicle is inspected annually
  - 11,553 total inspections
- Enforcement: Routine patrol, investigations and impounds
  - 6,745 citations and warning issued

#### **CHALLENGES:**

 Annual number of rides has gone flat and future for-hire transportation projects will compete future for ride volumes which will impact agency revenue

#### **ANNUAL TAXI TRIPS**



# NEVADA TRANSPORTATION AUTHORITY

**Licenses/Permits: 4,460** 

**Budget:** FY 2026- \$12,340,907; FY 2027- \$12,669,743

#### **PURPOSE:**

The Nevada Transportation Authority (NTA) regulates the transportation industry which includes charter buses, limos, movers, tow cars, tour buses, non-emergency medical transportation, employer van pools, airport transfer services, special services, warehouse permits, transportation network companies (TNC) and autonomous vehicles statewide, as well as all taxicabs outside of Clark County.

#### **CURRENT ACTIVITIES:**

- Process driver permits
- Administer new carrier applications
- Oversee administrative & enforcement hearings
- Audit & inspections of existing carriers
- Enforcement of Nevada laws by POST certified investigators

#### **CHALLENGES:**

- Outdated, inadequate technology
- Inadequate staffing to address rising incidents of illegal transportation
- Significant regulatory gap in rural areas, lack of enforcement and safety inspections put rural Nevadans at risk

#### **DIVISION STATS:**

Applications	• 117	6%
Drivers	• TNC- 36,939 • CPCN- 4,315	11% 74%
Complaints	• 588	35%
Enforcement	<ul><li>Citations- 522</li><li>Impounds- 255</li><li>Warnings – 71</li></ul>	15% 29% 9%
Inspections	• 154	16%

\*2023/2024 calendar year change

# DIVISION OF INSURANCE

Licenses/Permits: 265,817

**Budget:** FY 2026- \$29,679,108; FY 2027- \$26,611,345

#### **PURPOSE:**

Protect consumers and ensure solvency through regulation of Nevada's **\$25 billion insurance industry** (companies, captives, insurance agents, adjusters, bail bond agents in all lines of insurance including health, life, long term care, service contracts, workers compensation, funeral/burial pre-need, property, casualty, title, auto and homeowners).

#### **REGULATED ENTITIES:**

- 1,485 authorized insurers, 140 domestic carriers
- 265,817 active licenses including 249,178 individual licensed producers, 24,159 resident producers and 16,639 other

#### **CHALLENGES:**

- Nevada's auto insurance rates are among the highest in the nation and continue to climb.
   Potential import tariffs will likely exacerbate the existing situation.
- Natural disasters are fueling record property damage losses. Models indicate that Nevada has the potential to be in the top tier of losses. Premium rates for single-family and general availability for condos, where rates are unregulated, are primary concerns.
- The ACA discouraged states from enacting new benefit mandates. Due diligence will be needed to ensure any new benefits considered avoid fiscal impact on premiums as Nevada is legally obligated to bear these costs.

#### **KEY STATISTICS:**

Revenue Generated • \$600+ million insurance premium tax to General Fund

Money Recovered

• \$9.4 million recovered for consumers in 2024

Complaint Investigations • 167 complaint investigations, an 86% increase from 2023

Background Investigations

• 176 licensing background

• 71 captive insurer

Public Inquiries

 7,171 phone inquiries, averaging 597 per month

# MORTGAGE LENDING DIVISION

Licenses/Permits: 12,348

**Budget:** FY 2026- \$21,569,642; FY 2027- \$19,750,692

#### **PURPOSE:**

Implement and administer licensing and regulatory programs primarily related to non-depository mortgage lending activity. Non-depository institutions do not accept or fund activities with the "demand deposits" of customers such as checking or savings accounts.

#### **KEY FUNCTIONS:**

- Company and individual occupational licensing
- Periodic examinations of licensee's books and records
- Investigations of consumer complaints and findings from examinations
- Administrative law enforcement and civil adjudication

#### **CHALLENGES:**

- Economic and market uncertainty may affect mortgage market dynamics
- Tech-driven evolution- data security and cyber attacks
- Potential federal policy changes

#### **FY25 STATS:**

Inquiries/Calls Received: 490

**Complaints Received:** 61

**Complaints Closed:** 15

Enforcement Actions Taken: 1

**Investigations Pending:** 46

#### **Number of Licensees**

- Mortgage Companies: 549
- Mortgage Servicers: 139
- Registered Offices: 1,530
- Mortgage Loan Originators: 9,998
- Escrow Agencies: 9
- Escrow Agents: 19
- Exempt Companies: 80
- Credit Service Registrations: 24

# MORTGAGE LENDING DIVISION

#### S.B. 44

- Prudential Standards for Non-Bank Mortgage Servicers (MLD) Allows for the creation and enforcement of sound financial conditions and safe management practices from the mortgage servicers.
- Non-Bank Model Data Security Law (MLD/FID) Establishes minimum standards for data security which aligns with existing Federal Trade Commission Safeguard Rule, which enhances the privacy and security of consumers personal information.

# FINANCIAL INSTITUTIONS DIVISION

**Licenses/Permits: 1,946** 

**Budget:** FY 2026- \$16,823,400; FY 2027- \$16,231,170

#### **PURPOSE:**

- Safeguard Nevada's financial institutions system to sustain a safe, sound and compliant financial environment to protect Nevadans and to promote economic development in a progressive, proactive, and service oriented manner
- Regulate depository institutions, non-depository businesses, and fiduciary institutions including but not limited to:
  - Banks, credit unions, thrift companies
  - Payday and title lenders, collection agencies, money transmitters, installment lenders
  - Retail and family trust companies

#### **KEY FUNCTIONS:**

- Annual examinations of depository, non-depository and fiduciary licensees
- Investigate possible violations and take disciplinary action arising from complaints filed with the division (Current biennium: 418 complaints/ 196 investigations completed)
- Recruit and encourage proposals for new institutions as well as conversion and relocation of national and out-of-state charters into Nevada to increase capital intermediation in our state following a 50% loss during the recession
- Facilitate establishment of the fast-growing retail and family trust company market that brings skilled, professional jobs

#### **CHALLENGES:**

- Potential push for deregulation
- Cryptocurrency
- Nuance of specialty banks with respect to staff knowledge
- Staffing levels

# OFFICE OF THE LABOR COMMISSIONER\*

**Licenses/Permits: 346** 

**Budget:** FY 2026- \$3,781,111; FY 2027- \$4,059,637

#### **PURPOSE:**

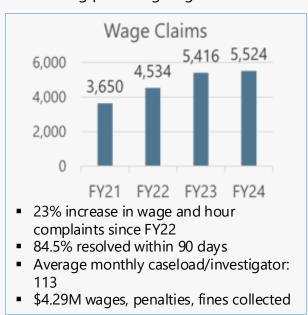
• The Office of the Labor Commissioner is the principal wage and hour and private employment regulatory agency. The office also licenses private employment agencies and professional employer organizations, is the recognized State Apprenticeship Agency by the United States Department of Labor and performs public works registration and compliance, including surveying, publishing, and enforcing prevailing wage.

#### **KEY FUNCTIONS:**

- Enforce private sector employment laws including:
  - Minimum wage and overtime, breaks and lunches, and deductions (NRS/NAC 608)
  - Employment practices (NRS/NAC 613)
  - Employment of minors (NRS/NAC 609)
- License private employment agencies and professional employer organizations (NRS/NAC 611)
- Oversee the Nevada State Apprenticeship Council to register apprenticeship programs for federal and state purposes (NRS/NAC 610)
- Administer public works projects, prevailing wage and Apprenticeship Utilization Act (NRS/NAC 338)



- Keeping up with public works compliance: no dedicated staff for audits/investigations, low industry compliance
- Threat of DOL derecognition as an "SAA" state for NRS 610 noncompliance
- Staff burnout from high and increasing caseloads



#### **STATS:**



# REAL ESTATE DIVISION\*

**Licenses/Permits: 41,582** 

**Budget:** FY 2026- \$17,085,191; FY 2027- \$16,217,400

#### **PURPOSE:**

The Real Estate Division licenses and regulates real estate professionals in Nevada and provides services to stakeholders of common-interest communities.

#### **KEY FUNCTIONS:**

- LICENSING Issues licenses to real estate salespersons/ brokers, builders and developers, timeshare agents and representatives, appraisers, energy auditors/ inspectors, community managers
- EDUCATION A hub for all real estate education and training
- COMPLIANCE Receives complaints and opens cases for investigation and disciplinary hearings
- OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS (CICCH) Assists homeowners and board members in common interest communities to understand their rights /obligations, registers associations

# Complaints Received 1,360 Cases Opened 478 Commission Hearing 66 Telephone Inquiries 6,238



#### **CHALLENGES:**

- After National Association of Realtor settlement, buyers will now be required to sign agreements regarding compensation owed to their agent. An increase in consumer questions and complaints is anticipated.
- Approximately 20% of licensees reside outside of southern Nevada, with no physical office in the northern part of the state, these licensees do not have access to the same options for service as their southern Nevada counterparts.
- Investigative cases by the compliance section have increased due to increased real estate activities resulting in increased workloads for existing staff.

# GOVERNMENT EMPLOYEE-MANAGEMENT RELATIONS BOARD

**Budget:** FY 2026- \$900,797; FY 2027- \$894,569

#### **PURPOSE:**

The board acts as an administrative court resolving disputes between local governments and their employee organizations, and state employee organizations and the executive department of state government in the areas of: unfair labor practice allegations, which job classifications are included in a bargaining unit, and which employee or labor organization, if any, is to represent given employees.

#### **WHO THEY SERVE:**

- 212 local and state government entities
- 157 employee organizations, 5 labor organizations
- 17,187 state government employees and 88,688 local government employees, 271 bargaining units

#### **CASES:**

- 44 cases filed in FY24, a **76% increase** from FY23 and the highest number recorded since at least 2000
- In the past 4 fiscal years, the agency prevailed on 100% of cases appealed to the courts via petition for judicial review

#### **CHALLENGES:**

- With retirements and term expirations, all 5 board members and the Commissioner will need to be replaced
- Potential proposals to expand collective bargaining to more employees and allowing public sector employees to strike would create
  additional workloads

# NEVADA ATTORNEY FOR INJURED WORKERS

**Budget:** FY 2026- \$5,422,410; FY 2027- \$5,428,025

#### **PURPOSE:**

The attorneys in the Office of the Nevada Attorney for Injured Workers (NAIW) represent injured workers claiming rights under the Nevada Industrial Insurance Act.

- Services are provided at no cost to the claimant after their case reaches the administrative appeals level.
- NAIW can also represent the claimant on appeal to the district court or the Nevada Supreme Court.
- The agency also provides procedural advice and general information about the workers' compensation system to the public.

#### **CURRENT ACTIVITIES:**

Represent injured workers in over 937 cases during FY24, which includes:

- Initial Administrative Appeals Hearing: 644
- Appeals to District Courts: 6
- Appeals to Nevada Supreme Court: 2
- Decision and Settlement Wins: 287
- Information calls from the public: 1,365



**QUESTIONS?** 

# VALUING PROFESSIONAL LICENSING IN THE US

A REPORT FOR THE ALLIANCE FOR RESPONSIBLE PROFESSIONAL LICENSING

JANUARY 2021

















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#### **JANUARY 2021**

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The modeling and results presented here are based on information provided by third parties, upon which Oxford Economics has relied in producing its report and forecasts in good faith. Any subsequent revision or update of those data will affect the assessments and projections shown.

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# **CONTENTS**

Executive summary	4
1. Introduction	7
2. Literature review	9
2.1 Wage gap	11
2.2 Licensing and minorities	13
2.3 Worker mobility	15
3. Professional deep dives	18
3.1 Certified Public Accountants	19
3.2 Architects and landscape architects	23
3.3 Engineers and surveyors	30
4. Empirical analysis	33
4.1 Licenses, certifications and hourly earnings	33
4.2 The effect of licensing and certification by skill level	34
4.3 The effect of licensing on female and ethnic minorities	35
4.4 The effect of licensing on female and minority workers, by skill level	36
5. Conclusion	37
Appendix	38





# **EXECUTIVE SUMMARY**

Professional licensing is the process to become credentialed in a profession. Its main purpose is to indicate that a practitioner is capable of performing a certain type of work safely and competently, in order to protect public health, safety, and welfare. To become licensed, workers need to meet education, examination, and experience requirements, which differ by profession.

1 in 4 workers

holds a certificate or license in 2019 in the US



Over the past decades, the proportion of US workers holding an occupational license or certification has increased from about 5% of workers in the 1950s to about one in four (24%) workers holding a certificate (2%) or license (22%) in 2019, according to the Bureau of Labor Statistics. Licensing can provide significant safeguards and advantages to consumers, protecting them from low-quality providers and overpriced services. Nevertheless, critics and some legislators argue that the US licensing systems also create substantial costs, by artificially increasing licensing requirements beyond the skills needed for the job and in turn raising the price for the consumer.

Calls for deregulation, however, are often not narrowly tailored to address specific trades and vocations. Many of the current draft bills instead propose to discard licensing systems for all occupations—weakening or eliminating licensing standards for professions including **engineers**, surveyors, architects, landscape architects, and certified public accountants (the licensed

professions represented by ARPL members and evaluated in this study). Interestingly, unlike these blanket calls for deregulation, consumers seem to have a much clearer understanding of the difference between occupational and professional licensing. Some 75% of the respondents to a Benenson Strategy Group survey were supportive of licensing regulations for highly technical professions that have a direct impact on public health and safety.<sup>1</sup>

Against this backdrop, the Alliance for Responsible Professional Licensing (ARPL) is seeking to deepen understanding of the full impact of professional licensing. ARPL is composed of four national associations that represent the above-mentioned highly complex, technical professions, and their state licensing boards. Its mission is to promote a responsible approach to professional licensing, and this is achieved by educating policymakers and the public on the importance of high standards within their professions, as well as offering best practices and advocating for uniform qualifications and standards. To pursue this mission, ARPL commissioned Oxford Economics to undertake independent research to review the evidence base in this field, analyze characteristics of the professional workforce. and empirically show the effects of occupational licensing across the skill spectrum.

#### LITERATURE REVIEW

The academic literature on professional licensing is extensive. On the one hand, theory suggests that licensing has the potential to protect the public against incompetent practitioners and create clear career paths for workers. It can also

Benenson Strategy Group (BSG) and ARPL, "Exploring Public Opinion of Professional Licensing", available at: http://www.responsiblelicensing.org/new-research-exploring-public-opinion-of-professional-licensing/





help consumers distinguish high- and low-quality providers. On the other hand, scholars have argued that licensure reduces employment in the licensed occupation, and hence competition, in turn driving up the price of goods and services. This study reviews the impact of licensing on wages, mobility, and its effects on women and minorities.

The impact of licensure on salaries has been studied extensively. Most studies find that unlicensed workers earn 10% to 15% lower wages than licensed workers with similar levels of education, training, and experience. Licensing can **yield wage premia** for two theoretical reasons: 1) it functions as a signal of high productivity, similar to a university degree; and 2) it increases barriers to entry, thereby reducing the availability of practitioners and increasing wages. Koumenta and Pagliero (2019) estimate that the latter channel accounts for about one-third of the wage effect and the remaining is attributed to signaling. This finding suggests that the barriers posed by licensing programs play a much smaller role than many critics may think compared to the stronger productivity effect.

Several scholars have attempted to determine how licensing impacts different demographic groups. The majority of the findings tend to find greater wage premia from licensing for female and minority workers, suggesting that entering a licensed occupation could help level the playing field for these groups, and even narrow or close wage gaps. For example, Bailey and Belfield (2018) find that, across college-educated workers, a license is associated with gains in earnings of 20% and 8% for female and male workers, respectively.

Another widespread subject in the licensing literature is **worker mobility.** The professions of interest in this study have made significant efforts to harmonize the system and make it easier for professionals to migrate across states. Architects with a National Council of Architectural Registration Boards (NCARB) Certificate, for example, can apply

for reciprocal licensure in all 55 US jurisdictions. Literature on the subject finds that regulatory harmonization increases cross-border labor migration, suggesting that it is not the licensing system per se that potentially discourages mobility, but rather the different state-level requirements.

10-15% lower wages paid to unlicensed workers compared with licensed workers with similar levels of education, training, and experience



#### **WORKFORCE CHARACTERISTICS**

This study goes beyond literature reviews and dives deeper into the professions of interest to ARPL. We show that, across all professions, women and ethnic minorities (here defined as non-white) still tend to be underrepresented. Encouraging signs, however, come from the gender and ethnic composition of students and graduates in the relevant disciplines. Across the board, the intake of new talent appears to be much more diverse than the current stock of licensed workers, suggesting the future of the licensed workforce is likely to be more balanced across genders and races.

Greater returns from licensing for female and minority workers



Clearly, occupational characteristics and competencies vary widely across different professions. Implications on socio-demographic access and equity, as well as broader public safety associated with very high-skilled professions, require an approach that goes beyond much of the "one size fits all" found throughout much of the literature.



#### **EMPIRICAL ANALYSIS**

In the final section of this study, we therefore show that licensing has very different effects for professions with high skill requirements and public impact compared to low skill occupations. We first analyze how the wages of those with licenses or certifications compare with those without, across all occupations. In our baseline specification, the estimates suggest licensing is associated with approximately 6.5% higher hourly earnings, even after accounting for educational attainment, demographic, and occupational characteristics.

6.5% increase in hourly earnings from having a license 6.5%

We then look at the wage effects of licensing and certification by occupational skill level. We find that, while licensing and skills both increase wages, **licensing has a stronger wage effect at the bottom of the skill distribution.** This implies that both barbers and engineers are better off with a license, but to a very different extent, suggesting that equalizing all licensed occupations under one single regulatory framework could have potentially dangerous and unintended consequences.



Next, we estimate the occupational license premium across all occupations, allowing for heterogeneity by gender and race. We estimate the license premium for men is 5.6%, whereas

the license premium for women equals 7.4%, suggesting the returns to occupational licensing are higher for women than men. On the other hand, we find that licenses do not seem to significantly contribute to narrowing the racedriven wage gap among Black and Hispanic professionals across all occupations.

Finally, we attempt to account for differences in the licensing premia due to both gender/race and skill level. We find that a female engineer (an example of a high skill licensed profession) can expect better wage returns to gaining a license than a male engineer, all else equal. The opposite is true among low-skill workers, where men see better licensing returns than women. This finding suggests that professional licensing among highly skilled professions (such as that provided by ARPL members) positively contributes to narrowing the gender-driven wage gap. Similarly, highly skilled minority workers are found to receive greater returns from licensing than high-skill nonminorities, suggesting that professional licensing among highly skilled professions (including the ARPL professions) can also positively contribute to narrowing the race-driven wage gap.

Overall, this study points to the fact that professional licensing of highly skilled workers should be understood and regulated separately from occupational licensing of trades and vocations. This is because:

- Its wage impact is different in size from that of lower-skill vocations;
- It appears to substantially support women and minorities move toward wage parity, and this is only true among highly skilled workers according to our model findings; and
- The level of risk and responsibilities involved in these professions calls for greater scrutiny over these roles and the repercussions of blanket deregulation for public safety and welfare could be considerable.





### NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

#### Profit and Loss

July 1, 2024 - February 14, 2025

	TOTAL
Income	
001 Application Fees	
003 LARE (\$75)	75.00
004 Reciprocity (\$175)	3,961.36
Total 001 Application Fees	4,036.36
010 Exam Fees	2,363.64
020 Interest Income	1,136.04
030 New Registration Fees	
031 New Certificate Fee (\$50)	1,250.00
032 New License Fee - LARE (\$275)	275.00
033 New License Fee - Recipr (\$275)	6,600.00
034 Hand Stamp Fee (\$50)	650.00
035 Electronic Stamp(\$30)	810.00
Total 030 New Registration Fees	9,585.00
040 Registration Renewal Fees	
041 Reinstatement Fee (\$400)	800.00
042 Renewal Delinquency Fee (\$100)	3,300.00
043 Renewal Fee LA (\$275)	97,039.60
Total 040 Registration Renewal Fees	101,139.60
050 Other Income	
056 Duplicate Certificate Fee (\$50)	100.00
057 Processing Fee	34.00
058 Public Record Request (\$10)	10.00
Total 050 Other Income	144.00
Sales	-1,509.00
Unapplied Cash Payment Income	100.00
Total Income	\$116,995.64
GROSS PROFIT	\$116,995.64
Expenses	
060 Bank Service Charges	
061 Merchant Deposit Fees	2,683.25
Total 060 Bank Service Charges	2,683.25
070 Board Expenses	
071 Board Member Mtg Fee (\$150)	2,700.00
072 Meals - Board Meetings	351.53
073 Travel - Board Meetings	136.76
Total 070 Board Expenses	3,188.29
080 CLARB Affiliation Dues	4,790.00
	1,700.00

#### Profit and Loss

	TOTAL
090 CLARB Annual Meeting Expenses	900.00
094 Travel	45.00
095 Meals	729.53
096 Lodging	2,256.84
Total 090 CLARB Annual Meeting Expenses	3,931.37
100 Education & Training	
102 Meals	17.23
Total 100 Education & Training	17.23
130 Office Expenses	
133 Miscellaneous Office Expense	101.67
134 Licensee Stamp	780.50
135 Computer Updates & Maint	651.76
136 Office Rent	3,315.71
137 Office Supplies	110.19
141 Telephone, Fax & Internet	760.49
Total 130 Office Expenses	5,720.32
147 Outside Services	
148 Web Software	7,660.36
Total 147 Outside Services	7,660.36
150 Payroll Expenses	
152 Executive Director	35,000.00
154 Mileage	46.90
157 Payroll Taxes	10,762.02
Total 150 Payroll Expenses	45,808.92
160 Professional Fees	
162 Bookkeeping	2,372.50
163 Attorney General's Office	1,381.97
167 Liability Insurance	640.37
Total 160 Professional Fees	4,394.84
Total Expenses	\$78,194.58
NET OPERATING INCOME	\$38,801.06
NET INCOME	\$38,801.06

## Profit and Loss Comparison

	TOTAL	
	JUL 1, 2024 - FEB 14, 2025	JUL 1, 2023 - FEB 14, 2024 (PP)
Income		
001 Application Fees		
002 LA Intern(\$50)		50.00
003 LARE (\$75)	75.00	150.00
004 Reciprocity (\$175)	3,961.36	4,725.00
Total 001 Application Fees	4,036.36	4,925.00
010 Exam Fees	2,363.64	3,000.00
020 Interest Income	1,136.04	40.65
030 New Registration Fees		
031 New Certificate Fee (\$50)	1,250.00	750.00
032 New License Fee - LARE (\$275)	275.00	275.00
033 New License Fee - Recipr (\$275)	6,600.00	4,125.00
034 Hand Stamp Fee (\$50)	650.00	350.00
035 Electronic Stamp(\$30)	810.00	420.00
Total 030 New Registration Fees	9,585.00	5,920.00
040 Registration Renewal Fees		
041 Reinstatement Fee (\$400)	800.00	800.00
042 Renewal Delinquency Fee (\$100)	3,300.00	2,200.00
043 Renewal Fee LA (\$275)	97,039.60	93,775.00
Total 040 Registration Renewal Fees	101,139.60	96,775.00
050 Other Income		
056 Duplicate Certificate Fee (\$50)	100.00	
057 Processing Fee	34.00	
058 Public Record Request (\$10)	10.00	20.00
Total 050 Other Income	144.00	20.00
Sales	-1,509.00	
Unapplied Cash Payment Income	100.00	0.00
Total Income	\$116,995.64	\$110,680.65
GROSS PROFIT	\$116,995.64	\$110,680.65
Expenses		·
060 Bank Service Charges		
061 Merchant Deposit Fees	2,683.25	1,698.17
Total 060 Bank Service Charges	2,683.25	1,698.17
070 Board Expenses	_,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
071 Board Member Mtg Fee (\$150)	2,700.00	1,500.00
072 Meals - Board Meetings	351.53	373.50
073 Travel - Board Meetings	136.76	370.30
074 Board Special Event	100.70	41.35
Total 070 Board Expenses	3,188.29	1,914.88
•		
080 CLARB Affiliation Dues	4,790.00	5,980.00

### Profit and Loss Comparison

	TOTAL	
	JUL 1, 2024 - FEB 14, 2025	JUL 1, 2023 - FEB 14, 2024 (PP)
090 CLARB Annual Meeting Expenses	900.00	
091 Board Member Per Diem (\$150)		1,500.00
093 Annual Meeting Registration		4,080.00
094 Travel	45.00	1,791.20
095 Meals	729.53	177.97
096 Lodging	2,256.84	2,408.34
Total 090 CLARB Annual Meeting Expenses	3,931.37	9,957.51
100 Education & Training		
102 Meals	17.23	
Total 100 Education & Training	17.23	
130 Office Expenses		
133 Miscellaneous Office Expense	101.67	
134 Licensee Stamp	780.50	502.20
135 Computer Updates & Maint	651.76	651.76
136 Office Rent	3,315.71	3,213.10
137 Office Supplies	110.19	151.42
139 Postage & Delivery		76.32
141 Telephone, Fax & Internet	760.49	864.51
Total 130 Office Expenses	5,720.32	5,459.31
147 Outside Services		
148 Web Software	7,660.36	7,520.00
Total 147 Outside Services	7,660.36	7,520.00
150 Payroll Expenses		
152 Executive Director	35,000.00	33,661.82
154 Mileage	46.90	
157 Payroll Taxes	10,762.02	2,754.00
159 Payroll Service (deleted)		-50.68
Total 150 Payroll Expenses	45,808.92	36,365.14
160 Professional Fees		
162 Bookkeeping	2,372.50	2,080.00
163 Attorney General's Office	1,381.97	2,047.66
167 Liability Insurance	640.37	
Total 160 Professional Fees	4,394.84	4,127.66
Total Expenses	\$78,194.58	\$73,022.67
NET OPERATING INCOME	\$38,801.06	\$37,657.98
NET INCOME	\$38,801.06	\$37,657.98

# Balance Sheet Comparison

As of February 16, 2025

	TOTAL	
	AS OF FEB 16, 2025	AS OF FEB 16, 2024 (PY
ASSETS		
Current Assets		
Bank Accounts		
CD 8869 - B of A	0.00	30,000.00
CD 8872 - B of A	0.00	20,000.00
Checking 4998 - B of A	756.43	1,216.64
Savings 8524 - B of A	191,662.01	123,933.32
Total Bank Accounts	\$192,418.44	\$175,149.96
Other Current Assets		
Deferred Expenses	0.00	0.00
Undeposited Funds	0.00	0.00
Total Other Current Assets	\$0.00	\$0.00
Total Current Assets	\$192,418.44	\$175,149.96
Other Assets		
Security Deposit	406.90	406.90
Total Other Assets	\$406.90	\$406.90
TOTAL ASSETS	\$192,825.34	\$175,556.86
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
BofA Mastercard	1,076.75	311.83
Total Credit Cards	\$1,076.75	\$311.83
Other Current Liabilities		
Deferred Income	0.00	0.00
Direct Deposit Liabilities	0.00	0.00
Payroll Liabilities	4,455.10	-142.06
Total Other Current Liabilities	\$4,455.10	\$ -142.06
Total Current Liabilities	\$5,531.85	\$169.77
Total Liabilities	\$5,531.85	\$169.77
Equity		
Equity Opening Bal Equity	32,224.00	32,224.00
Equity Opening Bal Equity Retained Earnings	32,224.00 116,268.43	
Opening Bal Equity		105,589.54
Opening Bal Equity Retained Earnings	116,268.43	32,224.00 105,589.54 37,573.55 <b>\$175,387.0</b>

Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L July 1, 2024 - February 14, 2025

Income			TO	OTAL	
001 Application Fees         50.00         -50.00         -50.00           002 LARE (\$75)         75.00         150.00         -75.00         50.00           004 Reciprocity (\$1175)         3.961.36         6.125.00         -2,183.64         64.88           Total 001 Application Fees         4,096.36         6,325.00         -2,288.64         63.82           015 Nevada Specific Exam (\$100)         3,500.00         -3,500.00         -1,136.36         67.53           020 Interest Income         1,136.04         0.00         -1,136.36         67.53           031 New Certificate Fee (\$50)         1,250.00         1,850.00         -600.00         67.57           031 New Certificate Fee (\$50)         1,250.00         550.00         -600.00         67.57           031 New Certificate Fee (\$50)         1,250.00         550.00         -600.00         67.57           031 New Certificate Fee (\$50)         1,250.00         550.00         -60.00         67.57           031 New Certificate Fee (\$50)         1,250.00         550.00         -75.00         550.00         68.57           031 New Certificate Fee (\$50)         650.00         9,625.00         -3,025.00         68.57           034 Registration Fee (\$50)         650.00         1,650.00		ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
002 LA Intern(\$50)         50.00         -50.00         -50.00         50.00         -50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         50.00         64.88         64.88         70.00         2,288.64         63.82         60.00         2,363.64         63.82         60.00         2,363.64         60.00         2,363.04         65.00         60.00         67.53         60.00         1,136.00         67.53         60.00         67.53         60.00         67.53         60.00         60.00         67.53         60.00         60.00         67.53         60.00         60.00         67.53         60.00         60.00         67.53         60.00         60.00         67.53         60.00         60.00         67.57         60.00         60.00         67.57         60.00         60.00         67.57         60.00         60.00         67.57         60.00         60.00         67.57         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00         60.00	Income				
003 LARE (\$75)         75.00         150.00         -75.00         50.00           004 Reciprocity (\$175)         3.961.36         6.125.00         -2.163.64         64.08           17 Idal Olf Application Fees         4.036.36         6.285.00         -2.288.64         63.82           010 Exam Fees         2.363.64         0.00         -3.500.00         -3.500.00           015 Nevada Specific Exam (\$100)         1.136.04         0.00         -1.136.36         67.53           020 Interest Income         1.136.04         0.00         -1.136.04         0.00         1.136.04           030 New Registration Fees         3.275.00         550.00         -600.00         67.57           032 New License Fee - LARE (\$275)         275.00         550.00         -275.00         50.00           033 New License Fee - Recipt (\$275)         6,600.00         9,625.00         -3.025.00         68.57           032 New Registration Fees         9,586.00         1,850.00         -2,750.0         50.00           033 New License Fee - Recipt (\$275)         6,600.00         9,625.00         -3.025.00         68.57           034 Hand Stamp Fee (\$50)         30.00         1,110.00         -3.00.00         69.36           045 Depticate Fee (\$400)         30.00	001 Application Fees				
004 Reciprocity (\$175)         3,961.36         6,125.00         -2,163.64         64.68           Total 001 Application Fees         4,036.36         6,325.00         -2,288.64         63.82           010 Exam Fees         2,363.64         0.00         2,350.00         -3,500.00           105 Newadad Specific Exam (\$100)         3,500.00         -1,136.36         67.53           020 Interest Income         1,136.04         0.00         1,136.04         67.53           020 Interest Income         1,136.00         0.00         1,136.04         67.57           030 New Registration Fees         275.00         550.00         -275.00         50.00           031 New License Fee - Report (\$275)         2,750.00         550.00         -275.00         50.00           032 New License Fee - Report (\$275)         6,800.00         9,650.00         -1,200.00         35.14           035 Electronic Stampt(\$30)         810.00         1,850.00         -1,200.00         35.14           035 Electronic Stampt(\$30)         800.00         9,650.00         1,200.00         72.97           041 Registration Renewal Fees         9,585.00         11,985.00         1,200.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00	002 LA Intern(\$50)		50.00	-50.00	
Total 001 Application Fees	003 LARE (\$75)	75.00	150.00	-75.00	50.00 %
010 Exam Fese         2,363.64         0.00         2,363.64           015 Nevada Specific Exam (\$100)         3,500.00         -3,500.00           7 Total 010 Exam Fees         2,363.64         3,500.00         -1,136.38         67.53           020 Interest Income         1,136.04         0.00         1,136.04         0.00         1,136.04           030 New Registration Fees         031 New Certificate Fee (\$50)         1,250.00         1,850.00         -600.00         67.57           031 New License Fee - LARE (\$275)         275.00         550.00         -275.00         50.00           033 New License Fee - LARE (\$275)         6,600.00         9,625.00         -3,025.00         68.57           034 Hand Stamp Fee (\$50)         650.00         1,895.00         -1,200.00         35.14           035 Electronic Stamp(\$30)         810.00         1,100.00         -5,400.00         68.57           044 Registration Renewal Fees         9,585.00         14,985.00         -5,400.00         63.96           043 Registration Renewal Fee (\$400)         800.00         800.00         20.00         100.00           042 Renewal Fee LA (\$275)         97.039.60         96,800.00         239.60         100.25           043 Renewal Fee LA (\$275)         97.039.60 <t< td=""><td>004 Reciprocity (\$175)</td><td>3,961.36</td><td>6,125.00</td><td>-2,163.64</td><td>64.68 %</td></t<>	004 Reciprocity (\$175)	3,961.36	6,125.00	-2,163.64	64.68 %
1015 Nevada Specific Exam (\$100)   3,500.00   -1,136.36   67.83	Total 001 Application Fees	4,036.36	6,325.00	-2,288.64	63.82 %
Total 010 Exam Fees	010 Exam Fees	2,363.64	0.00	2,363.64	
020 Interest Income         1,136.04         0.00         1,136.04           030 New Registration Fees         931 New Certificate Fee (\$50)         1,250.00         1,850.00         -600.00         67.57           031 New License Fee - LARE (\$275)         275.00         550.00         -275.00         50.00           033 New License Fee - Recipr (\$275)         6,600.00         9,625.00         -3,025.00         68.57           034 Hand Stamp Fee (\$50)         810.00         1,110.00         -300.00         72.97           035 Electronic Stamp(\$30)         810.00         1,110.00         -300.00         72.97           7 Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         63.36           040 Registration Renewal Fees         9,585.00         14,985.00         -5,400.00         63.36           041 Reinstatement Fee (\$400)         800.00         0.00         100.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         50.00         50.00         50.00         100.00           050 Uhler Income	015 Nevada Specific Exam (\$100)		3,500.00	-3,500.00	
030 New Registration Fees         1,250.00         1,850.00         -600.00         67.57           031 New Certificate Fee (\$50)         1,250.00         1,850.00         -275.00         50.00           032 New License Fee - LARE (\$275)         6,600.00         9,625.00         -3,025.00         68.57           034 Hand Stamp Fee (\$50)         650.00         1,850.00         -1,200.00         35.14           035 Electronic Stamp(\$30)         810.00         1,110.00         -300.00         72.97           Total 030 New Registration Fees         9,585.00         14,885.00         -5,400.00         63.96           040 Registration Renewal Fees         9,585.00         800.00         0.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         1,300.00         165.00           044 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA (\$275)         97,039.60         96,800.00         1,499.60         10.49           050 Other Income         98,	Total 010 Exam Fees	2,363.64	3,500.00	-1,136.36	67.53 %
031 New Certificate Fee (\$\$50)         1,250.00         1,850.00         -600.00         67.57           032 New License Fee - LARE (\$275)         275.00         550.00         -275.00         50.00           033 New License Fee - Recipr (\$275)         6,600.00         9,625.00         -3,025.00         68.57           034 Hand Stamp Fee (\$50)         650.00         1,850.00         -1,200.00         35.14           035 Electronic Stamp(\$30)         810.00         1,110.00         -300.00         72.97           Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         63.96           040 Registration Renewal Fees         800.00         800.00         0.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           042 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         50.00         50.00         -50.00         -50.00           045 Duplicate Renewal License (\$25)         97,039.60         99,850.00         1,489.60         101.49           050 Other Income         101,139.60         99,850.00         1,489.60         101.49           051 Address Change (\$15)	020 Interest Income	1,136.04	0.00	1,136.04	
032 New License Fee - LARE (\$275)         275.00         550.00         -275.00         50.00           033 New License Fee - Recipr (\$275)         6.600.00         9.625.00         -3,025.00         68.57           034 Hand Stamp Fee (\$50)         650.00         1,850.00         -1,200.00         35.14           035 Electronic Stamp(\$30)         810.00         1,111.00         -300.00         72.97           Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         63.96           041 Reinstatement Fee (\$400)         800.00         800.00         0.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA Intern (\$50)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         97,039.60         99,650.00         1,489.60         101.49           050 Other Income         051 Address Charges         0.00         0.00         10.49           052 Public Record Re	030 New Registration Fees				
033 New License Fee - Recipr (\$275)         6,600.00         9,625.00         -3,025.00         68.57           034 Hand Stamp Fee (\$50)         650.00         1,850.00         -1,200.00         35.14           035 Electronic Stamp(\$30)         810.00         1,110.00         -300.00         72.97           Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         63.98           040 Registration Renewal Fees         90.00         800.00         0.00         100.00           041 Reinstatement Fee (\$400)         800.00         800.00         0.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA (\$275)         90,000         0.00         0.00         100.00           045 Duplicate Renewal License (\$25)         0.00         0.00         10.00         10.00         0.00         10.00         10.00         0.00	031 New Certificate Fee (\$50)	1,250.00	1,850.00	-600.00	67.57 %
034 Hand Stamp Fee (\$50)         650.00         1,850.00         -1,200.00         35.14           035 Electronic Stamp(\$30)         810.00         1,110.00         -300.00         72.97           Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         83.66           040 Registration Renewal Fees         800.00         800.00         0.00         100.00           041 Reinstatement Fee (\$400)         800.00         2,000.00         1,300.00         165.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         239.60         100.25           044 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA (terres)         \$0.00         50.00         -50.00           045 Duplicate Renewal License (\$25)         0.00         0.00         -50.00           045 Duplicate Renewal Fees         101,139.60         99,650.00         1,439.60         101.49           050 Other Income         051 Address Change (\$15)         0.00         0.00         0.00           052 Nevada Blue Book (\$5)         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00<	032 New License Fee - LARE (\$275)	275.00	550.00	-275.00	50.00 %
035 Electronic Stamp(\$30)         810.00         1,110.00         -300.00         72.97           Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         63.96           040 Registration Renewal Fees         9,585.00         14,985.00         0.00         100.00           041 Reinstatement Fee (\$400)         800.00         2,000.00         1,300.00         165.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         50.00         -50.00         -50.00           045 Duplicate Renewal License (\$25)         0.00         0.00         -50.00           045 Duplicate Renewal Fees         101,139.60         99,650.00         1,489.60         101.49           050 Other Income         051 Address Change (\$15)         0.00         0.00         0.00           052 Nevada Blue Book (\$5)         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00	033 New License Fee - Recipr (\$275)	6,600.00	9,625.00	-3,025.00	68.57 %
Total 030 New Registration Fees         9,585.00         14,985.00         -5,400.00         63.96           040 Registration Renewal Fees         041 Reinstatement Fee (\$400)         800.00         800.00         1,000         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA (Intern (\$50)         50.00         -50.00         0.00         -50.00           045 Duplicate Renewal License (\$25)         0.00         0.00         0.00           050 Other Income         051 Address Change (\$15)         0.00         0.00         0.00           052 Nevada Blue Book (\$5)         0.00         0.00         0.00         0.00           055 Processing Fee         34.00         0.00         34.00         0.00         0.00           057 Processing Fee         34.00         0.00         34.00         0.00 <td>034 Hand Stamp Fee (\$50)</td> <td>650.00</td> <td>1,850.00</td> <td>-1,200.00</td> <td>35.14 %</td>	034 Hand Stamp Fee (\$50)	650.00	1,850.00	-1,200.00	35.14 %
040 Registration Renewal Fees       800.00       800.00       0.00       100.00         041 Reinstatement Fee (\$400)       800.00       2,000.00       1,300.00       165.00         042 Renewal Delinquency Fee (\$100)       3,300.00       2,000.00       1,300.00       165.00         043 Renewal Fee LA (\$275)       97,039.60       96,800.00       239.60       100.25         044 Renewal Fee LA Intern (\$50)       50.00       -50.00       -50.00         045 Duplicate Renewal License (\$25)       0.00       0.00       1.489.60       101.49         050 Other Income       051 Address Change (\$15)       0.00       0.00       1.489.60       101.49         052 Nevada Blue Book (\$5)       0.00       0.00       0.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       33.33       100.00       100.00       34.00       100.00       33.33       100.00       100.00       34.00       100.00       34.00       100.00       33.33       100.00       100.00       100.00       33.33       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00 <td< td=""><td>035 Electronic Stamp(\$30)</td><td>810.00</td><td>1,110.00</td><td>-300.00</td><td>72.97 %</td></td<>	035 Electronic Stamp(\$30)	810.00	1,110.00	-300.00	72.97 %
041 Reinstatement Fee (\$400)         800.00         800.00         0.00         100.00           042 Renewal Delinquency Fee (\$100)         3,300.00         2,000.00         1,300.00         165.00           043 Renewal Fee LA (\$275)         97,039.60         96,800.00         239.60         100.25           044 Renewal Fee LA Intern (\$50)         50.00         -50.00         -50.00         -50.00           045 Duplicate Renewal Licenses (\$25)         0.00         0.00         0.00         -50.00           050 Other Income         050 Other Income         0.00         0.00         0.00         0.00           051 Address Change (\$15)         0.00	Total 030 New Registration Fees	9,585.00	14,985.00	-5,400.00	63.96 %
042 Renewal Delinquency Fee (\$100)       3,300.00       2,000.00       1,300.00       165.00         043 Renewal Fee LA (\$275)       97,039.60       96,800.00       239.60       100.25         044 Renewal Fee LA Intern (\$50)       50.00       -50.00       -50.00         045 Duplicate Renewal License (\$25)       0.00       0.00       0.00         050 Other Income       050 Other Income       0.00       0.00       0.00         051 Address Change (\$15)       0.00       0.00       0.00         052 Nevada Blue Book (\$5)       0.00       0.00       0.00         055 Nevada Blue Book (\$5)       0.00       0.00       0.00         057 Processing Fee       34.00       0.00       34.00         058 Public Record Request (\$10)       10.00       30.00       -20.00       33.33         Total 050 Other Income       144.00       130.00       14.00       110.77         Sales       -1,509.00       -1,509.00       -1,509.00       100.00         Unapplied Cash Payment Income       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         GROSS PROFIT       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         Expenses       0.00       0.00       -1,876.75 </td <td>040 Registration Renewal Fees</td> <td></td> <td></td> <td></td> <td></td>	040 Registration Renewal Fees				
043 Renewal Fee LA (\$275)       97,039.60       96,800.00       239.60       100.25         044 Renewal Fee LA Intern (\$50)       50.00       -50.00       -50.00         045 Duplicate Renewal License (\$25)       0.00       0.00       0.00         Total 040 Registration Renewal Fees       101,139.60       99,650.00       1,489.60       101.49         050 Other Income       051 Address Change (\$15)       0.00       0.00       0.00         052 Nevada Blue Book (\$5)       0.00       0.00       0.00       100.00         056 Duplicate Certificate Fee (\$50)       100.00       100.00       34.00       0.00       100.00         057 Processing Fee       34.00       0.00       34.00       0.00       33.33         Total OSO Other Income       144.00       130.00       14.00       110.77         Sales       -1,509.00       -1,509.00       -1,509.00       100.00         Unapplied Cash Payment Income       116,995.64       \$124,590.00       \$-7,594.36       93.90         GROSS PROFIT       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         Expenses       0.00       0.00       0.00       -1,876.75       58.84         060 Bank Service Charges       2,683.25	041 Reinstatement Fee (\$400)	800.00	800.00	0.00	100.00 %
044 Renewal Fee LA Intern (\$50)         50.00         -50.00           045 Duplicate Renewal License (\$25)         0.00         0.00           Total 040 Registration Renewal Fees         101,139.60         99,650.00         1,489.60         101.49           050 Other Income         051 Address Change (\$15)         0.00         0.00         0.00           052 Nevada Blue Book (\$5)         0.00         0.00         0.00           056 Duplicate Certificate Fee (\$50)         100.00         100.00         34.00           057 Processing Fee         34.00         0.00         34.00           058 Public Record Request (\$10)         10.00         30.00         -20.00         33.33           Total 050 Other Income         144.00         130.00         14.00         110.70           Sales         -1,509.00         1,509.00         1,509.00           Unapplied Cash Payment Income         100.00         \$7,594.36         39.90           GROSS PROFIT         \$116,995.64         \$124,590.00         \$7,594.36         39.90           Expenses         0.00         0.00         -7,594.36         39.90           60 Bank Service Charges         2,683.25         4,560.00         -1,876.75         58.84           062 Returned Check Charges	042 Renewal Delinquency Fee (\$100)	3,300.00	2,000.00	1,300.00	165.00 %
045 Duplicate Renewal License (\$25)         0.00         0.00           Total 040 Registration Renewal Fees         101,139.60         99,650.00         1,489.60         101.49           050 Other Income         051 Address Change (\$15)         0.00         0.00         0.00           052 Nevada Blue Book (\$5)         0.00         0.00         0.00           056 Duplicate Certificate Fee (\$50)         100.00         0.00         0.00           057 Processing Fee         34.00         0.00         34.00           058 Public Record Request (\$10)         10.00         30.00         -20.00         33.33           Total 050 Other Income         144.00         130.00         14.00         110.77           Sales         -1,509.00         -1,509.00         -1,509.00         -1,509.00         100.00           Unapplied Cash Payment Income         100.00         100.00         5-7,594.36         93.90           GROSS PROFIT         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           Expenses         060 Bank Service Charges         0.00         0.00         -1,876.75         58.84           062 Returned Check Charges         2,683.25         4,560.00         -1,876.75         58.84           070 Board Expenses </td <td>043 Renewal Fee LA (\$275)</td> <td>97,039.60</td> <td>96,800.00</td> <td>239.60</td> <td>100.25 %</td>	043 Renewal Fee LA (\$275)	97,039.60	96,800.00	239.60	100.25 %
Total 040 Registration Renewal Fees         101,139.60         99,650.00         1,489.60         101.49           050 Other Income         051 Address Change (\$15)         0.00         0.00         0.00           052 Nevada Blue Book (\$5)         0.00         0.00         0.00           056 Duplicate Certificate Fee (\$50)         100.00         100.00         34.00           057 Processing Fee         34.00         0.00         34.00           058 Public Record Request (\$10)         10.00         30.00         -20.00         33.33           Total 050 Other Income         144.00         130.00         14.00         110.77           Sales         -1,509.00         -1,509.00         -1,509.00         100.00           Unapplied Cash Payment Income         116,995.64         \$124,590.00         \$-7,594.36         93.90           GROSS PROFIT         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           Expenses         060 Bank Service Charges         0.00         0.00         -1,876.75         58.84           061 Merchant Deposit Fees         2,683.25         4,560.00         -1,876.75         58.84           070 Board Expenses         2,683.25         4,560.00         -1,876.75         58.84	044 Renewal Fee LA Intern (\$50)		50.00	-50.00	
050 Other Income       051 Address Change (\$15)       0.00       0.00         052 Nevada Blue Book (\$5)       0.00       0.00       0.00         056 Duplicate Certificate Fee (\$50)       100.00       100.00       0.00       100.00         057 Processing Fee       34.00       0.00       34.00       0.00       33.33         Total O50 Other Income       144.00       130.00       14.00       110.77         Sales       -1,509.00       -1,509.00       100.00       100.00         Unapplied Cash Payment Income       100.00       100.00       57,594.36       93.90         GROSS PROFIT       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         Expenses       0.00       0.00       5.7594.36       93.90         Expenses       0.00       1.00       5.7594.36       93.90         Expenses       0.00       1.00       5.7594.36       93.90         Expenses       0.00       0.00       0.00       0.00	045 Duplicate Renewal License (\$25)		0.00	0.00	
051 Address Change (\$15)       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       100.00       0.00       100.00       0.00       100.00       0.00       0.00       100.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       100.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00        0.00	Total 040 Registration Renewal Fees	101,139.60	99,650.00	1,489.60	101.49 %
052 Nevada Blue Book (\$5)       0.00       0.00       0.00         056 Duplicate Certificate Fee (\$50)       100.00       100.00       0.00       100.00         057 Processing Fee       34.00       0.00       34.00       0.00       33.33         058 Public Record Request (\$10)       10.00       30.00       -20.00       33.33         Total 050 Other Income       144.00       130.00       14.00       110.77         Sales       -1,509.00       -1,509.00       -1,509.00       100.00         Unapplied Cash Payment Income       100.00       100.00       \$-7,594.36       93.90         GROSS PROFIT       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         Expenses       0.00       0.00       \$-7,594.36       93.90         Total Income       \$1,560.00       \$-7,594.36	050 Other Income				
056 Duplicate Certificate Fee (\$50)       100.00       100.00       0.00       100.00         057 Processing Fee       34.00       0.00       34.00       0.00         058 Public Record Request (\$10)       10.00       30.00       -20.00       33.33         Total 050 Other Income       144.00       130.00       14.00       110.77         Sales       -1,509.00       -1,509.00       -1,509.00       100.00         Unapplied Cash Payment Income       100.00       100.00       100.00         Total Income       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         GROSS PROFIT       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         Expenses       0.00       0.	051 Address Change (\$15)		0.00	0.00	
057 Processing Fee       34.00       0.00       34.00         058 Public Record Request (\$10)       10.00       30.00       -20.00       33.33         Total 050 Other Income       144.00       130.00       14.00       110.77         Sales       -1,509.00	052 Nevada Blue Book (\$5)		0.00	0.00	
058 Public Record Request (\$10)         10.00         30.00         -20.00         33.33           Total 050 Other Income         144.00         130.00         14.00         110.77           Sales         -1,509.00         -1,509.00         -1,509.00         100.00           Unapplied Cash Payment Income         100.00         100.00         \$100.00         \$7,594.36         93.90           GROSS PROFIT         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           Expenses         060 Bank Service Charges         0.00         0.00         0.00           061 Merchant Deposit Fees         2,683.25         4,560.00         -1,876.75         58.84           062 Returned Check Charges         0.00         0.00         -1,876.75         58.84           070 Board Expenses         2,683.25         4,560.00         -1,876.75         58.84	056 Duplicate Certificate Fee (\$50)	100.00	100.00	0.00	100.00 %
Total 050 Other Income         144.00         130.00         14.00         110.77           Sales         -1,509.00         -1,509.00         -1,509.00         100.00         100.00         100.00         100.00         100.00         5.7,594.36         93.90 </td <td>057 Processing Fee</td> <td>34.00</td> <td>0.00</td> <td>34.00</td> <td></td>	057 Processing Fee	34.00	0.00	34.00	
Sales       -1,509.00       -1,509.00         Unapplied Cash Payment Income       100.00       100.00         Total Income       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         GROSS PROFIT       \$116,995.64       \$124,590.00       \$-7,594.36       93.90         Expenses       060 Bank Service Charges       0.00       0.00       0.00         061 Merchant Deposit Fees       2,683.25       4,560.00       -1,876.75       58.84         062 Returned Check Charges       0.00       0.00       -1,876.75       58.84         070 Board Expenses	058 Public Record Request (\$10)	10.00	30.00	-20.00	33.33 %
Unapplied Cash Payment Income         100.00         100.00           Total Income         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           GROSS PROFIT         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           Expenses         060 Bank Service Charges         0.00         0.00         0.00           061 Merchant Deposit Fees         2,683.25         4,560.00         -1,876.75         58.84           062 Returned Check Charges         0.00         0.00         -1,876.75         58.84           070 Board Expenses         2,683.25         4,560.00         -1,876.75         58.84	Total 050 Other Income	144.00	130.00	14.00	110.77 %
Total Income         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           GROSS PROFIT         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           Expenses         060 Bank Service Charges         0.00         0.00         0.00           061 Merchant Deposit Fees         2,683.25         4,560.00         -1,876.75         58.84           062 Returned Check Charges         0.00         0.00         0.00           Total 060 Bank Service Charges         2,683.25         4,560.00         -1,876.75         58.84           070 Board Expenses         070 Board Ex	Sales	-1,509.00		-1,509.00	
GROSS PROFIT         \$116,995.64         \$124,590.00         \$-7,594.36         93.90           Expenses         060 Bank Service Charges         0.00	Unapplied Cash Payment Income	100.00		100.00	
Expenses       0.00       0.00         060 Bank Service Charges       0.00       0.00         061 Merchant Deposit Fees       2,683.25       4,560.00       -1,876.75       58.84         062 Returned Check Charges       0.00       0.00         Total 060 Bank Service Charges       2,683.25       4,560.00       -1,876.75       58.84         070 Board Expenses	Total Income	\$116,995.64	\$124,590.00	\$ -7,594.36	93.90 %
060 Bank Service Charges       0.00       0.00         061 Merchant Deposit Fees       2,683.25       4,560.00       -1,876.75       58.84         062 Returned Check Charges       0.00       0.00       0.00         Total 060 Bank Service Charges       2,683.25       4,560.00       -1,876.75       58.84         070 Board Expenses	GROSS PROFIT	\$116,995.64	\$124,590.00	\$ -7,594.36	93.90 %
060 Bank Service Charges       0.00       0.00         061 Merchant Deposit Fees       2,683.25       4,560.00       -1,876.75       58.84         062 Returned Check Charges       0.00       0.00       0.00         Total 060 Bank Service Charges       2,683.25       4,560.00       -1,876.75       58.84         070 Board Expenses	Expenses				
061 Merchant Deposit Fees       2,683.25       4,560.00       -1,876.75       58.84         062 Returned Check Charges       0.00       0.00         Total 060 Bank Service Charges       2,683.25       4,560.00       -1,876.75       58.84         070 Board Expenses			0.00	0.00	
062 Returned Check Charges       0.00       0.00         Total 060 Bank Service Charges       2,683.25       4,560.00       -1,876.75       58.84         070 Board Expenses	_	2,683.25			58.84 %
Total 060 Bank Service Charges         2,683.25         4,560.00         -1,876.75         58.84           070 Board Expenses	•				
·	•	2,683.25	4,560.00	-1,876.75	58.84 %
·	070 Board Expenses				
	071 Board Member Mtg Fee (\$150)	2,700.00	4,500.00	-1,800.00	60.00 %

Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

		TC	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
072 Meals - Board Meetings	351.53	400.00	-48.47	87.88 %
073 Travel - Board Meetings	136.76	1,000.00	-863.24	13.68 %
Total 070 Board Expenses	3,188.29	5,900.00	-2,711.71	54.04 %
080 CLARB Affiliation Dues	4,790.00	6,340.00	-1,550.00	75.55 %
090 CLARB Annual Meeting Expenses	900.00	0.00	900.00	
091 Board Member Per Diem (\$150)		750.00	-750.00	
093 Annual Meeting Registration		2,000.00	-2,000.00	
094 Travel	45.00	800.00	-755.00	5.63 %
095 Meals	729.53	500.00	229.53	145.91 %
096 Lodging	2,256.84	2,000.00	256.84	112.84 %
Total 090 CLARB Annual Meeting Expenses	3,931.37	6,050.00	-2,118.63	64.98 %
100 Education & Training				
101 Registration		100.00	-100.00	
102 Meals	17.23	100.00	-82.77	17.23 %
104 Travel		50.00	-50.00	
Total 100 Education & Training	17.23	250.00	-232.77	6.89 %
105 FARB				
106 Registration		0.00	0.00	
107 Lodging		0.00	0.00	
108 Meals		0.00	0.00	
109 Travel		0.00	0.00	
Total 105 FARB		0.00	0.00	
120 NCIRC		0.00	0.00	
121 Board Member NCIRC Mtg Fee \$150		0.00	0.00	
122 Miscellaneous - NCIRC		0.00	0.00	
123 Travel - NCIRC		0.00	0.00	
Total 120 NCIRC		0.00	0.00	
130 Office Expenses				
132 DoIT Email & Web Hosting (deleted)		0.00	0.00	
133 Miscellaneous Office Expense	101.67	100.00	1.67	101.67 %
134 Licensee Stamp	780.50	900.00	-119.50	86.72 %
135 Computer Updates & Maint	651.76	1,000.00	-348.24	65.18 %
136 Office Rent	3,315.71	5,661.00	-2,345.29	58.57 %
137 Office Supplies	110.19	200.00	-89.81	55.10 %
139 Postage & Delivery		150.00	-150.00	
141 Telephone, Fax & Internet	760.49	1,305.00	-544.51	58.28 %
142 Merchant Services Fees		0.00	0.00	
145 Capital Equipment & Furniture		2,500.00	-2,500.00	
Total 130 Office Expenses	5,720.32	11,816.00	-6,095.68	48.41 %
147 Outside Services				
148 Web Software	7,660.36	11,280.00	-3,619.64	67.91 %
148a Web Payment Processor		700.00	-700.00	

Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L July 1, 2024 - February 14, 2025

		TC	OTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 148 Web Software	7,660.36	11,980.00	-4,319.64	63.94 %
149 Web Hosting		50.00	-50.00	
Total 147 Outside Services	7,660.36	12,030.00	-4,369.64	63.68 %
150 Payroll Expenses		0.00	0.00	
152 Executive Director	35,000.00	60,000.00	-25,000.00	58.33 %
153 Executive Director - Bonus		0.00	0.00	
154 Mileage	46.90	100.00	-53.10	46.90 %
155 Nevada Business Tax		0.00	0.00	
157 Payroll Taxes	10,762.02	2,085.00	8,677.02	516.16 %
159 Payroll Service (deleted)		0.00	0.00	
Total 150 Payroll Expenses	45,808.92	62,185.00	-16,376.08	73.67 %
160 Professional Fees				
162 Bookkeeping	2,372.50	3,000.00	-627.50	79.08 %
163 Attorney General's Office	1,381.97	3,500.00	-2,118.03	39.48 %
164 Legislative Bill Tracker		100.00	-100.00	
165 Legislative Counsel Bureau		1,000.00	-1,000.00	
166 Legislative Session		1,000.00	-1,000.00	
167 Liability Insurance	640.37	800.00	-159.63	80.05 %
Total 160 Professional Fees	4,394.84	9,400.00	-5,005.16	46.75 %
Total Expenses	\$78,194.58	\$118,531.00	\$ -40,336.42	65.97 %
NET OPERATING INCOME	\$38,801.06	\$6,059.00	\$32,742.06	640.39 %
NET INCOME	\$38,801.06	\$6,059.00	\$32,742.06	640.39 %

#### **ALTERNATIVE**

#### Office of Boards, Commissions and Council Standards

#### **Organizational Structure**

**Administrative Services** 

# Retains Independent Boards' Current Organizational Structure and Authority Provides State Administrative Oversight

The Office of Boards, Commission and Council Standards (Office) establishes new positions to serve as **State Liaison Officers** (SLO).

The assigned SLO is the primary contact person for all administrative services provided by the Office and have experience in Board administration and operations. The SLO oversees Administrative Services for their assigned Boards; collaborates with Boards for utilization of services with other State agencies, such as leasing services, and purchasing, and oversees compliance with administrative requirements, State Administrative Manual (SAM) as it pertains to Boards, and various reporting requirements by the State and/or the Legislature.

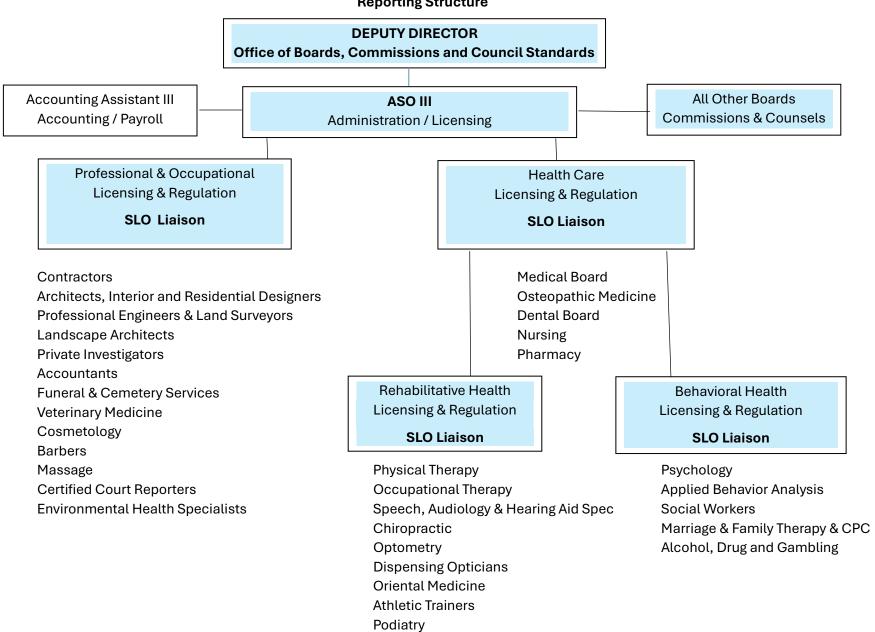
A Board may elect to transfer full administrative authority to the State with the Office assuming full administration of the Board.

#### **OPTIONAL / AVAILABLE ADMINISTRATIVE SERVICES**

- Administration Overall organization of board operations;
  - Information technology / website management
- Fiscal Budgeting, accounting, financial reporting and internal controls;
  - o Procurement / contract management
  - Audit services
- Legislative and regulatory Interface with the Legislature and LCB;
  - Bill requests, tracking, reporting
  - Regulation development and review
- Investigative Provide assistance to Boards that lack resources;
  - Complaints, follow-up and tracking
- Legal Review of cases, advise on due process and other areas; and
  - Formal hearings, notices, legal representation
  - Hearing Officers
- Human Resources Personnel
  - o Personnel policies, compensation, performance reviews, training
  - Payroll and benefit administration

#### Retains Independent Licensing Boards / Provides State Administrative Oversight

# Title 54 Professional and Occupational Boards Reporting Structure



#### **ALTERNATIVE**

#### Office of Boards, Commissions and Council Standards

#### **Organizational Structure**

**Administrative Services** 

# Retains Independent Boards' Current Organizational Structure and Authority Provides State Administrative Oversight

The Office of Boards, Commission and Council Standards (Office) establishes new positions to serve as **State Liaison Officers** (SLO).

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A Board may elect to transfer full administrative authority to the State with the Office assuming full administration of the Board.

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- Legal Review of cases, advise on due process and other areas; and
  - Formal hearings, notices, legal representation
  - Hearing Officers
- Human Resources Personnel
  - o Personnel policies, compensation, performance reviews, training
  - Payroll and benefit administration

# State of Nevada Governor's Office of Finance Division of Internal Audits Audit Report

DIA Report No. 19-03 June 25, 2019

# Board Semi-Autonomy with B&I May Be Best First Step for Licensing and Regulating Nevada's Professions

The best first step for establishing B&I oversight of Nevada's Boards may be enjoining a semiautonomous relationship by which Boards retain authority for the professions or occupations they regulate under their individual practice acts while other aspects of Board operations fall under the umbrella oversight of B&I. Under this framework, Boards would retain their independent authority to license and establish standards for their professions and would benefit from B&I's review of regulatory actions, operational practices, and administrative procedures.

#### **Nevada's Boards Prefer Autonomy**

The Council on Licensure, Enforcement and Regulation (CLEAR), described five models of organization for licensing boards in the 50 states. The models described range from fully autonomous where each board is responsible for its own operations to fully-centralized where a state agency is responsible for operations and a board, if it exists, is advisory.

CLEAR considered Nevada Boards to be fully autonomous because:

- They hire their own staff;
- Make decisions about office location, purchasing, and procedures;
- Receive and investigate complaints and discipline licensees;
- Prepare, conduct, and grade examinations;
- Set qualifications for licensing and standards for practice;
- Collect fees and maintain financial records;
- Process applications for licensing and renewal; and
- Answer inquiries from licensees and the public.

Boards believe strongly that the autonomous model provides the greatest flexibility and responsiveness to public needs and changes in professional practices. However, Boards also generally recognize that because they operate independently of both each other and the state, inconsistent practices among the Boards may exist and there is a lack of oversight, support, guidance, and consistency for their operations when compared to other state agencies.

# Semi-Autonomy Retains Responsiveness to the Public and Enhances Accountability for the Profession

CLEAR describes alternatives between full autonomy and full centralization that may provide both the flexibility and responsiveness to the public and profession while providing greater oversight and consistency in how the Boards operate. This relationship may be described as semi-autonomous in that Boards regulate their profession and set qualifications for licensing and standards for practice; prepare, conduct, and grade examinations; discipline licensees; hire their own staff; and answer inquiries from licensees and the public. However, a central agency would have varying degrees of control over other aspects of operations, such as facilities, licensing and regulatory processes, budgets, financial accounting and reporting, complaint investigations, personnel policies, and records.

In its executive oversight role, B&I could act as the central agency contemplated in the semiautonomous relationship. B&I could provide varying degrees of control over the other aspects of operations as necessary to maximize the effectiveness, efficiency, and consistency of the Boards.

#### Oversight Provided by a Core of Personnel Experienced in Board Operations

The organizational structure of B&l's executive oversight role will depend on many factors. Some Boards have suggested that a "liaison unit" be established and staffed by personnel experienced in core functions of board operations. Suggested core functions could include:

- Administration Overall organization of board operations;
- Fiscal Budgeting, accounting, financial reporting and internal controls;
- Legislative and regulatory Interface with the Legislature and LCB;
- Investigative Provide assistance to Boards that lack resources;
- Legal Review of cases, advise on due process and other areas; and
- Human Resources Personnel policies, compensation, performance reviews, and training.

In its executive oversight role, B&I could hire, direct, and manage personnel experienced in the core functions of board operations.

#### **B&I Can Provide Legislative Assistance**

Some Boards represented that one of the most confusing and intimidating aspects of Board operations is negotiating legislative processes for adopting regulations or introducing new bills. For example, even with OAG's rule making manual and training classes, the specifics of how to write and submit regulations is difficult to understand for new members and executive staff. Also, there is no central point of contact for introducing new legislation, leaving Boards to find a legislator on their own who is willing to introduce their bills. Additionally, some Boards may devote significant portions of their operating budgets toward lobbyist services. Some Boards represented they need lobbyists to educate them on the legislative process and to keep abreast of pending legislation.

As one of the largest executive departments, overseeing multiple industries, occupations and professions, B&I is acutely involved in the legislative process, both in terms of adopting regulations and introducing new legislation. In its executive oversight role, B&I could be the central point of contact for Boards to provide legislative assistance. As a result, Board expenditures on lobbyist activities may be reduced.

#### **Consolidation of Board Operations May Be Desirable**

Several Boards represented they do not need or lack the funding to operate fulltime. Consequently, Boards may employ only a single person on a part-time basis or may require that Board members volunteer time to function in a staff capacity to help ensure they meet the needs of the public and profession.

As noted in our first report, one group of three boards has consolidated their facilities, operations, and staffing to provide full-time operations for all three boards and reduce overall operating costs while maintaining the independence of each of the three boards to regulate their professions. The boards share operating costs through a co-location and cost-sharing agreement. This approach may serve as a model for other boards with limited requirements or resources. An executive oversight agency would be in a position to have sufficient data, information, and awareness to recommend and guide such a consolidation.

In its oversight role, B&I could evaluate the requirements and limitations of the Boards in order to determine which Boards might benefit from consolidation of their facilities, operations, and staffing. B&I could provide an on-going institutional and structured service to smaller boards.

#### **Phased Approach May Be Effective**

Board size and complexity vary greatly. As noted in our first report for fiscal year 2017, the number of licensees regulated varies from about 60 to 48,600; annual expenditures vary from about \$28,000 to \$7.1 million; and staffing levels vary from about 1 to 60 positions.

Given the great degree of variance in the Boards and their regulated professions, a one-size-fits-all approach to oversight may not be desirable. Instead, a phased approach may be more effective.

While B&I could function in the same oversight role for all Boards, the way it accomplishes that oversight may require a phased approach. After an initial period of evaluation, B&I could determine the degree and type of oversight that would best benefit each Board. For example, for Boards that currently operate with a robust set of standards and function effectively and efficiently, a review by B&I of those standards for consistency of practice may be all that is required. In contrast, Boards with a history of issues such as inadequate funding, staff turnover, unresolved complaints, or delays in license processing may require a more hands on approach, up to and including direct management and/or consolidation of operations. This approach would seem to meet the intent of the Legislature to establish a set of standards for the Boards where needed but still allow Boards that already meet those standards to continue to operate as normal.

#### Agenda Item 6.D

Policy Number:	Date Revised	Governor's Signature
Policy #:	December 2023	

#### REMOTE WORK

THIS POLICY REPLACES ALL AGENCY REMOTE WORK/WORK FROM HOME/TELEWORK POLICIES IN PLACE EFFECTIVE IMMEDIATELY.

It is the policy of the State of Nevada to provide in-person services for the majority of its operations serving both internal and external customers. It is the intent of the Governor that remote work is the exception, not the rule. Remote work agreements shall be approved on an individual basis and not appropriate to be ubiquitous across entire departments, divisions, budget accounts, job titles, or other broad categorizations.

Remote work agreements are a limited discretionary privilege, provided for the benefit of the State of Nevada, subject to conditional approval on a case-by-case basis, and may be revoked or amended at any time.

#### **PURPOSE**

To establish procedures and provide guidance to Executive Branch employees regarding the remote work program.

#### SCOPE

This policy applies to all employees working under the authority of the Executive Branch of the Nevada State Government - all agencies, boards, commissions, offices, authorities or other governmental budget units in the State Human Resources System.

#### **POLICY**

A remote work agreement may be approved under certain circumstances or when special conditions prevent an employee from working in their office location.

Special arrangements related to health or medical accommodations are handled by separate procedures.

It is the responsibility of the employee and supervisor to review the agreement prior to its expiration and receive approval in order to extend it.

This is the policy of the Governor and denial of an employee's request is not subject to any grievance procedure, reconsideration or appeal.

Employees approved for secondary employment are not eligible for remote work agreements.

Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion. Working remotely is not a universal employee benefit, as not all jobs are appropriate for remote work.

This policy applies to:

- Employees who work remotely any number of hours on a permanent basis; and
- Employees who routinely work in the field (such as police, auditors or social service employees providing home visits) for the time they are not working in the field if they are not working in an assigned office space

This policy does not apply to:

- Employees who routinely work in the field (such as auditors or social service employees providing home visits) for the time they are working in the field:
- Employees who are working remotely due to extenuating circumstances for a single period of less than three days; and
- Employees on a Performance Improvement Plan (PI) or those whose most recent evaluation does not meet standards as those employees are not eligible for remote work.

#### Responsibility

#### Management responsibilities:

- 1. The Department Director is required to pre-approve remote work by signing the Work from Home Agreement form. Work from home agreements are subject to review and audit by the Division of Human Resources Management.
- 2 Managers/Leads/Supervisors are responsible for:
  - Ensuring teams work collaboratively, regardless of the work location while fostering a culture of inclusiveness.
  - b. Ensuring remote work employee(s) comply with this policy.
  - c. Ensuring remote work employees have accountability mechanisms in place and are accomplishing their tasks efficiently.
  - d. Conducting regular communication with remote work employees and notifying them of pertinent meetings.
  - e. Ensuring Work Performance Standards (HR-14) are current, and Employee Reports on Performance (HR-15) are conducted timely for employees requesting a remote work agreement. Only employees who meet or exceed work performance standards are eligible for remote work.
  - f. Identifying any restricted access, confidential material or personally identifying information necessary for the employee to complete their assigned work and arranging for and ensuring such data is only used as

Page 2

- needed for assigned work and that any data accessed remotely is protected from unauthorized access by individuals not authorized to see such data.
- 3. An employee's schedule when working remotely must be established with their supervisor.
- 4. No State positions shall work remotely for 100% of their work schedule. The only exception to this rule is for workers who are permanently stationed outside of the State.

#### Employees are required to:

- 1. Sign the Remote work Agreement form and comply with this policy. Employees must understand that the privilege to work remotely can be rescinded at any time at the discretion of the supervisor.
- 2. Establish and maintain a dedicated workspace that is quiet and clean with adequate lighting and ventilation. This workspace must be a safe, secure, professional working environment in adherence with all applicable agency policies regarding safety, workplace attire, and other professional expectations.
- 3. Not conduct in-person business visits or meetings with professional colleagues, customers, or the public at any approved alternative work location. However, this policy does not prohibit employees from conducting business at other appropriate locations that would normally occur even without a remote work agreement.
- 4. Maintain a substance-free workplace during working hours.
- 5. Follow established best practices and employing agency policies for maintaining communications.
- 6. Ensure any physical or electronic documents or records used or accessed at a remote location are not permanently stored at the remote work location and are timely returned to the designated office location. Electronic documents and records that are used while working remotely are to be stored in the employing agency's record system when not in active use.
- 7. Ensure that unauthorized individuals do not have access to work-related data. Security and confidentiality shall be maintained by the employee at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary duty location or accessed through a computer unless approved in advance by the supervisor and the Office of the Chief Information Officer. VPN access is required to access such data.
- 8. Affirm completion of all assigned cybersecurity and agency-specific security training in the remote work agreement (e.g., HIPAA, FERPA or other agency specific security requirements).
- 9. Be accessible by management during remote work hours.
- 10. Advise their supervisor or their designee of their break and lunch periods.
- 11. Notify their supervisor of any deviation from their approved schedule.
- 12. Advise their assigned supervisor of their work progress as agreed to in the remote work agreement.
- 13. Devote their full time, attention, and efforts to their assigned work during agreed upon work hours.

- 14. Accurately record appropriate leave and overtime when working remotely as they would if the remote work agreement were not in place. Approval for leave and overtime must be obtained in accordance with agency policy.
- 15. Turn their camera on during video meetings.

#### Conditions:

- 1. Remote work assignments do not change the conditions of employment or required compliance with policies.
- 2. The remote work locations must be approved by agency management.
- 3. The agency and the employee must agree to remote work arrangements.
- 4. An employee's compensation and benefits will not change as a result of remote work arrangements.
- 5. The total number of hours employees are expected to work will not change, regardless of work location.
- 6. Procedures must be in place to document the work hours of those who work remotely and ensure compliance with the Fair Labor Standards Act.
- 7. Working remotely is not intended to serve as a substitute for child or adult care.
- 8. Remote work is not intended to offset the use of sick leave, Family and Medical leave, Workers Compensation leave or any other type of leave.
- 9. Remote work is not an option to hire an employee who does not live in their assigned geographic work area. The only exception is for employees who are permanently stationed out-of-state. Positions reassigned to an alternate geographic location in the state should be based in a designated state office location.
- 10. Managers/Leads/Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events.

#### Workers Compensation Liability:

Any on-the-job injury claims incurred while in remote work status may require an investigation depending on the circumstances. Employee reporting requirements, timeframes, documentation, and drug testing are still applicable for any worker compensation claims.

Per the Occupational Safety and Health Administration (OSHA), the State is not responsible for the safety conditions within a remote work location. However, a safety/ergonomic evaluation can be arranged by the employing agency if necessary and requested.

#### Equipment and Materials:

Employees may not use any computer equipment not covered under an acceptable use policy.

- 1. Issued equipment may be used only for authorized State purposes by authorized employees.
- 2. Employees are responsible for protecting State-owned or issued equipment from theft, damage and unauthorized use.
- 3. Issued equipment used in the normal course of employment will be maintained, serviced and repaired by the State.
- 4. The State will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service.

#### Costs Associated with Working from Home:

The State will not assume responsibility for operating costs, secure internet connectivity, home maintenance or other costs incurred by employees working remotely. The internet connection must have sufficient speed and capacity to accommodate work-related tasks.

Mileage reimbursement will NOT be provided for travel between the remote work location and the assigned work office for remote workers. Mileage reimbursement may be granted for travel between the remote work location and the location of a meeting, etc., that is not being held at the primary duty location, in accordance with State and Federal regulations. This is inclusive of requirements in the State Administrative Manual, particularly that reimbursed mileage must be reduced by the roundtrip mileage between the remote workplace and the assigned work office.

#### Security of State Information:

Employees must safeguard the State's information used or accessed while working remotely. Employees must agree to follow all applicable security procedures in order to ensure confidentiality and security of data while working remotely. Work performed while working remotely is considered official State business; therefore, the State may establish specific working conditions that apply to employees working remotely.

#### Policy Exceptions:

On occasion there are special circumstances that may permit an exception to this policy. Exceptions, while not common, require the approval of the agency Director.

## **Remote Work Agreement**

This document is intended to ensure that both the employee and supervisor have a clear, shared understanding of the employee's remote work arrangement. Each remote work arrangement is unique depending on the needs of the Department and the position. Remote Work Agreements must be renewed at least every 6 months.

<u>Employee Remote Work Requ</u>	ired Information
Employee Name:	
Job Title:	
PCN:	
Employee ID:	
Division/Unit:	
Duty Location:	
Supervisor Name and Title:	
Todav's Date:	

# Reason for Working Remotely:

Reason:	
How long is this request for?	
How will you access necessary equipment and work-related materials?	
How will your productivity be measured?	
Technology requirements (i.e. camera, phone, etc.):	
List required security training:	
Remote work schedule (including days of the week and hours of the day):	
Equipment information (i.e. blue tag number, etc.)	

any time at the sole discretion of my Superv	
Employee Name Printed	_
Employee Signature	
Agency ISO Name Printed	_
Agency ISO Signature	
Supervisor Name Printed	_
Supervisor Signature	
Director Name Printed	_
Director Signature	