

The policies of the Nevada State Board of Optometry were adopted to assist the consistent enforcement of Nevada's statutes and regulations applicable to the practice of optometry and to conduct the Board's authorized functions under the law.

These policies do not replace our statutes and regulations (NRS & NAC Chapters 636), and where they conflict, the statutes and regulations shall take precedence.

Policy Number 1 – Correspondence

All official correspondence with the Board must be made either through the Board's website; via the Executive Director by mail at Post Office Box 1824, Carson City, Nevada 89702; by email at admin@nvoptometry.org; or via FAX at 775-305-0105.

Policy Number 2 – Change in Location of Practice

NRS 636.370 and this policy require an optometrist to notify the Board of the place of his or her practice or any change in location of that practice, in writing, through its Executive Director, prior to the date the change becomes effective.

Policy Number 3 – Application Fees

The Application for Licensure as an optometrist in the State of Nevada may be downloaded from the Board's web site, <https://nvoptometry.org>. The applicant must submit the application, all supporting materials and the fee to the Board. Once the applicant has passed

the online law exam, and all required documentation in support of the application has been received in the Board office, the Executive Director shall review, reject or approve the application and provide notice to the applicant within 30 days.

Upon receipt of notice of approval of his/her application, the applicant shall, via US Mail, submit the required license printing fee and provide his/her practice location.

Within 60 days of receipt of all required information, the ED will provide the licensee with a licensure certificate for display.

Policy Number 4 – Duplication & Document Fees

The Board is authorized by law to charge a reasonable fee for duplication of documents. The Executive Director of the Board is authorized to charge the following amounts for copying, mailing and duplication of physical documents: up to \$0.60 per page. **Currently, the Board assesses a fee of \$0.25 per page.**

The Board will not charge a fee for document requests, which are made using the Public Records Request Form found on the Board website, for electronic records.

Policy Number 5 – License Renewal

Pursuant to [NRS 636.250](#), a licensee active or inactive must renew his or her license by March 1 of each year. For renewal by mail to be timely, it must be postmarked before March 1 by the

United States Postal Service. Electronic renewal is effective upon receipt of all required information and fees.

If a license is not renewed by March 1, the licensee may renew within the remainder of the calendar year by paying a penalty of \$250.00 as authorized by NRS 636.285, plus the renewal fee.

Policy Number 6 – Licensing Education Requirements

Pursuant to [NRS 636.250](#), a licensee must renew his/her license by March 1 of each year. To renew a license, the licensee must provide a completed application, renewal fees and proof of appropriate Continuing Education based on license and certification requirements. (See Policy No. 7)

Policy Number 7 – Continuing Education

[NRS 636.260\[2\]](#) requires the license renewal fee to be accompanied by satisfactory evidence that the licensee, within the 12 month period immediately preceding license renewal, has completed the required number of hours of continuing education approved by the Board.

The continuing education requirements for licensees certified in diagnostic pharmaceutical drugs may not exceed 24 hours in the 12 month period. The Board has established 18 hours as the requirement for licensees who have been certified in diagnostic pharmaceutical agents, of which 5 hours may be practice management. All of the 18 hours may be by live attendance, by Internet, correspondence or video.

Licensees submitting courses taken via the Internet, correspondence or video tape must submit proof they have received a grade of 75% or higher on the course exam.

The requirement for licensees who have been certified in therapeutic pharmaceutical agents may not exceed 50 hours in the 12 month period. The Board has established 30 hours as the requirement for licensees who have been certified in therapeutic pharmaceutical drugs. Of the 30 hours, a minimum of 15 hours must be TPA related. Up to five hours may be practice management. Any or all of the 30 hours may be completed by live attendance, or by Internet, correspondence or video. **Licensees submitting courses taken via the Internet, correspondence or video must submit proof they have received a grade of 75% or higher on the course exam.**

The Board reviews pre-approved providers periodically to verify adherence to established standards and hours in their reporting.

The Board has established two categories of acceptable and approved continuing education:

1. Pre-approved – This category only requires submission of the Board's Continuing Education Attendance [CEA] form or the ARBO summary through which attendance is certified. Other certifications may be submitted along with the CEA form. Certification can be by stamp or signature.

The Board counts hours in 0.25 hour increments using 1/4 hour time nearest the actual time, with the exception that 50 minute lectures are counted as one hour in accord with academic tradition.

2. Other – Other providers will be approved on an individual basis. Such providers may submit the course syllabus or program materials in advance for approval or the course may be considered when the licensee submits a CE Summary Form. The licensee will receive notice from the Board only if the course is not approved.

Pre-approved CE includes all COPE-approved courses, with the exception of those offered by Optocase and/or Queens University.

Pre-approved courses also include optometry-related courses offered by any of the following providers:

1. All schools and colleges of optometry but not their affiliates. For example, alumni associations are affiliates and are not considered pre-approved providers.

2. The following AOA & U.S. Affiliated Associations:

- Alabama Optometric Association
- Alaska Optometric Association
- Arizona Optometric Association
- Arkansas Optometric Association
- Armed Forces Optometric Association
- California Optometric Association
- Colorado Optometric Association
- Connecticut Optometric Association

- Delaware Optometric Association
- Optometric Society of the District of Columbia
- Florida Optometric Association
- Georgia Optometric Association
- Hawaii Optometric Association
- Idaho Optometric Association
- Illinois Optometric Association
- Indiana Optometric Association
- Iowa Optometric Association
- Kansas Optometric Association
- Kentucky Optometric Association
- Louisiana State Association of Optometrists
- Maine Optometric Association
- Maryland Optometric Association
- Massachusetts Society of Optometrists
- Michigan Optometric Association
- Mississippi Optometric Association
- Missouri Optometric Association
- Montana Optometric Association
- Nebraska Optometric Association
- Nevada State Optometric Association
- New Hampshire Optometric Association
- New Jersey Optometric Association
- New Mexico Optometric Association
- New York State Optometric Association
- North Carolina Optometric Association
- North Dakota Optometric Association
- Ohio Optometric Association
- Oklahoma Optometric Association
- Oregon Optometric Association
- Pennsylvania Optometric Association
- Rhode Island Optometric Association
- South Carolina Optometric Association
- South Dakota Optometric Society/ South Dakota State Board of Optometric Examiners
- Tennessee Optometric Association
- Texas Optometric Association
- Utah Optometric Association
- Vermont Optometric Association
- Virginia Optometric Association
- Washington Optometric Association
- West Virginia Optometric Association

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- Wisconsin Optometric Association
- Wyoming Optometric Association

3. Regional Councils:

- Mountain West Council of Optometrists
- New England Council of Optometrists
- North Central States Optometric Council
- Optometric Council of the National Capital Region
- Southern Council of Optometrists
- Southern Council of Optometry
- Great Western Council of Optometry (GWCO)

4. U.S. Government:

- Veterans Administration
- Academy of Health Sciences, USA
- Air National Guard Optometric Society
- Brooke Army Medical Center
- Department of the Army – Office of the Surgeon General
- 18th Medical Command
- 2291st U.S.A.H. [Reserve]
- Ireland Army Community Hospital – Optometry Section
- Naval Medical Command – Southwest Region – Naval Hospital
- School of Health Care Sciences, USAF – Sheppard AFB, TX
- Department of Biomedical Sciences MSDB
- Tri Service Optometric Society–Naval Medical Clinic,
- Barbar's Point Naval Air Station

5. OEPF

- Optometric Extension Program Foundation, Inc.
- Eastern State Optometric Congress
- Great Lakes Optometric Congress
- Heart of American Optometric Congress
- The Invitational Skeffington Symposium
- Mid-American Vision Conference

- Mountain States Congress of Optometry
- New Jersey Optometric Extension Program
- Northeast Congress of Optometry
- Northwest Congress of Optometry
- Northeast Vision Conference
- Reading Advanced Behavioral Vision Seminar
- Rosario Seminar
- San Jose Vision Therapy Conference
- Southwest California Behavioral Vision Seminar
- Southern California Vision Forum
- Summerville Behavioral Seminars
- Sun Valley Behavioral Vision Seminar

6. Special:

- American Academy of Optometry
- National Eye Research Foundation
- Northern Rockies Optometric Conference
- Council on Practitioner Education of the IAB
- College of Optometry and Vision Development [COVD]

7. Any state ophthalmologic or optometric society.

8. Any regional or national ophthalmologic association.

9. Any medical school affiliated ophthalmology residency program.

Policy Number 8 – Accredited Colleges of Optometry

Pursuant to [NRS 636.135](#), only certain schools and colleges of optometry are accredited by the Nevada Board of Optometry. The Board shall rely on the Accreditation Council on Optometric Education for information regarding accreditation.

Policy Number 9 – Multiple Verification of Licenses

Any person requesting multiple verifications of licenses may be required by the Executive Director to make such requests in writing and pay a fee of \$25.00.

Any person requesting disciplinary information concerning a licensee, and asking the Board for physical copies of the file must make the request in writing, and pay a fee of \$5.00 for any file up to 20 pages, and \$0.25 per page thereafter.

Policy Number 10 – Fictitious Name

[NRS 636.350](#) requires that prior to any licensee practicing under an assumed or fictitious name must be issued a certificate from the Board before he/she commences using the assumed or fictitious name. Any licensee practicing at a medical or surgical facility who applies for registration of an assumed name to be used at the facility must include his/her professional designation in the assumed name.

Policy Number 11 – Continuing Education

A licensee shall not report his/her continuing education information to the Board until the licensee has sufficient hours to fulfill the total requirements for the license year. Interim submission of continuing education information will not be accepted.

Policy Number 12 – Operating Expenses

The Board shall maintain in a separate from its operating account liquefiable funds estimated to be sufficient to pay the operating expenses of the Board for a thirteen (13) month period.