

Board Policies (as of January 2020)

These 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.

The policies do not replace the Optometry 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, mailed to the Executive Director at Post Office Box 1824, Carson City, Nevada 89702, sent by email to admin@nvoptometry.com or via fax to 775-305-0105.

Policy Number 2 – Change in Location of Practice

NRS 636.370 and this policy require each optometrist to notify the Board of the place of his or her practice or any change in location of that practice, in writing, prior to the date the change becomes effective. Fees may apply to any change of practice address.

Policy Number 3 – Application Fees

The Application for Licensure as an optometrist in the State of Nevada may be found at <https://nvoptometry.org>. The applicant must submit the application, all required supporting materials and the fee to the Board. Once the applicant has passed the online law exam with a score of 75% or higher, and all required documentation in support of the application has been received in the Board office, within 30 days, the Executive Director will review, reject or approve the application and provide notice to the applicant. This policy applies to both new licensees and applicants for licensure by endorsement.

Upon receipt of notice of approval of his/her application, and before beginning his or her practice, the applicant must and identify his/her practice location to the Board. Within 60 days of receipt of all required information, the licensee will be provided a licensure certificate for display.

Policy Number 4 – Duplicate Document Fees

The Board is authorized by law to charge a reasonable fee for duplication of documents. The Board has approved a charge up to \$0.60 per page for copying, mailing, and duplication of physical documents:

The charge for copying is \$0.25 per page.

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Policy Number 5 – License Renewal

Pursuant to [NRS 636.250](#), each active or inactive licensee must renew his or her license by submitting the renewal form, appropriate evidence of continuing education credits completed and the renewal fees before March 1 of each even-numbered year, regardless of the initial license approval date. For renewal by mail to be complete, all materials must be postmarked before March 1 by the United States Postal Service. Electronic renewal is effective based upon the Board website's timestamp of receipt. Responsibility for assuring or confirming complete and proper submission of renewal materials rests solely on the renewing licensee.

If a license has not been renewed by March 1 of the prescribed year, the license will be suspended. While a license is suspended, it prohibits the licensee from the practice of optometry. A license may be relieved from suspension if the licensee files a renewal application, submits the required CE documentation and renewal fee before July 1, and pays a penalty of \$500.00 as authorized by NRS 636.285.

As of July 1 of each even-numbered year, an unrenewed license and all related certifications will expire, and if the former licensee wishes to practice in Nevada, he or she must apply as though no previous licensure existed.

Policy Number 6 – Continuing Education

[NRS 636.260\[2\]](#) requires the license renewal application and renewal fee to be accompanied by satisfactory evidence that, within the 24-month period immediately preceding the license renewal deadline of March 1, the licensee has completed the required number of hours of continuing education approved by the Board.

The continuing education requirements for licensees with no prescribing certification may not exceed 40 hours per 24-month period. The Board has established 40 hours as the requirement for such licensees, of which up to 5 hours may be related to practice management.

The requirement for licensees who hold an optometric pharmaceutical agents certification (OPAC) may not exceed 100 hours per 24-month period. The Board has established 50 hours as the requirement for licensees who are certified to prescribe optometric pharmaceutical agents. Of the 50 hours, not fewer than 30 hours must be OPAC-related, i.e.; related to pharmaceutical agents or the diagnosis or treatment of conditions of the eye. No more than 10 hours may be related to practice management. **If a licensee is certified to administer and prescribe optometric pharmaceutical agents, and holds both a Drug Enforcement Agency number and a Controlled Substances number, and therefore is authorized to prescribe controlled substances listed in Schedules III - V, the 2 hours of opioid, substance abuse or addiction education required by NRS 636.2881 may be counted among the 30 OPAC hours.**

The Board counts hours in increments using the 1/4 hour nearest the actual teaching time, with the exception that 50-minute lectures are counted as one hour in accord with academic tradition. A licensee may not receive credit for more than 10 hours of continuing education awarded during any 24-hour period.

Any or all of the CE hours may be completed by live attendance, Internet, correspondence or video. Licensees submitting courses taken via the Internet, correspondence or video must submit proof they have received a grade of 70% or higher on a course exam.

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The Board reviews pre-approved providers periodically to verify adherence to established standards and hours for reporting. The Board has established two categories of acceptable and approved continuing education:

1. PRE-APPROVED PROVIDERS

This category requires the licensee to submit a signed or verified Continuing Education Attendance form or an ARBO summary through which attendance is certified. Evidence of attendance can be by stamp or signature.

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

B. 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

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- 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
- Wisconsin Optometric Association
- Wyoming Optometric Association

C. 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)

D. U.S. Government:

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

E. OEPPF:

- Optometric Extension Program Foundation, Inc.
- Eastern State Optometric Congress
- Great Lakes Optometric Congress
- Heart of America 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

F. 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]

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G. Any state, regional or national ophthalmologic or optometric society or association. Note: Category I CME (Continuing Medical Education) coursework will NOT be accepted generally but may be submitted for the 2 hours required per renewal period related to opioid prescribing, use and misuse.

H. Any medical school affiliated ophthalmology residency program. Note: Category I CME (Continuing Medical Education) coursework will NOT be accepted generally but may be submitted for the 2 hours required per renewal period related to opioid prescribing, use and misuse.

I. Any Council on Optometric Practitioner Education (COPE) approved course.

2. NON-PRE-APPROVED PROVIDERS – Other providers will be approved on an individual basis. Such providers or licensees wishing to have their attendance approved, may submit the course syllabus and other relevant materials and a bio of the presenter in advance. The licensee will receive notice from the Board only if the course is not approved.

Policy Number 7 – Accredited Colleges of Optometry

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

Policy Number 8 – Verifications of License

The Board provides a free license verification page to the public free of charge on its website. Any person requesting telephone verification of a license or requiring a written verification of any information posted on the Board website may be required to make such requests in writing and pay a fee of \$25.00.

Any person requesting physical copies of disciplinary information concerning a licensee, or physical copies of a file must make the request in writing and pay a fee of \$5.00 for the preparation, copying and mailing cost of any file up to 20 pages, plus \$0.25 per page thereafter. In most cases, electronic copies of such information will be provided without charge.

Policy Number 9 – Assumed or Fictitious Names

[NRS 636.350](#) requires that, before practicing under an assumed or fictitious name, a licensee must be issued a certificate from the Board. An online application for Fictitious Name Certificate must be submitted for each location where the name is to be used, disclosing each person or entity that holds an ownership interest in the entity operating under the assumed or fictitious name. The certificate must be approved before commencing use of the name.

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Policy Number 10 – Timing of Continuing Education Reporting

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

Policy Number 11 – Contact with Members of the Board

Licensees should refrain from contacting members appointed to the State Board of Optometry at their homes or offices regarding Board matters and operations and should instead contact the Executive Director at the Board office. Only when a licensee wishes to shield his or her identity from the staff for good cause, or the issue involves the conduct of the Executive Director, should a licensee contact a Board member directly.

Policy Number 12 – Provision for Patient Records

The Board highly recommends that each licensed and practicing Nevada optometrist, and particularly each optometrist who practices alone, creates and executes a written plan for a qualified person or entity to take responsibility to secure the optometrist's patient records in the event of his or her sudden or unexpected incapacity or death. Further, optometrists with such plans may wish to provide such information to the Board, gain approval from each patient to share protected information with the designee, and inform the patient how he or she may gain access to his or her protected health information in the event the optometrist becomes unable to deliver the same.