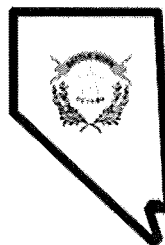


## BOARD OF APPLIED BEHAVIOR ANALYSIS



## STATE OF NEVADA

**DRAFT MINUTES**  
**Board Meeting April 19, 2022**

**1. Call to Order, Roll Call of Members, and Establish Quorum**

Meeting called to order at 10:00 a.m. by Dr. Fronapfel

Roll Call: Dr. Fronapfel, Christy Fuller, Rachel Gwin, Courtney LoMonaco

Dr. Leytham, absent

Quorum verified.

Wendy Knorr, Executive Director and Heena Rasul, DAG present.

**2. Public Comment**

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an item. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

*Matt Sosa* – Questioned the new additional Cultural Competency requirements – New requirement? Is it fair to assume this is mandated by NRS?

Asking for clarification of this new requirement. In reading the description it requires training to address persons from different cultural backgrounds; including gender, racial and ethnic backgrounds; religious backgrounds; LGBTQ+; children and seniors; veterans; persons with mental illness; persons with an intellectual disability; developmental disability or physical disability and other populations designated by the applicable licensing Board.

What is the board's interpretation of this description? Do CEUs that cover providing services to Autism count under the mental and physical disabilities? Wondering how the Board would interpret that?

*Christy Fuller* – Thank you Matt for your comment. While this isn't a question and answer with the Board, some of that may be covered in agenda item #5 when we discuss the CEU requirements.

**3. Approval of March 15, 2022 Board Meeting Minutes (For Possible Action)**

Corrections: Christy Fuller and Courtney LoMonaco both requested spelling out complete names versus using just initials.

Correct Dr. Leytham's name spelling in #5c and #5d, "practitioners" mistyped.

Motion: Courtney LoMonaco

Second: Christy Fuller

Motion passed

**6. Financial Update (For Possible Action)- Taken out of order to accommodate presenter.**

*Carol Wood* was present to provide financial overview/detail of information.

## BOARD OF APPLIED BEHAVIOR ANALYSIS



## STATE OF NEVADA

*Carol Wood* -The operations of the Board are quite stable so there isn't a lot of enlightenment I can share. If you are comparing information in the reports provided you'll notice the October through March, month-to-month information, is slightly different in total from the Profit & Loss statement and that is because there are few start-up expenses that were dated in September that are included in the Profit & Loss statement. Mostly items to set-up the new office so probably not useful for budgeting purposes which is what I believe the month-to-month information is for, but I didn't want you to look at two reports and be confused as to why they are different.

*Wendy Knorr* commented that she was happy to see that month to month the operation remains in the black. Going forward this information will be helpful as we begin to prepare a budget.

*Carol Wood* explained that statements she provides are on an accrual basis. Primarily means that if someone pays in December for their 2023 license, you won't see that in the Profit & Loss statement. If it were cash basis, obviously you'll see the bank balance will go up, but since the service being provided, the license for 2023, it would show 1/12 of their renewal amount in each month of 2023 to spread that revenue over the time we are providing that service.

*Brigid Fronapfel* – Carol, thank you for your work. I know I probably speak for all the Board members, this is just much more precise information than what we've had previously. It is great for us to be able to see it broken down in the actual funding sources and where the money is coming from and going to. We appreciate it very much.

*Christy Fuller* – Thank you for the detailed statements. Are we making these available to the public? Posting on our website or in the meeting materials?

*Wendy Knorr* – Yes, information is posted on the website. Dr. Leytham and I are reviewing materials from previous meetings to ensure all information is posted that was presented/discussed.

#### 4. Executive Director's Report (For Possible Action)

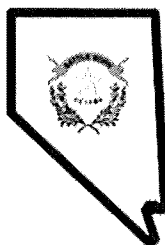
- a) Public Employee Benefit Program (PEPB)- Enrollment was completed and the monthly cost came to: \$892.25. Open enrollment for the next fiscal year begins in May, so updated information will be available soon for any changes in coverage and costs.
- b) Paper application conversion – Efforts continue to convert those files to be ready for renewal season. Certemy revisions continue as well. Revised application isn't ready yet but will be presented to Board as it becomes available.

#### 5. Review, Discussion, and Possible Approval of Board Activities (For Possible Action)

- a) CEU requirements for renewal process – see attachment

*Wendy Knorr* – Information was sent out to all LBAs and LaBAs who will require CEUs for their renewal. The handout was created and mailed to all licensees in the data base. There were a few emails that bounced back from the mailing, but less than 10 or so, so I feel comfortable that the information was received. I have received a couple questions about any requirement regarding in-person credits vs. online. I understand that the Psychology Board had some requirements, but I do

## BOARD OF APPLIED BEHAVIOR ANALYSIS



## STATE OF NEVADA

not see any specific NV ABA requirements regarding how credits are obtained. Questions continue about the Suicide Awareness/Prevention and how to find providers.

*Brigid Fronapfel* explained that the new requirements were legislated and was not specifically related to ABA- it is all healthcare professions- and the requirement has been around for a while. DEI (Diversity, Equity and Inclusion) is new and went into effect January 2022. That was SB327 and because we are in Chapter 600 it is required for us. BACB will be requiring DEI credits, effective 2026. The state is a bit ahead of them, but professionals should be aware this is coming through BACB as well.

*Christy Fuller* – Related to Matt's question, my best advice to licensees is to search out ACE providers who are offering specific DEI programs. Some ACE providers are already using the descriptors. If it is in the title of the program, you'll probably be ok. Look in the course description as well. We may look closer at audited submissions, but titles and descriptions should be safe.

*Brigid Fronapfel*- Every biennium 32 CEUs are required for LBAs. If they are ACE approved providers then the units fall into the different categories (ethics, supervision, etc.). If DEI is provided by those providers, it can be included in the total 32. However, for the state requirements, if the provider is NOT an ACE provider the units can count toward the state requirements, in addition to the required 32 units.

*Wendy Knorr*- If the title/course description include DEI information it will be acceptable regardless as to how it may be classified by provider – i.e. some courses listed under Ethics vs. DEI as this is still evolving.

*Christy Fuller* – We won't allow "double dipping." A course entitled Ethical Supervision, as an example, can only be counted as an ethics course OR a Supervision course, but not both.

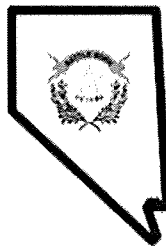
#### b) CE Broker – proposal

*Wendy Knorr* – This is a CE tracking program. There is no charge to the Board, and at one level, no charge to the licensees. CE Broker makes money through provider fees – allowing providers to promote/provide their educational offerings to professionals.

*Christy Fuller*- I looked at the information and I don't know enough about it. I see the value of having access for people, especially, because sometimes I still do think that licensees forget that their certification is on a different cycle from their license, and they need to insure they are compliant with their required CEs for both certification and license. I like the idea that if they need something its right there and they can go look it up. I do think there are other providers we may want to consider.

*Wendy Knorr*- I don't want to complicate things with another process/partner. I am new to the renewal process and I know tracking the CEUs and at crunch time it can be an issue. This group states that they work with 130 licensing agencies across 22 states. Right now they are mainly in the Southeast and are expanding. It would work with Certemy, similar to our online payment

## BOARD OF APPLIED BEHAVIOR ANALYSIS



## STATE OF NEVADA

processing. It provides reporting which is of interest to me. It also provides audits. We can invite them to present more information if we are interested.

*Christy Fuller*- In looking at the information I see that there is no cost to the Board, but is there a cost to licensees to use it and if we do incorporate it would it be required that everyone use it.

*Wendy Knorr*- I confirmed that there are three different user levels – the first being no cost but providing the information to us. Then there are two paid levels that provide more support/services to the subscribers -\$29 and \$99 annual fee – but the basic program does not cost the licensee nor the Board anything.

*Brigid Fronapfel* – What capacity does Certemy have for tracking CEU's?

*Wendy Knorr* – There is capacity, we can build that into our Certemy program.

*Christy Fuller*- I don't know how well Certemy works. I do know people can input their information and I know there have been updates made to Certemy and there may have been changes, but I feel like that part of tracking CEU's, they are a bit behind or not as user friendly. CE Broker information looks like it could be good, but is it this too good to be true. If its free and they are approaching us - It is free now, but one day it won't be. I would not want to pass on additional costs to practitioners if it were to change one day.

*Wendy Knorr* – I believe that is addressed in their agreement. I understand that the data belongs to us, there is a 30-day out clause. If they were to make changes they'd have to update the agreement, but the data remains ours. If you are interested we can get additional information about Certemy's offerings and invite CE Broker to present more information for better comparison.

*Christy Fuller* – I agree with that. Let's talk with Certemy. I do feel the Certemy CE tracking is clunky, but let's see if there have been any improvements and if we are using it at capacity or can be expanded. Schedule a demo with CE Broker to see their program and if would benefit us and what the cost could be. With renewals coming up it would be good to make a choice – anyway to improve efficiency and reduce errors would be great. The other thing to consider also is the pro-rating issue – can Certemy manage this or can CE Broker handle it better?

*Wendy Knorr* – Okay, I'll get some additional information and we'll dig into this a bit deeper. OT Board has shared their process with us as well. The pro-rated CEU information was shared again for the licensees and the information is posted on the website.

*Courtney LoMonaco* – Are there any other providers that we might want to look at if we are indeed going to consider an outside provider for this service?

# BOARD OF APPLIED BEHAVIOR ANALYSIS



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## c) Website update/discussion

## d) Listserv update/discussion

*Wendy Knorr* -No updates. We are using the listserv and have sent information successfully. If anyone has feedback for corrections or additions, please reach out to us.

## e) Board member recruitment

*Wendy Knorr* – I did reach out to the Governor's office and confirmed that we have two professional positions and one community member position coming up this year. All current board members are eligible to be reappointed, an application must be submitted.

If you are interested in applying for one of the positions we will provide information on the website. Applications go through the Governor's office.

*Christy Fuller* – Did they give you any idea of how long that process takes? When should we have applications in to avoid a delay in appointment and risk an open seat.

*Wendy Knorr* - My goal is to have conversations with those terming out about their interest in continuing and stay in touch with the Governor's office. We are the ones to keep the process moving. They will notify us if applications are received by them. We want to avoid any vacant positions if at all possible.

## 7. Complaint Status Update

*Wendy Knorr* -None have been closed. Possibly able to close out a couple next month.

## 8. Discussion of Current Status of Applications and other Licensing Activities (For Possible Action)

### a) Jurisprudence Exam-

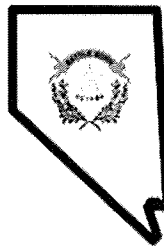
*Wendy Knorr* – I did not get the proposed revised exam ready for review as I had hoped, but will provide a proposed exam by next month.

### b) Licenses/Registrations issued

RBTs:	March – 61 registered
	To date in April- 23 registered
	Total RBT's currently- 1706
LBAs:	March – 12 licensed
	To date in April - 6 licensed
	Total LBAs currently - 440
LaBAs:	March – 0 licensed
	To date in April – 0 licensed
	Total LaBAs currently - 38

In process: 46 RBTs/16 LBAs

# BOARD OF APPLIED BEHAVIOR ANALYSIS



# STATE OF NEVADA

*Wendy Knorr* – Let's review the licensing/registration process again as there continues to be questions especially about the time it takes to complete the process. We are still awaiting approval from the FBI for electronic submission. Once that approval is received we will be able to utilize our previous process using LiveScan electronic submission of prints for background clearance. We own that process a bit more as we are the account holder and the waiver and request are monitored by us more closely.

*Brigid Fronapfel*- Our sponsoring senator is aware of the delays and it is really in the hands of the FBI and the delays of the process are not those of the Board, but those of the DPS process.

*Wendy Knorr* – When someone makes a new application with us in Certemy in pops up in my dashboard, and I immediately respond to that applicant with an email from our office with the details of this process, the required forms and NRS information about working without approved license/registrations. If the applicants don't act on that portion of the process – getting the prints taken, completing the application and obtaining money order and then sending it all to DPS in Carson City – the process is delayed. This is where the delays are happening. If the applicants take care of this immediately there isn't a delay in the process. We are also reminding employers to start the background process immediately upon hire and not wait for the BACB certification process to be completed before they submit prints.

*Brigid Fronapfel*- The language has not been codified and that is frustrating. Previous processes took about the same amount of time for new language to be approved. The last process took until June to be finalized, so we are on about the same timeline.

*Wendy Knorr*- The process is working. Even with the electronic submission it is a 4-6 week process, but we are seeing the delays in submission from the applicants and incomplete applications being returned.

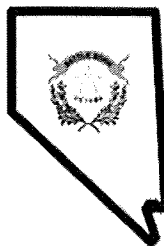
*Christy Fuller*- Appreciate your efforts Wendy in trying to avoid any further delays. It can be a confusing process. To avoid additional delays – I encourage practitioners, supervisors, business owners – my advice is to appoint someone in your office to support these individuals through the process. This can be an overwhelming process and some support and oversight will help.

## 9. Determine Future Agenda Items (For Possible Action)

Standing Items  
CE process/provider  
Budget discussion  
Fee structure review  
Regulation review

Christy Fuller made the motion  
Rachel Gwin seconded the motion  
Motion passed

## BOARD OF APPLIED BEHAVIOR ANALYSIS



## STATE OF NEVADA

## 10. Public Comment

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

*Debra Meinberg-* We are not receiving emails/listserv and are missing important information- we missed the last meeting because we did not receive notice and I wanted to see if anyone else was having problems and have this addressed.

And regarding the open Board positions – When are they open? We would like to know more information about the process, the timeline, qualifications and what kind of considerations are given. We had an applicant last time and we didn't receive any rejection or information – just when the new board was announced we learned we weren't on it. Would like to know what efforts are being made to diversify.

## 11. Adjournment

Meeting adjourned at 10:59 a.m.

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**NOTE:** We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Wendy Knorr at (775-746-9429) as soon as possible and at least one **business** day in advance of the meeting. If you wish, you may e-mail her at [executivedirector@nvababoard.org](mailto:executivedirector@nvababoard.org). Supporting materials for this meeting are available at 6170 MaeAnne Ave., Suite 1, Reno, NV 89523 or by contacting Wendy Knorr at 775-746-9429, or by email [executivedirector@nvababoard.org](mailto:executivedirector@nvababoard.org). Agenda and supporting materials posted at these locations and online on the following sites: <https://notice.nv.gov/> [www.nvababoard.org](http://www.nvababoard.org) and NVABA Office

#5.a

**executivedirector@nvababoard.org**

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**From:** Dr. Patrick A. Leytham, PhD, BCBA, LBA <patrickleytham@nvababoard.org>  
**Sent:** Tuesday, May 10, 2022 12:05 PM  
**To:** executivedirector@nvababoard.org  
**Subject:** FW: DreamCare Renewal

**Flag Status:** Flagged

Hey Wendy,

Can you send this out to the Board Members? Need to determine whether or not we are going to pay for the DreamCare service.

I'm going to reach back out to Andres and get some more information as to benefits of this service.

P

Dr. Patrick A. Leytham, PhD, BCBA, LBA  
Secretary / Treasurer  
Nevada Applied Behavior Analysis Board

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**From:** Andres Gonzalez  
**Sent:** Wednesday, May 4, 2022 2:55 PM  
**To:** Patrick Leytham  
**Subject:** DreamCare Renewal

Hello Patrick,

I hope you are having a great day!

My name is Andres, I am Sales team member of the Pro Services team here at DreamHost.

Thank you again for the opportunity to have our teams help you build out this amazing website! I wanted to reach out because we are nearing the end of your 3 month free trial of DreamCare, tied to maintaining the site and keeping it secure over time. Since we are getting close to that expiration, I figured I'd reach out and ask if you'd like to continue the DreamCare service at \$59 per month, going forward.

If you would like us to continue keeping the site maintained and secure, please feel free to reply and let me know! I can make sure that everything gets set up as expected when the time comes. If you'd rather not take advantage of this service, after the trial has ended, we get it! Simply reach back out to me directly and let me know! When the expiration comes up we will be sure to remove the service from your DreamHost account.

If there are any questions that I can assist you with, in the meantime, please feel free to reach back out!

Cheers,

Andres  
DreamHost Pro Services



**Board Members Sought**

The Applied Behavior Analysis Board will be filling three board member positions this year. We are seeking interested professionals and community members to join the organization as it continues to expand and evolve! Nevada Revised Statute 437.100 outlines the requirements of the Board and its membership.

**Two positions** require the candidates to be licensed behavior analysts in the State of Nevada.

**One position** will represent the general public; someone interested in the practice of applied behavior analysis but not affiliated with any ABA professionals.

**Nevada Revised Statute 437.100 Creation; membership; terms; meetings; officers; immunity.**

1. The Board of Applied Behavior Analysis is hereby created.
2. The Governor shall appoint to the Board:
  - (a) Four voting members who are behavior analysts licensed in this State.
  - (b) One voting member who is a representative of the general public who is interested in the practice of applied behavior analysis. This member must not be a behavior analyst or assistant behavior analyst, an applicant or a former applicant for licensure as a behavior analyst or assistant behavior analyst, a member of a health profession, the spouse or the parent or child, by blood, marriage or adoption, of a behavior analyst or assistant behavior analyst, or a member of a household that includes a behavior analyst or assistant behavior analyst.
3. After the initial term, the Governor shall appoint each member of the Board to a term of 4 years. No member of the Board may serve more than two consecutive terms.
4. The Board shall hold a regular meeting at least once a year. The Board shall hold a special meeting upon a call of the President or upon the request of a majority of the members. A majority of the Board constitutes a quorum.
5. At the regular annual meeting, the Board shall elect from its membership a President and a Secretary-Treasurer, who shall hold office for 1 year and until the election and qualification of their successors.
6. A member of the Board or an employee or agent of the Board is not liable in a civil action for any act performed in good faith and within the scope of the duties of the Board pursuant to the provisions of this chapter.

The Governor is responsible for appointing citizens to the Board. These positions are Regulatory Board positions. They oversee the licensing, handle complaints and enforce disciplinary actions of individuals or industries that fall within the jurisdiction of the board's authority.

If you are interested in being appointed to the ABA Board, please follow the process and submit your application through the Governor's website: [gov.nv.gov/Board](http://gov.nv.gov/Board)

For more information about the Board and the NV ABA operations, please contact Executive Director, Wendy Knorr at 775-746-9429.



Member  
FDIC

# 6a

Date 4/29/22 Page 1  
Primary Account XXXXXXXXXXXX2966

NEVADA APPLIED BEHAVIOR ANALYSIS BOARD  
6170 MAE ANNE AVE SUITE 1  
RENO NV 89523-4705

\*\*\*\*\* CHECKING ACCOUNTS \*\*\*\*\*

Account Title: NEVADA APPLIED BEHAVIOR ANALYSIS BOARD

TOTALLY FREE BUSINESS CHECKING	Number of Enclosures	35
Account Number XXXXXXXXXXXX2966	Statement Dates	4/01/22 thru 5/01/22
Previous Balance 453,692.78	Days in the statement period	31
27 Deposits/Credits 7,460.64	Average Ledger	450,278.61
17 Checks/Debits 18,749.99	Average Collected	450,278.61
Service Charge .00		
Interest Paid .00		
Ending Balance 442,403.43		

Date	Description	Withdrawals	Deposits	Balance
4/01	Remote Deposit	1.00	70.00	453,762.78
4/01	Remote Deposit	.00	70.00	453,832.78
4/01	Remote Deposit	.00	70.00	453,902.78
4/01	Remote Deposit	.00	70.00	453,972.78
4/01	Remote Deposit	.00	350.00	454,322.78
4/01	Remote Deposit	.00	70.00	454,392.78
4/01	CHECK 1036	44.70-	.00	454,348.08
4/04	Remote Deposit	.00	70.00	454,418.08
4/04	Remote Deposit	.00	70.00	454,488.08
4/04	Remote Deposit	.00	67.00	454,555.08
4/04	Remote Deposit	.00	100.00	454,655.08
4/04	CYBERSRC BKCD M DSC	3.99-	.00	454,651.09
	CCD 8640000843506			
	091000010018514			
4/04	AUTHNET GATEWAY BILLING	25.00-	.00	454,626.09
	CCD 121632815			
	104000015637643			
4/05	Remote Deposit	.00	151.33	454,777.42
4/05	Remote Deposit	.00	167.00	454,944.42
4/06	Remote Deposit	.00	100.00	455,044.42
4/07	INTUIT PAYROLL S QUICKBOOKS	2,139.40-	.00	452,905.02
	CCD 863445270			
	021000020272254			
4/07	CHECK 1018	31.98-	.00	452,873.04

#6a

Member  
FDIC

Date 4/29/22 Page 2  
Primary Account XXXXXXXXXXXX2966

TOTALLY FREE BUSINESS CHECKING XXXXXXXXXXXX2966 (Continued)

Date Description		ACTIVITY IN DATE ORDER		Withdrawals Deposits		Balance
4/08	DBT CRD 1309 04/07/22 35498769	36.69-	.00	452,836.35		
	STAPLES 00114702					
	RENO NV C# 3245					
4/11	CHECK 1035	1,800.00-	.00	451,036.35		
4/13	CHECK 1037	2.14-	.00	451,034.21		
4/15	CHECK 1040	892.25-	.00	450,141.96		
4/18	CHECK 1038	24.49-	.00	450,117.47		
4/18	CHECK 1039	6.50-	.00	450,110.97		
4/20	DDA B/P 1258 04/20/22 01669532	28.05-	.00	450,082.92		
	TRTHFDR*TRUTHFINDER.CO					
	800-6998081 CA C# 3245					
4/21	IRS USATAXPYMT	1,018.74-	.00	449,064.18		
	CCD 225251160739435					
	061036010017415					
4/21	INTUIT PAYROLL S QUICKBOOKS	1,930.46-	.00	447,133.72		
	CCD 863445270					
	021000029062591					
4/25	DDA B/P 1817 04/24/22 30888888	32.20-	.00	447,101.52		
	MSFT *E0200ICGEN>					
	One Microsoft Way					
	MSBILL.INFO WA C# 3245					
4/25	POS DEB 2057 04/24/22 00793668	8.00-	.00	447,093.52		
	Microsoft					
	1 Microsoft Way					
	Redmond WA C# 3245					
4/27	DDA Regular Deposit	.00	1,010.00	448,103.52		
4/27	DDA Regular Deposit	.00	1,926.99	450,030.51		
4/27	DDA Regular Deposit	.00	2,155.32	452,185.83		
4/27	Remote Deposit	.00	70.00	452,255.83		
4/27	Remote Deposit	.00	70.00	452,325.83		
4/27	Remote Deposit	.00	70.00	452,395.83		
4/29	Remote Deposit	.00	70.00	452,465.83		
4/29	Remote Deposit	.00	70.00	452,535.83		
4/29	Remote Deposit	.00	70.00	452,605.83		
4/29	Remote Deposit	.00	150.00	452,755.83		
4/29	Remote Deposit	.00	70.00	452,825.83		
4/29	Remote Deposit	.00	70.00	452,895.83		
4/29	Remote Deposit	.00	133.00	453,028.83		
4/29	Remote Deposit	.00	100.00	453,128.83		
4/29	CHECK 1042	10,725.40-	.00	442,403.43		

#6a



Member  
FDIC

Date 4/29/22 Page 3  
Primary Account XXXXXXXXXXXX2966

TOTALLY FREE BUSINESS CHECKING XXXXXXXXXXXX2966 (Continued)

SUMMARY BY CHECK NUMBER					
Date	Check No	Amount	Date	Check No	Amount
4/07	1018	31.98	4/18	1038	24.49
4/11	1035*	1,800.00	4/18	1039	6.50
4/01	1036	44.70	4/15	1040	892.25
4/13	1037	2.14	4/29	1042*	10,725.40

\* Denotes missing check numbers

Remote Deposit Date: 04/04 Amount: \$67.00

#6a

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/4/2022 Items: 1 Amount: \$100.00 Batch ID: 14259938497 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1146345425

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/5/2022 Items: 1 Amount: \$151.33 Batch ID: 14274515273 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1147148261

Remote Deposit Date: 04/04 Amount: \$100.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/5/2022 Items: 1 Amount: \$167.00 Batch ID: 14274515305 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1147149229

Remote Deposit Date: 04/05 Amount: \$151.33

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/6/2022 Items: 1 Amount: \$100.00 Batch ID: 14288995389 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1148079469

Remote Deposit Date: 04/05 Amount: \$167.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/27/2022 Items: 1 Amount: \$70.00 Batch ID: 14448019661 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1162819365

Remote Deposit Date: 04/06 Amount: \$100.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/27/2022 Items: 1 Amount: \$70.00 Batch ID: 14448019669 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1162820481

Remote Deposit Date: 04/27 Amount: \$70.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/27/2022 Items: 1 Amount: \$70.00 Batch ID: 14448019717 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1162821577

Remote Deposit Date: 04/27 Amount: \$70.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/29/2022 Items: 1 Amount: \$70.00 Batch ID: 14467425849 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164185743

Remote Deposit Date: 04/27 Amount: \$70.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/29/2022 Items: 1 Amount: \$70.00 Batch ID: 14467425865 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164186689

Remote Deposit Date: 04/29 Amount: \$70.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/29/2022 Items: 1 Amount: \$70.00 Batch ID: 14467425937 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164188361

Remote Deposit Date: 04/29 Amount: \$70.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/29/2022 Items: 1 Amount: \$150.00 Batch ID: 14469200229 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164189589

Remote Deposit Date: 04/29 Amount: \$70.00

Remote Deposit	Credit
<b>Glacier Family of Banks RDA Services</b> <i>Mobile Consumer Capture director, executive</i> 202 Main St. Kalispell, MT 59901 844-892-2962	Date: 4/29/2022 Items: 1 Amount: \$70.00 Batch ID: 14469200229 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164188425

Remote Deposit Date: 04/29 Amount: \$150.00

Remote Deposit Date: 04/29 Amount: \$70.00

# 6a

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$70.00 Batch ID: 14469200289 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164469653

Remote Deposit Date: 04/29 Amount: \$70.00

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

Remote Deposit Date: 04/29 Amount: \$100.00

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1035 Date: 04/11 Amount: \$1,800.00

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1037 Date: 04/13 Amount: \$2.14

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1039 Date: 04/18 Amount: \$6.50

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1042 Date: 04/29 Amount: \$10,725.40

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$133.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164470989

Remote Deposit Date: 04/29 Amount: \$133.00

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1018 Date: 04/07 Amount: \$31.98

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1036 Date: 04/01 Amount: \$44.70

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1038 Date: 04/18 Amount: \$24.49

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

CHECK 1040 Date: 04/16 Amount: \$892.25

Remote Deposit	Credit
Glacier Family of Banks RDA Services Mobile Consumer Capture director, executive 232 Main St. Kaliappell, MT 59901 844-892-2982	Date: 4/29/2022 Items: 1 Amount: \$100.00 Batch ID: 14469200317 Account ID: 65513 648409 Acct Num: 0002200004382966 AuxOnUs: 1164473089

#66

**Office of the Attorney General**  
100 North Carson Street  
Carson City, Nevada 89701-4717  
Telephone: 775-684-1100 Fax: 775-684-1108

Statement as of 2/28/2022  
Statement no 100444

**Board of Applied Behavior Analysis (20212)**  
**Dr. Brigid Fronapfel**  
6170 Mae Anne Avenue, Suite 1  
Reno, NV 89523

Total Current Billing:	<u>\$9,747.40</u>
Previous Balance Due:	\$978.00
Payments Received:	<u>\$0.00</u>
Total Now Due:	<b>\$10,725.40</b>



# 66

# Office of the Attorney General

100 North Carson Street  
Carson City, NV 89701-4717  
Phone No.: (775) 684-1100 Fax: (775) 684-1108

Statement as of 3/31/2022  
Statement no 100422

Board of Applied Behavior Analysis (20212)  
Dr. Brigid Fronapfel, President  
6170 Mae Anne Avenue, Suite 1  
Reno, NV 89523

## 30086-001 / General

Professional Services		Hours	Rate	Amount
03/15/2022 HR	attend board meeting.	2.00	163.00	326.00
03/03/2022 HR	Telephone call with ED regarding CEU reg issue; email Chief Bordelove regarding the issue.	1.00	163.00	163.00
03/16/2022 HR	email ED regarding unlicensed practice issues.	0.50	163.00	81.50
03/02/2022 HR	respond to email regarding pro-rated CEUs for renewal.	2.00	163.00	326.00
03/08/2022 HR	review agenda.	0.50	163.00	81.50
Sub-total Fees:				\$978.00

## Rate Summary

Henna Rasul	6.00 hours at \$163.00/hr	\$978.00
Total hours:	6.00	\$978.00
Total Current Billing:		\$978.00
Total Now Due:		\$978.00

#66

**Office of the Attorney General**

100 North Carson Street  
 Carson City, NV 89701-4717  
 Phone No.: (775) 684-1100 Fax: (775) 684-1108

Statement as of 2/28/2022  
 Statement no 100444

**Board of Applied Behavior Analysis (20212)**  
**Dr. Brighid Fronapfel, President**  
**6170 Mae Anne Avenue, Suite 1**  
**Reno, NV 89523**

**30086-001 / General**

<b>Professional Services</b>		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
10/27/2021	HR attend ABA board meeting; review various board issues.	5.00	163.00	815.00
10/26/2021	HR respond to ABA staff regarding licensing issue; review press releases; review various board issues.	4.50	163.00	733.50
02/15/2022	HR OML Rotation; attend ABA meeting.	10.00	163.00	1,630.00
10/19/2021	HR meet with new client ABA staff.	1.00	163.00	163.00
11/16/2021	HR email ABA Board ED again regarding Senator Bryan's call - still no response.	0.40	163.00	65.20
11/10/2021	HR review and respond to ABA board chair regarding complaints.	0.40	163.00	65.20
02/14/2022	HR respond to ABA ED's question about abandoned practice; review various board issues.	3.50	163.00	570.50
01/10/2022	HR respond 239B question for ABA Board; review ABA meeting agenda.	1.50	163.00	244.50
10/28/2021	HR review letters for ABA staff; review email from Kevin Benson to ABA staff; review various board issues; review press release.	2.50	163.00	407.50
11/09/2021	HR respond to ABA Board ED; review press release; review various board issues.	4.50	163.00	733.50
11/12/2021	HR review press release; email ABA Board ED regarding call from Senator Bryan for second time and she still did no respond.	0.80	163.00	130.40
01/21/2022	HR respond to ABA Board public records request question.	1.00	163.00	163.00
10/13/2021	HR review press release; review ABA agenda.	1.00	163.00	163.00
10/25/2021	HR respond to emails from ABA staff; review various board issues.	4.40	163.00	717.20
02/04/2022	HR ABA meeting with ED; review various board issues.	6.10	163.00	994.30
01/18/2022	HR attend ABA Board meeting; review various board issues.	5.20	163.00	847.60
10/21/2021	HR OML Rotation; review email from ABA staff.	8.00	163.00	1,304.00
11/01/2021	HR respond to emails from ABA Board regarding Covid issue; review various board issues.	4.60	0.00	No Charge
Sub-total Fees:			<u>\$9,747.40</u>	

#8b

**executivedirector@nvababoard.org**

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**From:** Erica Manganelli <erica.manganelli@certemy.com>  
**Sent:** Wednesday, May 11, 2022 12:36 PM  
**To:** executivedirector@nvababoard.org  
**Subject:** NVABA Continuing Education

Good Afternoon Wendy,

It was a pleasure speaking with you! As mentioned during our conversation, I've provided information on both the Education and Log step types.

**Step Type: Education**

- Pros: You can utilize the audit functionality (choose a percentage of continuing education steps to audit - they are selected by the system at random as professionals complete their CE step in the Renewal phase). Additionally, you can continue to add more hours after the step is completed.
- Cons: You do not have the flexibility to add more fields (if there is more information you would like the professional to provide - like Program Type). Additionally, current functionality does not include logic for CE hour proration.

**Step Type: Log**

- Pro: You have the flexibility to add as many fields as necessary (i.e., Program Type).
- Cons: This step type does not allow for Auditing - either the step Requires 100% Verification or No Verification. Additionally, current logic does not allow for CE hour proration.

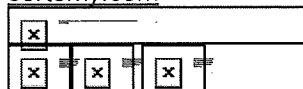
**Erica Manganelli**

Customer Success Manager | Certemy

(732) 837-0140

[erica.manganelli@certemy.com](mailto:erica.manganelli@certemy.com)

[certemy.com](https://certemy.com)



#8e

From: [REDACTED]  
Sent: Tuesday, May 3, 2022 4:43 PM  
To: [REDACTED]; [executivedirector@nvababoard.org](mailto:executivedirector@nvababoard.org)  
Subject: RE: LBA Form and fees

Hi Wendy,

If I am understanding correctly, the "intern" has to be attending an accredited college or university? I see many agencies advertising for the Internship basically doing what an RBT does but calling it an internship, even for those with a high school diploma.

If the person is identified as an "intern" and not an RBT, they can basically work in the capacity of what an RBT would do? I do not see a distinction. It states "under the direct supervision of" an LBA but does not indicate the percentage of supervision as an intern. Does the intern have to be supervised 100% of the time by the LBA or just be under their direct supervision (similar to that of an RBT)?

Please clarify.

Thanks,

From: [REDACTED]  
Sent: Tuesday, May 3, 2022 4:22 PM  
To: [executivedirector@nvababoard.org](mailto:executivedirector@nvababoard.org)  
Cc: [REDACTED]  
Subject: RE: LBA Form and fees

**NRS 437.070 Student, intern, trainee or fellow authorized to practice applied behavior analysis under supervision.**

1. A person who has matriculated at an accredited college or university and is not licensed or registered pursuant to this chapter may practice applied behavior analysis under the direct supervision of a licensed behavior analyst as part of:

- (a) A program in applied behavior analysis offered by the college or university in which he or she is enrolled; or
- (b) An internship or fellowship.

2. A person described in subsection 1:

(a) Shall clearly identify himself or herself to any person to whom he or she provides applied behavior analysis services as a student, intern, trainee or fellow; and

(b) Shall not identify himself or herself as a behavior analyst, assistant behavior analyst or registered behavior technician, or represent or imply that he or she is licensed or registered pursuant to this chapter.

(Added to NRS by 2017, 4222; A 2019, 2537)

Hi Wendy,

What is your interpretation of the above? So they can practice as an intern whether RBT/BCBA but needs to be under a licensed person and cannot call themselves as such RBT/BCBA????

Please let us know.

Thanks.

#8e

Thanks for connecting with us with your questions.

Different organizations may use "intern" in a number of ways, which can complicate things.

To legally practice in Nevada, an RBT, BCBA or BCaBA needs to be licensed/registered by our office.

If the individual is a student at an accredited college or university and is part of a program and practicing under the supervision of a NV licensed professional, then they are exempt from the statute. They may not represent themselves as licensed to clients, families or payor sources.

Just because an organization calls someone an "intern" does not mean that individual can provide services and are automatically exempt from the statutes. It must be a formal, educational program to qualify as an intern to meet this definition. NRS 437.065 spells out exemptions for licensure/registration. NRS 437.070 spells out the college/university program requirements.

Justin – you are correct in that an "intern" must be attending an accredited college or university and not just given the title by an organization.

I hope this helps. If you have concerns about other organizations using the Intern exemption incorrectly you can submit a complaint to our office and/or share information about NRS and refer them to our office for clarification.

Thank you.

*Wendy Knorr, Executive Director*

Nevada ABA Board

6170 MaeAnne Ave., Suite #1

Reno, NV 89523

775.746.9429

---

From: [REDACTED]  
Sent: Friday, May 6, 2022 2:10 PM  
To: executivedirector@nvababoard.org; [REDACTED]  
Subject: RE: Question regarding Intern definition/limitations

#8e

Hello Wendy,

NRS 437.065 Exemptions from requirements for licensure and registration – does not specify anything with regards to practicing ABA under supervision as in 437.070. Nor does it relate to ABA companies that bill health insurance to work directly with kids with autism (non-academic). You stated “To legally practice in Nevada, an RBT needs to be licensed/registered by our office.” However, under 437.070 it states an intern CAN legally practice ABA under supervision. In fact, a current NV RBT must also practice ABA under supervision by an LBA. In that regard, both can practice ABA with a “natural person” under supervision of an LBA.

So if a college student is in an ABA program at a college or university, they can practice ABA under the direct supervision of an LBA (just like an RBT), with the only difference being that they have to refer to themselves as an ‘intern’?

NRS 437.070 does not offer more specific guidance as to what constitutes “a formal, educational program to qualify as an intern to meet this definition”. It just states an accredited college or university (accredited by any accrediting body?) and enrolled in an ABA program (such as working towards a BA degree at a university). What is the definition of a “program” in ABA? None of that is defined. Furthermore, it doesn’t state that it is time limited (e.g., can only be during a semester of a practicum placement or experience portion of the ABA “program”).

For example:

<https://www.purdueglobal.edu/degree-programs/psychology/psychology-applied-behavior-analysis-bachelor-degree/>

This is an example of a “program” where someone can be enrolled in a BS degree in ABA, and would appear to meet that definition of an intern as long as they are enrolled in that ‘program’.

It is the role of the NV ABA board to regulate and enforce agency compliance with the rules set forth by the statutes. Therefore, I will let you do your own research, inquiries, and due diligence with other agencies who may be in violation.

Thanks,

#8e

**executivedirector@nvababoard.org**

---

**From:** executivedirector@nvababoard.org  
**Sent:** Friday, May 6, 2022 3:23 PM  
**To:** [REDACTED]  
**Subject:** RE: Question regarding Intern definition/limitations

[REDACTED]  
Thank you for the additional information.

As clarification, if an individual is participating in an academic internship through a college or university, and working under the supervision of a Licensed LBA, they may provide ABA services in the capacity of an "intern." They remain unlicensed and I would assume unable to bill for services.

Internships offered through academic programs are formal, structured programs that typically have written agreements/MOUs between the student, the institution and the host organization. It isn't just a job title given to an unlicensed/unregistered student.

So, no, a college student in an ABA program at a college or university cannot practice ABA under just the supervision of an ABA without it being under a formal internship offered through the institution. If they are working on BACB requirements, BACB provides guidance for that process.

As a requirement of an RBT's Nevada Registration and an LaBA's Nevada license, they must work under the supervision of a Nevada Licensed LBA.

As for more details regarding time frames, accrediting bodies and definition of programs – NRS typically remains less specific than NAC regulations. You bring up some very good points for clarification which I can present to the board for more clarification and possible revisions of ABA regulations in the future. As you know, the ABA statues and regulations are new after the reorganization of the licensing responsibilities, so questions such as yours can be addressed in future regulatory revisions.

Your email lead me to believe that you may have concerns of other agencies misinterpreting/abusing the internship roles in their organizations and that 's why I offered the option to file a complaint, share information or refer them to our office. Our responsibility is to ensure registrants and licensees follow Nevada statues and regulations. We do not regulate clinic/business operations.

I appreciate your inquiry, your interpretation, and your feedback.  
Thank you.

*Wendy Knorr, Executive Director*  
Nevada ABA Board  
6170 MaeAnne Ave., Suite #1  
Reno, NV 89523  
775.746.9429

**executivedirector@nvababoard.org**

---

**From:** Erica Manganelli <erica.manganelli@certemy.com>  
**Sent:** Wednesday, May 11, 2022 12:36 PM  
**To:** executivedirector@nvababoard.org  
**Subject:** NVABA Continuing Education

Good Afternoon Wendy,

It was a pleasure speaking with you! As mentioned during our conversation, I've provided information on both the Education and Log step types.

**Step Type: Education**

- Pros: You can utilize the audit functionality (choose a percentage of continuing education steps to audit - they are selected by the system at random as professionals complete their CE step in the Renewal phase). Additionally, you can continue to add more hours after the step is completed.
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**Step Type: Log**

- Pro: You have the flexibility to add as many fields as necessary (i.e., Program Type).
- Cons: This step type does not allow for Auditing - either the step Requires 100% Verification or No Verification. Additionally, current logic does not allow for CE hour proration.

**Erica Manganelli**

Customer Success Manager | Certemy

(732) 837-0140

[erica.manganelli@certemy.com](mailto:erica.manganelli@certemy.com)

[certemy.com](https://certemy.com)

