~~CHAPTER 3 APPLICATION PROCEDURES FOR INITIAL CERTIFICATION~~

~~3-001 Application: There are two sequential parts to the application process for Certified Compulsive Gambling Counselors. An applicant must pass portfolio review to be eligible to take the written examination.~~

~~3-002 Portfolio Review~~

~~3-002.01 Individuals desiring certification must submit an application to the Division.~~

~~3-002.01A The Division must establish application submittal deadline dates, and other time lines as are necessary for application processing.~~

~~3-002.01B The effective date of the application is the date of receipt at the Division. This date is used when calculating counseling experience, education, and training. Only counseling experience, education, and training gained prior to this date, and included in the application, will be considered.~~

~~3-002.02 The Division must conduct an administrative review of complete applications.~~

~~3-002.02A Only a complete application will be eligible for review during any given review cycle. A complete application is one in which the application and all other required documents are received at the Division by the application deadline date. Incomplete applications will be held over to the next application deadline date and review cycle.~~

~~3-002.03 Complete applications are reviewed by the Compulsive Gambling Counselor Certification Advisory Board.~~

~~3-002.03A The Board may request additional information or clarification in writing and/or in person and defer action on the application until the next Board meeting.~~

~~3-002.03B The Board forwards its recommendations to the Division Director.~~

~~3-002.04 The Division must notify the applicant of its findings in writing within 60 days of the Board meeting in which the application packet was reviewed. The notice is deemed received three days after being mailed to the last known address of the applicant.~~

~~3-002.05 An applicant denied certification may do one of the following:~~

~~3-002.05A Submit to the Division a request for deferral within 15 days of receipt of the denial notice. This will allow the application on file to be held over until the next~~

~~application deadline date, and avoid the submittal of a new application. The applicant may submit new information by the next application deadline date to support the application.~~

~~3-002.05B Contest the decision under procedures detailed in 201 NAC 5-004.~~

~~3-002.05C Elect to take no action. The individual will be required to submit a new application should he/she elect to seek certification in the future.~~

~~3-002.06 All applications are the property of the Division and will not be returned to the applicant. The application will be disposed of according to the record retention policies of the Department.~~

~~3-003 Written Examination~~

~~3-003.01 Applicants for Certified Compulsive Gambling Counselor are eligible to take the written examination if they have met the requirements of 201 NAC 2-003.01 through 2-003.06 and have paid the examination fees.~~

~~3-003.03 All Division-approved testing entity written test policies and procedures must be followed.~~

~~3-003.04 The written examination must be administered at least one time per year.~~

~~3-003.04A The Division must establish written examination dates and other timelines as are necessary for examination administration.~~

~~3-003.04B The Division or the test administration organization must notify the applicant of the date, time, place and other information pertinent to the administration of the examination.~~

~~3-003.05 The applicant must be notified in writing of the written examination results within 30 days after the Division receives the examination results.~~

~~3-003.06 An applicant who does not pass the written examination may apply to retake the examination as many times as desired by applying for re-examination and submitting the re- examination fee to the Division within one calendar year of the date of the unsuccessful written examination last taken by the applicant.~~