

Main Office:

STATE OF NEVADA
Board of Cosmetology
1785 East Sahara, Suite 255
Las Vegas, NV 89104
(702) 486-6542
Fax: (702) 369-8064

**Branch Office:**

STATE OF NEVADA
Board of Cosmetology
4600 Kietzke Lane Bldg O, Suite 262
Reno, NV 89502
(775) 688-1442
Fax: (775) 688-1441

PROCEDURES TO FOLLOW WHEN FILING A COMPLAINT

1. You are the Complainant. You must state all the facts concerning the incident you are reporting. Please provide the full details of the incident; use full names of people, give the complete address for the location of the incident, and relevant dates and times. The person you are making this complaint against is the Respondent.
2. Please print or have the form typewritten. It is essential that we be able to read the complaint.
3. Review the enclosed statutes and attempt to determine what the Respondent has violated. If you cannot find a corresponding statute or regulation or you do not understand the statutes or regulations, the office will provide assistance.
4. Once your complaint is completed, you must sign it in front of a notary and have the notary place his/her seal on the complaint.
5. This complaint and all supporting evidence of damage must be returned to the address listed above. Upon receipt, the complaint is reviewed by the Secretary to determine whether the matter is proper for administrative review and whether the complaint has been properly notarized. The Executive Director will then assign the complaint for investigation.
6. Please be advised that this administrative complaint process is independent of any civil proceedings you may enter into with the respondent. Once this complaint is filed and investigated if the Board determines that an administrative hearing is warranted against the respondent you may be subpoenaed and ordered to testify by the Attorney General's office who conducts the administrative hearing. Any financial settlement you reach with the respondent will not absolve you of this responsibility.

NOTE: The investigation takes approximately ninety (90) days. After the investigation is completed, the entire file will be reviewed by a Board Member to determine if a hearing should be held. If a hearing is scheduled, you will be notified and will be called to testify before the Board. In any event, you will be notified as to the disposition of the matter.

DISCIPLINARY ACTIONS

NRS 644.430 Grounds; authorized disciplinary action; orders imposing discipline deemed public records.

1. The following are grounds for disciplinary action by the Board:

(a) Failure of an owner of a cosmetological establishment, a licensed aesthetician, cosmetologist, hair designer, electrologist, instructor, manicurist, demonstrator of cosmetics or school of cosmetology, or a cosmetologist's apprentice to comply with the requirements of this chapter or the applicable regulations adopted by the Board.

(b) Obtaining practice in cosmetology or any branch thereof, for money or any thing of value, by fraudulent misrepresentation.

(c) Gross malpractice.

(d) Continued practice by a person knowingly having an infectious or contagious disease.

(e) Drunkenness or the use or possession, or both, of a controlled substance or dangerous drug without a prescription, while engaged in the practice of cosmetology.

(f) Advertisement by means of knowingly false or deceptive statements.

(g) Permitting a license to be used where the holder thereof is not personally, actively and continuously engaged in business.

(h) Failure to display the license as provided in [NRS 644.290](#), [644.360](#) and [644.410](#).

(i) Entering, by a school of cosmetology, into an unconscionable contract with a student of cosmetology.

(j) Continued practice of cosmetology or operation of a cosmetological establishment or school of cosmetology after the license therefor has expired.

(k) Any other unfair or unjust practice, method or dealing which, in the judgment of the Board, may justify such action.

2. If the Board determines that a violation of this section has occurred, it may:

(a) Refuse to issue or renew a license;

(b) Revoke or suspend a license;

(c) Place the licensee on probation for a specified period;

(d) Impose a fine not to exceed \$2,000; or

(e) Take any combination of the actions authorized by paragraphs (a) to (d), inclusive.

3. An order that imposes discipline and the findings of fact and conclusions of law supporting that order are public records.

[Part 19:218:1931; 1931 NCL § 1862.19]—(NRS A 1969, 881; 1971, 2044; 1979, 1828; 1981, 1359; 1985, 1637; 1987, 1205, 1572; 1991, 2062; 1995, 464; [1999, 1156](#); [2001, 1195](#); [2003, 3463](#); [2005, 2646](#))

NOTE: NAC 644.705 Acts constituting gross malpractice. A violation of NRS 644.470, prohibiting X-ray treatments and setting maximum allowable strength of phenol and corrosive sublimate, constitutes gross malpractice.

***** PLEASE NOTE THAT THE BOARD DOES NOT HAVE JURISDICTION OVER REFUNDS OF MONEY OR REQUIRING THE LICENSEE TO PERFORM EXTRA SERVICES OR FREE PRODUCTS. *****

NEVADA STATE BOARD OF COSMETOLOGY
1785 E. Sahara Avenue, Suite #255
Las Vegas, Nevada 89104
(702) 486-6542

CASE # _____

(Complainant)

COMPLAINT

vs. _____
(Respondent)

Comes now, _____ and files this complaint
against (Name of Complainant)

_____ and alleges that the above-named respondent has
(Name of Respondent)
violated certain provisions of Chapter 644 of Nevada Revised Statutes by:

(Here set out a complete statement of facts which constitute acts and omissions in violation of Chapter 644. Please be sure that the statement is sufficiently particular to enable the Respondent to understand the complaint, that all dates on which the acts are alleged to have occurred are specified, and that all applicable Laws, Rules, Regulations and Orders of the Board are cited.)

(Use additional pages if necessary)

WHEREFORE, _____, prays that the Nevada State Board of Cosmetology commence administrative proceedings against the above-named Respondent to take appropriate disciplinary action.

DATED THIS ____ DAY OF _____, 20__

Respectfully Submitted,

Name

Street

City State Zip

Telephone Number

2011 - 2012 Board Meeting Dates		
<i>Dates are subject to change upon Board Approval</i>		
Date	Location	Deadline Date
April 18, 2011	Reno	March 7, 2011
June 13, 2011	Las Vegas	April 29, 2011
October 24, 2011	Reno	September 9, 2011
February 13, 2012	Las Vegas	December 29, 2011
May 21, 2012	Reno	April 9, 2012
August 27, 2012	Las Vegas	July 16, 2012
November 5, 2012	Reno	September 20, 2012

You must contact our office prior to the paperwork deadline date to acquire the proper forms when scheduling a matter to appear before the BOARD. Allow ample time for mailing. Any paperwork received after the paperwork deadline date will not be scheduled before the Board and will be returned to the petitioner. Should you have any questions on these meeting procedures, contact our office.

NOTE: Persons who are disabled and require special accommodations or assistance are requested to notify the Board office in writing at 1785 East Sahara Ave #255, Las Vegas, Nevada 89104 or by calling (702) 486-6542 prior to the deadline date.