

State of Nevada
Board of Environmental Health Specialists

6170 Mae Anne Ave., Suite 1
Reno, Nevada 89523
Phone (775) 746-9423 / Fax (775) 746-4105
E-mail: board@nvrehs.org / website: www.nvrehs.org

Complaint Process

- **Statement of Purpose**

The following information assists in the procedure for filing a complaint against an environmental health specialist or trainee or other individual, agency or organization for violation of NRS 625A and/or NAC 625A, the law and regulations.

- **Who should file a complaint?**

Anyone who believes a registered environmental health specialist (REHS) or environmental health specialist trainee (EHST) or other individual, agency or organization has or is engaged in illegal or unethical activities regarding the practice of environmental health.. The most effective complaints are those containing firsthand information, which can be verified and documented.

- **How is a complaint filed?**

To initiate a review, a written complaint, signed by the complainant must be filed with the Board. Complaints should provide a statement explaining the nature of the complaint in as much detail as possible along with any documentary evidence.

- **How are complaints processed?**

The Executive Director of the Board will respond to each complaint. Where allegations, if substantiated, would warrant disciplinary action, a formal investigation would begin. Other cases may be handled through referral to a more appropriate agency or organization.

- **Formal Investigation.**

When a complaint is formally investigated both the complainant and the subject of the complaint may be interviewed. Details of the investigation remain confidential and are not part of the public record.

- **Formal Public Hearing.**

If the formal investigation determines a potential violation of the law or regulations may have occurred warranting consideration of disciplinary action, a formal public Hearing may be held. All disciplinary actions taken as a result of the Hearing will become public information.

- **Should practice without a valid registration be reported?**

If there is evidence that a person is participating in activities requiring a registration, the Board should be notified. Any alleged unprofessional conduct by a registrant should also should be reported.

- **Additional Information**

Should you wish more information please contact the Board at the address/phone number listed above.

Received:

Case No.

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COMPLAINT FORM

This complaint form is to be used for the purpose of filing a complaint against a Nevada environmental health specialist or trainee, or any other person or entity under the jurisdiction of the State Board of Environmental Health Specialists, including allegations of practice without a valid registration.. You may submit your completed form and all supporting documents by USPS mail or email.

COMPLAINANT (person filing the complaint)

COMPLAINANT (person filing the complaint)			
NAME		REGISTRATION NO. (IF APPLICABLE)	
MAILING ADDRESS		CITY	STATE ZIP
TELEPHONE		EMAIL	
COMPANY/ENTITY/EMPLOYER (IF APPLICABLE)		TELEPHONE	EMAIL
MAILING ADDRESS		CITY	STATE ZIP

RESPONDENT (person complaint is filed against)

RESPONDENT (person complaint is filed against)			
NAME		REGISTRTION NO. (IF APPLICABLE)	
MAILING ADDRESS		CITY	STATE ZIP
TELEPHONE		EMAIL	
COMPANY/ENTITY/EMPLOYER (IF APPLICABLE)		TELEPHONE	EMAIL
MAILING ADDRESS		CITY	STATE ZIP

DESCRIPTION OF COMPLAINT

A violation of the Nevada Revised Statutes (NRS) Chapter 625A or Administrative Code (NAC) Chapter 625A must have taken place. The applicable chapter can be found on our website at www.nvrehs.org, Law and Regulations tab. If you know the specific statute (law) or regulation you feel the respondent has violated, please include it in your documentation.

On a separate sheet, describe the details of your complaint as clearly and as completely as possible. Include full name of parties involved, date(s) on which the act is alleged to have occurred or action deemed as unprofessional conduct. Provide documented evidence that verifies the violation such as reports, emails, invoices, and signed affidavits by witnesses.

List names and contact information, if available, of all individuals who may have relevant knowledge or information regarding the circumstances or allegations contained in the complaint. You may attach additional pages as needed.

WITNESS LIST

1. _____				
NAME	REGISTRATION NO. (IF APPLICABLE)			
MAILING ADDRESS	CITY	STATE	ZIP	
TELEPHONE	EMAIL			
2. _____				
NAME	REGISTRATION NO. (IF APPLICABLE)			
MAILING ADDRESS	CITY	STATE	ZIP	
TELEPHONE	EMAIL			
3. _____				
NAME	REGISTRATION NO. (IF APPLICABLE)			
MAILING ADDRESS	CITY	STATE	ZIP	
TELEPHONE	EMAIL			
4. _____				
NAME	REGISTRATION NO. (IF APPLICABLE)			
MAILING ADDRESS	CITY	STATE	ZIP	
TELEPHONE	EMAIL			

CERTIFICATION OF COMPLAINANT

INITIAL

I understand the filing of this complaint does not prohibit me from filing a civil action.

INITIAL

In my complaint, I include reference to the provision of NRS 625A and/or NAC 625A which is alleged to have been violated and have included documented evidence of the violation.

INITIAL

I understand that I may be called upon to submit additional written statements or evidence. I further understand that any information I provided in the complaint may be subject to public disclosure if the complaint is taken to formal hearing.

INITIAL

I understand that my personal attendance may be required, and I may be called to serve as a witness at the formal hearing.

INITIAL

I understand that during the pendency of this matter, the Board is not permitted to disclose information or discuss a pending investigation or case with me or any other person.

I hereby certify that all information which I have given to be true, accurate and complete to the best of my knowledge.

Signature _____

Date _____