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NEBRASKA DEPARTMENT OF  
HEALTH AND HUMAN SERVICES

172 NAC 182

TITLE 172 PROFESSIONAL AND OCCUPATIONAL LICENSURE

CHAPTER 182 LICENSURE OF ANIMAL THERAPISTS

182-001 SCOPE AND AUTHORITY: These regulations govern the credentialing of animal therapists under Neb. Rev. Stat. §§ 38-3301 to 38-3334 and the Uniform Credentialing Act (UCA). These regulations do not apply to:

1. Licensed veterinary technicians;
2. Unlicensed assistants; or
3. Persons who hold a valid credential under the UCA and who consult with a licensed veterinarian or perform collaborative animal health care tasks on a patient under the care of such veterinarian if all such tasks are performed under the immediate supervision of such veterinarian.

#### 182-002 DEFINITIONS

Active addiction means current physical or psychological dependence on alcohol or a substance, which develops following the use of alcohol or a substance on a periodic or continuing basis.

Adequate records means legible records (either written or electronic) containing, at a minimum, the date, patient, client, diagnosis or service provided, products given, data from tests performed and documentation of any client/agent consent.

Alcohol or substance abuse means a maladaptive pattern of alcohol or substance use leading to clinically significant impairment or distress as manifested by one or more of the following occurring at any time during the same 12-month period:

1. Recurrent alcohol or substance use resulting in a failure to fulfill major role obligations at work, school, or home;
2. Recurrent alcohol or substance use in situations in which it is physically hazardous;
3. Recurrent legal problems related to alcohol or substance use; or
4. Continued alcohol or substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of the alcohol or substance use.

Attest or attestation means that the individual declares that all statements on the application are true and complete.

Board means the Board of Veterinary Medicine and Surgery.

Complete application means an application that contains all of the information requested on the application, with attestation to its truth and completeness, and that is submitted with the required fees and all required documentation.

Confidential information means information protected as privileged under applicable law.

Consumer means a person receiving health or health-related services or environmental services and includes a patient, client, resident, customer, or person with a similar designation.

Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere or non vult contendere made to a formal criminal charge, or a judicial finding of guilt irrespective of the pronouncement of judgment or the suspension thereof, and includes instances in which the imposition or the execution of sentence is suspended following a judicial finding of guilt and the defendant is placed on probation.

Credential means a license, certificate, or registration.

Department means the Division of Public Health of the Department of Health and Human Services.

Dependence means a maladaptive pattern of alcohol or substance use, leading to clinically significant impairment or distress, as manifested by three or more of the following occurring at any time in the same 12-month period:

1. Tolerance as defined by either of the following:
  - a. A need for markedly increased amounts of alcohol or the substance to achieve intoxication or desired effect; or
  - b. A markedly diminished effect with continued use of the same amount of alcohol or the substance;
2. Withdrawal as manifested by either of the following:
  - a. The characteristic withdrawal syndrome for alcohol or the substance as referred to in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition, published by the American Psychiatric Association; or
  - b. Alcohol or the same substance or a closely related substance is taken to relieve or avoid withdrawal symptoms;
3. Alcohol or the substance is often taken in larger amounts or over a longer period than was intended;
4. A persistent desire or unsuccessful efforts to cut down or control alcohol or substance use;
5. A great deal of time is spent in activities necessary to obtain alcohol or the substance, to use alcohol or the substance; or to recover from the effects of use of alcohol or the substance;

6. Important social, occupational, or recreational activities are given up or reduced because of alcohol or substance use; or
7. Alcohol or substance use continues despite knowledge of having had a persistent or recurrent physical or psychological problem that was likely to have been caused or exacerbated by alcohol or the substance.

Director means the Director of Public Health of the Division of Public Health or his/her designee.

Health care therapy means health care activities that require the exercise of judgment for which licensure is required under the Uniform Credentialing Act.

Hour means a period of 50 to 60 minutes of formal instruction for purposes of initial education to obtain a credential and continuing education to renew or reinstate a credential.

Inactive credential means a credential which the credential holder has voluntarily placed on inactive status and by which action has terminated the right to practice or represent him/herself as having an active credential.

License means an authorization issued by the Department to an individual to engage in a profession or to a business to provide services which would otherwise be unlawful in this state in the absence of such authorization.

Licensed animal therapist means an individual who (1) has and maintains an undisciplined license under the Uniform Credentialing Act for a health care profession other than veterinary medicine and surgery, (2) has met the standards for additional training regarding the performance of that health care profession on animals as required by rules and regulations adopted and promulgated by the Department upon the recommendation of the Board, and (3) is licensed as an animal therapist by the Department.

Military service means full-time duty in the active military service of the United States, a National Guard call to active service for more than 30 consecutive days, or active service as a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration. Military service may also include any period during which a servicemember is absent from duty on account of sickness, wounds, leave, or other lawful cause. (From the Servicemembers Civil Relief Act, 50 U.S.C. App. 501 et seq., as it existed on January 1, 2007.)

Pattern of incompetent or negligent conduct means a continued course of incompetent or negligent conduct in performing the duties of the profession.

Profession means any profession or occupation named in subsection (1) or (2) of Neb. Rev. Stat. § 38-121.

Served in the regular armed forces has the same meaning as "military service" in these regulations.

Unlicensed assistant means an individual who is not a licensed veterinarian, a licensed veterinary technician, or a licensed animal therapist and who is working in veterinary medicine.

182-003 INITIAL CREDENTIAL

182-003.01 Qualifications: To receive a credential to practice as an animal therapist, an individual must meet the following qualifications:

1. Age and Good Character: Be at least 19 years old and of good character;
2. Citizenship/Lawful Presence: Be a citizen of the United States, an alien lawfully admitted into the United States who is eligible for a credential under the Uniform Credentialing Act, or a nonimmigrant lawfully present in the United States who is eligible for a credential under the Uniform Credentialing Act.
3. Holds and maintains an undisciplined license under the Uniform Credentialing Act for a health care profession other than veterinary medicine and surgery. Any person who wishes to practice and/or represent himself/herself as an animal therapist, must be licensed as an animal therapist.
4. Education:
  - a. Successfully complete training, approved by the board, regarding the performance of the applicant's specified health care profession on animals;
  - b. Have training in the human profession consistent with the therapy to be provided on animals; and
  - c. Training can be combined from multiple programs.

182-003.02 Application: To apply for a credential to practice as an animal therapist, the individual must submit a complete application to the Department. A complete application includes all required documentation, the required fee, and a written application. The applicant may obtain an application from the Department or construct an application that must contain the following information:

1. Written Application:
  - a. Personal Information:
    - (1) The legal name of the applicant, maiden name (if applicable), and any other names by which the applicant is known;
    - (2) Date of birth (month, day, and year);
    - (3) Place of birth (city and state or country if not born in the United States);
    - (4) Mailing address (street, rural route, or post office address; and city, state, and zip code, or country information);
    - (5) The applicant's:
      - (a) Social Security Number (SSN);
      - (b) Alien Registration Number ("A#"); or

- (c) Form I-94 (Arrival-Departure Record) number. Certain applicants may have both a SSN and an A# or I-94 number, and if so, must report both.
  - (6) The applicant's telephone number including area code (optional);
  - (7) The applicant's e-mail address (optional); and
  - (8) The applicant's fax number (optional).
- b. Practice Before Application: The applicant must state:
  - (1) That s/he has not practiced animal therapy in Nebraska before submitting the application; or
  - (2) If s/he has practiced animal therapy in Nebraska before submitting the application, the actual number of days practiced in Nebraska before submitting the application for a credential and the name and location of practice.
- c. Training Program: The applicant must list:
  - (1) The name of the training program completed;
  - (2) The location of the training program completed; and
  - (3) The date the training program was completed.
- d. The applicant must also provide information related to the following, as requested on the application of the Department:
  - (1) History of charges, complaints, disciplinary actions, adverse actions, or other actions against a professional license or permit in any state or jurisdiction including, but not limited to:
    - (a) Voluntary surrenders or voluntary limitations;
    - (b) Currently pending investigations or complaints;
    - (c) Prior refusals to issue, refusals to renew, or denials of a license or permit;
  - (2) Information relating to fitness to practice including, but not limited to:
    - (a) Addiction, dependence upon or chronic impairment by alcohol, narcotics, barbiturates, or other drugs which may cause physical and/or psychological dependence;
    - (b) Physical, mental, or emotional conditions which impair the applicant's ability to practice the profession safely and competently;
  - (3) History of any remedial or disciplinary actions during his/her education or training including, but not limited to restrictions, suspensions, terminations, request for voluntary resignation, probation, counseling, and receipt of warnings;
  - (4) Any employment disciplinary actions or non-renewal of an employment contract;

- (5) Criminal history, including convictions and charges, complaints or other actions that did not result in convictions; and
    - (6) History of professional liability claims, adverse judgments, settlements, or awards, including any pending professional liability claims.
  - e. Attestation: The applicant must attest that:
    - (1) S/he has read the application or has had the application read to him/her; and
    - (2) All statements on the application are true and complete.
2. Documentation: The applicant must submit the following documentation with the application:
  - a. Evidence of age, such as:
    - (1) Driver's license;
    - (2) Birth certificate;
    - (3) Marriage license that provides date of birth;
    - (4) Transcript that provides date of birth;
    - (5) U.S. State identification card;
    - (6) Military identification; or
    - (7) Other similar documentation.
  - b. Evidence of:
    - (1) Other Credential: If the applicant holds a credential to provide health services, health-related services, or environmental services in Nebraska or in another jurisdiction, the applicant must submit the state, credential number, type of credential, date issued, and expiration date of each credential where the applicant has been or is currently credentialed. The applicant must have the licensing agency submit to the Department a certification of his/her credential;
    - (2) Disciplinary Action: A list of any disciplinary actions taken against the applicant's credential and a copy of the disciplinary action(s), including charges and disposition;
    - (3) Denial: If the applicant was denied a credential or denied the right to take a credentialing examination, an explanation of the basis for the denial;
    - (4) Conviction Information: If the applicant has been convicted of a felony or misdemeanor, the applicant must submit to the Department:
      - (a) A list of any misdemeanor or felony convictions;
      - (b) A copy of the court record, which includes charges and disposition;
      - (c) Explanation from the applicant of the events leading to the conviction (what, when, where, why) and a summary of actions the applicant has taken to address behaviors/actions related to the conviction;

- (d) All addiction/mental health evaluations and proof of treatment, if the conviction involved a drug and/or alcohol related offense and if treatment was obtained and/or required;
      - (e) A letter from the probation officer addressing probationary conditions and current status, if the applicant is currently on probation; and
      - (f) Any other information as requested by the Board/Department;
    - c. Evidence that the applicant is a citizen of the United States, an alien lawfully admitted into the United States who is eligible for a credential under the Uniform Credentialing Act, or a nonimmigrant lawfully present in the United States who is eligible for a credential under the Uniform Credentialing Act.
    - d. Evidence of citizenship, lawful presence, and/or immigration status may include a copy of:
      - (1) A U.S. Passport (unexpired or expired);
      - (2) A birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal;
      - (3) An American Indian Card (I-872);
      - (4) A Certificate of Naturalization (N-550 or N-570);
      - (5) A Certificate of Citizenship (N-560 or N-561);
      - (6) Certification of Report of Birth (DS-1350);
      - (7) A Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240);
      - (8) Certification of Birth Abroad (FS-545 or DS-1350);
      - (9) A United States Citizen Identification Card (I-197 or I-179);
      - (10) A Northern Mariana Card (I-873);
      - (11) A Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
      - (12) An unexpired foreign passport with an unexpired Temporary I-551 stamp bearing the same name as the passport;
      - (13) A document showing an Alien Registration Number ("A#"). An Employment Authorization Card/Document is not acceptable; or
      - (14) A Form I-94 (Arrival-Departure Record);
    - e. Documentation showing successful completion of training in animal therapy, including:
      - (1) Name and date of training program completed; and
      - (2) Name of school, college, university that provided the training.
3. Fee: The applicant must submit the required license fee along with the application and all required documentation.

182-003.03 Department Review: The Department will act within 150 days upon all completed applications for initial credentialing.

182-003.04 Denial of Initial Credential: If an applicant for an initial credential does not meet all of the requirements for a credential, the Department will deny issuance of a credential. If the applicant is found to have committed any act which would be grounds for denial of a credential as listed in 172 NAC 182-007, the Department may deny issuance of a credential. To deny a credential, the Department will notify the applicant in writing of the denial and the reasons for the determination. The denial will become final 30 days after mailing the notice unless the applicant, within that 30-day period, requests a hearing in writing. The hearing will be conducted in accordance with the Administrative Procedure Act and 184 NAC 1, the Department's Rules of Practice and Procedure for Administrative Hearings.

182-003.05 Withdrawn Applications: An applicant for a credential who withdraws his/her application or whose application is rejected by the Department prior to administration of the examination will be allowed the return of his/her fee, except for a \$25 administrative fee to be retained by the Department.

182-003.06 Practice Prior to Credential: An individual who practices prior to issuance of a credential is subject to assessment of an administrative penalty under 172 NAC 182-010 or such other action as provided in the statutes and regulations governing the credential.

182-003.07 Confidentiality: Social Security Numbers obtained under this section are not public information but may be shared by the Department for administrative purposes if necessary and only under appropriate circumstances to ensure against any unauthorized access to this information.

182-003.08 Address Information: Each credential holder must notify the Department of any change to the address of record.

182-003.09 Non-English Documents: Any documents written in a language other than English must be accompanied by a complete translation into the English language. The translation must be an original document and contain the notarized signature of the translator. An individual may not translate his/her own documents.

## 182-004 TRAINING STANDARDS

182-004.01 Standards Applicable to All Professions: In addition to meeting the requirements for the specified health care profession pursuant to 172 NAC 182-004.02, to be acceptable for licensure, a training program must also meet the following criteria:

1. The topic and/or objectives must relate directly to the practice of animal therapy in the specified health care profession;
2. The presenter of the activity must be qualified by education, experience or training;
3. Activities must be open to all persons who hold a Nebraska license to practice the specified health care profession on humans;



4. If the course involves the use of distance learning formats, including, but not limited to, archived video or audio programs, webcasts, telephone broadcasts, or simultaneous broadcasts, those persons not physically attending must have substantially the same opportunity for interaction with those teaching the course as they would if physically present at the same location; and
5. Activities must include a competency assessment or evaluation which may consist of a test, case studies, or other type of competency assessment.

182-004.02 Standards Applicable to Specific Professions

182-004.02A Acupuncture: To be licensed as an Animal Therapist in Acupuncture, an applicant must:

1. Have and maintain an undisciplined license as an acupuncturist, a chiropractor, a physician, an osteopathic physician, or a physician assistant under the Uniform Credentialing Act;
2. Complete a training program that consists of:
  - a. At least 200 hours of instruction and training in veterinary acupuncture in the following areas:
    - (1) Comparative functional anatomy and physiology;
    - (2) Handling and restraint;
    - (3) Zoonotic diseases; and
    - (4) Recordkeeping; and
  - b. At least 50 hours of supervised clinical training.
3. The training program in 182-004.02A Item 1 must be approved by the Board. To be approved by the Board, the training program must:
  - a. Meet the requirements of 172 NAC 182-004.01; and
  - b. Meet the requirements of 172 NAC 182-004.02A.
4. An Animal Therapist in Acupuncture is only allowed to use the following modalities:
  - a. Dry needling;
  - b. Electrostimulation;
  - c. Moxibustion; and
  - d. Laser therapy to stimulate acupuncture points.

182-004.02B Chiropractic: To be licensed as an Animal Therapist in Chiropractic and to practice chiropractic except for acupuncture, an applicant must:

1. Complete a training program that consists of:

- a. At least 210 hours of instruction or course work pertaining to animals in the following areas:
    - (1) Anatomy, including sacropelvic, thoracolumbar, cervical, and extremity;
    - (2) Anatomy laboratory;
    - (3) Behavior;
    - (4) Biomechanics and gait;
    - (5) Chiropractic educational basics;
    - (6) Chiropractic adjusting technique, including lecture and laboratory:
      - (a) Cervical;
      - (b) Thoracic;
      - (c) Lumbosacral;
      - (d) Pelvic; and
      - (e) Extremity;
    - (7) Case management and case studies;
    - (8) Chiropractic philosophy;
    - (9) Differential diagnosis of neuromusculoskeletal conditions;
    - (10) Ethics and legalities;
    - (11) Knowledge of breed anomalies;
    - (12) Motion palpation;
    - (13) Neurology, neuroanatomy, and neurological conditions;
    - (14) Pathology;
    - (15) Physiology;
    - (16) Radiology;
    - (17) Research in current chiropractic and veterinary topics;
    - (18) Restraint;
    - (19) Rehabilitation, current topics, evaluation, and assessment;
    - (20) Normal foot anatomy and normal foot care;
    - (21) Saddle fit and evaluation, lecture, and laboratory;
    - (22) Veterinary educational basics;
    - (23) Vertebral subluxation complex; and
    - (24) Zoonotic diseases; and
  - b. At least 50 hours of the 210 of supervised clinical training.
2. The training program in 172 NAC 182-004.02B Item 1 must be approved by the Board. To be approved by the Board, the training program must:
    - a. Meet the requirements of 172 NAC 182-004.01; and
    - b. Meet the requirements of 172 NAC 182-004.02B.

182-004.02C Veterinary Orthopedic Manipulation (VOM) – A Chiropractic Technique: To be licensed as an Animal Therapist in Veterinary Orthopedic Manipulation (VOM), an applicant must:

1. Have and maintain an undisciplined license as a chiropractor under the Uniform Credentialing Act;
2. Complete a training program in VOM that consists of:
  - a. At least 210 hours of instruction or course work pertaining to animals in the following areas:
    - (1) Anatomy, including sacropelvic, thoracolumbar, cervical, and extremity;
    - (2) Anatomy laboratory;
    - (3) Behavior;
    - (4) Biomechanics and gait;
    - (5) VOM educational basics;
    - (6) VOM adjusting technique, including lecture and laboratory:
      - (a) Cervical;
      - (b) Thoracic;
      - (c) Lumbosacral;
      - (d) Pelvic; and
      - (e) Extremity;
    - (7) Case management and case studies;
    - (8) VOM philosophy;
    - (9) Differential diagnosis of neuromusculoskeletal conditions;
    - (10) Ethics and legalities;
    - (11) Knowledge of breed anomalies;
    - (12) Motion palpation;
    - (13) Neurology, neuroanatomy, and neurological conditions;
    - (14) Pathology;
    - (15) Physiology;
    - (16) Radiology;
    - (17) Research in current VOM and veterinary topics;
    - (18) Restraint;
    - (19) Rehabilitation, current topics, evaluation, and assessment;
    - (20) Normal foot anatomy and normal foot care;
    - (21) Saddle fit and evaluation, lecture, and laboratory;
    - (22) Veterinary educational basics;
    - (23) Vertebral subluxation complex; and
    - (24) Zoonotic diseases; and
  - b. At least 50 hours of the 210 of supervised clinical training.

3. The training program in 172 NAC 182-004.02C Item 1 must be approved by the Board. To be approved by the Board, the training program must:
  - a. Meet the requirements of 172 NAC 182-004.01; and
  - b. Meet the requirements of 172 NAC 182-004.02C.

182-004.02D Massage Therapy: To be licensed as an Animal Therapist in Massage Therapy, an applicant must:

1. Complete a training program that consists of:
  - a. At least 100 hours of instruction or course work pertaining to animals in the following areas:
    - (1) Anatomy and physiology;
    - (2) Pharmacology;
    - (3) Study of gait and movement;
    - (4) Massage therapy techniques;
    - (5) Handling skills;
    - (6) Restraint; and
    - (7) Behavior; and
  - b. At least 50 hours of in-class massage therapy clinics supervised by licensed veterinarians or licensed animal massage therapists.
2. The training program in 172 NAC 182-004.02D Item 1 must be approved by the Board. To be approved by the Board, the training program must:
  - a. Meet the requirements of 172 NAC 182-004.01; and
  - b. Meet the requirements of 172 NAC 182-004.02D.

182-004.02E Physical Therapy/Occupational Therapy: To be licensed as an Animal Therapist in Physical Therapy or Occupational Therapy, an applicant must:

1. Have and maintain an undisciplined license as either a physical therapist or an occupational therapist under the Uniform Credentialing Act;
2. Complete a training program that consists of:
  - a. At least 100 hours of instruction or course work pertaining to animals in the following areas:
    - (1) Assessment and planning of treatment;
    - (2) Behavior;
    - (3) Biomechanics;
    - (4) Common orthopedic and neurological conditions;

- (5) Comparative anatomy and physiology;
    - (6) Restraint;
    - (7) Handling skills;
    - (8) Neurology; and
    - (9) Therapeutic modalities and exercises;
  - b. At least 40 hours of supervised clinical training (internship); and
  - c. A competency assessment or evaluation which may consist of a test, case studies, or other type of competency assessment.
3. The training program in 172 NAC 182-004.02E must be approved by the Board. To be approved by the Board, the training program must:
  - a. Meet the requirements of 172 NAC 182-004.01;
  - b. Meet the requirements of 172 NAC 182-004.02E; and
  - c. Be affiliated with an American Veterinary Medical Association accredited school or college of veterinary medicine or the American College of Veterinary Surgeons.

182-005 CONTINUING COMPETENCY REQUIREMENTS: Each licensed animal therapist holding an active credential within the state must, on or before the date of expiration of the credential, comply with the continuing competency requirements for his/her profession, unless the requirements are waived in accordance with 172 NAC 182-007.03 and 182-007.04. Each licensed animal therapist is responsible for maintaining certificates or records of continuing competency activities. Acceptable continuing competency activities for all Licensed Animal Therapists are only activities pertaining to animals within the Licensed Animal Therapist's own scope. The following continuing competency activities are limited to no more than two hours of each activity during each two-year renewal period:

1. Clinical observation with a Veterinarian or Licensed Animal Therapist;
2. Home study hours with a testing mechanism;
3. Journal articles with a testing mechanism;
4. Publishing research in animal therapy; and
5. Teaching animal therapy.

All other continuing competency activities have no limitation.

182-005.01 Acupuncture: As a condition of license renewal, Animal Therapists in Acupuncture must complete at least ten hours of acceptable continuing competency activities every two years.

182-005.02 Chiropractic: As a condition of license renewal, Animal Therapists in Chiropractic must complete at least ten hours of acceptable continuing competency activities every two years.

182-005.03 Veterinary Orthopedic Manipulation (VOM) – A Chiropractic Technique: As a condition of license renewal, Animal Therapists in Veterinary Orthopedic Manipulation (VOM) must complete at least ten hours of acceptable continuing competency activities every two years.

182-005.04 Massage Therapy: As a condition of license renewal, Animal Therapists in Massage Therapy must complete at least six hours of acceptable continuing competency activities every two years.

182-005.05 Physical Therapy/Occupational Therapy: As a condition of license renewal, Animal Therapists in Physical Therapy or Occupational Therapy must complete at least six hours of acceptable continuing competency activities every two years.

182-006 PRACTICE REQUIREMENTS: A licensed animal therapist may perform health care therapy on a patient only if:

1. The health care therapy is consistent with the licensed animal therapist's training required for the license referred to under 172 NAC 182-003.01(3);
2. The client presents to the licensed animal therapist a prior letter of referral for health care therapy that includes a veterinary medical diagnosis and evaluation completed by a licensed veterinarian who has a veterinarian-client-patient relationship with the client and the patient and has made the diagnosis and evaluation within 90 days immediately preceding the date of the initiation of the health care therapy;
3. The health care therapy must be consistent with and limited to the veterinary medical diagnosis and evaluation that is included in the letter of referral;
4. The licensed animal therapist provides health care therapy reports at least monthly to the referring veterinarian, except that a report is not required for any month in which health care therapy was not provided; and
5. The licensed animal therapist keeps and maintains adequate records of treatment or service for three years after the licensed animal therapist's most recent contact with the client and/or patient.

182-007 RENEWAL: An individual who wants to renew his/her animal therapist license must request renewal as specified in 172 NAC 182-007.02. All animal therapist licenses issued by the Department will expire on April 1 of each even-numbered year.

182-007.01 Renewal Notice: At least 30 days before the expiration of a credential, the Department will notify each credential holder at the last known address of record. The renewal notice will include:

1. The type of credential;
2. The credential number;
3. The expiration date;
4. Continuing competency requirements for renewal;
5. The amount of the renewal fee; and
6. Information on how to request renewal and how to place a credential on inactive status.

182-007.02 Renewal Procedures: The request for renewal may be submitted in person or by mail or Internet, and must include all required documentation and the renewal fee, which must be paid no later than the expiration date. The applicant may obtain an application from the Department or construct an application.

1. Application: The applicant, on his/her application:
  - a. Must provide the following information:
    - (1) The legal name of the applicant, maiden name (if applicable), and any other names by which the applicant is known;
    - (2) Mailing address (street, rural route, or post office address; and city, state, and zip code, or country information);
    - (3) The applicant's:
      - (a) Social Security Number (SSN); or
      - (b) Alien Registration Number (A#) or
      - (c) Form I-94 (Arrival-Departure Record) number.  
Certain applicants may have both a SSN and an A# or I-94 number, and if so, must report both;
  - b. May provide the following information about him/herself:
    - (1) The applicant's telephone number including area code;
    - (2) The applicant's e-mail address; and
    - (3) The applicant's fax number; and
  - c. Must attest that s/he has met the continuing competency requirements specified in 172 NAC 182-005 or has requested a waiver if s/he meets the requirements of 172 NAC 182-007.03 and/or 182-007.04.
2. Documentation: The applicant must submit the following documentation with the application:
  - a. If the applicant is not a United States citizen, s/he must submit evidence of lawful admission or presence in the United States, which may include a copy of:

- (1) A Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
  - (2) An unexpired foreign passport with an unexpired Temporary I-551 stamp bearing the same name as the passport;
  - (3) A document showing an Alien Registration Number ("A#"). An Employment Authorization Card/Document is not acceptable; or
  - (4) A Form I-94 (Arrival-Departure Record);
- b. Other Credential: If the applicant holds a credential to provide health services, health-related services, or environmental services in Nebraska or in another jurisdiction, the applicant must submit the state, credential number, type of credential, date issued, and expiration date of each credential where the applicant has been or is currently credentialed;
- c. Disciplinary Action: A list of any disciplinary actions taken against the applicant's credential and a copy of the disciplinary action(s), including charges and disposition;
- d. Denial: If the applicant was denied a credential or denied the right to take a credentialing examination, an explanation of the basis for the denial;
- e. Conviction Information: If the applicant has been convicted of a felony or misdemeanor since his/her last renewal or during the time period since initial credentialing if such occurred within the previous two years, the applicant must submit to the Department:
- (1) A list of any misdemeanor or felony convictions;
  - (2) A copy of the court record, which includes charges and disposition;
  - (3) Explanation from the applicant of the events leading to the conviction (what, when, where, why) and a summary of actions the applicant has taken to address the behaviors/actions related to the convictions;
  - (4) All addiction/mental health evaluations and proof of treatment, if the conviction involved a drug and/or alcohol related offense and if treatment was obtained and/or required;
  - (5) A letter from the probation officer addressing probationary conditions and current status, if the applicant is currently on probation; and
  - (6) Any other information as requested by the Board/Department;

3. The renewal fee according to 172 NAC 2.

182-007.03 Waivers for Military Service: A credential holder who has served in the regular armed forces of the United States during part of the credentialing period immediately preceding the renewal date, or is actively engaged in military service as defined in 172 NAC 182-002, is not required to pay the renewal fee or to meet the continuing competency



requirements if acceptable documentation is submitted to the Department. The individual must document his/her military service by submitting to the Department:

1. Military identification proving that s/he is in active service;
2. Military orders; or
3. A letter from his/her Commanding Officer indicating that s/he is on active duty.

Upon receipt of acceptable documentation, the Department will waive the fee and the continuing competency requirements and renew the credential. The credential will remain active until the next renewal period.

182-007.04 Waiver of Continuing Competency Requirements: The Department waives continuing competency requirements for individuals who were first credentialed within the 24-month period immediately preceding the renewal date.

182-007.05 Audit of Continuing Competency Requirements: The Department or the Board may biennially select, in a random manner, a sample of the renewal applications for audit of continuing competency requirements. Each credential holder selected for audit must produce documentation of the continuing competency activities.

182-007.05A The Department will notify each selected credential holder by mail. Failure to notify the Department of a current mailing address will not absolve the credential holder from the requirement for audit.

182-007.05B Within 30 days, each selected credential holder must respond by submitting documentation that s/he has met the requirements for continuing competency. An extension beyond 30 days for submission of the documentation may be granted at the discretion of the Department. Documentation submitted by the credential holder will not be returned.

182-007.05C Acceptable documentation that the credential holder has met the continuing competency requirements includes but is not limited to:

1. Copies of certificates of attendance at continuing competency activities;
2. Copies of educational transcripts reflecting continuing competency activities completed;
3. Copies of letters from employers verifying hours of clinical observation;
4. Copies of journal articles reviewed and verification of having completed an associated testing mechanism;
5. Copies of abstracts of any published research in animal therapy;
6. Copies of brochures that identify the licensee as a speaker or instructor; and
7. E-mails or electronic communications reflecting any of the types of acceptable documentation listed above.

182-007.05D The Department/Board will review the submitted documentation to determine if the credential holder has met the requirements for continuing competency activities for renewal of the credential. Only documented activities/hours that meet the continuing competency requirements will be counted toward the total requirements for renewal.

182-007.05E The Department will notify the credential holder upon satisfactory completion of the audit.

182-007.05F The credential of any person who fails to comply with the conditions of the audit will expire 30 days after notice and an opportunity for a hearing.

182-007.05G The Board reserves the right to audit continuing competency requirements of any credential holder by notifying the credential holder and requesting that s/he produce the required documentation of attendance at or participation in acceptable continuing competency programs within 30 days of mailing.

182-007.06 Department Review: The Department will act within 150 days upon all completed applications for renewal.

182-007.06A False Information: The Department may refuse to renew a credential for falsification of any information submitted for renewal of a credential. The refusal will be made according to 184 NAC 1, the Department's Rules of Practice and Procedure for Administrative Hearings.

182-007.07 Address Information: Each credential holder must notify the Department of any change to the address of record.

182-007.08 Expiration of a Credential: A credential expires if a credential holder fails to:

1. Notify the Department that s/he wants to place his/her credential on inactive status upon its expiration;
2. Meet the requirements for renewal on or before the date of expiration of his/her credential; or
3. Otherwise fails to renew his/her credential.

182-007.08A Failure to Renew: A credential automatically expires without further notice or opportunity for hearing if a credential holder fails by the expiration date of the credential to either:

1. Submit documentation of continuing competency; or
2. Pay the required renewal fee.

182-007.08B Failure to Meet Continuing Competency Requirements: The Department will refuse to renew a credential, after notice and opportunity for hearing, if a credential holder fails to meet the continuing competency requirements for renewal by the expiration date of the credential.

182-007.08C Right to Practice: When an individual's credential expires, the right to represent him/herself as a credential holder and to practice as an animal therapist terminates.

182-007.08D Practice After Expiration: An individual who practices after expiration of his/her credential is subject to assessment of an administrative penalty under 172 NAC 182-011 or such other action as provided in the statutes and regulations governing the credential.

182-007.08E Reinstatement of an Expired Credential: If a credential holder wants to resume practice as an animal therapist after failing to renew his/her credential by the expiration date, s/he must apply to the Department for reinstatement as specified in 172 NAC 182-010.

182-007.09 Inactive Status: When an individual wants to have his/her credential placed on inactive status, s/he must notify the Department in writing. There is no fee to have a credential placed on inactive status and continuing competency is not required.

182-007.09A Request for Inactive Status: When the Department has received notification that an individual wants to have his/her credential placed on inactive status, the Department will notify the credential holder in writing of the acceptance or denial of the request.

182-007.09B Placement on Inactive Status: When an individual's credential is placed on inactive status, the credential holder must not engage in practice as an animal therapist, but may represent him/herself as having an inactive credential.

182-007.09C Return to Active Status: A credential may remain on inactive status for an indefinite period of time. An individual who wants to have his/her credential returned to active status must apply to the Department for reinstatement and meet the requirements specified in 172 NAC 182-010.

## 182-008 DISCIPLINARY ACTIONS

182-008.01 Grounds for Action Against a Credential: A credential to practice a profession may have disciplinary actions taken against it on any of the following grounds:

1. Misrepresentation of material facts in procuring or attempting to procure a credential;
2. Immoral or dishonorable conduct evidencing unfitness to practice the profession in this state;
3. Abuse of, dependence on, or active addiction to alcohol, any controlled substance, or any mind-altering substance;
4. Failure to comply with a treatment program or an aftercare program, including, but not limited to, a program entered into under the Licensee Assistance Program established pursuant to Neb. Rev. Stat. § 38-175;

5. Conviction of:
  - a. A misdemeanor or felony under Nebraska law or federal law, or
  - b. A crime in any jurisdiction which, if committed within this state, would have constituted a misdemeanor or felony under Nebraska law and which has a rational connection with the fitness or capacity of the applicant or credential holder to practice the profession;
6. Practice of the profession:
  - a. Fraudulently,
  - b. Beyond its authorized scope,
  - c. With gross incompetence or gross negligence, or
  - d. In a pattern of incompetent or negligent conduct;
7. Practice of the profession while the ability to practice is impaired by alcohol, controlled substances, drugs, mind-altering substances, physical disability, mental disability, or emotional disability;
8. Physical or mental incapacity to practice the profession as evidenced by a legal judgment or a determination by other lawful means;
9. Illness, deterioration, or disability that impairs the ability to practice the profession;
10. Permitting, aiding, or abetting the practice of a profession or the performance of activities requiring a credential by a person not credentialed to do so;
11. Having had his/her credential denied, refused renewal, limited, suspended, revoked, or disciplined in any manner similar to 172 NAC 182-008.05 by another state or jurisdiction based upon acts by the applicant or credential holder similar to acts described in this part;
12. Use of untruthful, deceptive, or misleading statements in advertisements;
13. Conviction of fraudulent or misleading advertising or conviction of a violation of the Uniform Deceptive Trade Practices Act;
14. Distribution of intoxicating liquors, controlled substances, or drugs for any other than lawful purposes;
15. Violations of the Uniform Credentialing Act or the rules and regulations relating to the particular profession;
16. Unlawful invasion of the field of practice of any profession regulated by the Uniform Credentialing Act which the credential holder is not credentialed to practice;
17. Violation of the Uniform Controlled Substances Act or any rules and regulations adopted pursuant to the act;
18. Failure to file a report required by Neb. Rev. Stat. §§ 38-1,124 or 38-1,125;
19. Failure to maintain the requirements necessary to obtain a credential;
20. Violation of an order issued by the Department;
21. Violation of an assurance of compliance entered into under Neb. Rev. Stat. § 38-1,108;
22. Failure to pay an administrative penalty;
23. Unprofessional conduct as defined in 172 NAC 182-006.02;
24. Violation of the Automated Medication Systems Act; or
25. Having had his/her license referred to in 172 NAC 182-003.01, item 3, denied, refused renewal, limited, suspended, revoked, or having had other disciplinary measures taken against it.

182-008.02 Unprofessional Conduct: Unprofessional conduct means any departure from or failure to conform to the standards of acceptable and prevailing practice of a profession or the ethics of the profession, regardless of whether a person, consumer, or entity is injured, but does not include a single act of ordinary negligence. Unprofessional conduct also means conduct that is likely to deceive or defraud the public or is detrimental to the public interest. Unprofessional conduct includes but is not limited to:

1. Receipt of fees on the assurance that an incurable disease can be permanently cured;
2. Division of fees, or agreeing to split or divide the fees, received for professional services with any person for bringing or referring a consumer other than:
  - a. With a partner or employee of the applicant or credential holder or his/her office or clinic;
  - b. With a landlord of the applicant or credential holder pursuant to a written agreement that provides for payment of rent based on gross receipts;
  - c. With a former partner or employee of the applicant or credential holder based on a retirement plan or separation agreement; or
  - d. By a person credentialed pursuant to the Water Well Standards and Contractors' Practice Act.
3. Obtaining any fee for professional services by fraud, deceit, or misrepresentation, including, but not limited to, falsification of third-party claim documents;
4. Cheating on or attempting to subvert the credentialing examination;
5. Assisting in the care or treatment of a consumer without the consent of the consumer or his/her legal representative;
6. Use of any letters, words, or terms, either as a prefix, affix, or suffix, on stationery, in advertisements, or otherwise, indicating that the person is entitled to practice a profession for which s/he is not credentialed;
7. Performing, procuring, or aiding and abetting in the performance or procurement of a criminal abortion;
8. Knowingly disclosing confidential information except as otherwise permitted by law;
9. Commission of any act of sexual abuse, misconduct, or exploitation related to the practice of the profession of the applicant or credential holder;
10. Failure to keep and maintain adequate records of treatment or service;
11. Prescribing, administering, distributing, dispensing, giving, or selling any controlled substance or other drug recognized as addictive or dangerous for other than a medically accepted therapeutic purpose;
12. Prescribing any controlled substance to:
  - a. Oneself; or
  - b. Except in the case of a medical emergency:
    - (1) One's spouse;
    - (2) One's child;
    - (3) One's parent;
    - (4) One's sibling; or

- (5) Any other person living in the same household as the prescriber;
13. Failure to comply with any federal, state, or municipal law, ordinance, rule, or regulation that pertains to the applicable profession;
14. Disruptive behavior, whether verbal or physical, which interferes with consumer care or could reasonably be expected to interfere with the care; and
15. Refusal to cooperate or failure to furnish requested information during a licensing or discipline investigation by the Department.

182-008.03 Temporary Suspension or Limitation

182-008.03A The Department may temporarily suspend or temporarily limit any credential issued by the Department without notice or a hearing if the Director determines that there is reasonable cause to believe that grounds exist under 172 NAC 182-008.01 for the revocation, suspension, or limitation of the credential and that the credential holder's continuation in practice or operation would constitute an imminent danger to the public health and safety. Simultaneously with the action, the Department will institute proceedings for a hearing on the grounds for revocation, suspension, or limitation of the credential. The hearing will be held no later than 15 days from the date of the temporary suspension or temporary limitation of the credential.

182-008.03B A continuance of the hearing will be granted by the Department upon the written request of the credential holder, and the continuance must not exceed 30 days unless waived by the credential holder. A temporary suspension or temporary limitation order by the Director will take effect when served upon the credential holder.

182-008.03C A temporary suspension or temporary limitation of a credential under 172 NAC 182-008.03 will not be in effect for more than 90 days unless waived by the credential holder. If a decision is not reached within 90 days, the credential will be reinstated unless and until the Department reaches a decision to revoke, suspend, or limit the credential or otherwise discipline the credential holder.

182-008.04 Department Action: The Department will follow the procedures delineated in the Uniform Credentialing Act to notify credential holders of any disciplinary action to be imposed and the time and place of the hearing.

182-008.05 Sanctions: Upon the completion of any hearing held regarding discipline of a credential, the Director may dismiss the action or impose the following sanctions:

1. Censure;
2. Probation;
3. Limitation;
4. Civil Penalty;
5. Suspension; or
6. Revocation.

182-008.05A Additional Terms and Conditions of Discipline: If any discipline is imposed pursuant to 172 NAC 182-008.05, the Director may, in addition to any other terms and conditions of that discipline:

1. Require the credential holder to obtain additional professional training and to pass an examination upon the completion of the training. The examination may be written or oral or both and may be a practical or clinical examination or both or any or all of the combinations of written, oral, practical, and clinical, at the option of the Director;
2. Require the credential holder to submit to a complete diagnostic examination by one or more physicians or other qualified professionals appointed by the Director. If the Director requires the credential holder to submit to an examination, the Director will receive and consider any other report of a complete diagnostic examination given by one or more physicians or other qualified professionals of the credential holder's choice if the credential holder chooses to make available the report or reports by his/her physician or physicians or other qualified professionals; and
3. Limit the extent, scope, or type of practice of the credential holder.

182-009 VOLUNTARY SURRENDER OR LIMITATION: A credential holder may offer to voluntarily surrender or limit a credential issued by the Department. The credential holder must make the offer in writing on a form provided by the Department or constructed by the credential holder, which must include the following information:

1. Personal Information:
  - a. First, middle and last name;
  - b. Mailing address (street, rural route, or post office address), city, state, and zip code;
  - c. Telephone number; and
  - d. Fax number.
2. Information Regarding the Credential Being Offered for Surrender or Limitation:
  - a. List credential(s) and credential number(s) that would be surrendered or limited;
  - b. Indicate the desired time frame for offered surrender or limitation:
    - (1) Permanently;
    - (2) Indefinitely; or
    - (3) Definite period of time (specify);
  - c. Specify reason for offered surrender or limit of credential; and
  - d. Specify any terms and conditions that the credential holder wishes to have the Department consider and apply to the offer.
3. Attestation: The credential holder must:
  - a. Attest that all the information on the offer is true and complete; and
  - b. Provide the credential holder's signature and date.

182-009.01 The Department may accept an offer of voluntary surrender or limitation of a credential based on:

1. An offer made by the credential holder on his/her own volition;
2. An offer made with the agreement of the Attorney General or the legal counsel of the Department to resolve a pending disciplinary matter;
3. A decision by the Attorney General to negotiate a voluntary surrender or limitation in lieu of filing a petition for disciplinary action; or
4. A decision by the legal counsel of the Department to negotiate a voluntary surrender or limitation in response to a notice of disciplinary action.

182-009.02 The Department may reject an offer of voluntary surrender of a credential under circumstances which include, but are not limited to, when the credential:

1. Is under investigation;
2. Has a disciplinary action pending but a disposition has not been rendered; or
3. Has had a disciplinary action taken against it.

182-009.03 When the Department either accepts or rejects an offer of voluntary surrender or limitation, the Director will issue the decision in a written order. The order will be issued within 30 days after receipt of the offer of voluntary surrender or limitation and will specify:

1. Whether the Department accepts or rejects the offer of voluntary surrender; and
2. The terms and conditions under which the voluntary surrender is accepted or the basis for the rejection of an offer of voluntary surrender. The terms and conditions governing the acceptance of a voluntary surrender will include, but not be limited to:
  - a. Duration of the surrender;
  - b. Whether the credential holder may apply to have the credential reinstated; and
  - c. Any terms and conditions for reinstatement.

182-009.04 A limitation may be placed on the right of the credential holder to practice a profession or operate a business to the extent, for the time, and under the conditions as imposed by the Director.

182-009.05 Violation of any of the terms and conditions of a voluntary surrender or limitation by the credential holder will be due cause for the refusal of renewal of the credential, for the suspension or revocation of the credential, or for refusal to restore the credential.

182-009.06 Reinstatement following voluntary surrender is set out in 172 NAC 182-010.



182-010 REINSTATEMENT: This section applies to individuals previously credentialed in Nebraska who seek the authority to return to practice in Nebraska with a valid Nebraska credential. Individuals may apply for reinstatement as follows:

1. An individual whose credential has expired, been placed on inactive status, voluntarily surrendered for an indefinite period of time, or suspended or limited for disciplinary reasons, may apply for reinstatement at any time.
2. An individual whose credential has been voluntarily surrendered for a definite period of time may apply for reinstatement after that period of time has elapsed.
3. An individual whose credential has been revoked may apply for reinstatement only after a period of two years has elapsed from the date of revocation.
4. An individual whose credential has been permanently voluntarily surrendered may not apply for reinstatement.

The voluntary surrender of a credential may be unrelated to disciplinary matters, or may be done to resolve a pending disciplinary matter, in lieu of disciplinary action, or in response to a notice of disciplinary action.

182-010.01 Reinstatement From Expired or Inactive Status or Following Voluntary Surrender Unrelated to a Disciplinary Matter

The applicant must submit to the Department a written application on a form provided by the Department or constructed by the applicant.

1. Application: The applicant, on his/her application:
  - a. Must provide the following information:
    - (1) The legal name of the applicant, maiden name (if applicable), and any other names by which the applicant is known;
    - (2) Mailing address (street, rural route, or post office address; and city, state, and zip code or country information);
    - (3) The applicant's:
      - (a) Social Security Number (SSN); or
      - (b) Alien Registration Number (A#); or
      - (c) Form I-94 (Arrival-Departure Record) number.Certain applicants may have both a SSN and an A# or I-94 number, and if so, must report both.
    - (4) If the applicant holds a professional credential in another state, a list of the state(s) and type of credential;
    - (5) The applicant must also provide information related to the following, as requested on the application of the Department:
      - (a) History of charges, complaints, disciplinary actions, adverse actions, or other actions against a

- professional license or permit in any state or jurisdiction including, but not limited to:
- (i) Voluntary surrenders or voluntary limitations;
  - (ii) Currently pending investigations or complaints;
  - (iii) Prior refusals to issue, refusals to renew, or denials of a license or permit;
- (b) Information relating to fitness to practice including, but not limited to:
    - (i) Addiction, dependence upon or chronic impairment by alcohol, narcotics, barbiturates, or other drugs which may cause physical and/or psychological dependence;
    - (ii) Physical, mental, or emotional conditions which impair the applicant's ability to practice the profession safely and competently;
  - (c) History of any remedial or disciplinary actions during his/her education or training including, but not limited to restrictions, suspensions, terminations, request for voluntary resignation, probation, counseling, and receipt of warnings;
  - (d) Any employment disciplinary actions or non-renewal of an employment contract;
  - (e) Criminal history, including convictions and charges, complaints or other actions that did not result in convictions; and
  - (f) History of professional liability claims, adverse judgments, settlements, or awards, including any pending professional liability claims.
- b. If the applicant is not a United States citizen, s/he must submit evidence of lawful admission or presence in the United States, which may include a copy of:
- (1) A Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
  - (2) An unexpired foreign passport with an unexpired Temporary I-551 stamp bearing the same name as the passport;
  - (3) A document showing an Alien Registration Number ("A#"). An Employment Authorization Card/Document is not acceptable; or
  - (4) A Form I-94 (Arrival-Departure Record);
- c. May provide the following information about him/herself:
- (1) Telephone number including area code;
  - (2) E-mail address;
  - (3) Fax number; and
- d. Must attest that s/he:

- (1) Has met the continuing competency requirements specified in 172 NAC 182-005 within the 24 months immediately preceding submission of the application (or other requirements as specified by the practice act);
- (2) Has not practiced in Nebraska since s/he last held an active credential, or if the applicant has practiced in Nebraska since s/he last held an active credential, the actual number of days practiced;
- (3) Has not committed any act which would be grounds for action against a credential as specified in 172 NAC 182-008 since the last renewal or issuance of the credential (whichever is later), or if an act(s) was committed, provide an explanation of all such acts; and

2. Fee(s): The following fee(s):
  - a. If the credential is expired or inactive, the reinstatement and renewal fees; or
  - b. If the credential was voluntarily surrendered, the renewal fee.

182-010.01A If an applicant has practiced while his/her credential was expired, inactive, or voluntarily surrendered, the Department may, with the recommendation of the Board, take one or more of the following actions:

1. Deny the application to reinstate the credential;
2. Reinstate the credential to active status and impose limitation(s) or other disciplinary actions on the credential; and/or
3. Reinstate the credential.

182-010.01B If an applicant has committed any other violation of the statutes and regulations governing the credential, the Department may:

1. Deny the application for reinstatement of the credential;
2. Reinstate the credential to active status and impose limitation(s) or other disciplinary actions on the credential; and/or
3. Reinstate the credential.

182-010.01C The Department will act within 150 days on all completed applications.

182-010.01D The Department's decision may be appealed to the Director by any party to the decision. The appeal must be in accordance with the Administrative Procedure Act.

182-010.02 Reinstatement from Non-Disciplinary Revocation or Lapsed Status: An individual whose credential was placed on non-disciplinary revocation or lapsed status before December 1, 2008 may apply for reinstatement as provided in 172 NAC 182-010.01.

182-010.03 Reinstatement Following Suspension, Limitation, Revocation, or Voluntary Surrender to Resolve a Pending Disciplinary Matter, In Lieu of Discipline, or In Response to a Notice of Disciplinary Action: An individual whose credential was suspended or limited may apply for reinstatement at any time. An individual whose credential has been revoked may apply for reinstatement after a period of two years has elapsed from the date of revocation. An individual whose credential was voluntarily surrendered may apply for reinstatement according to the order entered by the Director.

The applicant must submit to the Board a written application on a form provided by the Department or constructed by the applicant.

1. Application: The applicant, on his/her application:
  - a. Must provide the following information:
    - (1) The legal name of the applicant, maiden name (if applicable), and any other names by which the applicant is known;
    - (2) Mailing address (street, rural route, or post office address; and city, state, and zip code or country information);
    - (3) The applicant's:
      - (a) Social Security Number (SSN); or
      - (b) Alien Registration Number (A#); or
      - (c) Form I-94 (Arrival-Departure Record) number.Certain applicants may have both a SSN and an A# or I-94 number, and if so, must report both.
    - (4) If the applicant holds a professional credential in another state, a list of the state(s) and type of credential;
    - (5) A statement of the reason the applicant believes his/her credential should be reinstated;
    - (6) The applicant must also provide information related to the following, as requested on the application of the Department:
      - (a) History of charges, complaints, disciplinary actions, adverse actions, or other actions against a professional license or permit in any state or jurisdiction including, but not limited to:
        - (i) Voluntary surrenders or voluntary limitations;
        - (ii) Currently pending investigations or complaints;
        - (iii) Prior refusals to issue, refusals to renew, or denials of a license or permit;
      - (b) Information relating to fitness to practice including, but not limited to:
        - (i) Addiction, dependence upon or chronic impairment by alcohol, narcotics, barbiturates, or other drugs which may cause physical and/or psychological dependence;

- (ii) Physical, mental, or emotional conditions which impair the applicant's ability to practice the profession safely and competently;
  - (c) History of any remedial or disciplinary actions during his/her education or training including, but not limited to restrictions, suspensions, terminations, request for voluntary resignation, probation, counseling, and receipt of warnings;
  - (d) Any employment disciplinary actions or non-renewal of an employment contract;
  - (e) Criminal history, including convictions and charges, complaints or other actions that did not result in convictions; and
  - (f) History of professional liability claims, adverse judgments, settlements, or awards, including any pending professional liability claims.
- b. If the applicant is not a United States citizen, s/he must submit evidence of lawful admission or presence in the United States, which may include a copy of:
  - (1) A Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
  - (2) An unexpired foreign passport with an unexpired Temporary I-551 stamp bearing the same name as the passport;
  - (3) A document showing an Alien Registration Number ("A#"). An Employment Authorization Card/Document is not acceptable; or
  - (4) A Form I-94 (Arrival-Departure Record);
- c. May provide the following information about him/herself:
  - (1) Telephone number including area code;
  - (2) E-mail address;
  - (3) Fax number; and
- d. Must attest that s/he:
  - (1) Has met the continuing competency requirements specified in 172 NAC 182-005 within the 24 months immediately preceding submission of the application (or other requirements as specified by the practice act);
  - (2) Has not practiced in Nebraska since s/he last held an active credential, or if the applicant has practiced in Nebraska since s/he last held an active credential, the actual number of days practiced; and
  - (3) Has not committed any act which would be grounds for action against a credential as specified in 172 NAC 182-007 since the last renewal or issuance of the credential (whichever is later), or if an act(s) was committed, provide an explanation of all such acts; and

2. Fee: The renewal fee.

182-010.03A The Board will make a recommendation regarding reinstatement following suspension, limitation, revocation, or voluntary surrender within 180 days of receipt of the application.

182-010.03B The Department, with the recommendation of the Board, may:

1. Conduct an investigation to determine if the applicant has committed acts or offenses prohibited by Neb. Rev. Stat. § 38-178;
2. Require the applicant to submit to a complete diagnostic examination, at the expense of the applicant, by one or more physician(s) or other professionals appointed by the Board. The applicant may also consult a physician(s) or other professionals of his/her own choice for a complete diagnostic examination and make available a report(s) of the examination(s) to the Department and to the Board;
3. Require the applicant to pass a written, oral, or practical examination or any combination of examinations at the expense of the applicant;
4. Require the applicant to successfully complete additional education at the expense of the applicant;
5. Require the applicant to successfully pass an inspection of his/her practice site; or
6. Take any combination of these actions.

182-010.03C On the basis of the written application, materials submitted by the applicant, and the information obtained under 172 NAC 182-010.03B, the Board may:

1. Deny the application for reinstatement; or
2. Recommend to the Department:
  - a. Full reinstatement of the credential;
  - b. Modification of the suspension or limitation; or
  - c. Reinstatement subject to limitations or subject to probation with terms and conditions.

If the applicant has practiced while his/her credential was suspended, limited, revoked, or voluntarily surrendered, the Department may assess an administrative penalty pursuant to 172 NAC 182-011, in which case a separate notice of opportunity for hearing will be sent to the applicant.

182-010.03D An affirmative vote of a majority of the full membership of the Board as authorized by statute is required to recommend reinstatement of a credential with or without terms, conditions, or restrictions.

182-010.03E Full Reinstatement: If the Board recommends full reinstatement of the credential, modification of the suspension or limitation, or reinstatement of the credential subject to limitations or subject to probation with terms and conditions, the Board's recommendation will be sent to the applicant by certified mail. The following information will be forwarded to the Director for a decision:

1. The written recommendation of the Board, including any finding of fact or order of the Board;
2. The application for reinstatement;
3. The record of hearing, if any; and
4. Any pleadings, motions, requests, preliminary or intermediate rulings and orders, and similar correspondence to or from the Board and the applicant.

182-010.03F Denial, Modification, Limitation, or Probation: If the Board's initial decision is to deny the application for reinstatement, recommend modification of the suspension or limitation, or reinstate the credential subject to limitation or probation with terms and conditions, notification of the Board's decision will be mailed to the applicant by certified mail.

1. The initial decision or recommendation of the Board will become final 30 days after the decision or recommendation is mailed to the applicant unless the applicant requests a hearing within that 30-day period.
  - a. If the applicant requests a hearing before the Board, the Department will mail a notice of the date, time, and location of the hearing. The notice will be sent by certified mail at least 30 days before the hearing.
  - b. Following the hearing, the Board may deny the reinstatement or recommend full reinstatement of the credential, or recommend modification of the suspension or limitation, or recommend reinstatement of the credential subject to limitations or probation with terms and conditions.
2. If the applicant has been afforded a hearing or an opportunity for a hearing on an application for reinstatement within two years before filing the current application, the Department may grant or deny the application without another hearing before the Board.

182-010.03G Denial Decision: If the Board's final decision is denial of the application for reinstatement, the applicant will be notified by certified mail. The applicant may appeal the Board's denial to District Court in accordance with the Administrative Procedure Act.

182-010.03H Board Recommendation: If the Board's final recommendation is full reinstatement of the credential, modification of the suspension or limitation, or reinstatement of the credential subject to limitations or probation with terms and

conditions, the Board's recommendation will be sent to the applicant by certified mail. The following information will be forwarded to the Director for a decision:

1. The written recommendation of the Board, including any finding of fact or order of the Board;
2. The application for reinstatement;
3. The record of hearing, if any; and
4. Any pleadings, motions, requests, preliminary or intermediate rulings and orders, and similar correspondence to or from the Board and the applicant.

182-010.03I Director's Review: The Director, upon receipt of the Board's recommendation for full reinstatement, modification, or probation, will review the application and other documents and make a decision within 150 days of receipt of the Board's recommendation and accompanying documents. The Director will enter an order setting forth the decision. The Director may:

1. Affirm the recommendation of the Board and grant reinstatement; or
2. Reverse or modify the recommendation if the Board's recommendation is:
  - a. In excess of statutory authority;
  - b. Made upon unlawful procedure;
  - c. Unsupported by competent, material, and substantial evidence in view of the entire record; or
  - d. Arbitrary and capricious.

The order regarding reinstatement of the applicant's credential will be sent to the applicant by certified mail. The Director's decision may be appealed to District Court by any party to the decision. The appeal must be in accordance with the Administrative Procedure Act.

182-011 ADMINISTRATIVE PENALTY: The Department may assess an administrative penalty when evidence exists of practice without a credential to practice a profession or operate a business. Practice without a credential for the purpose of this regulation means practice:

1. Prior to the issuance of a credential;
2. Following the expiration of a credential; or
3. Prior to the reinstatement of a credential.

182-011.01 Evidence of Practice: The Department will consider any of the following conditions as prima facie evidence of practice without being credentialed:

1. The person admits to engaging in practice;
2. Staffing records or other reports from the employer of the person indicate that the person was engaged in practice;



3. Billing or payment records document the provision of service, care, or treatment by the person;
4. Service, care, or treatment records document the provision of service, care, or treatment by the person;
5. Appointment records indicate that the person was engaged in practice;
6. Government records indicate that the person was engaged in practice; and
7. The person opens a business or practice site and announces or advertises that the business or site is open to provide service, care, or treatment.

For purposes of this regulation, prima facie evidence means a fact presumed to be true unless disproved by some evidence to the contrary.

182-011.02 Penalty: The Department may assess an administrative penalty in the amount of \$10 per day, not to exceed a total of \$1,000 for practice without a credential. To assess the penalty, the Department will:

1. Provide written notice of the assessment to the person. The notice will specify:
  - a. The total amount of the administrative penalty;
  - b. The evidence on which the administrative penalty is based;
  - c. That the person may request, in writing, a hearing to contest the assessment of an administrative penalty;
  - d. That the Department will within 30 days following receipt of payment of the administrative penalty, remit the penalty to the State Treasurer to be disposed of in accordance with Article VII, section 5 of the Constitution of Nebraska;
  - e. That an unpaid administrative penalty constitutes a debt to the State of Nebraska which may be collected in the manner of a lien foreclosure or sued for and recovered in a proper form of action in the name of the state in the District Court of the county in which the violator resides or owns property. The Department may also collect in such action attorney's fees and costs incurred directly in the collection of the administrative penalty; and
  - f. Failure to pay an administrative penalty may result in disciplinary action.
2. Send by certified mail, a written notice of the administrative penalty to the last known address of the person to whom the penalty is assessed.

182-011.03 Administrative Hearing: When a person contests the administrative penalty and requests a hearing, the Department will hold a hearing pursuant to the Administrative Procedure Act and 184 NAC 1, the Department's Rules of Practice and Procedure for Administrative Hearings.

EFFECTIVE  
8/26/14

NEBRASKA DEPARTMENT OF  
HEALTH AND HUMAN SERVICES

172 NAC 182

182-012 FEES: Fees referred to in these regulations are set out in 172 NAC 2, unless otherwise specified.

182-012.01 Initial Licensure Fee for Animal Therapist: By an applicant for a license as an animal therapist, the fee of \$142.

182-012.02 Renewal Fee for Animal Therapist: By an applicant for renewal on a biennial basis of a license as an animal therapist, the fee of \$142.