

Teacher Licensing

Application Information & Procedures

Please use this checklist when preparing your application packet for submission to the Department of Education office.

Have you included your:

- Completed application, signed, and witnessed or notarized?
- Official transcripts for all post-secondary institutions listed on your application?
- Non-refundable initial application fee of \$110.00? (CHECK OR MONEY ORDER, ONLY.)
- Two completed fingerprint cards and Fingerprint Authorization form, signed and dated?
- Child Support form with ONE box checked and the form completed, signed and dated?

and, as applicable

- Completed Verification of Teaching or Work Experience form(s)?
- Copies of valid teaching credential(s). Please refer to "Interstate Agreement" section and/or enclosed Informational Bulletin for exact requirements.
- Verification of student teaching, school counseling practicum grade level, or school psychology internship?
- Copies of all competency testing scores and State-required test results?

General Information

Effective January 1, 1998, through June 30, 2008†, those persons who apply and otherwise qualify for an initial license in the State of Nevada will be issued a three-year, non-renewable license.

- **An applicant may only apply for two (2) license(s) / endorsement(s) for the initial application fee of \$110.00.**
- Endorsements which can be issued without course work provisions may be added to the license at any time during the three-year period. An additional endorsement application and \$45.00 fee will be required.
- Endorsements which must be issued with provisions may only be added to the license during the first year.* An additional endorsement application and \$45.00 fee will be required.
- Additional endorsements added during the life of the license will carry the same expiration date as the original license.
- All provisions on the license (course work deficits, competency tests, etc.) must be removed by the expiration date of the license.
- **The three-year, non-renewable license becomes invalid three years from the date of issuance. NO GRACE PERIOD WILL APPLY.** If the holder of a non-renewable license has not removed provisions by the date of expiration of the license, she/he may apply as a new applicant for an initial license **only after all**

provisional requirements that were placed on the expired, non-renewable license have been met.

- Once all provisions of the non-renewable license have been removed, the license holder will become eligible to apply for a renewable license. An application for a renewable license and fee will be required.
- A five-year renewable license will be issued to applicants who qualify for a license that does not require provisions.

* does not apply to applicants who are currently licensed as a substitute only and who are seeking a teaching or other degree-required non-teaching license.

† Beginning July 1, 2008, applicants for the areas of elementary, secondary or special licenses in core academic subjects will not be issued a license if Nevada's competency testing requirement(s) have not been met prior to application for the license. Please see the attached Informational Bulletin for detail.

All licenses for teachers and other educational personnel are granted by the Superintendent of Public Instruction who may issue a license to a qualified person as established by regulations adopted by the Commission on Professional Standards in Education (NRS 391.033).

Basic Requirements

The following requirements apply to all persons requesting licensing in the State of Nevada:

- An applicant must be a citizen of the United States or have filed a valid declaration to become a citizen or a valid petition for naturalization (NRS 391.060).
- Degree(s) and credits for courses must have been earned from a regionally accredited college or university.
- Foreign transcripts must be evaluated course-by-course and for degree equivalency by an approved evaluator service (list available on website) BEFORE application for licensing is made.
- A license may be issued based on an evaluation of the applicant's official transcript(s) or per a reciprocal licensing agreement (see Interstate Agreement).
- All applicants will be required to submit verification of completion of course work or pass the Commission-approved examination(s) in Nevada School Law, Nevada Constitution, and the U.S. Constitution, as well as competency testing examinations with the passing score established by the Department within three years from the date the license is issued.

Application Packet

To apply for a teaching license in the State of Nevada, an applicant **MUST SUBMIT A COMPLETE APPLICATION PACKET to include the following:**

- The completed application, signed, and witnessed or notarized;
- Official transcript(s) for those post-secondary institutions attended where the required course work for licensure was completed. In order for a transcript to be considered official, it must be an original that bears both the seal of the college/university and the registrar's signature or be on Scrip-Safe®-type paper. **(NO photocopies or FAXES will be accepted);**
- Initial application fee of \$110.00 - **CHECK OR MONEY ORDER, ONLY** - payable to the Nevada Department of Education. **Licensing applicants will be allowed to apply for no more than two (2) licenses/endorsements on an initial license.** Additional areas may be requested at a cost of \$45.00 **EACH**;
- Two completed FBI fingerprint cards and the Fingerprint Authorization form, signed and dated; and
- Child Support form with ONE box checked, completed, signed and dated.

And, as applicable:

- Verification of prior teaching experience to be used (form enclosed):
 - a. In lieu of student teaching (see [Miscellaneous Information](#) for details);
 - b. For purposes of reciprocity (see [Interstate Agreement](#) for details);
 - c. When qualifying for an exemption from some competency testing (see attached Informational Bulletin); and/or
 - d. When teaching experience is required for obtaining an endorsement.
- Copy of valid teaching credential(s) effective the past five (5) years.
- If your transcript reflects "field experience" or "practicum" and it was your student teaching experience, **written verification signed by the Dean of the College of Education MUST BE SUBMITTED indicating that the course (by name/number) reflected on the transcript is equivalent to student teaching and**

noting the grade level at which it was performed. The letter must be an original, on official letterhead or faxed directly into teacher licensing from the college/university.

- Applicants for K-12 PE must verify student teaching experience at both the elementary and secondary (or middle school) grade levels at the time of application.
- Applicants for the K-12 School Counselor endorsement must verify (using above-noted guidelines) that their counseling practicum was done in a school setting in grade(s) ranging between K-12.
- Applicants applying for a School Psychologist endorsement, who do not hold National certification, must verify (using above-noted guidelines) an internship in school psychology as outlined in NAC 391.319, 1-4 or the licensing requirements handout.
- Copies of all competency test (i.e., CBEST, NTE, PRAXIS I and II and NES) score reports and state-required test results you might have. If competency testing was completed as part of an approved program, please have the college/university complete the enclosed **"VERIFICATION OF APPROVED PROGRAM COMPLETION AND COMPETENCY TESTING"**.
- For Secondary Occupational Endorsements (except Home Economics, Industrial Arts, and Technology Education): Verification of two years of full-time (2000 hours equal one year) work experience in the area of the requested endorsement.

The initial application fee is valid for one year. If it is determined that you are not eligible for a license, deficiencies will be provided to you in writing. Requirements can be viewed at <http://www.doe.nv.gov/licensing/endorsements.html> and should be reviewed prior to submission of your application packet.

NOTE: Miscellaneous documents received that were not specifically requested or considered to be an official part of the complete application packet will **not** be returned and will be handled accordingly.