



## STEPS TO BECOME A GUEST TEACHER IN WCSD

### STEP 1

- Apply for your substitute license online:  
[http://www.doe.nv.gov/Educator\\_Licensure/](http://www.doe.nv.gov/Educator_Licensure/)
- You will need a minimum of a High School Diploma

### STEP 2

- Complete a WCSD Certified Teacher Application
  - Go to [washoeschools.net](http://washoeschools.net)
  - Click on the Careers tab
  - Click on Applicant Login
  - Click on CREATE ACCOUNT box
  - Create a “Certified” account
- Send out four confidential references in your application
  - If you have at least 60 college credits, attach your application to the Guest Teacher job posting and follow the instructions shown
  - If you have a high school diploma, attach your application to the Guest Teacher job posting and follow the instructions shown.

### STEP 3

- When your application is complete, your references all have the status “Returned,” and you have been issued your license, send an email to the [suboffice@washoeschools.net](mailto:suboffice@washoeschools.net)

### STEP 4

- Attend the Guest Teacher Orientation
- Fingerprint after the orientation

**For any questions, please call (775) 348-0268**



***We are WCSD, are you?***

Visit [Careers@www.washoeschools.net](mailto:Careers@www.washoeschools.net)



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## STEP 1: for people who have a High School Diploma

- Apply for your substitute license online:  
[http://www.doe.nv.gov/Educator\\_Licensure/](http://www.doe.nv.gov/Educator_Licensure/)
- Scroll down to **Select Options**
- Click **Substitute/ Emergency Sub**
- Click **Emergency Substitute Request Form** and fill out your information
- Save the form to your desktop or files and email to  
[cali.hunt@washoeschools.edu](mailto:cali.hunt@washoeschools.edu)
- Complete your OPAL application at <https://online.nvdoe.org/#/>
- After creating an OPAL account the website will take you to your Nevada Department of Education Dashboard
- Click Initial Application- First Time Application in Nevada
- Select Emergency Substitute and click Create Application
- When completing the Education portion you can type your High School Name in the College/University
- Select High School Diploma
  - To obtain your High School Diploma from WCSD complete your request at <https://washoeschoolsnv.scribborder.com/application>
  - **Photocopies and faxes of transcripts are not accepted.** Electronic transcripts (such as e-Script) are acceptable if they are emailed directly to the Office of Educator Licensure at [transcripts@doe.nv.gov](mailto:transcripts@doe.nv.gov)
- When completing the License category select Substitute and Emergency Substitute for the Endorsement type
- Select Emergency Substitute Request in the scroll down for Document Type
- Upload the Emergency Substitute Request Form in the Document box
- Save and complete the remaining application fields
- After your OPAL application is completed you will need to get fingerprinted from the approved Livescan list below  
[http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator\\_Licensure/Livescan\\_Vendors.pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator_Licensure/Livescan_Vendors.pdf)  
[http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator\\_Licensure/Livescan\\_Vendors.pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator_Licensure/Livescan_Vendors.pdf)



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### STEP 1: for people who have 60 collage credits or more

- Complete your OPAL application at <https://online.nvdoe.org/#/>
- After creating an OPAL account the website will take you to your Nevada Department of Education Dashboard
- Click Initial Application- First Time Application in Nevada
- Select Substitute and click Create Application
- When completing the Education portion of the application you will need to have official transcripts
  - To obtain your UNR transcripts complete your request at <https://www.studentclearinghouse.org/> and click the green button "Order-Track-Verify"
  - **Photocopies and faxes of transcripts are not accepted.** Electronic transcripts (such as e-Script) are acceptable if they are emailed directly to the Office of Educator Licensure at [transcripts@doe.nv.gov](mailto:transcripts@doe.nv.gov)
- When completing the License category select Substitute and Substitute for the Endorsement type
- Do not select anything in the scroll down for Document Type
- Do not upload anything in the Document box click save and next
- Save and complete the remaining application fields
- After your OPAL application is completed you will need to get finger printed form the approved Livescan list below  
[http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator\\_Licensure/Livescan\\_Vendors.pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator_Licensure/Livescan_Vendors.pdf)[http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator\\_Licensure/Livescan\\_Vendors.pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/Educator_Licensure/Livescan_Vendors.pdf)



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