

Licensure Information

NAC 391.025 "Each teacher or other educational employee who is required to hold a license is responsible for securing, maintaining and renewing his/her license."

For More Information

For more information regarding licensure, please contact **Debbie Walter**, Washoe County School District Human Resources Licensing Technician, at 775-348-0221 or via e-mail at dwalter@washoeschools.net, or email the Nevada Department of Education's Educator Licensure department at License@doe.nv.gov.

Nevada Department of Education Licensure Web Site

http://www.doe.nv.gov/Educator_Licensure/ - Includes renewal requirements and additional endorsement requirements.

<https://online.nvdoe.org/#/> - All applications for licensure, licensure renewals, additional endorsements, provision removal, name/address change etc. must be completed online.

<https://online.nvdoe.org/#/VerifyLicense> - Review your current license.

Licensure Office

700 E. Fifth Street

Carson City, NV 89701

Office Hours: 8:00 am to 5:00 pm, M-F Phone: (775) 687-9115

Provisional/Non-Renewable License (3 year)

- Praxis Exam provisions must be completed and removed within 2 years from the date the license is issued.
- College coursework Provisions (1-6 credits total) must be completed and removed within 1 year from the date the license was issued
- Parental Involvement and/or Multicultural Education course requirement provisions must be completed and removed within 3 years from the date the license is issued.
- A provisional license will convert to a Non-Renewable license once the testing provisions have been removed. All other requirements must be cleared in the remaining time until the license expires.
- Provisions not removed from your substitute license will move to your teaching license, but will retain the original expiration date on the substitute license
- Credits are NOT required to renew IF you have had provisions
- You may apply for a standard license after all provisions are removed when you are within 90 days of license expiration date.

Standard License

- Renewals may be submitted to the NDE via the OPAL portal nine months prior to expiration
- Must submit proof of annual professional development activities pursuant to Administrative Regulations R110-18, <https://www.leg.state.nv.us/Register/2018Register/R110-18RP1.pdf>
- Professional Development Hours must be completed after the issue date of the current license
- 1 College Credit is equivalent to 15 PD hours. College Credits may be undergraduate or graduate from an accredited college/university.
- Official transcripts are required for college credits
- MyPGS Transcripts can be submitted for verification of In-service certificates
- Photocopies are never accepted
- Visit the WCSD Licensing web page for additional information on updated licensing renewal requirements: <https://www.washoeschools.net/Page/1178>

Items Required for Renewal

- Application via the NDE's online licensure portal OPAL
- Proof of renewal credits (MyPGS Transcript or Official Transcripts)
- Renewal fee
- Child support disclosure form must be completed
- Fingerprint/Background Check (cannot be done by WCSD)

As a reminder, review your license when you receive your electronic copy to ensure that it is correct. All provisions are listed on your license. It is your responsibility to remove the provisions and renew your license before it expires.