

**State of Nevada
Department of Education
Office of Teacher Licensing**

Instructions for License Renewal

To apply for renewal of a Nevada teaching license, you must submit all of the following documents:

- Completed and signed Application for License Renewal and Child Support Form
- Official transcripts of credits required for license renewal and/or in-service certificates.
- Application renewal fee of \$80.00. **Cashier's check or money order only** payable to the Nevada Department of Education.

Credits must be earned from a regionally accredited college/university and submitted on an official transcript; through PDE/in-service or other pre-approved NDoE CEU providers (copies of certificate(s) required); or as otherwise allowed by regulation. **Photocopies and faxes of transcripts will not be accepted.** Hand carried transcripts are acceptable as long as they are official. Transcripts are considered official if they bear the school seal and registrar's signature. Additional information on renewal credits can be found in NAC 391.075.

Applications for renewal of a standard or professional license can be submitted nine (9) months prior to the expiration of the license either by mail or in person to the appropriate office. A non-renewable license can be renewed as a standard license at any time after all provisions on the license have been met.

Incomplete applications will not be processed.

Northern Office
700 East Fifth Street
Suite 105
Carson City, NV 89701-5096
Phone: (775) 687-9115

Southern Office
9890 S. Maryland Pkwy.
Suite 231
Las Vegas, NV 89183
Phone: (702) 486-6458

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License Renewal Application

SS# _____ and/or License # _____ Date of Birth _____

Last Name _____ First Name _____ MI _____

Mailing Address _____

Street _____ City _____ State _____ Zip _____
Contact # _____ Email _____

Highest degree earned _____ Institution _____ Conferral Date _____

Omitting an Endorsement/ License _____

Please provide the information below for the credits that you will be using to renew your license.

University/PDE/Other	Course/Workshop/Seminar	Date	#Credits

Have you had a teaching or administrator credential under review for suspension, revocation or other disciplinary action?
No ___ **Yes** ___ (If yes, please attach a detailed explanation.)

Have you been convicted, or do you currently have pending charges misdemeanor or felony charges?
No ___ **Yes** ___ (If yes, please attach a detailed explanation.)

Child Support Information

(Failure to mark one of the three options will result in denial of the application.)

- I am not*** subject to a court order for the support of a child.
- I am subject*** to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- I am subject*** to a court order for the support of one of more children and I am not in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Licensee

Date

For official use only

Receipt # _____ Renewal Fee _____ Receipt Date _____ Years of Experience _____

I have validated that the licensee has cleared all provisions (coursework, testing) for renewal.

Signature of Analyst

Date