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**State of Nevada
Department of Education
Extension Request Form
(Please Print Clearly)**

Name: _____
Last First MI

License #: _____ SS#: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

I am currently:

- Employed as a full-time, contracted teacher or administrator Employed as a substitute teacher
 Not employed as a teacher On medical disability leave

The following provisions on my license have not been satisfied (check all that apply):

- Nevada School Law Nevada Constitution U.S. Constitution Coursework
Praxis Core: Reading Writing Mathematics PLT Content Area Test

Please review the criteria outlined in [NAC 391.077](#), and indicate under which paragraph of subsection 1 (a – j) you are requesting an extension. An extension may be granted for a **maximum** of 6 months. If you request an extension pursuant to paragraphs (g), (h), or (i), you must attach supporting medical documentation.

Pursuant to NAC 391.077 (1) (____), I am requesting that the period of validity of my Nevada educator license be extended through _____ for the following reason(s) (use additional sheets if necessary):
(date)

Signature _____ Date _____

OFFICE USE ONLY

Extension Granted through _____ Denied By _____ Date _____

NAC 391.077 Extension of time prescribed for renewal of license or for validity of provisional license; time for filing request for extension; period of validity.

1. The Superintendent of Public Instruction may extend the time prescribed for renewal of a license or for the validity of a provisional license if:

(a) The licensee provides proof that a course or test required for renewal of his or her license or removal of the provision under which his or her provisional license was issued was not available during the time his or her license was valid.

(b) The licensee provides proof that:

(1) The licensee was issued the provisional license while residing outside of this State; and

(2) The test required for removal of the provision under which his or her provisional license was issued was not available to the licensee during the time his or her license was valid because the licensee was residing outside of this State on the date when the test was offered.

(c) The Department's file relating to the licensee contains adequate documentation that the licensee was misinformed about the requirements necessary to renew his or her license or remove the provision under which his or her provisional license was issued.

(d) The licensee took the wrong test or course necessary to renew his or her license or remove the provision under which his or her provisional license was issued.

(e) The licensee provides written proof from a representative of a religious denomination, sect or organization that a course or test necessary to renew his or her license or remove a provision under which his or her provisional license was issued was offered only during a time which conflicted with the religious beliefs of the licensee.

(f) The unemployment of the licensee or personal medical expenses incurred by the licensee which were not covered under a plan of health insurance caused financial debts in excess of the personal income of the licensee and prevented the licensee from complying with the financial requirements for renewal of the license or removal of the provision under which his or her provisional license was issued.

(g) The licensee suffered a medical condition which prevented the licensee from satisfying the requirements for renewal of his or her license or removal of the provision under which his or her provisional license was issued and the licensee provides written proof:

(1) From a licensed physician that the licensee suffered from such a medical condition, including the duration of the medical condition; and

(2) Of the number of days the licensee worked during the time that his or her license was valid.

(h) The licensee suffered mental anxiety caused by a physical or mental condition which prevented the licensee from passing the test or course required for renewal of his or her license or removal of the provision under which his or her provisional license was issued. The licensee must provide written proof from a licensed physician that the licensee suffered such mental anxiety.

(i) A medical condition or administrative problem prevented the licensee from complying with the requirements for renewal of his or her license or removal of the provision under which his or her provisional license was issued and the Superintendent of Public Instruction determines that the medical condition or administrative problem is adequate to justify the extension.

(j) The provisional license of the licensee expires during a school year and the removal of the licensee from his or her position of employment would have a detrimental effect on the pupils who are taught by the licensee, as determined by the Superintendent of Public Instruction. If an extension is granted pursuant to this paragraph, the extension expires on the last school day of the academic term for which the extension was granted or the time period prescribed in subsection 3, whichever occurs first.

2. A request for an extension pursuant to subsection 1 must be received by the Superintendent of Public Instruction no less than 15 working days before the expiration of the license or provisional license. If such a request is received less than 15 working days before the expiration of the license or provisional license, the licensee is not guaranteed a decision on the request before the license becomes invalid or expires. A request for an extension which is postmarked or received after the date of expiration of the license or provisional license will not be considered by the Superintendent of Public Instruction.

3. The Superintendent of Public Instruction may grant an extension for a period of not more than 6 months after the date the extension is granted. In no case may a further extension be granted.