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[http://www.doe.nv.gov/Educator_Licensure/
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**State of Nevada
Department of Education
In-Service Preapproval Request
(Please Print Clearly)**

Name: _____ Date: _____
Last First MI

License#: _____ Expiration Date: _____ License/Endorsement Area: _____

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

Email Address: _____ Phone Number: _____

Instructions: Please submit this request for in-service credit preapproval to the Office of Educator Licensure at least thirty (30) days prior to the beginning of the activity. When the credit has been approved, this form will be returned to you for submission with your renewal application. If the application is rejected, it will be returned along with an explanation of the deficiencies. Pursuant to [NAC 391.075](#), renewal credit may be approved for the following types of activities:

Credit for Conference Attendance: Please provide a copy of the conference agenda with this completed form.

Credit for Travel: Please provide a copy of the itinerary with this completed form.

Credit for Teaching (Must hold a Master's or higher degree): Please provide a letter of documentation from a college/university department chair or supervisor with this completed form.

Credit for Employment (For Secondary Career & Technical Education Licenses only): Please provide a letter of documentation from your employer with this completed form.

Type of Credit Requested:

Conference Travel Teaching Employment Other (specify) _____

Briefly explain how this activity will relate to your area of licensure and will enhance your professional growth as an educator: _____

OFFICE USE ONLY

Approved for _____ renewal credits

Not approved Reason: _____

By: _____ Date: _____