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**STATE OF NEVADA**  
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## **Distance Education New/Renewal Course Application**

### **Section 1: Certification**

I hereby certify, to the best of my knowledge that information contained in this Distance Education New Course Application is correct.

**1.1 Date of approval by board of directors or governing body, if applicable. Date:**  
\_\_\_\_\_

**1.2 Regional or national accreditation status, if applicable. Accreditation:**  
\_\_\_\_\_

Please provide the name and signature of the designee given permission to file this application. The signature of the following designee represents an agreement that the entity will comply with the regulations for distance education courses in Nevada.

#### **1.3 Designee Information**

**1.3.1 Name and Title (authorized contact and person responsible for courses):**  
\_\_\_\_\_

**1.3.2 Signature:** \_\_\_\_\_

#### **1.4 Contact Information**

**1.4.1 Phone:** \_\_\_\_\_

**1.4.2 Email:** \_\_\_\_\_



## Section 3 – Course Information

Provide the following information for **each course** being requested for approval with this application. Use a separate form for each course. Expand sections and use additional pages as necessary. **CTE courses must be their own application.**

**3.1 Course Title** \_\_\_\_\_

**3.2 Course Number** \_\_\_\_\_

**3.3 Grade Level(s)** \_\_\_\_\_

**3.4 Number of Credits** \_\_\_\_\_

**3.5 Hours of Instructional Time Required** \_\_\_\_\_

**3.6 Detailed Course Description** – Must include type of Instructional Methodology used for delivery of course (two-way video, Internet-based, computer program, etc.) and instructor information (core subjects areas, instructors must be licensed for the specific area).

**3.7 Communication with Students** – Describe how the instructor will meet with or otherwise communicate with the students on a weekly basis to discuss student progress.

**3.8 Student Assessment** – Describe the varied methods of assessments used to measure students' mastery of content and standards. Include criteria to determine the student's grade.

**3.9 Diverse Learners** – Describe how the course will adapt learning activities to accommodate students' diverse learning needs. Must indicate a special education course.

### **3.10 List of Attachments- Required**

Include:

1. Syllabus (all courses- including electives)
2. Standard alignment and/or standard correlation guide
3. List of textbooks or supplemental materials
4. Evidence that tasks, assignments, and projects engage students in active learning
5. Evidence that students engage in critical-thinking and problem-solving tasks
6. Evidence of explicit learning objectives throughout the course