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STATE OF NEVADA



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Distance Education 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:

1.3 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.

1.3.1 Name and Title:	1.3.2 Signature:
1.4 Applicant (Legal Name of Entity)	1.5 Mailing Address
1.6 Name and title of authorized contact	1.7 Contact Information 1.7.1 Phone: 1.7.2 Fax: 1.7.3 Email:
Date Received by the Nevada Department of Education:	Date:

Section 2 – List of Courses

Please provide a list of all courses being requested for renewal with this application. In addition, please include all courses for which you are requesting modification. Use additional pages as necessary. Please provide all information in Section 3 of this application for all new courses or courses being renewed with modifications. If a CTE Course, please use appropriate title from course catalog.

2.1 Course Title	2.2 Course Number/CIP Code	2.3 Grade Level(s)	2.4 Course Vendor Or Provider
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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. All approved CTE Courses must follow the course catalog sequence requirement.

3.1 Course Title	.
3.2 Course Number/CIP Code	.
3.3 Grade Level(s)	.
3.4 Number of Credits	.
3.5 Hours of Instructional Time Required	.

3.6 Provide the following information for the person responsible for this course.

3.6.1 Name	.
3.6.2 Phone	.
3.6.3 Fax	.
3.6.4 Email	.

3.7 Licensed Instructor: Provide the following licensing information for the instructor of this course. If an instructor is not yet assigned, please indicate that the instructor will be licensed to teach the applicable course(s).

3.7.1 Instructor's Name	.
3.7.2 Subject Area(s)	.
3.7.3 Grade Level(s)	.
3.7.4 License Number	.
3.7.5 Licensing State	.
3.7.6 Alternate Description/Qualifications	.

Course Information

<p>3.8 Detailed Course Description</p>	<p>.</p>
<p>3.9 Textbook(s)/Instructional Materials Include textbooks and any supplemental material and list the following:</p> <ul style="list-style-type: none"> • Exact Title & Edition • Publisher’s Name • Copyright Date 	<p>.</p>
<p>3.10 Description of Instructional Methodology Used for Delivery of Course For example, two-way video, Internet-based, computer program, etc.</p>	<p>.</p>
<p>3.11 Communication with Students Describe how the instructor will meet with or otherwise communicate with the students on a weekly basis to discuss student progress.</p>	<p>.</p>
<p>3.12 Student Assessment Describe how student achievement will be assessed. Include criteria to determine the student’s grade at the completion of the course.</p>	<p>.</p>
<p>3.13 State Standards Alignment/CTE Standards Alignment List Nevada Academic Standards and/or course of study objectives aligned to course. Use CCSS for ELA or mathematics courses. List CTE standards alignment if applicable.</p>	<p>.</p>
<p>3.14 List of Attachments Include:</p> <ol style="list-style-type: none"> 1. Syllabus (all courses) <p>Copy of valid teacher license(s) (for courses in a core subject areas or English Language Arts, Mathematics, Science, Social Studies and CTE.)</p>	<p>.</p>