

# Distance Education Course Application Guidelines & Requirements

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## Eligibility

A person or entity that has developed a course of distance education may submit an application for inclusion of the course on the list of approved courses prepared by the Department of Education. Entities may include, without limitation:

- a vendor of a course of distance education
- the Nevada System of Higher Education or other postsecondary educational institution
- a board of trustees of a school district or a governing body of a charter school

## Application Timeline

- Applications for distance education course approval must be received by June 15<sup>th</sup> for the subsequent school year, in order to assure that the courses can be approved prior to the normal start of the school year. The Department cannot guarantee that the applications received after June 15<sup>th</sup> will be approved by the start of the school year.
- Department staff will review applications in the order they are received. Within 45 calendar days after receipt of the application, the Department will provide the applicant with a written approval or denial of the courses.
- If the application for course approval is denied, the applicant will have 30 calendar days to correct any deficiencies identified by the Department and resubmit the application.
- Upon receipt of the resubmitted application, the Department shall make a final determination as to whether the courses will be approved.
- All sections of the application must be completed. Failure to complete all sections will result in denial of the application and could unnecessarily delay approval of courses.
- The application forms must be used. Substitute forms will not be accepted and will result in denial of the application.

## Applicable State Law and Regulation

- NRS 388.820-874  
<http://www.leg.state.nv.us/nrs/NRS-388.html>
- NAC 388.800-860  
<http://www.leg.state.nv.us/NAC/NAC-388.html>

## Application Approval

- Except as otherwise provided in NAC 388.860 (revocation), if a course is approved, the approval is valid for 3 years, commencing with the date on which the course is first included on the list of approved distance education courses published by the Department.
- The Department shall prescribe forms for the renewal of an application. A provider of a course of distance education must submit an application for renewal to the Department at least 60 days before the expiration of the approval to maintain the course on the list of approved distance education courses.
- Regulations require the Department of Education to prepare and publish a list of state approved courses of distance education twice each year. This list is published on the Department's website at <http://www.doe.nv.gov/techinn/disted.html>.

## Application Approval/Course Modification

- If a provider of a course of distance education intends to change or modify the course with regard to the information requested in Section 3 of the distance education course application, the provider shall obtain the written approval of the Department before making such a change or modification. If the provider changes or modifies the course without the approval of the Department pursuant to this subsection, the Department may revoke its approval of the course.

## Submit Proposals To:

Tracy Gruber, Education Programs Professional  
Nevada Department of Education  
755 North Roop Street, Suite #107  
Carson City, NV 89701

If you have any questions regarding the information requested in the application, please call Tracy Gruber at 775-687-5932 or email [tgruber@doe.nv.gov](mailto:tgruber@doe.nv.gov).

## Completing the Application Form

Follow the instructions for Sections 1-3 of the application. Failure to use Department forms or complete all information could result in denial of the application.

### Section 1: Certification

- 1.1 If applicable, the date on which the application was approved by the board of directors, board of regents, board of trustees or other governing body of the entity that submitted the application.
- 1.2 If applicable, a description of the regional or national accreditation status attained by the entity that submitted the application and the date on which such accreditation was granted.
- 1.3 List name and title of person authorized to submit this application on behalf of the entity. An original signature of the appropriate designee of the applicant must be provided. By signing Section 1.3.2, the applicant assures the Department that the distance education courses will be provided as described in the application.

1.4 Provide all contact information. The designated contact will be the person the Department will contact regarding any questions pertaining to the application

## List of Courses

- 2.1 List all courses you want to be reviewed for state approval. List course numbers; if applicable. Each course must be listed separately.
- 2.2 Do not combine courses in categories on one line.
- 2.3 Indicate grade level of each course.

## Course Information

Provide the following information for **each course** being requested for approval with this application. Use a separate form for each course. Make copies of this section as needed.

- 3.1-3 Enter course title, course number (if applicable), and grade levels covered by this course. This should match the information entered in Section 2 – List of Courses.
- 3.4 The amount of credit to be awarded for completion of the course should be reported in Carnegie units if the course is designated for students in grades 9 through 12. A Carnegie unit in Nevada is defined as a course providing a minimum of 120 hours of instruction. If the course is designated for elementary or middle school students, please indicate that the course will meet the appropriate grade level requirements described in regulation for students who successfully complete the course.
- 3.5 The number of instructional hours provided as part of the course is required to be reported by regulation. Do not include homework assignments as part of the hours reported unless the assignment would be completed as a normal part of the classroom instruction.
- 3.6 Provide all listed information for the person responsible for this course. This is probably an administrator, but could be the instructor. This is the person the Department will contact regarding the course.
- 3.7 Provide information for the instructor of each course. For core subject areas, instructors must be licensed for the specific subject area at the appropriate grade level. Core subject areas are English Language Arts, Mathematics, Science, and Social Studies. If an instructor has not been designated at the time of this application, provide a detailed description of the qualifications needed for employment of an instructor to teach this specific course. If the course to be provided is not in a core subject area, submit a description of the qualifications that will be used to employ a person to instruct this specific course.
- 3.8 Provide a description of the course.
- 3.9 List all textbooks and supplemental materials for this course. Include the exact title and edition, publisher's name, and copyright date. Include any textbook alternatives in the list.
- 3.10 How will this distance education course be delivered? For example, is it internet-based, two-way video, on CD or otherwise computer-based, etc.
- 3.11 Nevada statute requires that instructors of distance education course meet with or otherwise communicate with students on a weekly basis to determine the student's progress. How will this requirement be satisfied for this course?
- 3.12 Provide a detailed description of how students will be assessed. Include the criteria to determine the student's grade at the completion of the course.

3.13 Item 4 requests documentation that verifies that the course is aligned with state standards or with the course of study objectives adopted by the state. Nevada has adopted the Nevada Academic Content Standards (NVACS) based on the Common Core State Standards (CCSS) for English language arts and mathematics. Applications submitted for courses in those subject areas should align to the NVACS. For school districts and charter schools in Nevada who offer the identical course in a regular classroom setting, an assurance that the course has been aligned with the state standards or with the course of study objectives along with a brief description of the process followed by the school district or charter school to align the course is all that needs to be provided. For all other courses, documentation must be provided that aligns the specific course objectives with the appropriate state standards or with the course of study objectives. The documentation must include the specific benchmark standard identified by number or the specific course of study objective that is covered by each of the course objectives.

3.14 List all attachments. Include the syllabus for all courses. Provide a copy of the valid teacher license for the instructor for all core subject area courses. Provide additional attachments you believe will help you receive course approval.