

Las Vegas Office
9890 South Maryland Parkway
Suite 221
Las Vegas, Nevada 89183
702-486-6458
Serving all Nevada counties



Carson City Office
700 East Fifth Street
Suite 105
Carson City, Nevada 89701
775-684-5980

www.doe.nv.gov
license@doe.nv.gov
State of Nevada
Department of Education
Emergency Substitute Request
(Please Print Clearly)

Submit this form, along with a completed Application for Licensure, to the Office of Educator Licensure

School District: _____

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

Contact Name: _____ Phone Number: _____

We are requesting that the following individual be licensed to serve as an emergency substitute pursuant to the provisions of [NAC 391.330](#):

Name: _____

Date of Birth: _____ Last 4 Digits of Social Security Number: _____

This is not an application for licensure. To obtain a license as an emergency substitute, the individual named above **must** submit a completed Educator Licensure Application to the Office of Educator Licensure, along with this completed and signed form, a completed and signed fingerprint card, and a copy of his/her high school diploma or the equivalent.

NAC 391.330 – Endorsement as an Emergency Substitute Teacher

To receive an endorsement as an emergency substitute teacher, a person must earn a high school diploma or its equivalent. An endorsement as an emergency substitute is valid for one (1) year after the date of issuance and may be renewed up to two (2) additional times.

A school district whose enrollment is less than 9,000 pupils may, in an emergency, hire an emergency substitute teacher to serve as a teacher in kindergarten through grade 12, as needed. Upon the written request of a school district whose enrollment is 9,000 pupils or more, the Department may, in an emergency, authorize the district to hire an emergency substitute teacher to serve as a teacher in kindergarten through grade 12 in a school that is located in a rural area of the school district.

A person employed as an emergency substitute may not serve as a teacher in one classroom for more than 5 days in any 20-day period. Except in an emergency, a school district shall not allow a person holding solely an endorsement as an emergency substitute teacher to serve as a teacher.

An applicant for an endorsement as an emergency substitute teacher is exempt from the provisions of [NAC 391.030](#), [NAC 391.036](#), and [NAC 391.065](#).

Per **NAC 391.330**, I the superintendent named below am requesting a waiver of the three (3) total years for licensure as an emergency substitute.

YES NO

Requesting Superintendent (or Designee):

Printed Name: _____ Title: _____

Signature: _____ Date: _____