

NRS 394.221 The BOARD shall receive, investigate as necessary and act upon applications for licenses and agents' permits.

NEVADA REVISED STATUTES & NEVADA ADMINISTRATIVE CODE REQUIREMENTS

Component 1: Instruction

NRS 394.241(2) Accreditation by national or regional accrediting agencies recognized by the United States Department of Education may be accepted as evidence of compliance with the minimum standards established pursuant to this section.

1.1 Attach a copy of your valid Certificate of Accreditation to demonstrate your school's compliance with the minimum standards described in NRS 394.241. This includes curriculum, space, materials, and more. We are accredited by

1.2 When will the examination on the Constitutions of the United States and Nevada be given? (Required once during elementary grades and once during secondary grades) NRS 394.150

Component 2: Personnel

Administrator (NAC 394.050) /Liaison (NAC 394.040)

2.1 Name: _____ Title _____ ADMINISTRATOR*
LIAISON¹ Schools with 150 or more students or 6 or more teachers must have a qualified administrator.

*Ways to qualify as an Administrator in Nevada Private Schools in accordance with NAC 394.040:

- A1) Hold a valid Nevada Administrator license;
- A2) Hold a valid Educator Administrator license from another state;
- A3) Have a Bachelor's Degree from an approved college/university and FIVE years of verified experience in educational administration; or
- A4) Have a Master's Degree from an approved college/university and THREE years of verified experience in educational administration.

¹ Ways to qualify as a Liaison in Nevada Private Schools in accordance with NAC 394.040:

- L1) Hold a valid Nevada Teacher license;
- L2) Hold a valid Teacher license/credential from another state;
- L3) Have a Bachelor's Degree from an approved college/university and FIVE years of verified full-time classroom teaching experience as the teacher, not substitute time; or
- L4) Have a Master's Degree from an approved college/university and THREE years of verified full-time classroom teaching experience as the teacher, not substitute time.

Which qualifications does this school leader have? Submit copies of the paperwork that proves the qualifications.

Attach the resume and three reference letters which attest to the character, reputation and professional competence of the above-named person. One letter MUST be from a NV resident. All letters must be signed and on personal or professional letterhead that shows how NDE might contact the signer.

TEACHERS/INSTRUCTORS (NAC 394.050)

2.2 Attach copies of licenses or other proof of qualification for all Teachers hired after this year's Enrollment & Staff Report was submitted in October.

Ways to qualify as a Teacher in Nevada Private Schools in accordance with NAC 394.050:

- 1) Hold a valid Nevada Teacher license;
- 2) Hold a valid Teacher license/credential from another state;
- 3) Have a Bachelor's Degree from an approved college/university and 3 years of verified full-time classroom teaching experience as the teacher, not substitute time; or
- 4) Have a Master's Degree from an approved college/university and 1 year of verified full-time classroom teaching experience as the teacher, not substitute time.

Make a chart to list your new teachers, their grade level and/or subject assignment and give them a 1, 2, 3 or 4 to show which qualifications they have. Submit copies of the paperwork that proves the qualifications.

2.3 Submit three letters of reference – written by local (in state) adults - for the Owner OR Chairman of the Board of Trustees attesting to their character and reputation. (If this is the same person named as the Administrator or Liaison, do not recopy, simply state that the head of the school is also the owner or chair.) Letters must be on personal or professional letterhead. NAC 394.160, 394.168-169

2.4 Respond to these questions: HAS ANY OFFICER OR MEMBER OF THE STAFF OF THE SCHOOL BEEN CONVICTED OF ANY CRIME OR FELONY WHICH COULD AFFECT RELATIONSHIPS WITH PUPILS?

HAS ANY OFFICER OR MEMBER OF THE STAFF OF THE SCHOOL BEEN CONVICTED OF ANY CRIME OR FELONY INVOLVING MORAL TURPITUDE? If the answer to either question is YES, provide details to explain WHO, WHAT, WHERE, WHEN, & COURT RESULTS. (NAC 394.160)

Component 3: Students

3.1 State the policies and regulations of the school concerning the requirements for the enrollment and entrance of pupils and indicate where in your literature this information is found. NAC 394.200 – 9

3.2 Where is your statement of assurance that pupils will be admitted to your school without regard to race? NAC 394.200 -10

3.3 State your policy/regulations relative to conduct and behavior of pupils, include the procedures for the dismissal of pupils – these must comply with the requirements of due process of law. NAC 394.200 -11

3.4 Will you be admitting students with disabilities? YES NO
If yes you need to carefully review NRS 394.353 through NRS 394.379.

Component 4: Student Records

Accreditation takes care of this.

Component 5: School Brochure/Catalog & Calendars

- 5.1 (NAC 394.220) Provide ONE copy of the school catalog or brochure given to parents/enrollees. Highlight the following items on this paperwork and mark the item with the given letter:
- A Name & Address of this private school
 - B Names of ALL governing board members, officials and faculty with an indication of which administrators, supervisors and instructors are licensed by the Department of Education and which are qualified by the alternative means per NAC 394.050. This is for your parents to see.
 - C Date of the publication of the brochure
 - D This school's philosophy
 - E Brief description of proposed grades and programs
 - F Daily schedule of classes (start and end times) and if secondary level - Number of credits a student must earn
 - G Description of all charges including purpose for each charge and the methods and time of payment
 - H Detailed schedule of all fees – include tuition, books fees, supplies, activities, use of laboratories, service charges, rentals, deposits, room and board, etc.
 - I CLEAR statement of the policy regarding cancellations and refunds
- 5.2 How will this brochure be distributed to parents and students before enrollment? (NAC 394.060)
- 5.3 Are the contents of the brochure and hand-outs incorporated in all agreements and contracts for enrollment?
- 5.4 On what page of your brochure/catalog is your STATEMENT OF ASSURANCE that clarifies that *students will be admitted to this school without regard to race* found? (NAC 394.170)
- 5.5 If you follow your county's annual school calendar – exactly – initial here:
WITH APPROVAL OF THE SUPERINTENDENT UP TO 5 SHORT DAYS MAY BE SCHEDULED.

Otherwise, submit copies of the school calendars for the school years for which your license is being renewed. Calendars must include at least 180 days, show beginning and ending dates of the term and official holidays. (With written approval of the Superintendent of Public Instruction and written authority of your board of directors, up to 5 short school days may be included.) Use the calendar format provided by the NDE Private Schools Office. (NAC 394.060)

Component 6: Safety (NRS394.168 - .1699)

- 6.1 Your Crisis Response Plan is **CONFIDENTIAL** – do NOT send it to any agency other than those listed below. (NRS 394.1698) **ANNUAL REQUIREMENT**
You **must** submit a copy of this entire plan to the Department of Public Safety, Emergency Management Office via email: NDEMplanning@dps.state.nv.us .
You **must** upload this document to File Zilla for the NDE.

Please give the street address and other identifying information for the Fire Station and Law Enforcement Office to which you delivered a copy of your school's plan:

Fire Station:

Law Enforcement Office:

- 6.2 Now carefully read NRS 394.1685 through NRS 394.1699 and NRS 388.253.
- 6.3 Visit [Emergency Management](#) and comply with the information there.
- 6.4 Submit the *Crisis & Emergency Response Compliance Certification* for to Diana Hollander at Dhollander@doe.nv.gov.
- 6.5 A copy of your fire drill procedures must be posted in every classroom. Who is responsible for this at your school? (NRS 394.170)

Provide a copy of the fire drill procedures/information that is posted in each classroom. Be sure to include NRS 394.170. (NAC 394.430)

- 6.6 Who is the Fire Chief who is supervising your monthly drills?
(You MUST notify your local station and invite the Chief or his/her representative to observe/supervise.) This is NOT an option for any school. (NRS 394.170)

Component 7: Facility, Lease & Insurance

- 7.1 Along with a copy of your Certificate of Occupancy, Submit A, B, or C: (NAC 394.100)
- A. New school/buildings
Submit plans prepared by architects or engineers licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are on the plan.
 - B. Remodel ~ Extensive Repair ~ Additions
Submit plans including detail as prepared by architects or engineers licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are on the plan.
 - C. Existing buildings
Submit "as-built" drawings with labels identifying classrooms/grade levels and be sure floor dimensions are on the plan.

Kindergarten = 35 square feet/child Grades 1 – 12 = 30 square feet/child. (NAC 394.040)

- 7.2 Submit a copy of the Fire Department inspection report for an inspection completed within the past 12 months which indicates the facility meets all codes for the prevention of fire. (This MUST be from the Fire Department OR the Fire Marshall.) (NAC 394.110)

(If you were inspected by the Clark County Fire Department you will not have a written record of this inspection – a copy of your County Business License will prove your school has been approved by the CCFD.)

Date of report or Business License:

- 7.3 Submit a copy of the Health Department inspection report for an inspection completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110) Date of report:
*IF your school operates a food service program, submit a copy of the Health Department inspection report for an inspection of the kitchen completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110) Date of report:

- 7.4 IF your school has vehicles for transportation of pupils, from home to school and school to home, submit a copy of the vehicle inspection report done in the past 12 months by the Department of Motor Vehicles and Public Safety which defines the condition, equipment and identification of the vehicles. (NAC 394.110)
Questions about vehicles and/or vehicle inspections need to be addressed to Diana Hollander, dhollander@doe.nv.gov or call her at 702-688-4319.

Date of report:

Number of Vehicles:

- 7.5 Compliance with the Federal OCCUPATIONAL SAFETY & HEALTH ACT (OSHA)
Submit evidence of communication, dated within the last 12 months, with the DIVISION OF INDUSTRIAL RELATIONS OF THE DEPARTMENT OF BUSINESS & INDUSTRY. You will either get a report from their visit –OR- a letter acknowledging your request for a visit with a promise to get your site scheduled. (Call them early.) (NAC 394.110)
Date of Inspection or Date of SCATS Letter:

- 7.6 What are the locations of your site's MSDS binders?

- 7.7 Name your insurance company: (NAC 394.130)
Name of insurance agent:

- 7.8 Attach the coversheet of the insurance policy that covers buildings & equipment, death, personal injury and property damage. Insurance MUST show at least \$1,000,000.00 coverage per occurrence. (NAC 394.130) HIGHLIGHT the amount of coverage shown on this page. Be sure this coversheet shows as a certificate holder: Nevada Department of Education, Private Schools, 700 East 5th Street, Carson City, Nevada 89701

- 7.9 Submit a copy of the Lease or Rental Agreement.
Owner's Name:
Highlight the LENGTH of the agreement and the number of years 'automatic' renewal will be permitted. (This document will be kept in your file for this entire period – resubmission will be needed upon expiration.) (NAC 394.130)
OR
If the school or business entity owns the property and no rent is paid by the school, submit appropriate documentation. (Mortgage statement with site address or Deed of

Trust will work.) Purchase date:
permanently!)

(This document will be kept in your file

Component 8: Advertising

- 8.1 Provide copies of all of the school's proposed advertising.
If using outdoor advertising, do not use the words State Board of Education.
If including "licensed by the state board of education" or something similar, it must be in print no larger than the smallest print used in this advertisement. (NAC 394.150)
Web page:

Component 9: Sponsoring Organization & Financial Information

(NAC 394.140)

- 9.1 List ALL owners, directors, officers, shareholders, trustees and other parties who have a financial interest in this school. FULL DISCLOSURE IS REQUIRED Name, Title, % of ownership (if applicable)
- 9.2 Submit a copy of the CERTIFICATE OF AUTHORIZATION to do business from the NV Secretary of State.
- 9.3 Submit a copy of the Articles of Incorporation with this application; highlight the purpose of the organization. [ONCE YOU SUBMIT THE ARTICLES WITH THIS FORMAT, ONLY NEW AMENDMENTS WILL NEED TO BE SUBMITTED UNLESS THERE IS A CHANGE IN THE SPONSORING ORGANIZATION. IF YOU ARE UNSURE, CALL THE PRIVATE SCHOOLS OFFICE.]
- 9.4 Submit a copy of the Bylaws. [ONCE YOU SUBMIT THE BYLAWS WITH THIS FORMAT, ONLY CHANGES WILL NEED TO BE SUBMITTED.]

ALL AMENDMENTS/CHANGES MUST BE SUBMITTED to the Department of Education WITHOUT DELAY!

- 9.5 Submit the proposed budgets showing estimated revenues and expenditures for the next two (or four) years.
- 9.6 Submit your FINANCIAL STATEMENT ~ Schools with < 30 students skip 9.6.

Enrollment of **30 – 150** students, statement must be compiled by a CPA or Public Accountant

Enrollment of **150** or more, statement must be reviewed and signed by a CPA

Non-profit schools:

- 9.7 Submit a copy of the official declaration of tax exempt status from the IRS if you are nonprofit.
- 9.8 Submit a copy of the (minimum) \$5,000 Surety Bond** made payable to the State of Nevada, Department of Education for the term of your license.
In lieu of the Surety Bond the school may purchase a Certificate of Deposit. (NRS 394.271)
**Be sure to give the surety company the next two pages so that the proper paperwork is used.

Email pages in order along with inspections, insurance, budgets and etcetera: Dwix@doe.nv.gov . Be sure to send in order and right side up.

PRIVATE ELEMENTARY AND SECONDARY SCHOOL LICENSE/SOLICITOR BOND

MANDATORY Pursuant to NRS 394.271

Bond Number:

KNOW BY ALL THOSE PRESENT THAT AS PRINCIPAL:

(name of educational institution) located at (complete address):

AND, Surety Company:

Based in (complete address of home office):

as Surety, are held and firmly bound unto the **STATE OF NEVADA, Nevada Department of Education**, in the sum of **FIVE THOUSAND (5,000) DOLLARS**, for the payment of which sum, well and truly be made, we bind ourselves, our successors and assigns, jointly and firmly by these presents.

THE condition of this obligation is such that whereas Principal is desirous of obtaining a license to operate a Private Educational Institution pursuant to the provisions of Nevada Revised Statutes Chapter 394, as amended and the rules and regulations of the Nevada Department of Education adopted pursuant thereto, commencing on:

NOW, THEREFORE, if the above bounden Principal shall faithfully comply with all of the provisions of said statutes, rules and regulations and amendments, this obligation shall be null and void; otherwise to remain in full force and effect.

THIS bond is provided by the Principal and surety pursuant to the provisions of Nevada Revised Statutes Chapter 394 and rules and regulations of Nevada Department of Education, and amendments of such statutes or rules and regulations in effect during the life of this bond. The requirements of such statutes, rules and regulations, or amendments thereto, and the terms, conditions and provisions thereof are and shall be deemed incorporated in and made a part of this bond as though fully set forth herein.

THE SURETY herein reserves the right to withdraw as such surety except as to any liability already incurred or accrued hereunder, and may do so upon the giving of written notice of such withdrawal to the Nevada Department of Education; provided, however, that no withdrawal shall be effective for any purpose until thirty (30) days have elapsed from and after the receipt of such notice by said Nevada Department of Education and further provided that no withdrawal shall in any way affect the liability of said surety arising out of the obligation herein created prior to the expiration of such period of thirty (30) days.

UPON notice by the Nevada Department of Education with supporting evidence to Surety of claims against Principal, Surety is held to resolve such claims within a sixty (60) days period from date of notice by the Nevada Department of Education.

IN WITNESS THEREOF, the Principal and said surety have hereunto caused this instrument to be executed at:

this _____ day of _____, 20_____.

Principal/Educational Institution:

Signature of school representative:

Surety Company:

Signature of surety company representative:

STATE OF: County of:

ON this day of , 20 , before me, _____
_____, a Notary Public in and said County and State, personally appeared:,
known to me to be the person whose name is subscribed to the within instrument as
Attorney-in-fact of the: and acknowledged to
me that he subscribed the name of said company thereto as Principal, and his own name as
Attorney-in-fact.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal at my office, in
said County and State, this _____ day of _____, 20_____.

Notary Public:

SEAL:

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