

Steve Sisolak
Governor

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Superintendent of
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April 30, 2020

MEMORANDUM

TO: All District Superintendents
All School Board Members and Trustees

FROM: Jhone M. Ebert
Superintendent of Public Instruction

A handwritten signature in black ink that reads "Jhone M. Ebert".

SUBJECT: Licensure Services during COVID-19

The Nevada Department of Education, Office of Educator Development, Licensure, and Family Engagement continues to process applications and renewals for licensure through the ongoing COVID-19 health crisis. While our offices in Las Vegas and Carson City are currently closed for public health measures, Department staff are currently processing applications and are available to respond to inquiries via telephone and email; our priority is to continue serving the licensure needs of our educators, schools, and districts through these unprecedented times. Since some delays in application and background check processing may occur, please see the following information, shared with educators on March 27, 2020, on how we are working to mitigate the impact of these delays:

- All educator licenses expiring between March and June of 2020 have been extended through June 30, 2020. Should there be further delays in resuming regular business due to the current state of emergency, the Department will assess providing an additional extension. Licensees will not need to take any additional action or pay any additional fees to obtain this extension.
- All applications for licensure or renewal submitted on or after Monday, March 16, 2020, and identified as requiring additional documentation in order to be processed will remain active in our system for 75 days from the date of application in order to allow applicants additional time to obtain and submit the necessary documents. Most documents may be submitted through the [Online Portal for Application and Licensure](#) (OPAL), which is accessible 24/7. For documents which may not be submitted via OPAL, our Las Vegas office is actively receiving and processing U.S. mail Monday through Friday.
- ETS, the Department's Praxis testing vendor, is working to develop an at-home testing option for certain Praxis tests and will waive fees for test rescheduling if necessary. Additional information and updates are available on the [ETS Praxis testing website](#).

- Applicants who submitted an application on or after Monday, March 16, 2020, may upload scanned copies of their official college or university transcripts into OPAL in lieu of sending originals to our office. Any applicant who submits scanned copies of transcripts will be issued a provisional license and will be required to provide original transcripts within 90 days of license issuance.
- Applicants who require fingerprinting in order to obtain or renew a license *and* submitted an application on or after Monday, March 16, 2020, will be given 75 days from the date of application to submit their fingerprints via Livescan or to mail a fingerprint card to the Department via U.S. mail. A [list of fingerprinting vendors](#) currently providing services to the public through COVID-19 closures is available on our website; since this list is subject to change without notice, we recommend that you call and confirm their availability.
- There are a number of online professional development opportunities still available to educators, and [a list of Department approved vendors](#) is available online. For information on license renewal requirements, see the [Educator Licensure website](#).