

**State of Nevada
Department of Education
Application for Teacher Licensing**

Personal Information: SS# _____ License # _____ Date of Birth _____				
Name _____				
Last	First	MI	Former Last Name	
Mailing Address _____				
Street	City	State	Zip	
Email Address _____		Home Phone# _____		Cell # _____

Are you a United States Citizen? Yes No Place of Birth _____

If you are not a United States citizen, you must provide verification that a valid declaration to become a citizen or valid petition for naturalization has been filed with the United States Immigration Office or provide verification of being a lawful permanent resident of the United States as part of the application process.

Please indicate () which of the following licenses/endorsements you are applying for*:

<input type="checkbox"/> Substitute License (K-12) <input type="checkbox"/> Elementary (K-8): Endorsement(s) _____ <input type="checkbox"/> Middle School (7-9): Endorsement (s) _____ <input type="checkbox"/> Secondary (7-12): (Academic) Endorsement(s) _____ <input type="checkbox"/> Secondary (7-12): (Occupational) Endorsement(s) _____ <input type="checkbox"/> Special (Various Levels): **: Endorsement(s) _____ ** Includes varying grade/age level subject area teaching endorsements outside the five areas noted above, including special education, administrative endorsements, and all non-teaching educational support specialties.

* An applicant can apply for one (1) license area or endorsement for the initial \$161.00 application fee which is payable by cashier's check or money order, good for one year from receipt date, and non-refundable. The fee for adding any additional endorsement is \$50.00 per endorsement.

Please list your education from any post-secondary institution(s) from the most recently attended institution to the last **IMPORTANT: Official transcripts must be submitted with this application. Hand-carried transcripts are acceptable as long as they bear the official school seal and the registrar's signature. Photocopies and faxes are not accepted.** **NRS 394 prohibits the use or attempted use of false or misleading degrees and honorary degrees in connection with any business, employment, occupation, profession, trade or public office. Any person who violates this provision is guilty of a misdemeanor.**

<u>College/University</u>	<u>Degree / or # of credits earned</u>	<u>Major</u>	<u>Date Conferred</u>	<u>Student Teaching</u>	
				Credits/Year	Grade Level

Testing Score Reports and Documentation of Teaching Experience

- ___ Indicate with a check mark (✓) if you have included a form (TL.VExp) signed by a former employer to verify your most recent full-time, contracted teaching experience.
- ___ Indicate with a check mark (✓) if you have included a copy of a valid, out-of-state teaching license.
- ___ Indicate with a check mark (✓) if you have included official score reports of competency testing.

Restricted Personal Data

At the time of application, your fingerprint clearance will be researched by local, state, and federal law enforcement agencies. Your licensure with the Nevada Department of Education is provisional pending receipt of your fingerprints. Sealed or expunged records must be revealed. Your omission of any criminal history or failure to disclose action taken against a professional license will result in revocation of your Nevada license. The following questions must be answered truthfully. Please circle your answer.

- | | | |
|-----|----|---|
| Yes | No | 1. Have you ever been convicted of an offense other than a minor traffic violation? |
| Yes | No | 2. Have you ever been arrested for a felony? |
| Yes | No | 3. Have you ever been convicted of a felony? |
| Yes | No | 4. Have you ever been arrested for a sex-related offense? |
| Yes | No | 5. Have you ever been convicted of a sex-related offense? |
| Yes | No | 6. Have you ever been arrested for a drug related offense? |
| Yes | No | 7. Have you ever been convicted of a drug related offense? |
| Yes | No | 8. Have you ever been arrested for an act of violence, including domestic violence? |
| Yes | No | 9. Have you ever been convicted of an act of violence including domestic violence? |
| Yes | No | 10. Have you ever had your professional license revoked, suspended, restricted, or under review in any other state? |
| Yes | No | 11. Have you ever been discharged or have you resigned pending action by any school district? |
| Yes | No | 12. Have you ever been the subject of an investigation by any school district or any other employer? |

If you answered yes to any of these questions, please submit a detailed explanation and court disposition documents.

OATH

I, _____, do solemnly swear (or affirm) that I will support, protect and defend the constitution and government of the United States, and the constitution and government of the State of Nevada against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any state notwithstanding, and that I will well and faithfully perform all the duties of the office or position on which I am about to enter, (if an oath) so help me God. (if an affirmation) under the pains and penalties of perjury.

Falsification of this application and/or application material may result in denial/suspension/revocation of your Nevada teaching license.

AFFIDAVIT

I certify, (declare) under penalty of perjury that the foregoing is true and correct:

Executed this _____ Day of _____ 20_____ In the City of _____

In the state of _____

Applicant Signature

NOTARIZED STATEMENT

Subscribed and sworn to before me at _____

on this _____ Day of _____ 20_____

Signature

Title

NOTE: All applicants are required to sign an affidavit before any one of the following: The Nevada Superintendent of Public Instruction, professional staff members of the Nevada Department of Education, any trustee of a Nevada county school board, superintendents or principals of Nevada schools, or a notary public. NRS 391.080.

The State of Nevada Department of Education is an Equal Opportunity / Affirmative Action Agency and does not discriminate on the basis of race, color, religion, sex, national origin, age, political affiliation or disability.

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Child Support Form

This form should be submitted with all initial and renewal applications.

Professional or occupational licenses, certificates or permits may be denied or restricted if back child support is owed by the person holding the license. The License for Educational Personnel issued by the Nevada Department of Education is subject to this new requirement mandated by the Federal Government of all states, including Nevada.

Every application for a professional license must include a statement regarding the applicant's child support payment status. **If the applicant fails to answer the questions or sign that portion of the application, the person's application will not be processed.** If the applicant reports that he is not complying with a support order or approved repayment plan, then the applicant must contact the local District Attorney or the Welfare Division to arrange for payment of child support.

Please mark the appropriate response. (Failure to mark one of the three options will result in denial of the application.)

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; *or*
- I am subject to a court order for the support of one or more children and I am not in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Applicant

Social Security #

Date

Under the new procedure, a District Attorney's Office or the Nevada Welfare Division will send a written notice to the person who:

- 1. Is past due in child support;*
- 2. Fails to provide health coverage for a child; or*
- 3. Fails to comply with a subpoena or warrant relating to a child support proceeding.*

The notice will be sent by certified mail, restricted delivery, return receipt requested. The person has 30 days to satisfy the past due support or comply with an approved repayment plan, or provide health coverage, or comply with the subpoena or warrant. Or, the person may request a hearing challenging the finding that he owes back child support, has failed to provide health coverage, or is not complying with a subpoena or warrant in a child support proceeding.

If after a hearing is held the person is found to owe past child support, has failed to provide health coverage, or has refused to comply with a subpoena or warrant in a child support proceeding, the professional or occupational licensing agency will be notified by way of an "Order to Suspend". Upon receipt of the "Order to Suspend", the professional or occupational licensing agency must suspend or restrict the professional license as determined in the hearing. The agency issuing the professional or occupational license, certificate or permit shall reinstate the license after receiving information from the District Attorney's Office or Welfare Division that the person is in compliance with the child support requirements.

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Fingerprinting Instructions and Fingerprint Authorization Form

You must submit **two (2) FBI fingerprint cards FD-258 (REV 5-11-99)** with an initial application for teacher licensure. These are standard **blue and white cards** used in most states and by the FBI for miscellaneous fingerprinting.

Remember: You must provide two (2) forms of legal identification (i.e., passport, driver's license, birth certificate, Social Security card, etc.) to the agency in order to be fingerprinted. Most agencies charge a fee for fingerprinting.

Fingerprinting can be obtained at any law enforcement agency including those in U.S. territories, foreign countries, rural Nevada, or at either of the following locations:

Las Vegas Metropolitan Police Dept.
5880 Cameron Street
Las Vegas, NV
(702) 828-3271
8:00 am - 4:00 pm M-F
(Accepts cash or money orders)

Carson City Sheriff Dept.
901 E. Musser Street
Carson City, NV
(775) 887-2020
8:30 am - 4:00 pm M-F
(Accepts cash only)

Please make sure that personal information including name, address, citizenship, social security number, sex, race, height and weight, eye and hair color, date and place of birth are typed or printed in **black ink** on the fingerprint cards. Fingerprint cards must also reflect the date the fingerprints were obtained and the signature stamp of the official taking the prints, as well as the signature of the individual who is being printed.

Please do not fold your fingerprint cards, for they cannot be processed after they have been folded!

Fingerprint Authorization Form

(This form should be signed and submitted with the initial application form and two completed fingerprint cards.)

I, _____, hereby consent
Last First MI

to the examination of my fingerprints by the Federal Bureau of Investigation, and the submission of these findings to the Superintendent of Public Instruction, and the school district or private school of employment. This is in accordance with the requirements of Subsection 3 of the Nevada Revised Statute 391.033 (**which can be viewed online at the following website-<http://www.leg.state.nv.us/NRS/NRS-391.html#NRS391Sec033>**). Applicants shall be given the opportunity to challenge the accuracy of information obtained through the Federal Bureau of Investigation as set forth in 28 CFR 16.34.

Signature

Date

Form TL.FPA. Revised 05.11

This application may be mailed to the appropriate office.

Northern Office
700 East Fifth Street
Suite 105
Carson City, NV 89701-5096
Phone: (775) 687-9115

Southern Office
9890 South Maryland Parkway
Suite 231, Room 23405
Las Vegas, NV 89183
Phone: (702) 486-6458