

<DRAFT> January 21, 2020

Greetings, <**THIS COMMUNICATION IS FOR TEACHERS CURRENTLY IN THE ARC PROGRAM**>

Our records indicate that you are a current participant in the Alternative Route to Certification (ARC) program. You are receiving this correspondence due to your participation.

When No Child Left Behind was reauthorized as Every Student Succeeds Act, the Highly Qualified (HQ) requirement was replaced with a requirement that all teachers be “fully state certified”. Under this new designation, employees enrolled in the ARC program will be counted as out of field on the District Report Card beginning with the 2019-2020 report card.

To remedy this, the Nevada Department of Education (NVD OE) in collaboration with CCSD, will implement a new procedure for **current** ARC participants beginning January 21, 2020. If you wish to continue participating in the ARC program, you will be required to add the appropriate alternative endorsement to your license by March 2, 2020. Because you are a current participant, the NDOE will only charge a \$50 fee to the NDOE to add the endorsement to your license, and you will be granted an additional three years by the NDOE to complete your program of study. **After March 2, 2020, the cost to add an alternative endorsement to your license will increase to \$180.**

If you wish to continue participating in the ARC Program, you must comply with these new procedures. If you do not wish to continue to participate in the ARC Program or you have not added the appropriate alternative endorsement to your license by March 2, 2020, you must secure a position in which you are currently endorsed during transfer season, or attend the Spring 2020 surplus meeting.

Please follow the procedures below if you wish to add the alternative endorsement to your current license. Attachments are included.

- **By 12:00 p.m. March 2, 2020**, complete the NDOE Credit Card Authorization form indicating a payment amount of \$50 (attachment);
- **By 12:00 p.m. March 2, 2020**, complete the Alternative Endorsement Agreement form by collecting appropriate signatures. Contact Toby Babina at babinmt@nv.ccsd.net to obtain the required HR signature.
- **By 12:00 p.m. March 2, 2020**, submit both completed documents to licensure@nv.ccsd.net using the following naming convention **Smith_John ALT CC** and **Smith_John ALT signature**
- **By 12:00 p.m. March 2, 2020**, access your OPAL account and apply for the Alternate Endorsement. Do not complete payment online due to the CC form.

Please contact your site administrator if you have further questions.

Thank you