

Professional Learning Documentation Guidelines for Administrators

Licensure Renewal Background

The Nevada Department of Education (NDE) approved changes to the educator license renewal requirements effective July 1, 2019. A summary of these changes can be viewed on the [Educator Brochure](#) provided by NDE. These new requirements will require professional learning for licensure renewal which is not typically recorded in the Enterprise Learning Management System (ELMS) to be documented for educators.

Required Nevada Standards for Professional Development

For professional learning hours to count toward license renewal, the development, implementation and evaluation of the professional learning must incorporate the Nevada Standards for Professional Development. For a list of these standards, please view the [NV Standards for Professional Development memo](#).

Document Completed for Site-Specific Professional Learning

It is the responsibility of the site-based administrator to provide sign-in sheets when providing professional learning to staff and maintain accurate records for completion of professional learning each semester.

Recommended procedures:

- Attendance at all site-based professional learning must be tracked using sign-in sheets. These sign-in sheets will remain on file with the school or department offering the professional learning. Ensure the sign-in sheet includes the session title, professional learning coordinator, location name, date, and start and end time. Each professional learning should have a separate sign-in [sheet](#).
- At the end of each semester, the site-based administrator will issue a PDF certificate to each educator who completes professional learning hours at the site with the total number of hours for the semester.
- Recurring professional learning, such as Site-Based Collaboration Time (SBCT), can be combined on one certificate which is issued to educators at the end of each semester.
- A separate certificate can be provided for professional learning, which is only offered once.
- License renewal requirements are based on the calendar year, not the school year. This necessitates providing certificates at the end of each semester.
- Certificates should only be provided for professional learning occurring after July 1, 2019, that is not recorded in the ELMS.
- Educators should be encouraged to upload certificates to the NDE online tracking system, [OPAL](#), upon receipt to avoid the need to reissue lost certificates.

A fillable [PDF certificate](#) (CCF-47) can be downloaded and used to document site-specific professional learning that is not recorded in ELMS. This certificate will also be available for download from the [CCSD Graphics website](#). A completed sample certificate can be viewed [here](#).

Records Retention

It is highly recommended that supervisors retain all sign-in sheets, along with an agenda for each professional learning offered for historical purposes, for a minimum of six years.