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Governor

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May 15, 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, appearing to read "Jhone M. Ebert".

SUBJECT: Licensure Services during COVID-19 (Updated)

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 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. Due to delays in application and background check processing, please see the following updates since our April 30, 2020 guidance regarding how we are working to mitigate the impact of these delays.

UPDATED GUIDANCE

- Regarding extensions, it is the Department's intent to remove any uncertainty around the contracting and employment process by ensuring that all existing licenses remain valid through the start of the 2020-2021 contracting period. As such, all educator licenses expiring between March and September of 2020 will be extended through September 30, 2020. Licensees will not need to take any additional action or pay any additional fees to obtain this extension, and the Department anticipates issuing extensions on all eligible licenses by the end of May.
- Licensees are encouraged to review their expiration date via the [Educator Verification](#) tool after extensions have been issued, in the event their expiration falls within the March-September window. Any licensee who **receives an extension, and whose license then lapses** during the upcoming school year, will be subject to the provisions of [NRS 391.3015](#) regarding continued employment of a contracted position.
- ETS, the Department's Praxis testing vendor, will be offering at-home administration of a number of Praxis exams, including the Praxis Core series of tests, beginning May 15. Additional information and updates are available on the [ETS Praxis testing website](#). As not all tests will be

available via this method, extensions as discussed above will apply to provision due dates as well as to license expiration dates.

- The Department is also exploring the accommodation of testing and licensing requirements for Alternative Route to Licensure (ARL) candidates, including possibly permitting those entering ARL programs during the Summer and Fall of 2020 to obtain a license with provisions for any required Praxis testing, with verification that appropriate testing has been scheduled. This will assist in minimizing the impact of delays once testing centers have reopened. Further guidance on this matter is forthcoming.

PREVIOUS GUIDANCE

- 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.
- 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](#).