

# ADMINISTRATIVE REGULATION

No. 313b

Board of Trustees

Douglas County School District

CERTIFICATED STAFF

## PROFESSIONAL DEVELOPMENT FOR LICENSE RENEWAL

The Douglas County School District supports on-going professional development of its licensed staff. In accordance with Nevada Administrative Code, educator licensure renewal requires 15 hours each calendar year of professional development or the equivalent of in-service training.

Renewals for licenses issued on or before June 30, 2019, may be met through:

- 15 hours each year of professional development; or
- 6 credits with each credit counting for 15 hours; or
- Any combination that equals 90 hours of professional development obtained during the course of the licensure period.

Renewals for licenses issued on or after July 1, 2019, may be met by completing 15 hours of professional development each calendar year.

DCSD is a Nevada Department of Education approved provider of professional development for licensure renewal. Approval of all district provided professional development shall go through the following procedure:

- The DCSD employee who will be providing or managing the professional development shall submit a request to the Executive Director of Education Services, Area 3 at least 10 calendar days prior to the beginning of the professional development.
- The application will require the provider's name and school site, title, the number of hours, date(s), and a brief description of the professional development.
- Once approved, the applicant will receive a certificate and sign in form. The individual providing or managing the professional development shall provide signed certificates to each attendee who completes the professional development and return the sign in sheet to Education Services, Area 3.

It is each individual licensed employee's responsibility to meet the requirements for licensure renewal. To track professional development hours, each employee must upload their certificates of completion, a letter from their supervisor, or

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official transcript into the DCSD Visions Portal as well as into their Nevada Department of Education OPAL account.

Professional development hours may be completed during the workday; however, hours toward salary credit must be completed outside of the workday and meet the requirements set forth in the negotiated agreement. Coursework taken during the summer or over winter break will apply to the year in which the final hours are complete. If the licensee is unable to complete the requirements during a calendar year, they are allowed a 1-time carry over into the next year.

Individuals who provide professional development are eligible to receive renewal credit for those hours as well as one additional hour for every five hours of professional development provided.

[See Policy related to this Administrative Regulation](#)

NAC 391.065

Adopted: 12/19