

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

GDA

CERTIFICATION

All teachers, other licensed personnel, and administrators in the State of Nevada are required to hold valid certificates (licenses) for the position or level at which they are assigned to work. These licenses are granted by the State Board of Education under provisions of state law. As required by NRS 391.033, every applicant for a license and for renewal of the license must submit his/her social security number and a complete set of his/her fingerprints, along with written authorization to forward the fingerprints for a criminal history report from federal and state agencies.

All employees in positions that require a license must hold valid licenses as determined by the State Board of Education prior to their entry into an assigned position unless issued a provisional license as provided for in NRS 391.033 or a conditional license as provided for in NRS 391.032. These licenses must remain in good standing during the total term of employment.

Reference: NRS 391.033

Policy #GDA
Revised 10/25/11

CERTIFICATION – ADMINISTRATIVE REGULATIONS

The following documents must be on file in Personnel for each certified (licensed) employee before the employee begins his/her employment with the District and before the beginning of each school year.

- a. A valid certificate (license)
- b. A valid contract
- c. Transcripts for college or university credits
- d. Withholding Tax Form W-4
- e. Employment Eligibility Verification (Form I-9)
- f. Other forms as may be required

An employee/applicant who fails to obtain and/or maintain a valid license may be suspended, dismissed, or have a conditional offer of employment rescinded Policy GD.

Reference: NRS 391.031 through 391.170, NAC 391.010 through 391.158, and NAC 391.500 through 391.555