

Applying for Nevada Department of Education (NDE) Substitute License

Substitutes are a vital helping hand, stepping in when our teachers and staff need them the most. The HR Administrative Secretary, Shannon Nelson, is your main point of contact for your substitute journey at (775)463-6800 EXT 10026 or shannonnelson@lyoncsd.org.

This guide is provided as a courtesy and is not intended to replace the procedure, policy, or advice of the Nevada Department of Education's Office of Licensure. For more detailed information, contact NDE at (775)687-9115 or licensure@doe.nv.gov.

Classified Substitutes vs. Substitute Teachers

Classified Substitutes are filling in for paraprofessionals, lunch aide/playground supervision, custodian, and temporary maintenance work. These roles *do not require* a substitute license.

Substitute Teachers are filling in for classroom teachers and classified instructionalists/specialists. These roles *do require* a substitute license.

Overview of NDE Substitute Licenses

All educational licensure including substitute licensure is handled through NDE's **O**nline **P**ortal for **A**pplication **L**icensure (**OPAL**) system. There are two classifications of substitute teachers: emergency substitutes & standard substitutes.

To become an **emergency substitute teacher**, a person must earn a *high school diploma or its equivalent*. This special license is:

- Valid for 1 year after the date of issuance, and
- May not be applied for more than two times after expiration of the original emergency substitute license.
- Emergency substitute teachers may not serve as a teacher in one classroom for more than 5 days in any 20-day period. Except in an emergency, a school district or charter school shall not allow a person solely holding a special license as an emergency substitute teacher to serve as a teacher.

To become a **standard substitute teacher**, in early childhood through grade 12, a person must *complete a minimum of 60 semester hours from an accredited college OR possess an associate's degree or higher from an accredited college*.

- Continuation of standard substitute licensure is contingent upon successful renewal through NDE's OPAL system.
- Standard substitute licenses are valid for 5 years from the date of issuance.

What do you need to obtain your NDE Substitute License?

- Valid government-issued photo identification.
- Official college transcript(s) for standard substitute license or high school transcript(s) for emergency substitute license submitted by **mail** or directly from the college or high school **electronically** to transcript@doe.nv.gov.
- AFTER OPAL application and payment, submission of a fingerprint-based background check.
 - Processing fingerprint-based background checks may take up to 8 weeks or longer. Plan accordingly.
 - The quickest and easiest form of fingerprinting is Electronic Livescan. You can find a list of NDE-approved Livescan vendors at doe.nv.gov/educator-licensure/background-process.
- Electronic payment method for the \$180 application fee.

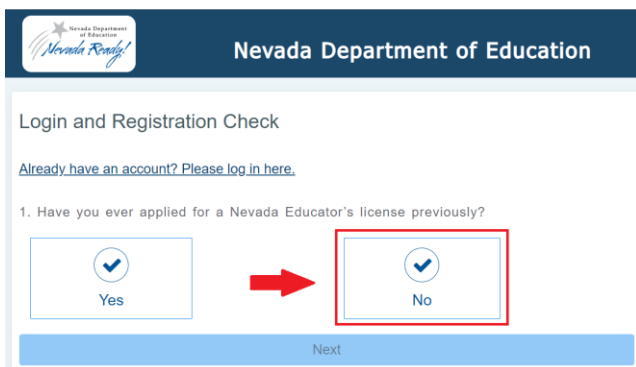
Getting Started

If you do not have an OPAL account, begin at Step 1. If you have an OPAL account, begin at Step 5.

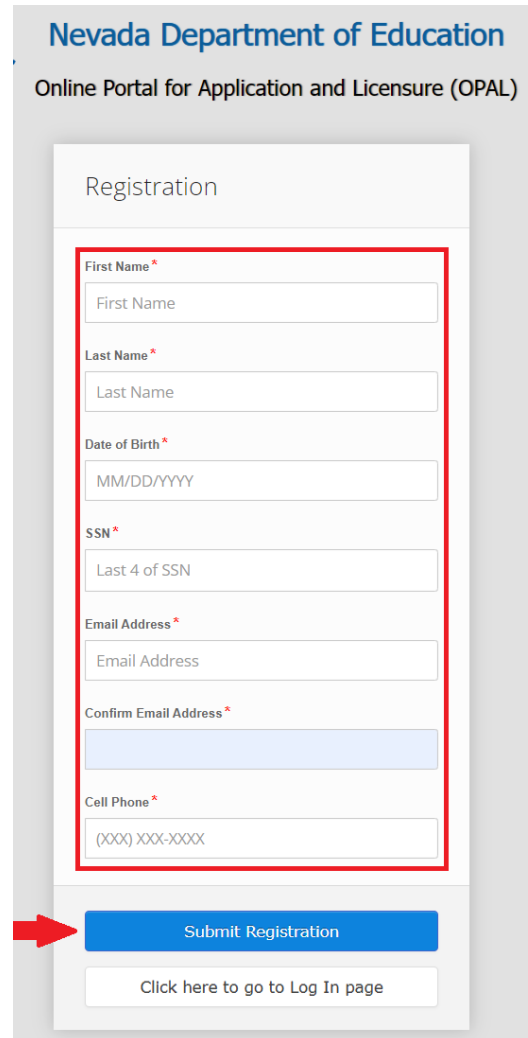
Step 1: Get your computer ready! The application works best on a desktop. Please contact HR if you do not have access to a computer.



Step 2: Visit OPAL at online.nvdoe.org/#/



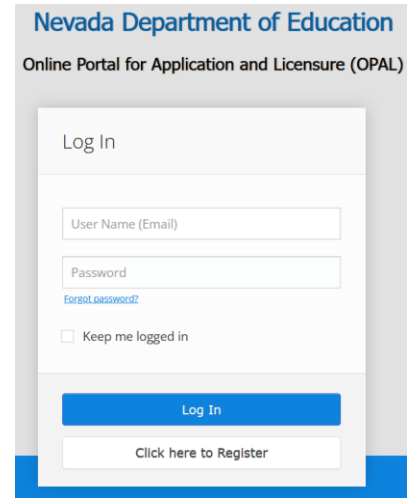
Step 3: Ensure your Social Security number and email address are correct as this can *significantly delay* your initial application.



Step 4: Upon submitting registration, NDE will send emails to verify your account. Follow the email instructions to get access to your OPAL Dashboard.

Step 5: If you have successfully registered and verified your account by email, you will receive a username and temporary password.

Step 6: Log into OPAL & begin the application
online.nvdoe.org/#/User/Loginwemail



Step 7: Your dashboard will appear upon login. Select “Initial Application - First Time Applicant in Nevada”

Dashboard
Welcome **Jane Doe**
[ResetPassword](#)
[Sign Out](#)



Step 8: Select the Application Type and Create Application.



Step 9: Are you on track? The left side of your application shows if you are close to completion. If you need assistance troubleshooting these steps, contact NDE at (775)687-9115 or license@doe.nv.gov.

Step 10: Submit the \$180 application fee by credit/debit card.

Step 11: Once you have submitted payment, NDE will process your application. From there, you will receive further email instructions regarding your substitute application and licensure.

Be prepared to:

- Obtain fingerprinting at an NDE approved vendor.
- Request college or high school transcripts to be sent directly to NDE by mail or electronically.

We look forward to connecting with you! If you have other substitute-related questions, please contact HR's Administrative Secretary, Shannon Nelson, at (775)463-6800 extension 10026 or shannonnelson@lyoncsd.org.

If you are interested in becoming a licensed and certified teacher, please contact HR Talent Manager at (775)463-6800.