

CERTIFICATION (LICENSURE)

All teachers, other licensed personnel, and administrators in the State of Nevada are required to hold valid certificates (licenses) and endorsement(s) 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, all applicants for a license and for renewal of the license must submit their social security number and a complete set of 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 and endorsement(s) 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.

NRS 391.019 provides alternative routes to licensure in certain circumstances.

Reference: NRS 391.019, 391.031 through 391.051, and NAC 391.010 through 391.555

CERTIFICATION (LICENSURE) - ADMINISTRATIVE REGULATIONS

1. Information Required

The following documents must be in the Personnel file for each certificated (licensed) employee before the employee begins employment with the District.

- a. A valid certificate (license)
- b. A valid contract, Letter of Intent, or Offer of Employment
- 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 by the District

2. Grounds for Dismissal, Suspension, or Rescission of Offer of Employment

An employee/applicant who fails to obtain and/or maintain a valid license and endorsement(s) may be suspended, dismissed, or have a conditional offer of employment rescinded per LCSD Board Policy GD: Recruitment, Selection, and Appointment of Certificated (Licensed) Personnel.