

LICENSURE CHECKLIST FOR NEW FOREIGN APPLICANTS:

- Create an OPAL account profile by going to: <https://online.nvdoe.org/#/>
- Self-Disclosure
 - Please answer the questions in the OPAL application and upload any official documents showing final disposition of criminal cases, or current status of ongoing cases (court documents, law enforcement/district attorney documents, etc.), and any documentation of discipline taken against a prior or current professional license. These must be uploaded as **PDF** documents.
- Make legible/readable copies of your Government-issued picture ID to be scanned in as **PDF documents**.
 - Valid Driver's License **or**
 - Valid Passport **or**
 - Valid Military ID
 - Also required is any court documentation showing any previous names that may be on your transcripts (i.e. marriage certificate, divorce decree, or name change decree).
- Business License(s) (if applicable)
- Active Duty, Veteran, or Retired US Military Information of applicant or spouse of applicant to be eligible for the \$50.00 military discount at the time of license application.
 - US Military ID **or**
 - DD-214 form
 - Marriage Certificate required if it is your spouse who is/was in the US Military
- Education
 - We require **ALL** official transcripts from college(s) or university you have listed out as having attended.
 - A photocopy of the transcript(s) evaluated
 - Transcripts may be dropped off at our Las Vegas or Carson City office, mailed to our Las Vegas office, or sent by the college/university/clearing house to: **transcripts@doe.nv.gov**
 - A photocopy of the translation of the transcript(s), if not in English.
 - An **original** course-by-course evaluation showing degree equivalency, completed by an approved evaluation agency who is a member of:
 - NACES and/or
 - AICE
 - Global Education Group, Inc.
- Test Scores
 - Make legible PDF copies of any current testing **done within 5 years of application** to be uploaded during the application process.
- Reciprocity (Nevada reciprocate licenses from other countries on a case-by-case basis).
 - Upload a PDF copy of your valid foreign teaching license.
 - Upload a copy of the **Verification of Teaching/Work Experience Form** found on **the Foreign Applicants** page filled out by your former/current employer (applicable for educators looking to have CTE, administrator, social worker, and B&I licenses).
- Professional Certificates/Licenses (if applicable)
 - ASHA
 - National Board
 - Social Worker
 - Registered Nurse
 - Psychologist
 - ASE (For Automotive)
 - JROTC (Letter from Sec. of Defense)
- Pay the applicable fees through OPAL
- Receive two (2) emails:
 - Receipt of Payment
 - Background and Fingerprinting instructions