LICENSURE CHECKLIST FOR NEW IN-STATE APPLICANTS AND APPLICANTS REAPPLYING:

- 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 US Military ID
        - Also required are any court documents 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 is required if it is your spouse who is/was in the US Military
- Education
    - We require **ALL** official transcripts of every regionally accredited college or university you listed as having attended.
        - 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**
- Test Scores
    - Make legible PDF copies of any current testing **done within 5 years of application** to be uploaded during the application process.
- Professional Certificates/Licenses
    - ASHA
    - National Board
    - Social Worker
    - Registered Nurse
    - Psychologist
    - ARL Certificates (for ARL candidates only)
    - ARL Evaluations (for ARL candidates only)
    - 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