

LICENSURE CHECKLIST FOR RENEWING 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 US 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 is required if it is your spouse who is/was in the US Military
- Education
 - We require **ALL** official transcripts from every regionally accredited college or university listed as having attended *since last the last time you renewed your license*; this will help us maintain your records.
 - 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
- Renewal hours (formerly called credits) which must equal to 15 hours per year for all standard and professional licenses. (Excludes retirees)
 - Original College Transcripts (do not need to be in the sealed envelope)
 - Certificates from approved PD providers
 - National Board Certification
 - ASHA Card
 - NCSP Certification
 - Letter from district HR or site admin documenting the number of in-service hours completed per year; which could have been done during school/working/contracted hours.
- Pay the applicable fees through OPAL
- Receive two (2) emails:
 - Receipt of Payment
 - Background and Fingerprinting instructions