

# Distance Learning Course Review Process

Nevada Department of Education (NDE) must review and approve Distance Learning (DL) Courses per Nevada Revised Statutes (NRS 388.838). The Office of Teaching and Learning (OTL) currently reviews courses that are aligned to the Nevada Academic Content Standards in the following areas: computer science, English Language Arts, Fine Arts, health, mathematics, physical education (PE), science, social studies, and world language. Application submission period is open annually August 15- September 30. There is only one open submission period each year. Courses expire on a four-year cycle based on the original application date.

## Required Materials

Applications can be found on the [NDE website](#). Applications must be complete and include the following documentation:

Directions to access the entire course (both teacher and student views)

Course List – per content (including course title, grade level, and course code)

Course Checklist – per course

- [Course Standard Alignment](#) – per course

## Review Phases

### Phase I

NDE will provide a technical review period, this is to ensure the application is complete and all required documentation has been submitted. If an application is incomplete, the reviewer will notify the vendor. The vendor has **five** business days to correct the application and resubmit any missing documentation **or it could result in the following:**

Course(s) will not be reviewed

Course(s) will be denied

Vendor will have to reapply during the next open submission period

### Phase II

The content reviewer will review the course(s) within 45 business days. Courses are reviewed for standard alignment. Every course must be fully aligned to the required standards of that grade level or course. The vendor must complete the [course standard alignment document](#) and submit it with the application. [Nevada Academic Content Standards](#) for every content area are reviewed every four years. When there are changes to the standards, all courses will have one school year from standard adoption to be updated before the courses are removed from the approved provider list.

## Decision

Final decisions and feedback will be emailed to the vendor and the NDE Distance Learning Lead by the content reviewer after the course(s) are reviewed. If the courses are approved, the provider list will be updated. If the course(s) are not approved, the vendor can appeal the decision (see Appeal Process). Communication will be directly between content reviewer and vendor.

## Appeal Process

If a course is denied, vendors can appeal the decision. Vendors have 30 business days to re-submit the course with corrections. The content reviewers will review the course again and email a decision within 30 business days. Course(s) decisions will be emailed to the vendor and the NDE

Distance Learning Lead by the content reviewer. If the courses are approved, the provider list will be updated. If the courses are still not approved, the vendor will have to reapply during the next open submission window. Vendors can appeal a decision **only one** time.

### Course Audits

Courses may be reviewed and/or removed from the provider list at any time. If this occurs, the vendor will receive an email notification of the action.

### Timelines

The table below contains the timelines for the distance learning course review process.

Date	Event	Length of Time
August 15- September 30	Application Submission	
October 2- October 6	Technical Review/Document Verification	5 business days
October 13	Missing Documentation Submitted Deadline	5 business days
October 9 – December 15	Course(s) Review	45 business days
December 15	Decision Vendor Notified	
December 18 – January 31	Vendor Appeal	30 business days
February 1 – March 15	Appealed Course(s) Reviewed	30 business days
March 15	Decision Vendor Notified	
April 1	<a href="#">Course List</a> - Finalized	

### Questions and Contacts:

Please contact the content lead below with any questions.

Title	Name	Email
Office Director	TBA	
Computer Science	Emily Bleyle	<a href="mailto:emily.bleyle@doe.nv.gov">emily.bleyle@doe.nv.gov</a>
English Language Arts and World Languages	Rachel Tillotson	<a href="mailto:rachel.tillotson@doe.nv.gov">rachel.tillotson@doe.nv.gov</a>
Fine Arts	Patrick Collins	<a href="mailto:patrick.collins@doe.nv.gov">patrick.collins@doe.nv.gov</a>
Health and Physical Education	Andrew Snyder	<a href="mailto:asnyder@doe.nv.gov">asnyder@doe.nv.gov</a>
K-5 Mathematics	Heather Crawford Ferre	<a href="mailto:hcrawfordferre@doe.nv.gov">hcrawfordferre@doe.nv.gov</a>
6-12 Mathematics	Meinhart Mosqueda	<a href="mailto:mike.mosqueda@doe.nv.gov">mike.mosqueda@doe.nv.gov</a>
Social Studies	Amanda Hughes	<a href="mailto:amanda.hughes@doe.nv.gov">amanda.hughes@doe.nv.gov</a>
K-5 Science	Rachel Ferreiro	<a href="mailto:rachel.ferreiro@doe.nv.gov">rachel.ferreiro@doe.nv.gov</a>
6-12 Science	Andre DeLeon	<a href="mailto:adeleon@doe.nv.gov">adeleon@doe.nv.gov</a>