

**Nevada Department of Education Exchange Visitor Program
Standards and Application Procedures for Sponsors to Obtain a Letter of No
Objection in Nevada**

1. Application Instructions to Prospective Sponsors

Before starting the application process to receive a letter of no objection from the Nevada Department of Education (“NDE”), please read the information detailed in this document regarding standards and application procedures. Prospective Exchange Visitor Program Sponsors (“Sponsors”) seeking to place J-1 educators in Nevada public schools must obtain a no objection letter from the U.S. Department of State (“State Department”) in order to sponsor such educators on a J-1 visa. For more information about the federal application process to become a Sponsor, please visit the State Department’s [J-1 Visa Exchange Visitor Program](#) web page.

Sponsors who have received approval from the State Department must also obtain a letter of no objection from NDE to place J-1 educators in any public school in Nevada.

2. Name and Contact Information of Applicant

Please provide the following information about the applicant:

Name of applicant (business entity or dba): _____

Business address of applicant: _____

Business type (S Corp, LLC, LLP, 501(c)(3), etc.): _____

Federal tax ID number/FEIN: _____

Name of parent entity (if applicable): _____

Name and job title of responsible officer with authority to sign this application:

Telephone number: _____

Email address of responsible officer: _____

3. Acknowledgment Regarding Letters of No Objection

With my signature below, I, _____, acknowledge the following:

- The Nevada Department of Education is not obligated to issue a letter of no objection.
- The applicant is not entitled to receive a letter of no objection.
- A letter of no objection issued by NDE is in no way an endorsement of the applicant.
- The purpose of a letter of no objection is the facilitation of the State Department’s promotion of an educational and cultural exchange through the placement of J-1 educators in U.S. schools. (See U.S. Department of State Bureau of Educational and Cultural Affairs Private Sector Exchange [Guidance Directive 2019-01](#).) Any actions by the applicant in contravention of 22 CFR, Part 62 or current U.S. Department of State Bureau of Educational and Cultural Affairs Private Sector Exchange Guidance Directives will result in rescission of a letter of no objection.
- Any letter of no objection issued as a result of a successful submission of this application shall expire three years after the date of issuance of such a letter.
- An applicant will not receive a letter of no objection unless any other companies responsible for assisting the applicant with educator recruitment and/or placement also apply for and receive a letter of no objection. *A list of all such companies must be attached to this application and must include each company’s legal name or dba, address, and phone number.* If a company working with or assisting the applicant has a letter of no objection revoked, this may render the applicant ineligible to apply in the future for a letter of no objection.

Responsible Officer’s Signature: _____ Date: _____

4. Acknowledgment Regarding Teacher Interviews

With my signature below, I, _____, acknowledge the following:

- J-1 educators placed by the applicant may be interviewed and surveyed by NDE about their experiences as J-1 educators and their experiences with the applicant (and with other applicants as applicable).
- J-1 educators shall not be subject to retaliation, sanction, abridgement of speech, or elimination from the applicant’s services on account of such educators participating fully in any such interviews or surveys.
- Any violation of the terms of this acknowledgement shall result in automatic rescission of a letter of no objection and may render the applicant ineligible to apply in the future for a letter of no objection.

5. Acknowledgment Regarding Teacher Background Checks

With my signature below, I, _____, acknowledge the following:

- The applicant will complete a fingerprint-based background check for each J-1 educator in that educator’s home country prior to placement in a public school in Nevada.
- The applicant will not place any teacher in a public school in Nevada who has been convicted in any country of an offense that would be a felony in Nevada, or of an offense involving moral turpitude pursuant to [NRS 391.033](#) and [NAC 391.023](#), or who has an educator license in any jurisdiction that is suspended or revoked.
- Failure to ensure that a fingerprint-based background check has been completed for each J-1 educator, or violation of any part of [NRS 391.850](#) through [391.930](#), inclusive, shall be grounds for revocation of a letter of no objection and for denial of any subsequent application.

Responsible Officer’s Signature: _____ Date: _____

6. Acknowledgment Regarding Teacher Licensure

With my signature below, I, _____, acknowledge the following:

- Pursuant to [NRS 391.060](#), [391.230](#) and [391.302](#), a J-1 educator placed in a public school in Nevada must be licensed by NDE prior to beginning his or her employment and must maintain that license continuously while employed. An educator who does not qualify for such a license may not be employed by a public school.

Responsible Officer’s Signature: _____ Date: _____

7. Acknowledgment of Public Record

With my signature below, I, _____, acknowledge the following:

- This application and any attachments are public records that may be disclosed, disseminated, and published by NDE.
- A letter of no objection issued by NDE and any attachments are public records that may be disclosed, disseminated, and published by NDE.
- A letter of rescission or revocation and any attachments are public records that may be disclosed, disseminated, and published by NDE.

Responsible Officer’s Signature: _____ Date: _____

8. Business Plan

Each applicant must submit with this application a business plan describing how the applicant will meet each of the business and contractual standards outlined below and indicating the evidence that the applicant will maintain for verification purposes. The business plan must, without limitation:

- Provide documentation that the applicant has obtained a letter of no objection from the State Department to sponsor J-1 educators on an Exchange Visitor Teacher Program.
- Document that J-1 educators sponsored by the applicant meet and follow all requirements of the J-1 Cultural Exchange Visa program. Information the screening requirements may be found in 22 CFR 62.10(a). In the business plan, the applicant must:
 1. Document the process used to determine English proficiency.
 2. Ensure that each J-1 educator has a minimum of two years teaching experience in the academic area or grade level to which they will be assigned, and that each J-1 educator is employed as a teacher in his or her home country at the time of selection.
 3. Ensure that each J-1 educator qualifies for a Nevada educator license in the desired field of instruction. All J-1 educators must have the United States equivalent of at least a Bachelor's degree and a teacher preparation program.
 4. Include a process for maintaining documentation of each J-1 educator's cultural exchange activities and for making documentation available at the request of NDE.
- Itemize all costs incurred by J-1 educators using the applicant's services, and indicate:
 1. Amounts and terms of payment for all incurred costs.
 2. Whether the applicant provides loans to J-1 educators, and if so the terms of repayment of such loans.
 3. Whether the applicant recommends lenders to potential J-1 educators, and if so the criteria used to determine whether such lenders are reputable and trustworthy.
- Outline in detail the costs to school systems for placing J-1 educators. The business plan must provide evidence of:
 1. Salary for each J-1 educator equivalent to the compensation of a similarly positioned U.S. counterpart based on degree and experience level.
 2. Benefits for each J-1 educator, to include costs for Federal Insurance Contributions Act, insurance, sick and annual leave, and travel.
 3. Transition and support services as outlined below in section 9.
- Execute contracts with each employing public school or school district. The business plan must include a copy of a proposed contractual agreement. Such contracts must be entered into on an annual basis and must include, without limitation, the following:
 1. A procedure for the guaranteed removal of an identified J-1 educator at the school's request.
 2. A procedure for securing a replacement J-1 educator, if available, if the school requests a replacement from the applicant.

3. A policy for the refund of a school or school district's incurred costs if a J-1 educator is removed or if the individual resigns and a suitable replacement is not available or is not requested by the school or school district.
4. A policy for employment and compensation which ensures that each J-1 educator is employed in a full-time position as a classroom teacher and is paid directly by the employing school or school district.

9. Service Standards

The applicant's business plan must provide documentation of the support and assistance that will be provided to each J-1 educator. Services provided must include the following supports, at a minimum:

- Pre-arrival and in-country orientations;
- Health, disability, life and repatriation insurance;
- One round-trip travel fare;
- Arrival pick-up in the host country;
- Instructional services and orientation;
- Driving instruction, training and testing, including assistance with obtaining a Nevada driver license;
- Securing a bank account for the individual;
- Transportation to the host community and temporary lodging upon arrival in the host community;
- Housing location assistance;
- Local transportation assistance;
- Arrival and transition services such as local support personnel (local mentor/advisor program);
- Initial and ongoing visitations with every participating educator and school or school district;
- Immediate problem-solving assistance, including 24-hour emergency support for the J-1 educator and school or school district;
- Legal, financial, and tax information for the J-1 educator;
- Placement collaboration with the employing school or school district, and staff development assistance with exchange visitors; and
- Professional development programs related to content areas, Nevada educator standards and qualifications, advanced degrees, professional enrichment, and local school board initiatives.

10. Conflict of Interest Acknowledgment

With my signature below, I, _____, acknowledge the following:

- The applicant has no financial interest, direct or indirect, which would conflict in any manner with the provision of services to J-1 educators, their family members who may apply for J-2 visas, and Nevada schools and school districts, and will not acquire such interest during the term of validity of any letter of no objection which may be issued by NDE.
- Neither the applicant nor any of the applicant’s officers, agents, employees, or representatives, or any of their immediate family members, is, has been within the preceding 12 months, or will be during the term of validity of any letter of no objection which may be issued by NDE:
 1. An officer or employee of the Nevada Department of Education or the Nevada State Public Charter School Authority;
 2. A public school or school district employee in the State of Nevada;
 3. A member of the board of trustees of any school district, or the governing body of any charter school, in the State of Nevada; or
 4. A Nevada state legislator.

Responsible Officer’s Signature: _____ Date: _____

11. Applicant Statement

With my signature below, I, _____:

- Attest that the foregoing application and all attachments are complete, true, and correct to the best of my knowledge;
- Acknowledge that the applicant has an ongoing duty to inform NDE of any changes to the information, attestations, and acknowledgments presented in this application; and
- Acknowledge that any omissions or inaccuracies in the foregoing application or any attachment shall result in the denial or rescission of a letter of no objection, and may render the applicant ineligible to apply in the future for a letter of no objection.

Responsible Officer’s Signature: _____ Date: _____