# Licensure Guide for ARL Conversion Applications:

- Log in to OPAL account
- ARL licenses can be converted when all requirements have been completed (a minimum of two years after ARL license was issued)
- If any provisions are outstanding, you must first submit a request to remove a provision before the ARL Conversion application will be available in your Online Services
- If your ARL license is active, select the Renewal/ARL Conversion application link
- If your license is expired, select the Reapply/ARL Conversion application link
- If your ARL license is expired but you hold a different active license (such as a Substitute license), select the Add New License application
- **Personal Information tab**
  - Full name should match your current government-issued photo identification
  - Upload legible/readable PDF copy of your current government-issued photo identification
    - Valid Driver's License/State-issued ID card **or**
    - Valid Passport
    - Valid US Military ID (front and back, to include your date of birth)
    - If applicable, court documents showing any previous names that may be on any of your required documents such as transcripts, exam score reports, etc. (i.e. marriage certificate, divorce decree, court-ordered name change documents)
- **History Disclosure tab**
  - If any questions are marked yes, please enter all relevant information and upload a PDF copy of any supporting documentation
- **Fingerprint Background Waiver, Mandatory Reporting Notification, Child Support Declaration, Business License Information tabs**
  - Read through the information provided and initial and/or answer the listed questions
- **Veteran Information tab**
  - Active-duty US Military members, Veterans, and spouses of both are eligible for a $25 application fee discount
  - Enter relevant information for military service
  - Upload PDF copy of proof of US Military service
    - US Military ID (front and back)
    - DD-214
    - If military service listed is for spouse, a marriage certificate is required and should be uploaded to the **personal information tab** of the application
    - Please note: if appropriate proof is not submitted at time of application, you will be asked for it when your application is reviewed, and the application will not move forward until it has been provided
- **Education tab**
  - Official transcripts must be provided for all college/universities you list
  - Official transcripts with all course work completed for ARL license must be provided
  - Official transcripts cannot be uploaded by the applicant

- - Instructions to submit official transcripts can be found on the Education tab of the application and our [website](#)
    - If you completed a non-traditional ARL program, enter the ARL provider as the College/University and upload your completion transcripts from the non-traditional ARL provider
- **Testing tab**
    - Praxis exams taken for your Nevada license should be entered under **Nevada Testing**
    - Any other exams should be entered under **Out of State Testing**
    - Exams scores are accepted if they were taken within **10 years** of application submission
    - Upload PDF copies of all entered exams
- **Experience tab**
    - B&I Work Experience/Occupational Licenses/National Board Certificates/ARL/IRC Certificates & Evaluations
        - If you completed a non-traditional ARL program, upload the certificate of your completed program from your ARL provider
        - Upload PDF copies of a minimum of two years of annual employer evaluations with a rating of effective or higher
- **Professional Development tab (only for reapply applications)**
    - If you completed the Parental Involvement & Family Engagement (PIFE) or Multicultural Education course through a school district or professional development provider, the completion certificate should be uploaded here
    - Please note that if PIFE or Multicultural Education was completed at a college/university and is documented on an official transcript, this should be submitted using the instructions found under **Education tab**
- **License tab**
    - The ARL license endorsement you are converting will already be selected
    - If you have an active Substitute license and it is selected, please de-select this endorsement as a Substitute license is not required when you have an active teaching license
    - If reapplying, you will select the endorsement(s) you are applying for
- Only documents that you feel are relevant to your application and have **not** been previously uploaded in another tab of the application should be uploaded on this tab
- **Oath of Office tab**
    - Read through the information provided and enter your name to digitally sign the application
- **Fee and Payment tab**
    - Submit application fee payment
    - Please note that all application fees are non-refundable per NAC 391.045
    - Once payment has been submitted, you will receive two emails:
        - Receipt
        - Instructions to complete fingerprints for mandatory background check