



## Licensure Guide for Initial Applications and Reapply Applications:

- Create an [OPAL account](#)
- Select application link under Online Services in your OPAL account
- **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 cannot be uploaded by the applicant
  - Instructions to submit official transcripts can be found on the Education tab of the application and our [website](#)
  - High School Diploma is only required if applying for an Emergency Substitute or Business and Industry license
- **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**
  - Out of State Licensure
    - Enter any current out of state educator licenses
    - Upload a PDF copy of all entered out of state educator licenses
  - Verifiable Teaching Experience
    - If the question is marked Yes, you will be required to upload PDF documentation of the teaching experience
    - Only experience obtained outside of Nevada public schools should be entered (Nevada public schools report all teaching assignments to the Nevada Department of Education)
    - Verification of teaching experience may only be required for some license applications
  - B&I Work Experience/Occupational Licenses/National Board Certificates/ARL/IRC Certificates & Evaluations
    - If applying for a Business & Industry license, upload PDF copies of all relevant work experience
    - If applying for a license that requires an occupational license, upload PDF copy of current occupational license issued by occupational licensing board
    - If you have a current National Board certificate, upload PDF copy
    - If applying for an Alternative Route to Licensure (ARL) license, upload PDF copy of ARL certificate issued by ARL provider
    - If you are reapplying to convert a previously issued ARL license, 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 your expired license required professional development credits/hours or renewal requirements such as a Parental Involvement and Family Engagement (PIFE) course and/or a Multicultural Education course, PDF copies should be uploaded
  - Please note that if professional development, 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**
  - Select the license endorsement(s) you wish to apply for
  - Each endorsement we offer is in a license category, called License Kind
  - Select the License Kind (category) first to view the available endorsements for each License Kind
- 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