



Nevada Department of Education IRC Endorsement Conversion

Special Education Interim Route to Certification (IRC) endorsements may be converted when:

1. You have held the IRC endorsement for a minimum of two (2) years.
2. You have completed all required coursework for the IRC endorsement. If you are unsure of what coursework is required, please review the requirements on our [website](#).
3. You have two (2) annual employer evaluations with a rating of effective or higher in an assignment related to your IRC endorsement area.

NOTE: You will **not** submit a request to remove the IRC provision. This provision will be removed when you complete the following instructions.

Instructions to convert the IRC endorsement in OPAL

1. [Sign in to your OPAL account](#).
2. Select Add additional endorsement(s) to an existing license

A screenshot of the OPAL Online Services menu. The menu is titled "Online Services" in a dark blue header. Below the header, there is a list of service options. A red arrow points to the first option: "Add additional endorsement(s) to an existing license". Other options include "Remove a provision from an existing license/endorsement", "Omit a current license or endorsement", "Name Change with supporting documentation", and "Add new license- Initial/ARL/Business and Industry/Substitute".

Online Services

Renewal applications will be available once you are within nine months of licenses) or when you have cleared all provisions from your license (for F available once your license and/or provision expiration is within six months have another application in progress and you must first delete that application Request. Please note that you will **not** be able to request an extension or cursor over the application links for additional details on each application

- [Add additional endorsement\(s\) to an existing license](#)
- [Remove a provision from an existing license/endorsement](#)
- [Omit a current license or endorsement](#)
- [Name Change with supporting documentation](#)
- [Add new license- Initial/ARL/Business and Industry/Substitute](#)

3. Complete all tabs of application

- a. On the Education tab, enter the information for where you completed your IRC coursework and follow instructions on tab for submitting official transcript(s)
- b. On the Experience tab, upload your two (2) annual employer evaluations with a rating of effective or higher under B&I or CTE Work Experience/Occupational Licenses/National Board Certificates/ARL Certificates & Evaluations.

B&I Work Experience/Occupational Licenses/National Board Certificates/ARL/IRC Certificates & Evaluations

Use this area only for uploading Business and Industry work experience, occupational licenses (other than an educator license), National Board Certificates, or ARL/IRC certificates and evaluations. Upload verified teaching experience under "Teaching Experience" above.

Document Type	Date	Uploaded By	Uploaded For	Link	Action
No Record Found					

Document Type : * -Select DocumentType-
Document : * -Select DocumentType-
ARL/IRC Certificate
National Board Certificate
B&I/CTE Work Experience
Occupational/Professional License
ARL/IRC evaluations

Drop file here to upload or click here to browse and select file(s) to upload.

Only PDF files are allowed

Click here to complete Upload Cancel

Assignment Experience

- c. On the License tab, select the License Kind Special Education. Do not select Special Education – IRC. It must be Special Education only.
- d. Select the endorsement you completed your IRC program in.

License Kind : * Special Education

Endorsement : * -Select License Kind Endorsement

4. Complete application and pay \$70 additional endorsement application fee.

Please note:

The IRC provision will be removed when you complete the additional endorsement application instructions above. If you do submit a provision removal application for the IRC provision, you will be directed to complete the above instead.