

Initial Application Checklist

To apply for a teaching license in the State of Nevada, an applicant must submit a complete application packet. Each underlined link below will open a new window from which you can complete and print components of the packet.

To help ensure that you are submitting a complete application packet, please print this page and use it as a check list when inserting the documents into an envelope for mailing or prior to visiting our office.

- [Initial Licensure Application](#)
- Official transcripts for all post-secondary institutions attended. An official transcript must bear both the seal of the university and the Registrar's signature or must be on Scrip-Safe[®]-type paper and are not necessarily required to be in a sealed envelope. Please submit your transcripts with your packet. Review [Acceptance of Foreign Transcripts](#) for details, if applicable.
- [Child Support Disclosure Form](#)
- Two completed Form FD-258 (REV 5-11-99) fingerprint cards. These are standard blue and white cards used in most states and by the FBI for miscellaneous fingerprinting.
- [Fingerprint Authorization Form](#)
- Initial application fee of \$161.00 (**cashier's check or money order only**) payable to the Nevada Department of Education.

An applicant should include the following, as applicable:

- Copies of *valid* out-of-state teaching licenses/credentials/certificates.
- Original* competency testing score reports (such as CBEST, GRE, NTE, Praxis I and II, and those administered by National Evaluation Systems (NES), Inc.).

An applicant should complete their portion of the following forms *prior to routing them to the appropriate entity*, as applicable. The *ORIGINAL* document(s) must then be returned directly to the Office of Teacher Licensure from the employer(s) or university. We will not accept faxes or photocopies of these forms.

- [Verification of Teaching Experience Form](#)
- [Verification of Work Experience Form](#)

VERY IMPORTANT: If you mail your application, it is strongly recommended that you send it Certified Mail™ Return Receipt to verify proof of delivery.

You will not receive a receipt for your licensure fees until we mail your license. Due to the heavy volume of applications received, office staff will be unable to pull your file for the purpose of providing you with a receipt in the event that you mail your application.

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