

NEVADA DEPARTMENT OF EDUCATION
SUBSTITUTE TEACHER LICENSING INSTRUCTIONS

1. Go online to <http://teachers.nv.gov>
2. Locate “forms” on the right side of the page.
3. Select **Substitute License Application**.
4. Complete the interactive application, print and submit to the Nevada Department of Education.

If you have any questions regarding this process, call the Nevada Department of Education (DOE) at 486-6458 between the hours of 1:00 – 4:30 pm M – F, or email to: license@doe.nv.gov

Prior to submitting your application to the DOE, you will need to be fingerprinted by Clark County School District Police (CCSD).

The following documents must be turned into the DOE:

- **Signed application**
- **Original College Transcripts ***
- **Money Order or Cashiers Check for \$161.00 made out to Nevada Department of Education**
- **One (1) fingerprint card, printed by CCSD School Police (Do not write on your fingerprint card.)**

* You may obtain your original transcripts from Substitute Services, if you submitted them at the time you applied.

YOUR APPLICATION SHOULD BE HAND DELIVERED TO THE DOE.

The Nevada Department of Education (DOE) will give you a receipt when you apply for your license. **Please submit your receipt to the CCSD Intake Center.** The receipt will serve as a temporary license for 90 days from the date it was issued. Your actual license will be emailed to you from the DOE. It is your responsibility to provide a copy of your license to CCSD.

**Nevada Department of Education
9890 S. Maryland Parkway Ste. 221
Las Vegas, NV 89183
(Cross streets Silverado Ranch and Maryland Pkwy,
in the Smith’s shopping center, Key Realty store front)**