

# LICENSURE CHECKLIST FOR NEW OUT-OF-STATE

## APPLICANTS:

- Create an OPAL account profile by going to: <https://online.nvdoe.org/#/>
- Self-Disclosure
  - Please answer the questions in the OPAL application and upload any official documents showing final disposition of criminal cases, or current status of ongoing cases (court documents, law enforcement/district attorney documents, etc.), and any documentation of discipline taken against a prior or current professional license. These must be uploaded as **PDF** documents.
- Make legible/readable copies of your Government-issued picture ID to be scanned in as **PDF documents**.
  - Valid Driver's License **or**
  - Valid Passport **or**
  - Valid US Military ID
    - Also required are any court documents showing any previous names that may be on your transcripts (i.e. marriage certificate, divorce decree, or name change decree).
- Business License(s) (if applicable)
- Active Duty, Veteran, or Retired US Military Information of applicant or spouse of applicant to be eligible for the \$50.00 military discount at the time of license application.
  - US Military ID **or**
  - DD-214 form
  - Marriage Certificate is required if it is your spouse who is/was in the US Military
- Education
  - We require **ALL** official transcripts of every regionally accredited college or university listed as having attended.
    - Transcripts may be dropped off at our Las Vegas or Carson City office, mailed to our Las Vegas office, or sent by the college/university/clearing house to:  
**transcripts@doe.nv.gov**
- Test Scores
  - Make legible PDF copies of any current testing **done within 5 years of application** to be uploaded during the application process.
- Reciprocity
  - Upload legible PDF copy of valid, non-conditional, and non-provisional license(s) from the state(s) you are licensed in.
  - Upload a copy of the verification of teaching/work experience form filled out by your former/current employer (applicable for educators looking to have CTE, administrator, social worker, and B&I licenses).
- Professional Certificates/Licenses (if applicable)
  - ASHA
  - National Board
  - Social Worker
  - Registered Nurse
  - Psychologist
  - ARL Certificates
  - ARL Evaluations
  - ASE (For Automotive)
  - JROTC (Letter from Sec. of Defense)
- Pay the applicable fees through OPAL
- Receive two (2) emails:
  - Receipt of Payment
  - Background and Fingerprinting instructions