

**APPROVED REGULATION OF THE COMMISSION ON  
PROFESSIONAL STANDARDS IN EDUCATION**

**LCB File No. R053-17**

Effective June 26, 2018

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-4, NRS 391.019.

A REGULATION relating to education; providing that an applicant for the issuance or renewal of a special license with an endorsement as a substitute teacher is exempt from certain requirements; authorizing a person who holds a license to teach pupils in a program of early childhood education to serve as a substitute teacher; and providing other matters properly relating thereto.

**Legislative Counsel’s Digest:**

Existing law requires the Commission on Professional Standards in Education to adopt regulations prescribing the qualifications for licensing teachers and other educational personnel. (NRS 391.019) Assembly Bill No. 77 of the 2017 Legislative Session amended existing law to authorize the Superintendent of Public Instruction to issue a license to teach pupils in a program of early childhood education. (NRS 391.031, as amended by section 21 of Assembly Bill No. 77, chapter 341, Statutes of Nevada 2017, at page 2120) **Sections 1 and 4** of this regulation amend references to an endorsement as a substitute teacher in kindergarten through grade 12 to instead refer to an endorsement as a substitute teacher in early childhood education through grade 12. **Section 4** also authorizes a person who holds a license to teach pupils in a program of early childhood education to serve as a substitute teacher. **Sections 2-4** of this regulation additionally provide that an applicant for the issuance or renewal of a special license with an endorsement to serve as a substitute teacher in early childhood education through grade 12 is exempt from requirements to pass a competency test and complete continuing education that apply to licensees generally if he or she is not also applying for the issuance or renewal of another license or endorsement for which he or she is subject to those requirements.

**Section 1.** NAC 391.030 is hereby amended to read as follows:

391.030 1. Except as otherwise provided in subsections 2 and 3, as a qualification for becoming a licensed employee of a school district, a person must:

(a) Complete courses covering:

- (1) Title 34 of NRS;
- (2) Parental involvement and family engagement that meet the criteria set forth in subsection 4;
- (3) The Constitution of the State of Nevada; and
- (4) Except as otherwise provided in paragraph (b) of subsection 4 of NAC 391.425, the Constitution of the United States; or

(b) Hold a license which is not renewable and allows the person 3 years to:

- (1) Take courses on those subjects from an accredited university or college; or
- (2) Pass an examination on each subject other than parental involvement and family engagement by achieving the passing score set by the Commission, if the Department has developed such an examination for the subject.

2. A person is exempt from the requirements of subparagraph (4) of paragraph (a) of subsection 1 if the person submits to the Department evidence that he or she holds a license to teach which was issued by another state and has more than 3 years of experience in teaching, administering or providing other educational functions, or any combination thereof, on a full-time basis at any grade level in prekindergarten through grade 12.

3. A person is exempt from the requirements of subparagraph (2) of paragraph (a) of subsection 1 if the person holds a valid special license or provisional special license with an endorsement as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12 issued pursuant to subsection 2 of NAC 391.332.

4. To demonstrate completion of a course regarding parental involvement or family engagement, a person must submit to the Department evidence of completion of at least 3

semester hours of credit in a course of study regarding parental involvement and family engagement that:

(a) Is consistent with the elements and goals for effective involvement and engagement set forth in NRS 392.457; and

(b) Includes an emphasis on building relationships, outreach to families and developing an appreciation and understanding of families from diverse backgrounds.

5. The staff of the Department or representatives appointed by the Department will administer an examination in the subjects set forth in subsection 1 in November and May in each school year.

**Sec. 2.** NAC 391.036 is hereby amended to read as follows:

391.036 1. Except as otherwise provided in this section, paragraph (h) of subsection 1 of NRS 391.019, NAC 391.0545, subsection 2 of NAC 391.0585, paragraph (b) of subsection 3 of NAC 391.233, paragraph (b) of subsection 6 of NAC 391.330, *subsection 7 of NAC 391.332*, subsection 5 of NAC 391.363, paragraph (b) of subsection 4 of NAC 391.425 and subsection 7 of NAC 391.436, an applicant who applies for an initial license must pass a competency test that has been approved by the Commission, at the level of competence specified by the Commission, in:

(a) Basic reading, writing and mathematics;

(b) The principles and methods of teaching; and

(c) The subject matter of the initial area of endorsement on the license or the area of endorsement necessary for the applicant's area of assignment.

2. The Superintendent of Public Instruction may exempt an applicant from any of the tests required by subsection 1 if the applicant:

(a) Submits to the Department evidence that he or she:

(1) Has retired from teaching in this State;

(2) Held a special license, a license to teach elementary or secondary education, a license to teach special education, or a license to teach middle school or junior high school education, which:

(I) Has expired within the 3 years immediately preceding the date on which his or her application was submitted;

(II) Was free from any conditions that the applicant pass a competency test; and

(III) Authorized the applicant to teach in the same grade level and subject area for which he or she is applying to receive an initial license;

(3) Was required, for the issuance of the applicant's expired license, to complete courses of study and experience which are substantially equivalent to the courses of study and experience required for the issuance of an initial license; and

(4) Otherwise satisfies the requirements for the issuance of an initial license;

(b) Submits to the Department evidence that the applicant has passed, as part of a teacher education program approved by a state and offered through a regionally accredited college or university, competency examinations equivalent to those required of the applicant by subsection 1; or

(c) Submits to the Department evidence that the applicant holds a license to teach issued by another state which is not a provisional license, and the Commission determines that the examinations required for licensure in that state are comparable to the competency tests required by subsection 1.

3. An applicant is exempt from the requirement to pass a competency test in basic reading, writing and mathematics if the applicant submits to the Department:

(a) Official documentation which indicates that he or she passed, at the level of competency specified by the Commission:

(1) The “Pre-Professional Skills Tests” in reading, mathematics and writing, prepared and administered by the Educational Testing Service; or

(2) The “California Basic Educational Skills Test,” prepared and administered by the California Commission on Teacher Credentialing;

(b) Evidence that the applicant has received a master’s or more advanced degree from a regionally accredited college or university, the receipt of which required the passage of the “Graduate Record Examinations,” prepared and administered by the Educational Testing Service, or its equivalent;

(c) An official transcript which indicates that the applicant achieved at least a 3.0 grade-point average in his or her undergraduate studies and evidence that he or she has taken the “Graduate Record Examinations,” prepared and administered by the Educational Testing Service, and received a score of:

(1) At least 420 on the verbal portion of the examination;

(2) At least 460 on the quantitative portion of the examination; and

(3) At least 430 on the analytical portion of the examination or at least 3.5 on the analytical writing portion of the examination, as applicable; or

(d) Evidence that:

(1) The applicant did not pass, at the level of competency specified by the Commission, the “Pre-Professional Skills Tests” in reading, mathematics and writing, prepared and administered by the Educational Testing Service; and

(2) After not passing the test described in subparagraph (1), the applicant began and completed, with a grade of B or better, a course of study in a subject area approved by the Commission or the Director of Licensure for the Department.

4. An applicant is exempt from the requirement to pass a competency test in the principles and methods of teaching if he or she:

(a) Submits to the Department official documentation which indicates that the applicant passed, at the level of competency specified by the Commission, the “Professional Knowledge Test,” prepared and administered by the Educational Testing Service;

(b) Is applying for a license with an endorsement in an area for which training in the principles and methods of teaching is not required; or

(c) Is applying for an elementary endorsement and submits to the Department evidence that the applicant passed, at the level of competency specified by the Commission, the “Elementary Education: Curriculum, Instruction, and Assessment Test” and the “Elementary Education: Content Area Exercises Test,” both prepared and administered by the Educational Testing Service.

5. An applicant is exempt from the requirement to pass a competency test in the subject matter of endorsement if he or she:

(a) Submits to the Department official documentation which indicates that the applicant previously passed, at the level of competency specified by the Commission, the competency test in that subject matter;

(b) Is applying for an initial license with an endorsement in an area for which no competency tests have been approved by the Commission;

(c) Is applying for an endorsement to teach pupils who have speech and language impairments and submits to the Department official documentation which indicates that he or she has received a certificate of clinical competence from the American Speech-Language-Hearing Association; or

(d) Is applying for an endorsement in family and consumer sciences and submits to the Department official documentation which indicates that the applicant satisfactorily completed the “National Family and Consumer Sciences Certification Examination,” prepared and administered by the American Association of Family and Consumer Sciences.

6. If a competency test in a subject matter has been reviewed by the Commission for less than 1 year but is not yet approved, an applicant must take the test, but is not required to pass the test at a level of competence specified by the Commission.

7. An applicant who fails to comply with the provisions of this section may not apply for a renewable license.

8. The tests required by subsection 1 will be administered three times each year at locations and times established by the Commission.

**Sec. 3.** NAC 391.065 is hereby amended to read as follows:

391.065 1. Except as otherwise provided in subsection 2 ~~H~~ *and subsection 7 of NAC 391.332*, the educational prerequisites for renewal of a license are as follows:

(a) Except as otherwise provided in paragraph (b), a license that is renewable may be renewed if its holder earns 6 semester hours of credit or the equivalent during the term of the license. For a license that is not a professional license pursuant to NAC 391.100 and is

renewed on or after October 1, 2018, unless the holder has an endorsement to teach English as a second language or in English language acquisition and development issued by the Superintendent of Public Instruction, at least 3 semester hours of credit or the equivalent must pertain to teaching English as a second language or English language acquisition and development.

(b) The holder of a license issued on a specialist's or doctor's degree or a National Board Certification must show evidence of professional growth in the area of endorsement during the term of the license.

2. The provisions of this section do not apply to the renewal of a license pursuant to NAC 391.073.

**Sec. 4.** NAC 391.332 is hereby amended to read as follows:

391.332 1. Except as otherwise provided in NAC 391.330 and 391.436, to serve as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12, a person must hold a valid:

(a) Elementary or secondary license, *a license to teach pupils in a program of early childhood education*, a license to teach special education, or a license to teach middle school or junior high school education; or

(b) Special license or provisional special license with an endorsement as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12 issued pursuant to subsection 2.

2. To receive an endorsement as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12 on a special license or a provisional special license, a person must:

(a) Have completed at least 60 semester hours of credit from an accredited college or university; or



(b) Possess an associate's degree or higher degree from an accredited college or university.

3. A school district may hire a person to serve as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12 for:

(a) Unlimited days of service if filling the position of a licensed teacher who is under contract.

(b) Except as otherwise provided in subsection 4, 60 days of service if filling a teaching position for which a licensed teacher has not been hired under contract.

4. The Department may grant a school district one extension for 30 days with regard to a person who is hired pursuant to paragraph (b) of subsection 3 in an exceptional case upon request from the superintendent of schools of the county school district or from the administrator of a state-approved private school. Upon the expiration of such an extension, a school district may apply for an additional extension pursuant to NAC 391.398 if the school district is unable to hire a licensed special education teacher.

5. A person who holds a provisional nonrenewable special license with an endorsement as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12 must remove all provisions under which the license was issued within 3 years. If a person does not remove all provisions under which the license was issued within 3 years, the endorsement as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12 expires on the date the provisional special license expires.

6. The Department shall not issue any other endorsements on a special license or a provisional nonrenewable special license with an endorsement as a substitute teacher in ~~kindergarten~~ *early childhood education* through grade 12.

7. ~~{To renew an endorsement as a substitute teacher in kindergarten through grade 12, the holder must:~~

~~—(a) Hold a valid nonprovisional special license; and~~

~~—(b) Complete six credits, or the equivalent, within 5 years after the initial issuance of the endorsement by:~~

~~——(1) Attending a course at, or taking a correspondence course given by, an accredited college or university;~~

~~——(2) Attending any state or national conference which has been approved by the Department to offer credit for continuing education;~~

~~——(3) Attending an in-service course offered by the Department or a continuing education course offered by a provider who is approved by the Commission;~~

~~——(4) Attending a workshop approved by the Department; or~~

~~——(5) Attending professional development activities approved by the Department.} *An*~~

~~*applicant for the issuance or renewal of a special license with an endorsement as a substitute teacher in early childhood education through grade 12 is exempt from the requirements of NAC 391.036 and 391.065 if he or she is not also applying for the issuance or renewal of another license or endorsement for which he or she is subject to those requirements.*~~