

Chapter 391 of NAC

LCB File No. T034-07

**ADOPTED TEMPORARY REGULATION OF THE COMMISSION  
ON PROFESSIONAL STANDARDS IN EDUCATION**

Filed with the Secretary of State on June 14, 2007

**Explanation:** Matter in *italics* is new; matter in brackets ~~{}~~  to be omitted.  
**Statutory Authority:** NRS 391.019

**CAREER AND TECHNICAL EDUCATION ~~{OCCUPATIONAL}~~ ENDORSEMENTS**

**NAC 391.400 Types of endorsements (NRS 391.019)**

1. The types of ~~{occupational}~~ *career and technical education* endorsements which the Superintendent of Public Instruction may issue to qualified applicants are:

~~{(a)} [A limited business and industry endorsement;]~~

~~{(b)}~~ (a) A business and industry endorsement;

~~{(c)}~~ [An adult endorsement;]

~~{(d)}~~ [An occupational administrator endorsement;]

~~{(e)}~~ [An occupational guidance counselor endorsement; and]

~~{(f)}~~ (b) An endorsement as a substitute teacher of ~~{occupational}~~ *career and technical* education.

~~{2. A person must hold one of the endorsements specified in subsection 1 to be employed:~~

~~{(a) To instruct or provide career counseling in occupational subjects; or~~

~~{(b) Primarily to supervise or administer an agency's program of occupational education.}~~

**NAC 391.420 Business and industry endorsement: Programs for which endorsement may be issued. (NRS 391.019)** The Superintendent of Public Instruction shall issue to a qualified applicant a business and industry endorsement for a specific program included in ~~{an}~~ *a* ~~{occupational}~~ *career and technical education* group. The programs for which an endorsement may be issued are:

1. Accounting.

2. *Advertising design.*

~~{2}~~ 3. *Business* ~~{Administrative and managerial}~~ *management and administrative* services.

~~{3.}~~ 4. ~~{Agricultural mechanics}~~ *Agriculture mechanical engineering technology.*

*a. Must include industry experience in each of the following areas:*

*i. Agriculture construction; and*

*ii. Agriculture power.*

~~{4.}~~ 5. ~~{Agricultural science}~~ *Agriculture and Natural Resource Sciences.*

*a. Must include industry experience in three of the following areas:*

*i. Agriculture business and marketing;*

- ii. *Agriculture and natural resource sciences;*
- iii. *Animal sciences/veterinarian medicine;*
- iv. *Forestry;*
- v. *Horticulture;*
- vi. *Floriculture;*
- vii. *Landscaping; or*
- viii. *Agriculture research.*

~~[5.]~~ 6. ~~[Air-cooled engines.]~~ *Small engines and power equipment.*

~~[6.]~~ 7. *Air transportation.*

~~[7.]~~ 8. *Airframe, aircraft and power plant.*

9. *Automotive collision repair.*

~~[8.]~~ 10. *Automotive service technology. (See NAC 391.425 3. (a))*

~~[9.]~~ 11. *Building construction.*

a. *Must have minimum of two (2) years of industry experience in carpentry and at least one (1) year of industry experience in any combination of the following areas:*

- i. *Electrical;*
- ii. *Plumbing;*
- iii. *Masonry.*

~~[10.]~~ 12. *Building maintenance.*

13. *Cabinet making and millwork.*

14. *Carpentry.*

15. *Child care and guidance.*

16. *Clothing fashion and textiles.*

~~[11.]~~ 17. *Commercial arts.*

a. *Must include industry experience in two of the following areas:*

- i. *Advertising design;*
- ii. *Graphic or digital arts;*
- iii. *Photography.*

~~[12.]~~ 18. *Communications and media.*

~~[13.]~~ ~~[Computer systems.]~~

19. *Computer software.*

20. *Computer data processing.*

21. *Computer maintenance and repair.*

22. *Computer networking.*

23. *Computer system programming.*

24. *Computer website design.*

~~[14.]~~ 25. *Cosmetology.*

~~[15.]~~ 26. *Criminal justice.*

27. *Culinary arts.*

28. *Dental assistant/technician.*

29. *Dental laboratory.*

~~[16.]~~ 30. *Diesel mechanics.*

~~[17.]~~ 31. *Drafting and design.*

~~[18.]~~ 32. *Electrical technology.*

~~[19.]~~ 33. *Electronic technology.*

34. *Emergency medical Technology.*

- ~~[20.]~~ 35. Engineering technology.
- 36. *Ethnic dance.*
- ~~[21.]~~ 37. Ethnic music.
- ~~[22.]~~ ~~[Family and consumer science.]~~
- 38. *Fashion merchandising.*
- 39. *Food science and nutrition.*
- 40. *Graphic digital arts.*
- ~~[23.]~~ ~~[Health technology.]~~
- ~~[24.]~~ 41. Heating, ventilation and air-conditioning.
- ~~[25.]~~ 42. Hospitality, *travel and tourism.*
- ~~[26.]~~ ~~[Information technology]~~
- 43. *Interior decorating.*
- 44. *Interior design.*
- ~~[27.]~~ 45. Manufacturing processes.
- 46. *Masonry.*
- ~~[28.]~~ 47. Marketing.
- 48. *Medical assistant/technician.*
- 49. *Medical laboratory.*
- 50. *Medical office management.*
- ~~[29.]~~ 51. Metal fabrication.
- ~~[30.]~~ 52. Military science/*JROTC.* (See NAC 391.425 3. (b))
- 53. *Nursing occupations.*
- 54. *Pharmacy assistant/technician.*
- 55. *Photography.*
- 56. *Physical therapist.*
- 57. *Plumbing.*
- 58. *Sports medicine.*
- ~~[31.]~~ 59. Stage and theater.
- ~~[32.]~~ 60. Welding, brazing and soldering.

**NAC 391.425 Business and industry endorsement: Qualifications for receipt and first renewal; endorsement for automotive service technology; endorsement for military science. (NRS 391.019)**

1. To receive a business and industry endorsement, the applicant must:
  - (a) Have earned a high school diploma or its equivalent;
  - (b) Have been employed for at least 5 years after 16 years of age in a position which relates to the program for which he is applying for endorsement; and
  - (c) Hold the appropriate license if one is required by law for employment in an occupation which the person desires to teach.
2. Three of the 5 years of work experience required by paragraph (b) of subsection 1 may be fulfilled by the completion of courses or training in *a ~~[an occupational]~~ career and technical education* area which relates to the desired endorsement at the rate of 1 year of full-time employment to:
  - (a) Sixteen semester hours of credit from an accredited or licensed postsecondary institution;
  - (b) Two hundred and fifty hours of training from an accredited or licensed postsecondary institution;

(c) Two thousand hours of part-time employment; or

(d) One thousand hours of employment which is preplanned. A training agreement between industry and the appropriate sponsor must be on file, supervised and approved by an accredited postsecondary institution or the Department.

3. In addition to the requirements set forth in subsections 1 and 2, a person who wishes to receive a business and industry endorsement must:

(a) If the endorsement is for automotive service technology, be certified by the National Institute for Automotive Service Excellence as:

- (1) A master automobile technician; or
- (2) An automobile technician in the following areas:
  - (I) Brakes;
  - (II) Electrical and electronic systems;
  - (III) Engine performance; and
  - (IV) Suspension and steering.

*(b) If the endorsement is for military science, be certified by the secretary of the military branch in which the applicant serves or from which he has retired to teach pupils in the Junior Reserve Officers' Training Corps Program developed pursuant to 10 U.S.C. 2031. **By means of certification by the secretary of the military branch, the applicant is exempt from NAC 391.036 (competency testing) and NAC 391.030 (U.S. Constitution) with the exceptions of Nevada School Law and Nevada Constitution. The applicant is also exempt from the requirements of NAC 391.425 subsection 4 (a),(b),(c),(d) course work. This applies only to those applicants who teach pupils in the Junior Reserve Officers' Training Corps Program.***

4. A person who desires to renew for the first time an endorsement issued pursuant to this section must provide proof that he has received, from an accredited postsecondary institution, credit for 12 semester hours as follows:

(a) ~~Six~~ **Three** semester hours in professional *career and technical education* ~~occupational~~ courses;

(b) Three semester hours in a course involving *career and technical education* teaching methodology; ~~and~~

(c) Three semester hours in a course on ~~cooperative-occupational-education~~. *applied and/or work-based learning; and*

(d) *Three semester hours in a course on career and technical education student organization management.*

At least 3 semester hours of the required 12 must be earned during the first year the person was licensed.

**NAC 391.430 Business and industry endorsement; Authorized activities of holder. (NRS 391.019)** A person who holds a business and industry endorsement may:

1. Provide instruction *to pupils enrolled in a career and technical education program(s) in middle school/junior high school or higher; ~~in the occupations included in the specific program stated in his endorsement to any person who has been admitted to kindergarten or a higher class;~~* and

2. Teach an academic subject if it is:

3. Related to ~~an~~ **a** ~~occupation~~ *career and technical education area*, which his endorsement allows him to teach; and

(a) Necessary to the success of the instruction of that ~~[occupation]~~ *career and technical education area.*

~~[NAC 391.441 Occupational administrative endorsement: Issuance; qualifications. (NRS 391.019)~~

~~1. The Superintendent of Public Instruction shall issue to a qualified applicant an occupational administrative endorsement.~~

~~2. To receive an occupational administrative endorsement, the applicant must:~~

~~(a) Hold an endorsement as a school administrator; and~~

~~(b) Hold a secondary standard occupational endorsement.]~~

~~[NAC 391.446 Endorsement as occupational guidance counselor: Issuance; qualifications. (NRS 391.019)~~

~~1. The Superintendent of Public Instruction shall issue to a qualified applicant an endorsement as an occupational guidance counselor.~~

~~2. To receive an endorsement as an occupational guidance counselor, the applicant must:~~

~~(a) Hold an endorsement as a secondary counselor; and~~

~~(b) Have been employed for at least 2 years in a position which is not in the field of education.]~~

**NOTICE OF ADOPTION OF TEMPORARY REGULATION  
LCB File No. T034-07**

The Commission on Professional Standards in Education adopted temporary regulations assigned LCB File No. T034-07 which pertain to chapter 391 of the Nevada Administrative Code.

**DEPARTMENT OF EDUCATION**

**COMMISSION ON PROFESSIONAL STANDARDS IN EDUCATION**

**LEGISLATIVE REVIEW OF ADOPTED TEMPORARY REGULATIONS AS  
REQUIRED BY ADMINISTRATIVE PROCEDURES ACT, NRS 233B.066**

**NAC 391.400 – Types of Endorsements; NAC 391.420 – Business and Industry Endorsement: Programs for which Endorsement May be Issued; NAC 391.425 – Business and Industry Endorsement: Qualifications for Receipt and First Renewal; Endorsement for Automotive Service Technology; Endorsement for Military Science; NAC 391.430 – Business and Industry Endorsement; Authorized Activities of Holder; Delete NAC 391.441 – Occupational Administrative Endorsement: Issuance; Qualifications; and Delete NAC 391.446 – Endorsement as Occupational Guidance Counselor: Issuance; Qualifications**

**INFORMATIONAL STATEMENT**

The following statement is submitted for adopted amendments to Nevada Administrative Code 391:

1. A description of how public comment was solicited, a summary of public response, and explanation how other interested persons may obtain a copy of the summary.

Notice of Workshop to Solicit Comments on Proposed Regulations was sent to approximately 100 individuals and educational organizations. A workshop was held on May 11, 2007. There was public comment.

The Notice of Intent to Act Upon a Regulation for public hearing and adoption of the amendments to NAC 391.400 – Types of Endorsements; NAC 391.420 – Business and Industry Endorsement: Programs for which Endorsement May be Issued; NAC 391.425 – Business and Industry Endorsement: Qualifications for Receipt and First Renewal; Endorsement for Automotive Service Technology; Endorsement for Military Science; NAC 391.430 – Business and Industry Endorsement; Authorized Activities of Holder; Delete NAC 391.441 – Occupational Administrative Endorsement: Issuance; Qualifications; and Delete NAC 391.446 – Endorsement as Occupational Guidance Counselor: Issuance; Qualifications were sent to approximately 100 individuals and educational organizations. The public hearing was conducted on May 11, 2007 to provide the opportunity for comments by affected parties and the public. There was no

public comment. The Commission adopted the proposed amendments to the regulation with additional amendments.

2. The Number of Persons Who:

- a) Attended Each Hearing: First Workshop: 13; First Hearing: 13; Second Hearing: N/A
- b) Testified at Each Hearing: First Workshop: 1; First Hearing: 0; Second Hearing: N/A
- c) Submitted Written Statements: First Workshop: 0; First Hearing: 0; Second Hearing: 0

A copy of any written comments may be obtained by calling Christina Harper, Administrative Assistant to the Commission on Professional Standards in Education, Nevada Department of Education, 775-687-9226, or by writing to the Nevada Department of Education, 700 East Fifth Street, Carson City, Nevada 89701-5096.

3. A description of how comment was solicited from affected businesses, a summary of the response and an explanation how other interested parties may obtain a copy of the summary.

Comments were solicited through the workshop notice of April 3, 2007; and the public hearing notice of April 3, 2007. At the May 11, 2007 Workshop to Solicit Comments, there were public comments to the proposed amendments to the regulation language. At the May 11, 2007 public hearings there were no public comments to the proposed amendments to the regulation language.

Summary of Comments:

Workshop/Public Hearing Comments:

Workshop comments:

- (a) Colonel Woods, Director of the Nevada ROTC for Washoe County, stated that the citizens of Nevada should be proud of the ROTC programs in Nevada. The ROTC programs serves to make students better citizens and the ROTC programs do not recruit for the armed services. The instructors for the ROTC program have to complete a rigorous and extensive curriculum in order to teach ROTC and complete continuing education in order to retain their teaching assignment. Colonel Wood testified in support of the proposal.

Public Hearing comments:

- (a) There were no public hearing comments.

A copy of the summary and/or minutes of the public hearing may be obtained by calling Christina Harper, Administrative Assistant to the Commission on Professional Standards in Education, Nevada Department of Education, 775-687-9224, or by writing to the Nevada Department of Education at 700 East Fifth Street, Carson City, Nevada 89701-5096.

4. If the regulation was adopted with or without change to any part of the proposed regulation, a summary of the reasons for adopting.

The Commission on Professional Standards in Public Education adopted the proposed amendments to the regulation language at the public hearing held May 11, 2007. The reason for adopting the regulation is to provide consistency with what is currently being taught and correlate with university coursework.

5. The estimated economic effect of the adopted regulation on the business that it is to regulate and on the public. These must be stated separately and each case must include:

The beneficial economic effect is that the coursework is updated for individuals seeking this type of endorsement. The immediate effect is that the coursework is updated in correlation with university coursework and what is currently being offered in the schools. The long-term effect will allow individuals the ability to take the courses and obtain this endorsement.

There is no estimated economic effect on the public, either adversely or beneficially, nor immediate or long term.

6. The estimated cost to the agency for enforcement of the adopted regulation.

There is no additional cost to the agency for enforcement of this regulation.

7. A description of any regulations of other state or governmental agencies which the proposed regulation overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the regulation overlaps or duplicates a federal regulation, the name of the regulating federal agency.

No other state or governmental agency regulations will be overlapped or duplicated by the above noted regulation. There is no duplication or overlap of federal regulations.

8. If the regulation includes provisions which are more stringent than a federal regulation, which regulates the same activity, a summary of such provisions.

There are none.

9. If the regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.

This regulation does not provide for a new fee or increase an existing fee.