



Apply for a Substitute/Teaching License with the Nevada Department of Education (NVDOE)

- Go to the Nevada Department of Education website [doe.nv.gov](http://doe.nv.gov)
- Click on Educators > Educator Licensure > Scroll down to the Application Process > Click on OPAL (Online Application) read the FAQ's > Click on the Blue Bar "OPAL: Apply for a license or endorsement"
- The fee for a Substitute/Teaching License is \$180.00 and you must have at least 60 college credits.
- You will be required to fingerprint for the Nevada Department of Education, please follow their instructions.
- This process will take 3-6 weeks to receive your Substitute/Teaching License.

**If you have any questions regarding the licensing process please contact the Nevada Department of Education at 702 486-6458 or by email - [license@doe.nv.gov](mailto:license@doe.nv.gov)**

Once you have applied for your Nevada Substitute/Teaching license apply to be a Substitute Guest Teacher with Clark County School District (CCSD)

- <https://www.ccsd.net/> > Click on JOBS then Scroll down to SUBSTITUTE > Choose the substitute position you are interested in and click on the Pink Apply button.
- You will need to upload a copy of your Nevada Substitute/Teaching License or the receipt for payment.

If you have questions in regards to your substitute application, please call 702-799-5427 general questions press 1 or press option 2 and then option for your Last Name:

- A-E press 2
- F-K press 3
- L-Q press 4
- R-Z press 5
- or email [substitutenewhire@nv.ccsd.net](mailto:substitutenewhire@nv.ccsd.net)

**You will not be able to be hired until you have received your Nevada Substitute/Teaching License from the Nevada Department of Education *and* your substitute application has been approved by CCSD.**