

PRIVATE SCHOOL LICENSE

**Application via Northwest Association of
Accredited Schools Membership**



Direct all questions and/or send completed packet to:

**Orval Nutting
Private Schools Consultant
Nevada Department of Education
1749 Moody Street, Suite 40
Carson City, NV 89706-2543**

**Telephone: (775) 687-9238
Fax: (775) 687-9113
E-mail: onutting@doe.nv.gov**

**NEVADA DEPARTMENT OF EDUCATION
APPLICATION FOR PRIVATE SCHOOL LICENSE
VIA NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS MEMBERSHIP**

Attach: \$250 LICENSE FEE

(Check or money order made out to the Nevada Department of Education)

a. Name of school (as you want it listed in the Private Schools Directory):

b. Designated Administrator:

c. Title of the administrator as you want it listed in the Private Schools Directory
(e.g., principal, administrator, liaison, director, headmaster...): _____

d. Ownership status (individual, partnership, corporation, other) _____

e. Address (mailing): _____

f. Address (physical if different than above): _____

g. Telephone number: _____ h. FAX number: _____

i. E-mail address: _____ j. Website _____

k. Grade level(s) to be served: _____

l. Current Enrollment (school currently in operation) _____

m. Anticipated Enrollment (new school opening) _____

n. Profit _____ OR Nonprofit _____

o. If a new license, anticipated opening date _____

*Any member of the Nevada Department of Education may visit the school and inspect the premises and operating procedure of the school during reasonable business hours.

*A designated representative of the school will appear before the Nevada State Board of Education if requested by the Department.

I, the undersigned, do consent to the investigation by state authorities and do solemnly swear (or affirm) that the information set forth in the foregoing application is true and complete to the best of my knowledge, and that failure to disclose pertinent information or the concealment of information or making false statements in the detailed application for licensure shall constitute valid grounds for refusal of license or revocation of a license.

Subscribed and sworn before me this _____ day of _____
date month year

(seal)

Signature

Notary Public

Address

City, State, Zip Code

Send Licensing Application Packet to:

Nevada Department of Education
Attn: Orval K. Nutting, Private Schools Consultant
1749 Moody St., Ste. 40
Carson City, NV 89706

Ph: 775-687-9238 (or assistant at 775-687-9174)
Fax: 775-687-9113
<onutting@doe.nv.gov>

A fee of \$250 is paid herewith
(Check or money order made out to the Nevada Department of Education)
(Submitted for receipt _____)

Received by Nevada Department of Education on: _____
(date)

by: _____

(name and title)

Below is a comprehensive checklist of materials and information that must be submitted before a private school will be considered for licensure or renewal. Incomplete applications will not be considered for licensure or renewal. If you need help with any of the required licensing items, call the private schools consultant as often as is necessary to submit a complete packet.

All copies of licensing items must be submitted each time the license is renewed.

DO NOT SAY “On File”. Binders are kept in storage for a certain period of time only and it is difficult to retrieve missing items from stored binders.

Refer to actual Nevada Administrative Codes in this manual as necessary to understand the specific requirements, as well as the actual Nevada Revised Statutes which are located on the legislative website www.leg.state.nv.us.

NEVADA ADMINISTRATIVE CODE REQUIREMENTS

Check (✓) **YES** if the information has been submitted.

Instruction; Quality of Instruction (394.030)

<u>YES</u>	<u>(Consultant Verification)</u>	
_____	_____	1.1 (1a; 2) Names, descriptions and levels of proposed courses are listed which are (except as otherwise provided in subsection 2) at a minimum commensurate to & offered at the levels described in: - Nevada Course of Study - Nevada High School Graduation Requirements - and NRS 389.
_____	_____	1.2 (3) Class schedules are provided and meet minimum requirements in: - Nevada Course of Study, -- - Nevada High School Graduation Requirements, - and NRS 389.

NEVADA ADMINISTRATIVE CODE REQUIREMENTS

Check (✓) YES if the information has been submitted.

Contents & Distribution of Catalog or Brochure; Calendars;
School Year (NAC 394.060 - .170)

Provide a sample of the *catalog, brochure or handout(s)*; highlight each item required on the catalog/brochure/handout and label with item on checklist to indicate where it is e.g., highlight name and address –and- write 4.1 next to the name and address.

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	4.1	(1a) Brochure states name and address of private school.
_____	_____	4.2	(1b) Brochure states names of members of governing body; officials; and faculty members including [1(1)] the name & brief description of qualifications of any administrator, supervisor or instructor (<u>licensing or meeting alternative requirements</u> set forth in 394.050 or 394.040).
_____	_____	4.3	(1c) Date of brochure's publication is shown.
_____	_____	4.4	(1d) Brochure states school's philosophy .
_____	_____	4.5	(1e) Brief description of grades and programs is provided in the brochure.
_____	_____	4.6	(1f) Daily class schedules , and if secondary ed is provided, the # of credits which a student must earn are listed.

Contents & Distribution of Catalog or Brochure; Calendars;
School Year (NAC 394.060 - .170)

**Provide a sample of the *catalog, brochure or handout(s)*; highlight each item required on the catalog/brochure/handout and label with item on checklist to indicate where it is
e.g., highlight name and address –and- write 4.1 next to the name and address.**

_____	_____	4.7	(1g) * All charges are described, * purpose for each charge, and * methods & time of payment . (1h) Detailed schedule of all fees, including tuition, fees for books, supplies, activities for pupils, use of labs, service charges, rentals, deposits, & charges for room & board.
_____	_____	4.8	(1i) Cancellation and refund policy is clearly stated.
_____	_____	4.9	(2) The method used to distribute the approved catalog/ brochure to parents & pupils before enrollment is indicated.
_____	_____	4.10	(3) School calendars including at least 180 days for the succeeding 2 years must be provided to show legal holidays, beginning/ending dates of terms, and other important dates.
_____	_____	4.11	NAC 394.170 (1) The policy of the school on enrollment and entrance requirements is stated. (It must be clearly stated in all literature.) Note: If the private school follows the public school entrance requirement of age 5 by September 30 th for kindergarten, and age 6 by September 30 th for 1 st grade, state this as part of the entrance requirements. (Appendix I)
		→ →	

NAC REQUIREMENTS (Continued)

Check (✓) **YES** if the information has been submitted.

Maintenance of Records (NAC 394.070)

<u>YES</u>	<u>(Consultant Verification)</u>	
_____	_____	5.1 (1c) The name of the person who will be responsible for the records in case of the termination of operation by the school is stated. Note: [(4) If a school plans to close, it's owners or administrators shall notify the department and submit all permanent records of pupils as well as all records pertinent to the financial resolution of encumbrances and indebtedness.] → →

Records of Attendance, Progress and Performance (NAC 394.090)

<u>YES</u>	<u>(Consultant Verification)</u>	NAC 394.090
_____	_____	6.1 (1) The policy on absences, tardiness, & unsatisfactory attendance; and the procedure used to maintain and report attendance is stated.
_____	_____	6.2 (2) The policy relative to standards of progress required of students, including the grading system, conditions for probation, dismissal and reentrance is stated.

NAC REQUIREMENTS (Continued)

Check (√) **YES** if the information has been submitted.

School Facilities (NAC 394.100 - .130)

*NAC 394.100-.130 apply to any facility which will be rented or leased by the applicant.

<u>YES</u>	<u>(Consultant Verification)</u>		
_____	_____	7.1	394.100(1, 2) Submitted/described Plans : prepared by architects or engineers licensed to practice in Nevada: (New School construction only) OR “As built” drawings for existing facilities.
_____	_____	7.2	394.110 (1) The facility has been inspected and meets the requirements of building codes for new/remodeled structures. <u>COPY ATTACHED</u>
_____	_____	7.3	394.110 (1) Provide a copy from the fire department documenting the facility has been inspected within the last 12 months and it meets the codes for the prevention of fire. (Appendix A) <u>COPY ATTACHED</u>
_____	_____	7.4	394.110 (1) Provide a copy from the health department documenting the facility has been inspected within the last 12 months and it meets the codes for safety, health, and sanitation. (Appendix A) <u>COPY ATTACHED</u>

<u>YES</u>	<u>(Consultant Verification)</u>	
_____	_____	7.5 394.110(2) Provide evidence of communication dated within the last 12 months that the division of industrial relations of the department of business & industry re: compliance with the federal Occupational Safety & Health Act. <u>EVIDENCE ATTACHED</u>
_____	_____	7.6 394.110 (3) Vehicle for transportation of pupils has been inspected by the department of motor vehicles & public safety as to condition, equipment & identification. <u>CERTIFICATION DOCUMENT ATTACHED</u>
_____	_____	7.7 394.130 (1b) * Procedures for fire drills are described and * Sample information to be posted in rooms is provided.
_____	_____	7.8 394.130 (1c) * Proposed or actual program of insurance is described , and * The name of the agent is given .
_____	_____	7.9 394.130 (1d) Adequate insurance is maintained covering buildings and equipment. <u>COVERSHEET OF POLICY IS ATTACHED</u>
_____	_____	7.10 394.130 (1d) Insurance for death, personal injury or property damage for at least \$1,000,000 per occurrence is obtained. <u>COVERSHEET OF POLICY IS ATTACHED</u>

- | | | | |
|--|--|------|---|
| | | 7.11 | 394.130 (2)
* A copy of the rental agreement or lease , and
* the name of the owner of the facility is provided. |
| | | 7.12 | 394.110 (1) If the licensed private school operates a food service program, provide a copy from the Health Department documenting the kitchen has been inspected within the last 12 months and it meets the codes for safety, health, and sanitation. |

NAC REQUIREMENTS (Continued)

Check (✓) **YES** if the information has been submitted.

School Facilities (NAC 394.140)

- | <u>YES</u> | <u>(Consultant Verification)</u> | | |
|-------------------|---|-----|--|
| | | 8.1 | (2b) A financial statement has been submitted.
Schools with enrollments of:
→ → <u>30-150 pupils</u> submitted a statement <u>compiled by a certified public accountant or public accountant.</u>
OR
→ → <u>150+ pupils</u> submitted a statement <u>reviewed and signed by a certified public accountant.</u> |
| | | 8.2 | (4) With an application from a <u>nonprofit organization:</u>
Evidence of an official declaration of tax exempt status by the IRS is submitted. |
| | | 8.3 | (2a) *Full disclosure of all owners, directors, officers, shareholders, trustees & any other parties maintaining a financial interest in the school has been filed, and |
| | | * | * The basis upon which the organization is legally constituted.
An incorporated school submitted |

			<p>a certificate of authorization to do business from the secretary of state and</p> <p>* a copy of its articles of incorporation and bylaws. (Any changes in the articles or bylaws must be reported to the board.)</p>
		8.4	<p>(NRS 394.271) A \$5,000 <u>surety bond or certificate of deposit</u> has been filed. (Appendix B)</p> <p>(Send in copy- keep original)</p>

NAC REQUIREMENTS (Continued)

Check (✓) **YES** if the information has been submitted.

Advertising (NAC 394.150)

<u>YES</u>	<u>(Consultant Verification)</u>		Description
		9.1	<p>(1) A sample of the school’s proposed advertising is provided.</p> <p>Note:</p> <p>→ → (2) In any outdoor advertising or on the building itself, the school shall not use the words “State Board of Education.”</p> <p>→ → (3) The words “licensed by the state board of education” or any allusion to state licensing if included in any brochure, stationery or printed advertisement must be in print no larger than the smallest print used elsewhere in the material.</p>

NAC REQUIREMENTS (Continued)

Check (√) **YES** if the information has been submitted.

**Local Occupational Permits;
Reputation and Character of Officers and Staff (394.160. NRS 394.168-1699)**

<u>YES</u>	<u>(Consultant Verification)</u>	Description
_____	_____	<p>10.1 (1) Each applicant and employee of an applicant without a teacher’s license or administrator’s license holds local <u>occupational permits before beginning any activity at a private school.</u> <u>COPIES SUBMITTED</u> (see 10.1 forms)</p>
_____	_____	<p>10.2 (3a) Three local written reference letters for the owner or Chairman of the Board of Trustees attesting to the character and reputation have been filed.</p>
_____	_____	<p>10.3 (3b) Notification has been made to the department in writing of the conviction of an officer or member of the staff of the school of any crime or felony involving moral turpitude which could affect relationships with pupils. → → (Note: If no convictions, write “none” in first column.)</p>
_____	_____	<p>10.4 NRS 394.168 thru NRS 394.1699 If you are a new applicant, you need to submit a Crisis Response Plan. If you are renewing your private school license, only Crisis Response Plans that have been revised need to be submitted. For assistance, contact my office to request a “Model Crisis Response Plan.”</p>

NAC REQUIREMENTS (Continued)

Check (√) **YES** if the information has been submitted.

Enrollment, Entrance and Dismissal (394.170)

<u>YES</u>	<u>(Consultant Verification)</u>	Description
_____	_____	11.1 (2) A statement of assurance has been filed with the department that students will be admitted to the school without regard to race.
_____	_____	11.2 (3) The policy of the school relating to student conduct or behavior and conditions for dismissal is stated. → → (Dismissal procedures must comply with requirements of due process of law.)

ATTACH COPY OF CURRENT NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS MEMBERSHIP CERTIFICATION.