

# SUBSTITUTE CHECKLIST

## CERTIFIED SUB

- 60 or more credits
- Google “NV Dept of Ed OPAL”  
(Online Portal for Applications & Licensure)
- Create an account and follow the steps to fill out the application
- Get fingerprinted –there is a list of vendors is on the NDOE website-  
[https://doe.nv.gov/educator\\_licensure/](https://doe.nv.gov/educator_licensure/)
  - A-1 Alcohol & Drug Collections 1098  
Lamoille Hwy Suite 5 Elko, NV 89801  
775-738-6973  
[www.a1alcoholanddrugtesting.com](http://www.a1alcoholanddrugtesting.com)
- Once you have received confirmation of your license, then fill out an application for the school district

## EMERGENCY SUB

- $\leq 59$  credits
- High school diploma or higher education
- Google “NV Dept of Ed OPAL”  
(Online Portal for Applications & Licensure)
- Create an account and follow the steps to fill out the application
- This letter needs to be uploaded into your online application from the superintendent.  
[https://doe.nv.gov/uploadedFiles/nded\\_oenvgov/content/Educator\\_Licensure/EmergencySubstituteRequest.pdf](https://doe.nv.gov/uploadedFiles/nded_oenvgov/content/Educator_Licensure/EmergencySubstituteRequest.pdf)
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