

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

**LCB File No. R047-10**

Effective June 30, 2010

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

AUTHORITY: §§1-5, NRS 391.019 and 391.032.

A REGULATION relating to educational personnel; prescribing the requirements for a conditional endorsement as a professional administrator of a school; and providing other matters properly relating thereto.

**Section 1.** Chapter 391 of NAC is hereby amended by adding thereto the provisions set forth as sections 2, 3 and 4 of this regulation.

**Sec. 2. 1.** *The Superintendent of Public Instruction shall issue a conditional endorsement as a professional administrator of a school to a person who submits an application which is accompanied by proof satisfactory to the Superintendent of Public Instruction that the applicant:*

- (a) Holds a master's degree from a postsecondary institution that is regionally accredited;*
- (b) Holds a valid elementary, secondary or special license, or a valid license to teach middle school or junior high school education; and*
- (c) Has completed 3 years of teaching experience in kindergarten or grades 1 through 12 in schools approved by the State.*

**2.** *A conditional endorsement as a professional administrator of a school issued pursuant to this section:*

*(a) Authorizes the holder of the conditional endorsement to be employed as an administrator in a school district, a charter school or a private school that is licensed pursuant to chapter 394 of NRS if the school district, charter school or private school has received the approval of the Department to hire the holder of the conditional endorsement pursuant to section 4 of this regulation;*

*(b) Becomes valid on the date on which the holder of the conditional endorsement initially enters into a contract with a school district, charter school or private school;*

*(c) Is valid for 3 years; and*

*(d) Is not renewable.*

**Sec. 3. 1.** *To qualify for an endorsement as a professional administrator of a school, the holder of the conditional endorsement issued pursuant to section 2 of this regulation must, within the 3 years for which the conditional endorsement is valid:*

*(a) Complete at least 18 semester hours of graduate courses in the administration of a school, including:*

*(1) Administration and organization of a school;*

*(2) Supervision and evaluation of instruction;*

*(3) Development of personnel;*

*(4) Finances of a school;*

*(5) The laws that apply to schools; and*

*(6) Curriculum; and*

*(b) Complete:*

*(1) An additional 18 semester hours of graduate courses which may include other courses considered to be part of an administrative program for educators; or*

*(2) An additional 12 semester hours of graduate courses which may include other courses considered to be part of an administrative program for educators and complete 90 contact hours as part of an administrative consortium which has been approved by the Department.*

*2. If a person who holds a conditional endorsement as a professional administrator of a school completes the requirements of this section and section 4 of this regulation within the 3 years for which the conditional endorsement is valid, the Department shall issue an endorsement as a professional administrator of a school that is unconditional on the person's valid license to teach.*

**Sec. 4. 1.** *A school district, a charter school or a private school that is licensed pursuant to chapter 394 of NRS must apply to the Department before it employs a person who holds a conditional endorsement as a professional administrator of a school that was issued pursuant to section 2 of this regulation. The application must be in writing and include:*

*(a) Proof that the school district, charter school or private school has advertised in good faith its desire to fill a vacancy in the position of a professional administrator of a school with an unconditional endorsement;*

*(b) An affidavit stating that despite the required advertisement, the school district, charter school or private school was not successful in hiring a professional administrator of a school with an unconditional endorsement for which there is a vacancy; and*

*(c) A written assurance that the school district, charter school or private school will, if required by statute or regulation, continue its efforts to hire educational personnel with unconditional endorsements.*

*2. For each person employed pursuant to this section, the superintendent of the school district, the administrator of the charter school or the administrator of the private school which employs the person shall, for the duration of the person's conditional endorsement as a professional administrator of a school, assign at least one postprobationary administrator to provide assistance, guidance and training to the person.*

*3. Each person who is hired pursuant to this section shall:*

*(a) Before beginning employment as a professional administrator of a school, complete at least 40 hours of training and orientation provided by the school district, charter school or private school and under the supervision of the postprobationary administrator who has been assigned to assist the person pursuant to subsection 2; and*

*(b) Within 1 year after the person begins employment:*

*(1) Complete an additional 80 hours of training and orientation provided by the school district, charter school or private school for a combined total of at least 120 hours; and*

*(2) In consultation with a postsecondary institution which is regionally accredited and which offers courses of study and training for the education of professional administrators, develop a plan that includes:*

*(I) A description of the courses of study and training that the person is required to complete within the 3 years for which the conditional endorsement is valid; and*

*(II) A written assessment plan identifying the schedule for the completion of the course of study and training.*

*4. When a person who holds a conditional endorsement as a professional administrator of a school completes the course work requirements of this section and section 3 of this*

*regulation, the school district, charter school or private school which employs that person shall submit to the Department:*

*(a) Evidence of at least five evaluations issued pursuant to NRS 391.3125 which indicate that the person's performance has been satisfactory;*

*(b) Verification of 3 years of the person's administrative experience under contract with the school district, charter school or private school; and*

*(c) Verification of the 120 hours of training and orientation completed pursuant to subsection 3.*

*5. Each school district, charter school or private school which employs a person pursuant to this section shall cooperate with the Commission and the Department in the evaluation of the effectiveness of this section and sections 2 and 3 of this regulation.*

**Sec. 5.** NAC 391.170 is hereby amended to read as follows:

391.170 1. ~~Fe~~ *Except as otherwise provided in section 3 of this regulation, to* receive an endorsement as a professional administrator of a school, an applicant:

(a) Must:

(1) Hold a master's degree;

(2) Hold a valid license to teach in elementary, middle, junior high, secondary or special schools;

(3) Have and submit to the Department evidence of 3 years of teaching experience in kindergarten or grades 1 through 12 in schools approved by the State; and

(4) Have completed at least 24 semester hours of graduate courses in the administration of a school, including:

(I) Administration and organization of a school;

- (II) Supervision and evaluation of instruction;
- (III) Development of personnel;
- (IV) Finances of a school;
- (V) The laws that apply to schools;
- (VI) Curriculum;
- (VII) Research;
- (VIII) Internship or field experience; and
- (IX) Other courses considered to be part of an administrative program for educators;

and

(b) Must:

(1) Have completed an additional 12 semester hours of graduate courses which may include other courses considered to be part of an administrative program for educators; or

(2) Hold a master's degree or higher in educational administration from a college or university accredited by a regional accrediting association.

2. An endorsement as a professional administrator of a school may be issued pursuant to a reciprocal agreement with another state if that state has been approved by the Commission.

3. To receive an endorsement as a professional administrator of a program, an applicant must:

(a) Hold a master's degree;

(b) Hold a valid special license in the program for which an endorsement is requested;

(c) Have and submit to the Department evidence of 3 years of experience as a licensed employee in kindergarten or grades 1 through 12; and

(d) Have completed at least 27 semester hours in courses of study in administration

including:

(1) Administration and organization of a school or the role of an administrator of a program in the applicant's area of endorsement;

(2) General principles of supervision of personnel or supervision of personnel for a program in the applicant's area of endorsement;

(3) Finances of a school or finances of a program in the applicant's area of endorsement;

(4) The laws that apply to schools;

(5) The evaluation and development of personnel for a school or the evaluation and development of personnel for a program in the applicant's area of endorsement; and

(6) Any other courses which are required for a degree in the administration of a program in the applicant's area of endorsement.

4. The requirements of subsections 1 and 3 may not be fulfilled by independent study.

**NEVADA DEPARTMENT OF EDUCATION**  
**COMMISSION ON PROFESSIONAL STANDARDS IN EDUCATION**  
**LEGISLATIVE REVIEW OF ADOPTED REGULATIONS AS REQUIRED**  
**BY ADMINISTRATIVE PROCEDURES ACT, NRS 233B.066**

**LCB File No. R047-10**

**New Regulation Prescribing Requirements for a Conditional Endorsement as a  
Professional Administrator of a School; NAC 391.170–Endorsement as Professional  
Administrator of School or Program**

**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 March 26, 2010. There was no public comment.

The Notice of Intent to Act Upon a Regulation for public hearing and adoption of proposed new regulation prescribing requirements for a conditional endorsement as a professional administrator of a school and amendments to NAC 391.170 – Endorsement as Professional Administrator of School or Program was sent to approximately 100 individuals and educational organizations. The public hearing was conducted on May 21, 2010 to provide the opportunity for comments by affected parties and the public. There was no public comment. The Commission adopted the proposed new regulation and amendments to the regulation.

2. The Number of Persons Who:

- a) Attended Each Hearing: First Workshop: 6; First Hearing: 8; Second Hearing: N/A
- b) Testified at Each Hearing: First Workshop: 0; First Hearing: 0; Second Hearing: N/A
- c) Submitted Written Statements: First Workshop: 0; First Hearing: 0; Second Hearing: N/A

A copy of any written comments may be obtained by contacting 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 comments were 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 February 25, 2010; and the public hearing notice of April 20, 2010. At the March 26, 2010 Workshop to Solicit Comments, there was no public comment to the proposed regulation language. At the May 21, 2010 public hearing there was no public comment to the proposed regulation language.

Workshop comments:

There were no comments.

Public Hearing comments:

There were no comments.

A copy of the summary and/or minutes of the public hearing may be obtained by contacting 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 regulation language at the public hearing held May 21, 2010. The reason for adopting the new regulation and amendments to the regulation is to provide individuals an alternate avenue to qualify for a conditional endorsement as a professional administrator of a school or program.

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:

There is no economic effect of the regulation on the business that it regulates. The beneficial effect would allow individuals an alternate avenue to qualify for a conditional endorsement as a professional administrator of a school or program.

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.