

Certification (Licensure)-AR

Information Required

The following documents must be on file in Personnel for each certificated (licensed) employee before the employee begins his/her employment with the District and before the beginning of each school year.

- a. A valid certificate (license)
- b. A valid contract (as soon as available)
- c. Transcripts for college or university credits
- d. Withholding Tax Form W-4
- e. Employment Eligibility Verification (Form I-9)
- f. Completed New Employee Enrollment Form
- g. Other forms as may be required

Grounds for Dismissal, Suspension, or Rescission of Offer of Employment

An employee/applicant who fails to obtain and/or maintain a valid license and endorsement may be suspended, dismissed, or have a conditional offer of employment rescinded per the District's policy on Recruitment, Selection, and Appointment of Certificated (Licensed) Personnel, *GDAI*.

Reference: NRS 391.031 through 391.170, NAC 391.010 through 391.158, and
NAC 391.500 through 391.555