

Request for Career Ladder Level Re-Evaluation

May 2015

Use this form to request a re-evaluation of your Nevada Registry *Certificate of Achievement*.

Renewal with The Nevada Registry is on an annual basis. However, if you have completed formal education (college courses, ECE degree, CDA, etc.) that will increase your Career Ladder level, you are welcome to request a Career Ladder level re-evaluation prior to your annual renewal date. You may also request a re-evaluation if you were originally issued a Certificate of Participation (i.e., a level was not granted) and you have since accrued the 1000 hours of direct service experience needed to be placed on the Career Ladder. In either instance, the re-evaluation will be conducted at no charge to you*.

Personal Information

Full Name

Registry ID #

____/____/____ (mm/dd/yyyy)
Date of Birth (required for verification purposes)

() _____
Contact Phone Number Email Address

Requests for re-evaluation must include support documentation. Please find enclosed, copies of my:

- College Degree/Diploma (with degree name listed)
- College Transcripts
- 1 Year ECE Certificate
- Apprenticeship Certificate
- CDA Certificate

Additional Supporting Information (optional): _____

* The cost to re-evaluate Career Ladder levels mid-year for any other reason than the recent completion of college courses and/or an ECE degree that will result in a Career Ladder increase (i.e. to factor in documentation that was not originally submitted with your initial application or most recent renewal, etc.) is \$20. However, there is no cost if a re-evaluation occurs at the time of your scheduled annual renewal. Please retain all paperwork and submit it along with your Update/Renewal form when it is time to renew your membership with The Nevada Registry. In all cases, requests for Career Ladder re-evaluations will be processed in the order of receipt. Fee is non-refundable regardless of whether a re-evaluation results in a Career Ladder level change or not.

I certify that the information provided is true and correct.

Signature: _____ Date: ____/____/____

Mail, fax or email this form to:

The Nevada Registry, 240 South Rock Blvd., Ste. #143, Reno, NV 89502

Fax: (775) 857-3158 | Email: nevadaregistry@washoeschools.net

