

LICENSE
to operate a
PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTION
in the
STATE OF NEVADA

SCHOOL NAME

iTeachNevada/659
400 S. 4th Street, Suite 500
Las Vegas, NV 89101

LICENSE TYPE

Extended Provisional

TERM

March 1, 2022 through November 30, 2022

OWNING ENTITY

Learner Edge, LLC.
2805 Dodd Rd, Suite 200
Eagan, MN 55121

AUTHORIZED PROGRAMS

Certificate: Teacher Certification.

NEVADA COMMISSION ON POSTSECONDARY EDUCATION

ISSUES THIS LICENSE PURSUANT TO CHAPTER 394 OF THE NEVADA REVISED STATUTES AND REGULATIONS THEREUNDER.



Issued Date: February 9, 2022

Chair, Nevada Commission on Postsecondary Education

RAISED SEAL
REQUIRED

EMPLOYMENT SECURITY
DIVISION

Commission on Postsecondary
Education

KELLY D. WUEST
Commission Administrator



STEVE SISOLAK
Governor

ELISA CAFFERATA
DIRECTOR

LYNDA PARVEN
Administrator

To: iTeachNevada/659
Andrew Rozell, President

From: Maricris Wu, Postsecondary Education Specialist 

Date: February 9, 2022

Subject: Approved Program List – 9 Months Extended Provisional Licensure

The following are programs that have been approved by the Nevada Commission on Postsecondary Education (CPE). Please contact this agency for *any* changes the program and hours.

Program Name:

Teacher Certification:

(405 instructional hours/180 practical hours) 585 total program hours

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DIRECTOR

LYNDA PARVEN
ADMINISTRATOR

February 9, 2021

iTeachNevada/659
Andrew Rozell
400 South Street, Suite 500
Las Vegas, NV 89101

Dear Mr. Rozell,

The Nevada Commission on Postsecondary Education has granted iTeachNevada/659 an extended nine-months provisional license during the **February 9, 2022** Commission meeting. I have enclosed the institution license to reflect this action.

Approximately one month prior to the expiration date of the license, you will be notified to schedule the second provisional audit pursuant to NAC 394.445 to determine if the institution have operated in compliance with the minimum standards of the state. The review and its results will be the basis for the Commission to determine whether to grant the institution full term licensure, extend your provisional license, or to terminate your license. Included in those items that will be checked during the on-site review include student files contracts, receipt, student progress reports, attendance records, instructors' qualifications, advertisements, student transcripts and an audit of the quarterly fees.

Pursuant to, NRS 394.540, a four-dollar fee for each student you enroll must be paid on the first day of each quarter. You will receive a courtesy letter reminder approximately 15 days prior to the due date. However, the fees are due even if the card is not received. I mention this because failure to pay the fees within 15 days of due date will result in an automatic \$250 fine. Additionally, the institution is required to maintain the surety bond mandated by the Commission.

If you have any questions, you may contact this agency. The laws can be obtained at <https://www.leg.state.nv.us/NRS/NRS-394.html> and <https://www.leg.state.nv.us/NAC/NAC-394.html>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Maricris Wu", is positioned below the word "Sincerely,".

Maricris Wu
Postsecondary Education Specialist

Cc: Kelly Wuest, Administrator Commission on Postsecondary Education

NAC 394.445 Provisional licenses: Compliance with standards; extension; on-site review of institution before expiration; action by Commission. ([NRS 394.411](#), [394.460](#))

1. An institution that operates pursuant to a provisional license must, during the term of the provisional license specified by the Commission, demonstrate its ability to comply with the provisions of [NRS 394.383](#) to [394.670](#), inclusive, and [NAC 394.300](#) to [394.685](#), inclusive.

2. If students are not enrolled within the term of the provisional license, an additional period may be requested in writing by the institution.

3. The Administrator shall conduct an on-site review of the institution at least 30 days before the expiration of the provisional license and file with the Commission a report of the review and the Administrator's recommendation concerning the licensure of the institution.

4. At a regularly scheduled meeting of the Commission at which the termination of a provisional license is considered, the Commission will:

(a) Extend the provisional license, if the institution has substantially met the required standards and the Commission considers any deficiencies to be minor;

(b) Terminate the provisional license, if the Commission determines that the institution is unable to meet required standards; or

(c) Grant a license.

[Comm'n on Postsecondary Educ., §§ 8.525 & 8.530, eff. 2-28-80] — (NAC A 6-23-86; 4-2-90; R042-11, 5-30-2012)



Student Grievance Policy

NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE PER NRS 394.443

Students enrolled in licensed, private postsecondary educational institution, have the right to register a legitimate complaint with the Commission on Postsecondary Education.

Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending. If you are unable to reach a solution, you may contact the Commission (see below) and we will attempt to resolve the issue.

If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested:

NRS 394.520 allows for the following:

1. A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract;
2. One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training.

More information, including complaints forms, can be found at www.cpe.nv.gov. Or contact:

Commission on Postsecondary Education
1860 East Sahara Avenue
Las Vegas, NV 89104
702-486-7330 (Ph)
702-486-7340 (Fax)

CPE Licensed Institutions General Guidelines

Student Files

Each institution is required to maintain student files for each student enrolled. This information will be reviewed at the provisional audit and subsequent audits. Files may be maintained in paper, electronic format or both and be accessible to the Nevada Director. The complete student record must be retained for a minimum of 5 years after the end of the student's training. Only the student transcript is a permanent record.

The principle governing action or procedure	Applicable Regulation
Enrollment Agreement completed and signed by both parties	NAC 394.640(1)(a) NAC 394.381(5)
Evidence students meet entrance requirements	NAC 394.640(1)(f) & NRS 394.607
Receipts and financial tracking of monies paid by or on behalf of the student	NRS 394.441 NAC 394.640(1)(b)
Evidence of refund when appropriate	NAC 394.640(1)(b)
Student Attendance Records and evidence of discipline when a student violates	NAC 394.640(1)(c)
Progress records/ grades maintained and evidence of discipline when a student violates	NRS 394.441(3)
Documentation of career services/placement in the student file.	NAC 394.640(1)(e)
Copy of Diploma issued to the student to include the number of training hours.	NRS 394.441(4)

Student Transcript

The licensed institution shall establish a separate file for each student who enrolls in the institution which contains only the transcript of the student. These files must be maintained in alphabetical order separate from all other files. Files may be maintained in paper, electronic format, or both.

The principle governing action or procedure	Applicable Regulation
Completed student transcripts with required information maintained in a separate file	NAC 394.640(3) NAC 394.353

Nevada Student Catalog & Enrollment Agreement

For CPE licensed postsecondary institutions, the catalog and enrollment agreement together is a legal contract between the institution and student. Institutions are required to follow published policies and procedures outlined in the catalog. In the case of a student complaint or dispute, the Commission will evaluate whether the institution followed the applicable policy. Updated catalogs and enrollment agreements submitted to CPE must be accompanied by the catalog checklist (70) and/or enrollment agreement checklist (70a) to ensure policies and regulations are included.

The principle governing action or procedure	Applicable Regulation
Each institution must maintain a catalog with current policies, procedures, and statutory requirements	NRS 394.441 NAC 394.381
Refund policy complies with the required pro-rata policy	NRS 394.449
Students receive a complete and current catalog prior to enrollment. Students must be provided the opportunity to ask questions prior to signing the agreement.	NRS 394.441
Enrollment agreement must provide at a minimum 3-day cancellation and process for cancellation	NRS 394.441(d)(3)

Operation

The following are requirements pertaining to the advertisement and reporting requirements of all institutions.

The principle governing action or procedure	Applicable Regulation
Institutional advertisements in compliance with regulations	NAC 394.585 NAC 394.590
Quarterly fees are tracked and paid correctly by the due date	NRS 394.540
Completed the Year-End Report by the due date	NRS 394.443
Grievance notice conspicuously posted	NRS 394.443(1)
Current licensed conspicuously posted	NAC 394.453
Include a disclosure page on the institution's website	NRS 394.441(g)
Statement for complaint policy on the website or in catalog	NRS 394.441(h)

Instructors/Personnel/Background Investigation

Institutions are required to maintain personnel files on instructors and required administrative staff.

The principle governing action or procedure	Applicable Regulation
Nevada Director Submission of evidence regarding full-time director- Resides in this State. <ol style="list-style-type: none"> 1. Demonstrates knowledge of NRS and NAC Chapter 394. 2. Is responsible for the daily operation of the institution. 3. At least 2 years of managerial experience or at least 2 years of managerial experience and training. 	NAC 394.480(1)
Academic Director- <ol style="list-style-type: none"> 1. Responsible for the development, accuracy, and applicability of the program; and 2. Qualified pursuant to NAC 394.485 to provide instruction in the program. 	NAC 394.480(2)

Instructor- personnel file demonstrating qualification for assigned courses.	NAC 394.485(3)
Substitute Instructor - Each institution shall ensure that a substitute instructor is provided if the regular instructor for a course is unable to complete the scheduled training. The substitute instructor must possess the same qualifications required of the regular instructor pursuant to this section.	NAC 394.485(4)
Evidence instructors and required staff have completed the background investigation forms 40c.	NRS 394.465
Agent Files must include documents of agent application and CPE approval. This is required for any individual who recruits students off-campus or can indenture a student to an enrollment agreement offsite	NRS 394.470

Secure upload of documents to CPE

CPE Website at <http://cpe.nv.gov>
Document Submission Portal link <https://ft.nvdetr.org/form/CPE>

NRS and NAC Chapters 394 can be obtained at:

<https://www.leg.state.nv.us/NRS/NRS-394.html>
<https://www.leg.state.nv.us/nac/nac-394.html>