

CAREER EDUCATION TEACHING CERTIFICATE

- Valid for 5 years
- Valid only in the endorsed career area
- Valid only in the school system(s) identified on the certificate
- Valid only for regular teaching in grades 9 - 12
- No school system requested conditional permits will be issued for this certificate.

CAREER EDUCATION CERTIFICATE

This certificate replaces the Trades Certificate. It is available for individuals who are hired to teach a course in a [career education area \(chart attached\)](#) where no teacher education program exists, where instructional content of the course exceeds teacher preparation coursework, or for which a school system submits documentation that it has not found a qualified teacher for a specific course in the career education field. This certificate is limited to instruction of students in grades 9-12. Additional information regarding utilization of the Career Education Certificate can be obtained by contacting: Richard Katt, rich.katt@Nebraska.gov or 402-471-4808.

The certificate requires:

- A written request for issuance from the Superintendent or governing body which identifies the career education course to be taught by the applicant.
- Completion of the human relations training and fingerprinting, if required.
- Applicant qualifies for one of the 16 career education endorsements by:
 - Completion of a prescribed course of study in a career education area at the postsecondary level, or
 - Completion of an apprenticeship in the career education area, or
 - Demonstrated proficiency in the career education area based on 5 years or more of practice in that career, or
 - Demonstrated proficiency by passing a competency test approved by the industry or career area,

HOW TO APPLY – CAREER EDUCATION CERTIFICATE

- Step 1) [School System Verification for a Career Education Certificate form](#) completed by the employing school system authorizing the applicant to teach the Career Education class
- Step 2) Complete the [On-Line Application Form](#) at the bottom left hand side of the webpage.
- Step 3) Pay the nonrefundable application fee.
- Step 4) Submit official transcript showing pre-approved [Human Relations Training course OR Narrative](#) completed with proper signatures and submitted for review OR the Temporary Certificate valid for **SIX MONTHS** will be issued if the Human Relations Training requirement has not been met..
- Step 5) [Record of Residences](#) .if you have lived in Nebraska for the last five years, OR two properly completed fingerprint cards and fingerprinting fee

If you currently hold a Trades Certificate, it remains valid until renewal.

How To Apply – Renewal of Career Education Certificate

- 1) Complete the [On-Line Application](#) Form at the bottom left hand side of the webpage.
- 2) Pay the nonrefundable application fee
- 3) [School System Verification for a Career Education Certificate](#) completed by the employing school system authorizing the applicant to teach the Career Education class in the next school year.
- 4) School system Verification by letter indicating applicant, within the last five years of the date of application, did teach in the trade in their Nebraska school system

ROTC

ROTC endorsement is listed on a Career Education Certificate. This endorsement requires four years of full time or salaried employment in the military as well as a recommendation from a former military supervisor.