



# APPLICANT MANUAL

REQUIREMENTS, INSTRUCTIONS AND FORMS

## TYPES OF CERTIFICATES AVAILABLE INCLUDE:

### TEACHING

- Regular
- Temporary
- Provisional
- [Transitional](#)
- State Substitute
- Local Substitute
- [Career Education](#)
- [Dual Credit](#)

### ADMINISTRATIVE

- Regular
- Provisional
- Temporary

### SPECIAL SERVICES

- Regular
- Provisional
- Temporary
- [Coaching](#)

## NEBRASKA'S REQUIREMENTS

REQUIREMENT	WHO / WHEN	WHICH CERTIFICATES	HOW
<b><u>FINGERPRINTS</u></b> (Statutory Requirement)	Persons who have not been a continuous resident of Nebraska for five years prior to application <i>and</i> have never held any form of Nebraska certificate issued by the Nebraska Department of Education.	All/any first time certificates, including Substitute certificates.  <b><u>Fingerprinting</u></b> , if required, is <b>never</b> waived.	Send two fingerprint cards with application plus additional fingerprint processing fee.
<b><u>Human Relations Training</u></b> (Statutory Requirement)	Any person who is seeking any form of Nebraska certificate or who is renewing a Nebraska certificate. This requirement only needs to be met once.	All Certificates – new or renewal.	Complete one of the approved courses shown in the manual <b>OR</b> submit a transcript of a course and the syllabus showing the course content which meets the Nebraska requirement, <b>OR</b> write a narrative verifying acceptable employment experiences where the six skills were obtained.
<b><u>Special Education Training</u></b> (Statutory Requirement)	Applies only to first issuance of teaching certificates or first issuance of Administrative certificates.	Only Teaching certificates or Administrative certificates. This <i>does not</i> apply to the Substitute or Special Services certificates.	Submit a transcript of a course and the syllabus showing the course content which meets the Nebraska requirement, <b>OR</b> write a narrative verifying acceptable employment experiences where the five skills were obtained.
<b><u>Basic Skills Competency Examination</u></b> (Statutory Requirement)	Applies only to first issuance of Teaching certificate or Administrative certificate. Waived for persons with three consecutive years K-12 teaching experience in any state, if certificate was based on completed approved teacher education program.	Only Teaching certificates or Administrative certificates. This <i>does not</i> apply to the Substitute or Special Services certificates.	Submit original score report directly from the test publisher <b>OR</b> the Institutional Score Report <b>OR</b> complete the verification of experience form for three or more successive years of experience <i>and</i> a copy of a Teaching/Administrative certificate valid during the same years.
<b>Recency</b>	Any person who is seeking any form of regular Nebraska certification.	All regular Teaching certificates, except the Substitute certificate. All regular Administrative certificates. All Special Services certificates except Coaching and School Nurse.	Recency can be met in the form of recent appropriate experience or recent college credit hours.

- If you lack one (1) of the following statutory requirements – [Basic Skills Competency](#) and/or [Human Relations Training](#) and/or [Special Education Training](#) and have been offered employment in a Nebraska school system – you may be eligible for a **Temporary or Provisional Certificate**.
- If you lack the Recency requirement and have been offered employment in a Nebraska school system, you may be eligible for a **Provisional Certificate**.
- If you meet all of the requirements, you may be eligible for the regular **Teaching certificate**.

**Fingerprinting**, if required, is never waived for any type of certification.

# INDEX OF INFORMATION

in Alphabetical Order

Administrative Certificate Instructions .....	Page 5
<a href="#">Basic Skills Competency Examination</a> .....	Page 6
Checklist .....	Page 14
Contact Information.....	Page 15
Definitions .....	Page 2
<a href="#">Fingerprinting (Criminal History Background Check)</a> .....	Page 3
<a href="#">Human Relations Training</a> .....	Page 7
<a href="#">Human Relations Approved Courses</a> .....	Page 8
<a href="#">Human Relations Training Narrative</a> .....	Page 9
Provisional Certificate .....	Page 11
Provisional Commitment Certificate.....	Page 12
<a href="#">Special Education Training</a> .....	Page 7
Special Education Training Narrative .....	Page 8
Substitute Certificates .....	Page 13
Teaching Certificate Instructions .....	Page 4
Temporary Certificate .....	Page 10

**Please refer to the instructions for your certification  
Before you begin the application process.**

---

WITHIN FOUR TO EIGHT WEEKS OF SUBMITTING YOUR APPLICATION for Nebraska certification you should receive from us one of the following:

- a certificate or conditional permit; **or**
- a request for additional information; **or**
- a written warning, with an accompanying explanation, that your application may be denied.

**IF YOU HAVE NOT RECEIVED A RESPONSE FROM OUR OFFICE, you may verify that an application has been received by visiting our website at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert). Click on Current Application Status. If you need additional information, please call the Nebraska Teacher Certification Office at (402) 471-0739.**

# COMMON DEFINITIONS

## For Nebraska Certification

**Approved Program:** A planned program of study leading to certification in Nebraska. This program can be approved for teaching, administration or special services (non-teaching) in a specific content area.

**Approved School System:** An institution organized to provide elementary or secondary instruction which is approved by the Department, an education service unit approved by the Department, a special education service agency approved by the Department, or an early childhood program which employs certificated teachers as its instructors.

**Certification Officer:** A full-time staff member designated by the head of the education unit of each standard institution of higher education to receive correspondence and to provide records, transcripts, reports or recommendations as requested for the purpose of certification.

**Conditional Permit:** An authorization issued by the Commissioner to the applicant to engage in teaching, counseling, supervision, administration, or provide special services pending the receipt of criminal history information record check.

A different form of conditional permit is sometimes issued at the request of the educator's superintendent and is valid for a very short period of time. The permit has no relevance to fingerprinting.

**Deficiencies:** State requirements not met for the issuance of a regular certificate.

**Endorsement:** Area of specialization on a certificate based on completion of an approved teacher education program.

**Provisional Certificate:** A certificate issued when recent college credit hours, completion of an approved program, the special education or basic skills competency requirements cannot be met at this time and a Nebraska school system wishes to hire you. This is explained further in the manual.

**Recency:** Verification of required years of teaching/administration in the same school system within the immediate past five years from date of application while holding a valid regular certificate **OR** *completion of an appropriate number of pre-approved semester hours at an approved teacher education institution in the immediate past five years from date of application.*

**Reciprocity vs. Regional Exchange Agreement:** *Reciprocity:* Recognition of a certificate issued by another state based upon official transcripts and an institutional verification of an approved teacher education program. *Regional Exchange Agreement:* A limited agreement between participating states for a short-term certificate pending completion of state requirements. **NOTE:** Endorsements on a Nebraska certificate are issued based on completion of an approved program.

**Regular Certificate:** A certificate issued without any deficiencies in that state. In Nebraska, an Initial, Standard or Professional Certificate.

**Temporary Certificate:** A certificate issued to the applicant when the human relations training requirement is a deficiency. This is further explained in the manual.

**Transitional Certificate:** A limited certificate for high school teaching only. This certificate is available to those with at least a BA/BS degree in a teaching field and are able to meet the qualifications of the program. Employment in a Nebraska school system is required.

# FINGERPRINTING

## FOR NEBRASKA CERTIFICATION

Any person applying for the first issuance of a Nebraska certificate who has not been a resident of Nebraska for the immediate past five (5) years from the date of application must submit TWO (2) completed sets of fingerprints with the application for Nebraska certification. Resident, as defined by the Nebraska Supreme Court, is an individual who has established a home in Nebraska where the individual is habitually present and to which having departed there from, intends to return. (Complete the [Record of Residence](#) sheet where you were residing and physically present in Nebraska during the immediate past five (5) years).

The fingerprint requirement applies even if you have recently submitted fingerprint information in any other state. Fingerprints for Nebraska Teacher Certification must be completed on the TWO (2) fingerprint cards provided by the Nebraska Department of Education. If you do not have the proper cards, please contact us by E-Mail at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov), regular mail at Nebraska Department of Education, Teacher Certification, PO Box 94987, Lincoln, NE 68509-4987; by phone at (402) 471-0739 or by Fax: (402) 742-2359.

Applicants may be fingerprinted at any law enforcement office. **HOWEVER**, we strongly suggest you contact a State Patrol office near you for Livescan fingerprint processing **at no charge**.

Each of the following Nebraska State Patrol locations have livescan capability and will fingerprint citizens as a public service at no charge. Each location may have specific hours of operation or may require an appointment to be fingerprinted.

**Please call ahead to confirm hours of operation and (if required) to make an appointment to be fingerprinted.**

- Lincoln: Criminal Identification Division – 3800 NW 12th Street, Lincoln NE 68521 – (402)479-4971
- Omaha: Troop A Headquarters – 4411 South 108th Street, Omaha NE 68137 – (402)331-3333
- Norfolk: Troop B Headquarters – 1401 Eisenhower Ave, Norfolk NE 68701 – (402)370-3456
- Grand Island: Troop C Headquarters – 3431 Old Potash Highway, Grand Island NE 68803 – (308)385-6000
- North Platte: Troop D Headquarters – 300 W. South River Road, North Platte NE 69101 – (308)535-8047
- Scotts Bluff: Troop E Headquarters – 4500 Avenue I, Scottsbluff NE 69363 – (308)632-1211

A listing of other locations in Nebraska with the livescan capability is available at the State Patrol website of [http://www.statepatrol.nebraska.gov/docs/public\\_livescan\\_list.pdf](http://www.statepatrol.nebraska.gov/docs/public_livescan_list.pdf)

Fingerprinting is NOT available at the Nebraska Department of Education, or elsewhere in the Nebraska State Office Building or the State Capitol Building.

Your TWO (2) completed fingerprint cards are to be sent to the Nebraska Department of Education, Teacher Certification Office as part of your application for Nebraska certification. Make sure you have attached the correct postage.

The following are required to begin the fingerprinting process:

- Application Form, online at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)
- Non-refundable application fee (may be paid online with on-line application OR by check or money order with on-line or paper application)
- Fingerprint fee (one (1) check or money order for both fees is acceptable)
- All other documents for the type of certificate for which you are applying.

All processing of fingerprint cards is done by law enforcement agencies – **NOT** the Department of Education.

## CONDITIONAL PERMIT

It is not unusual for the fingerprinting process to take several weeks. A Conditional Permit may be issued, when an applicant for any Nebraska certificate has met ALL the requirements for that certificate, except for the receipt of the fingerprint record (criminal background check). This permit allows the applicant to teach or administer until the fingerprint report is received. If there is no criminal history background, the actual certificate will then be issued with no further action by the applicant.

# INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA TEACHING CERTIFICATE

The following is required for issuance of the regular Teaching certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line OR complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR** [Record of Residence Form](#) **OR** complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- Official transcripts of all college credit hours **AND**
- [Institutional Verification Form](#) completed and signed by the college certification officer of the approved teacher education institution where an approved program was completed, **AND**, if applicable, photocopy (front and back) of the out-of-state valid, regular Teaching certificate, **AND**
- Official transcripts for a pre-approved course to meet the [Human Relations Training](#) requirement **OR** a written, verified, [narrative](#) of your employment experience which provided you with the opportunity to acquire the six skills **AND**
- The [basic skill competency](#) requirement may be met in one of the following ways:
  1. Official score report sent directly from the testing service or from a college that received the scores directly from the testing service (we cannot accept your examinee's score report) **OR**
  2. Have been certificated by any other state following the successful completion of a basic skills competency examination (reading, mathematics and writing) required by that state **OR**
  3. Have taught or administered three or more consecutive years in any approved or accredited or otherwise legally operated school in any other state **OR**
  4. The candidate has current credentials from the National Board of Professional Teaching Standards **AND**
- Official transcripts indicating completion of a course that addresses the **exceptional child in the classroom**. This course must have been completed at an approved teacher education institution **OR** verify employment experiences which provide you with the opportunity to acquire the five skills for Nebraska's Special Education requirement and write a [narrative](#), which addresses each of the five skills.
- You may meet the recency requirement for issuance of the teaching certificate in one of three ways:
  1. Have taught one year within the immediate past five years half time (50%) or more in a legally operated school system while holding or qualifying to hold a regular teaching certificate **OR**
  2. Have completed six semester hours within the immediate past five years from an approved teacher education institution. These hours may be recommended as part of your original teacher education program **OR** may be additional hours for renewal if you hold, held or qualified to hold a teaching certificate that has not expired or has expired for less than five years **OR**
  3. If your teaching certificate has expired more than five years, or your teaching program was completed more than five years ago, 15 specific semester hours are required within the immediate past five years. The hours must be recommended for issuance of the teaching certificate by the certification officer of your approved teacher education institution.

# INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA ADMINISTRATIVE CERTIFICATE

The following must be submitted for issuance of the regular administrative certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line OR complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR** [Record of Residence Form](#) **OR** complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- **Official transcripts** of *all* college credits not already on file in our office.
- [Verification of Employment Experience Form](#) for two consecutive years of **teaching** in an approved, accredited or legally operated school system; **AND** a photocopy (front and back) of a **regular teaching certificate (if applicable)** issued by the state or jurisdiction where you were teaching and concurrent with the experience verified.
- [Institutional Verification Form](#) completed by the college certification officer for the educational administrative program; **AND** a photocopy (front and back) of the **valid, regular out-of-state administrative certificate (if applicable)**
- Official transcripts for a pre-approved course to meet the [Human Relations Training](#) requirement OR a written, verified, [narrative](#) of your employment experience which provided you with the opportunity to acquire the six skills **AND**
- The [basic skill competency](#) requirement may be met in one of the following ways:
  5. Official score report sent directly from the testing service or from a college that received the scores directly from the testing service (we cannot accept your examinee's score report) **OR**
  6. Have been certificated by any other state following the successful completion of a basic skills competency examination (reading, mathematics and writing) required by that state **OR**
  7. Have taught or administered three or more consecutive years in any approved or accredited or otherwise legally operated school in any other state **OR**
  8. The candidate has current credentials from the National Board of Professional Teaching Standards **AND**
- Official transcripts indicating completion of a course that addresses the **exceptional child in the classroom**. This course must have been completed at an approved teacher education institution OR verify employment experiences which provide you with the opportunity to acquire the five skills for Nebraska's Special Education requirement and write a [narrative](#), which addresses each of the five skills.
- You may meet the recency requirement for issuance of the administrative certificate in one of three ways:
  1. Have administered for one (1) year within the immediate past five (5) years half time (50%) or more in a legally operated school system while holding or qualifying to hold a regular administrative certificate **OR**
  2. Have completed six (6) **graduate** semester hours within the immediate past five (5) years from an approved teacher education institution. These hours must be [recommended](#) as part of your original administrative education program **OR** may be additional hours for renewal if you hold, held or qualified to hold an administrative certificate that has not expired or has expired for less than five (5) years **OR**
  3. If your administrative certificate has expired more than five (5) years, or your administrative program was completed more than five (5) years ago, 15 **graduate** semester hours are required within the immediate past five (5) years. The hours must be [recommended](#) for issuance of the administrative certificate by the certification officer of your approved teacher education institution.

# BASIC SKILLS COMPETENCY

## FOR NEBRASKA CERTIFICATION

Any person who applies for their first regular Nebraska Teaching or Administrative certificate (not Special Services) must demonstrate basic skills competency as determined by the State Board of Education. The test chosen to meet this requirement is the PRAXIS 1 – PPST (Pre-Professional Skills Test). It is offered two ways, as a paper and pencil test and as a computer based test.

**A candidate shall be exempt from this requirement if (i) the candidate has three or more consecutive years of teaching or administrative experience in an approved or accredited school with a certificate issued by that state on the basis of successful completion of an approved teacher education program in any state, or (ii) the candidate has current credentials from the National Board of Professional Teaching Standards.**

Be sure to include the completed [Verification of Employment Experience Form](#) and a copy of a valid, regular Teaching certificate to concur with the experience with your application if you will be taking advantage of this provision.

For general information and all questions concerning the basic skills competency tests, please call:

**PRAXIS SERIES 1 – PPST**  
Pre-Professional Skills Test (PPST)  
**Paper and Pencil Testing**  
**Information and**  
**Computer Testing Information and**  
**ALL SCORES**  
609-771-7395  
[www.ets.org/praxis](http://www.ets.org/praxis)

### MINIMUM ACCEPTABLE SCORES

#### PRAXIS 1 – PPST

Reading	170
Mathematics	171
Writing	172

### MINIMUM ACCEPTABLE SCORES

#### PRAXIS 1 – CBT

Reading	316
Mathematics	316
Writing	318

**IF YOU CANNOT MEET THIS REQUIREMENT, YOU MAY BE ELIGIBLE FOR A  
PROVISIONAL CERTIFICATE OR A SUBSTITUTE CERTIFICATE**

# NEBRASKA SPECIAL EDUCATION REQUIREMENT

## FOR FIRST REGULAR NEBRASKA CERTIFICATION

### TEACHING AND/OR ADMINISTRATIVE

This requirement can be met by one of the following options:

**IF...**

you have completed a Special Education course at an approved teacher education institution which addressed the exceptional child in the classroom

**THEN...**

submit official transcripts of the course. **Note:** If the Special Education course was not titled as the exceptional child in the classroom submit a course syllabus.

## OR

**IF...**

you have completed an approved teacher education program for special education at an approved teacher education institution

**THEN...**

submit official transcripts of the coursework

## OR

**IF...**

you have not completed an approved course in Special Education, but have employment experiences which provided you an opportunity to acquire the five skills required

**THEN...**

verify acceptable employment experiences in which the required five skills were obtained and [write a narrative](#) that addresses each of the five skills

## OR

**IF...**

you have not meet this requirement ...

**THEN...**

with a signed [Agreement Statement](#) you may be eligible for a Provisional certificate. The State Substitute Teaching certificate does not require this course. Additional information can be found in this manual.

WORK EXPERIENCE VERIFIED BY NARRATIVE TO MEET THE REQUIRED

## SPECIAL EDUCATION TRAINING

Nebraska Statutory Provisions (79-807, - 2003)

If you have the appropriate **employment experiences\*** which provide you with the opportunity to acquire the skills for the Special Education requirement, you may be able to waive the course requirement. Submit a written narrative as described below and verify the employment experience that was acquired in meeting each of the five skills. **PLEASE NOTE:** Volunteer, community, and college observational experiences are not considered, nor should aspects of your personal background be included in your narrative.

**\*Employment experiences** are defined as work by an individual as an employee (a) in an approved, accredited, or otherwise legally operated school while holding or qualifying to hold a regular certificate issued by another state, by the U.S. Department of Defense, or by a foreign country based upon the successful completion of an approved teacher education program, (b) in post-secondary education, or (c) in a community organization or agency that provides services to children.

### Five Skills Required for the Special Education Training Requirement

- Knowledge of the exceptional needs of the disabilities defined under the Special Education Act. These are caused by physical, sensory, or intellectual impairment, inappropriate behavior, learning disabilities, and/or speech/language impairment;
- Knowledge of the major characteristics of each disability in order to recognize its existence in children;
- Knowledge of various alternatives for providing the least restrictive environment for children with disabilities;
- Knowledge of methods of teaching students with disabilities in the regular classroom; and
- Knowledge of pre-referral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.

---

### VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE

#### Writing the Narrative

Your narrative **must** be affirmed/validated by the signature of a supervisor who is familiar with your employment experience. Your narrative **will need** substantially more detail than the example below. At least one page will need to be written for each skill.

The following is an **abbreviated** example of an acceptable format for writing a narrative which will verify the SPED skills have been met through **employment** experience. The narrative for each skill should be approximately one typed page.

First skill: Knowledge of the exceptional needs of the disabilities defined under the Special Education Act. These are caused by physical, sensory, or intellectual impairment, inappropriate behavior, learning disabilities, and/or speech/language impairment;

*I have taught in three different schools over the last 14 years and during that time I have seen all the disabilities in one form or another, and the various ways schools have attempted to address them. In my own classes, I have learned "on the job" how to work effectively with students with mental limitations, learning disabilities and behavior disturbances. While I am not an expert in this area, I have achieved the competency and confidence needed to teach special needs students and to work with special education teachers.*

*I have gained great understanding of these children, their families and their siblings.*

Second skill: Continue with each skill as indicated above.

**Sign your name** and include your **social security number**.

#### REQUIRED VERIFICATION AND SIGNATURE

Having personal knowledge of (NAME OF APPLICANT) **employment experiences**, I hereby verify that the above statements are true to the best of my knowledge.

SIGNATURE WITH TITLE OR RELATIONSHIP

# HUMAN RELATIONS SKILLS REQUIREMENT

## (REQUIRED FOR ANY CERTIFICATE)

Human relations training is required by Nebraska statute for any person seeking certification in Nebraska.

This requirement can be met by one of the following options:

**IF...**

you have taken one of the [pre-approved courses](#), after 1985 ...

**THEN...**

submit an official transcript with the approved course.

### OR

**IF...**

you have taken a course to meet Nebraska's Human Relations Training requirement at a state approved teacher education institution and the course does not appear on the list of [pre-approved courses](#)

**THEN...**

submit an official transcript, a course description and syllabus of the course for review.

### OR

**IF...**

you have not completed an approved course, but have employment experiences which provided an opportunity to acquire the six skills to meet the Human Relations Training requirement.....

**THEN...**

verify acceptable employment experiences in which the required six skills were obtained by [writing a narrative](#) that addresses each of the six skills.

### OR

**IF...**

you have not meet this requirement ...

**THEN...**

If you meet all other requirements for issuance of any type of certificate, and have not previously held a temporary certificate, you are eligible for a temporary certificate.

**NOTE:** The Temporary Certificate valid for **SIX MONTHS** will be issued if this requirement has not been met.

# HUMAN RELATIONS TRAINING

APPROVED COURSES IF COMPLETED AFTER 1985

(Courses in parentheses must all be completed to meet the requirement)

3-21-12

\*when titled "Human Relations"  Courses Offered On-Line Or Independent Study

## NEBRASKA INSTITUTIONS

**Chadron State College:** EDUC 270, EDUC 415, EDAD 631.

**College of St. Mary:** EDU 475/575.

**Concordia University:** ( Some available) EDUC 526, EDUC 570.

**Creighton University:** EDU 208, EDU 619, EDU 692.

**Doane College:** EDU 211, EDU 624.

**Grace University:** ED 203.

**Hastings College:** ED 382, ED 582; FLL 611

**Midland Lutheran College:** EDU 207

**Nebraska Wesleyan University:** ED 185.

**Peru State College:** EDUC 255, EDUC 505, INS 500 In-Service

**Union College:** EDUC 225; EDUC 342.

**University of Nebraska - Kearney:** ( Possible by arrangement), (TE 100, TE 204, TE 206, POL SCI 110 must take all),  (TE 401, TE 402, TE 403 must take all)  TE 408,  TE 808, (EDAD 831 OR 848, plus one of 870 OR 851),

**University of Nebraska - Lincoln:** ETHN 217, SOC 217, MUNM 280, TEAC 330, ETHN 330, SLPA 488, MUSC 493, TEAC 840D, TEAC 861, EDPS 868, SLPA 888, EDPS 948, EDPS 949,

**University of Nebraska - Omaha:** EDUC 2030, SPED 4550/8556, TED 8210, TED 8410-SEC850, COUN 8520, EDAD 8720,

**Wayne State College:** EDU 367; EDU 396 (through Sum 2012 for Substitute and Special Services Certificates only). (EDU 467/557 Begin Fall 2012), EDU 567,

## OUT-OF-STATE INSTITUTIONS

**ARIZONA: University of Phoenix:** EDD 540

**COLORADO: Colorado State University - Fort Collins:** ED 551. **University of Northern Colorado - Greeley:** EDEL 619.

**IOWA: Briar Cliff:** ED 450. **Buena Vista - Storm Lake:** EDCO 370. **Central:** AA 315; EDUC 215. **Clarke:** ED 119; ED 125. **Coe:** 27-38; EDU 385. **Cornell:** ED 342 **Dordt:** EDUC 209, Sociology 216, ED 330. **Drake:** ED 164; EDDL 220; ED 264; EDEX 296; EDEX 296, Independent Study. **Graceland:** EDUC3100. **Grinnell:** ED 101. **Iowa State:** C&I 406, C&I 506; C&I 593F; (7C:171, 7C:140). **Iowa Wesleyan:** ED 557; ED 357. **Loras:** ED 119; ED 125. **Luther:** ED 221 **Mount St Clare College:** EDU 370 **Mount Mercy:** ED 379. **Morningside:** 39:290; 599, Off-campus. **Northwestern:** ED 340. **St. Ambrose:** EDU 300. **Simpson:** ED 321. **Teikyo Marycrest University:** PSYC 755; PSYC 455; EDUC 900. **University of Dubuque:** ED 125. **University of Iowa:** 7B:180. **University of Northern Iowa:** 220:150, 280:070; 280:170. **Upper Iowa University:** EDU 162, EDU 404; ED 504. **Wartburg:** ED 212; ED 354 **William Penn:** EDU 365

**KANSAS: Benedictine College:** (SO 290, SO 354, ED 220, ED 460), **Emporia State University:** ED 535. EL 535, **Fort Hays State University:** INTS 350, IDS 350. **Kansas State University:** EDEL 455, EDSEC 455, EDCI 910, EDCIP 910. **Tabor College:** (ED 110, SO 352). **University of Kansas:** T&L 325, T&L 743. **Wichita State U:** C&I 430 (IS 456 & IS 428), C&I 711, ACES 821

**MINNESOTA: Augsburg:** EDU 210. **Bethel:** EDU 300G. **Bemidji State:** ED 321; ED 3140. **Concordia - Moorhead:** ED 439. **Concordia - St. Paul:** EDU 330; EDU 431; EDU 530. **Crown College (formerly St. Paul Bible):** SOC 230. **Hamline:** EDU 562 or (EDU 621, EDU 605). **Martin Luther:** (ENG3310 and SSC4201). **Minnesota State (formerly Mankato State):** KSP 220, EEC 222, KSP 450, KSP 550. **Minnesota State Uni (formerly Moorhead State):** (EDU 408, EDU 409). **Northwestern:** (EDU 3219, EDU 3635). **Southwest State:** 1001-411-01. **St. Catherine:** EDU 207, EDU 507. **St Cloud State:** HURL 497/597. **St. John's University:** EDUC 390. **St. Thomas:** CIED 615; CTED 925. **University of Minnesota - Duluth:** EDUC 1100; EDS 4100, EDS 5100. **University of Minnesota - Minneapolis:** ESPY 5135; ESPY 5139. **Winona State:** COUNSED 522; ED 308

**MISSOURI: Central Missouri State University:** EDCI 2110. **Northwest Missouri State University:** ED 569/Educ 61569 (same course).

**NEW MEXICO: New Mexico State University:** CEP 535, CEP 635.

**NORTH DAKOTA: University of North Dakota - Grand Forks:** T&L 380; CTL 390; CTL 430C; T&L 433; CTL 480; CTLU 506; EFR 506.

**SOUTH DAKOTA: Augustana:** EDUC 355, EDUC 555. **Black Hills State Univ.:** ED 452 or ED 652 until 1993, EDFN 475. **Dakota State University - Madison:** SOC 375, SOC 475, SOC 675. **Dakota Wesleyan:** EDU 409, ED 410. **Huron University:** SOC 334. **Mount Marty:** EDFN 377. **Northern State - Aberdeen:** EDFN 475, EDFN 575. **Oglala Lakota College:** ED/SOC 463. **Sinte Gleska:** ED 447, ED 547. **South Dakota State University - Brookings:** SEED 493, EdFn 375, EdFn 590, EdFn 690, EdFn 725. **University of Sioux Falls:** ED 351, EDU 505. **University of South Dakota - Vermillion:** INED 410, EdFn 462, EdFn 475, EdFn 575, INED 510, EdFn 675

**WISCONSIN: Concordia/Mequon:** ED 103. **Silver Lake:** EDU 164. **Univ of Wisc-Madison:** EPS 300, **Univ of Wisc-River Falls:** TED 252. **Univ of Wisc-Stout:** EDUC 336, EDUC 536.

**WYOMING: University of Wyoming:** (EDCI 1010, EDUC/EDST 2000, EDFN 2100), EDST 2480.

# WORK EXPERIENCE VERIFIED BY NARRATIVE TO MEET THE HUMAN RELATIONS TRAINING REQUIREMENT

Nebraska Statutory Provisions (79-807, - 2003)

If you have the appropriate **employment experiences\*** which provided you with the opportunity to acquire the skills for the Human Relations Training requirement (HRT), you may be able to waive the course requirement. Submit a written narrative as described below and verify the employment experience that was acquired in meeting each of the six skills. PLEASE NOTE: Volunteer, community, and college observational experiences are not considered, nor should aspects of your personal background be included in your narrative.

**\*Employment experiences** are defined as work by an individual as an employee (a) in an approved, accredited, or otherwise legally operated school while holding or qualifying to hold a regular certificate issued by another state, by the U. S. Department of Defense, or by a foreign country based upon the successful completion of an approved teacher education program, (b) in post-secondary education, or (c) in a community organization or agency that provides services to children.

## Six Skills Required for the Human Relations Training Requirement

- An awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society;
- The ability to recognize and deal with dehumanizing biases, including but not limited to, sexism, racism, prejudice, and discrimination, and an awareness of the impact such biases have on interpersonal relations;
- The ability to translate knowledge of human relations into attitudes, skills, and techniques which result in favorable experiences for students;
- The ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials;
- Respect for human dignity and individual rights; and
- The ability to relate effectively to other individuals and to groups in a pluralistic society other than the teacher's own.

---

## VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE

### Writing the Narrative

Your narrative must be affirmed/validated by the signature of a supervisor who is familiar with your employment experience. The narrative must be a least one detailed typed page for each skill. Each skill must be addressed from the stand point of what you specifically have done to acquire the skill.

The following is an abbreviated example of an acceptable format for writing a narrative, which will verify the HRT skills have been met through employment experience.

First Skill: An awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society;

When Alpha School closed due to depopulation, and other demographic factors, I transferred to Beta School, which served a widely diverse population of the city. Faculty was highly dedicated to the 65% minority students. I was impressed immediately that the faculty addressed student needs without favoritism of some racial/cultural type that I had expected. I learned there are special skills needed to address the minority needs while preserving self-image and I learned these from my fellow faculty at Beta. The cultural sensitivities of American Indian children were especially revealing to me. Some of the learned special skills which I implemented in the classroom are .....

Second Skill: Continue with each skill as indicated above.

**Sign your name** and include **your social security number**.

### REQUIRED VERIFICATION AND SIGNATURE

Having personal knowledge of (NAME) employment experiences, I hereby verify that the above statements are true to the best of my knowledge.

SIGNATURE WITH TITLE OR RELATIONSHIP

# TEMPORARY TEACHING CERTIFICATE

## FOR NEBRASKA CERTIFICATION

The following is required for issuance of the Temporary teaching certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line OR complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR** [Record of Residence Form](#) **OR** complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- **Official transcripts** including **e-transcripts** (sent directly from the registrar's office) of all college credit hours. **NOTE:** We cannot accept photocopies, faxed or scanned transcripts **AND**
- [Institutional Verification Form](#) completed and signed by the certification officer of the approved teacher education institution where an approved program was completed, **AND**
- Photocopy (front and back) of the **out-of-state valid, regular Teaching certificate, if applicable AND**
- The [basic skills competency](#) requirement may be met in one of the following ways:
  1. Official score report sent directly from the testing service or from a college that received the scores directly from the testing service (we cannot accept your examinee's score report) **OR**
  2. Have been certificated by any other state following the successful completion of a basic skills competency examination (reading, mathematics and writing) required by that state **OR**
  3. Have taught or administered three or more consecutive years in any approved or accredited or otherwise legally operated school in any other state **OR**
  4. The candidate has current credentials from the National Board of Professional Teaching Standards **AND**
- Official transcripts indicating completion of a course that addresses the **exceptional child in the classroom**. This course must have been completed at an approved teacher education institution OR verify employment experiences which provide you with the opportunity to acquire the five skills for Nebraska's Special Education requirement and write a [narrative](#), which addresses each of the five skills.
- You may meet the recency requirement in one of three ways:
  1. Have taught for one year within the immediate past five years half time (50%) or more in a legally operated school system while holding or qualifying to hold a regular Teaching certificate **OR**
  2. Have completed six semester hours within the immediate past five years from an approved teacher education institution. These hours must be recommended as part of your original teacher program **OR** if you hold, held or qualified to hold a teaching certificate that has not expired or has expired less than five years **OR**
  3. If your Teaching certificate has expired more than five years, or your teaching program was completed more than five years ago, 15 specific semester hours are required within the immediate past five years. The hours must be recommended for issuance of the Teaching certificate by the certification officer of your approved teacher education institution **AND**
- The Temporary Certificate valid for **SIX MONTHS** will be issued if the Human Relations Training requirement has not been met.

Nebraska issues **two types** of Provisional Teaching certificates  
This Certificate Requires a **Completed Teacher Education Program**

# PROVISIONAL TEACHING CERTIFICATE

## FOR NEBRASKA CERTIFICATION – VALID FOR ONE YEAR

Employment in a Nebraska school system is **NOT** required.

This certificate may be issued with the [Basic Skills Competency](#) test requirement **AND/OR** the [Special Education Training](#) requirement **AND/OR** the [recency](#) requirement has **NOT** been met.

This certificate expires on Aug 31, of the year following the year of issuance.

This certificate **IS** renewable with proof of progress in meeting a **minimum** of one of the deficiencies.

The following is **required for issuance** of this Provisional certificate:

- ▶ Completion of a baccalaureate degree **AND**
- ▶ Completion of a teacher education program completed at a state approved teacher education institution **AND**
- ▶ [Human Relations Training](#) requirement completed with an official transcript of a pre-approved coursework **OR** the written, verified [narrative](#) of your employment experiences for the six skills. If this requirement is not met see **Temporary Certificate instructions**.

The following **documents must be submitted** for this Provisional Certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line **OR** complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR** [Record of Residence Form](#) **OR** complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- [Institutional Verification](#) Form, completed by the certification officer of the approved teacher education institution where the program was completed **AND**
- Photocopy of your current, **valid out-of-state teaching certificate** (if applicable) **AND**
- [Verification of Employment Experience](#) Form (if applicable) **AND**
- Official transcripts of all college credits **AND**
- Signed top portion (Section A) of the [Agreement Statement](#)

Nebraska issues **two types** of Provisional Teaching certificates  
This certificate requires completed **undergraduate degree** and **college support of a program**

# PROVISIONAL COMMITMENT CERTIFICATE

FOR NEBRASKA CERTIFICATION – VALID FOR ONE YEAR

**Employment in a Nebraska school system IS required**  
**This certificate IS renewable with proof of progress toward the program.**  
**This certificate expires on August 31, of the year following the year of issuance.**

The Provisional Commitment Teaching certificate may be issued when the following is met:

- ▶ A completed baccalaureate degree.
- ▶ The required portion of an approved teacher education program including:
- ▶ Fifty percent (**50%**) of the **pre-student teaching requirements** including a **course in teaching methods AND**
- ▶ Three-fourths (**75%**) of the requirements for at least one subject or field endorsement. (**These program requirements are determined by the college certification officer at the teacher education institution where you have set up your program**).

The following **documents must be submitted** for the Provisional Commitment certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line OR complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR [Record of Residence Form](#)** OR complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- **[Institutional Verification form](#)**, completed by the certification officer of the approved teacher education institution where the education program is being completed, **AND**
- **[Courses Required for Completion](#)** of an Approved Program (**CRC**) form, found at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) under "[supporting forms](#)". This form must be completed by the certification officer of the approved teacher education institution where the education program is being completed **AND**
- **Official transcripts** of all college credits **AND**
- Official transcript of a pre-approved course to meet the **[Human Relations Training](#)** requirement **OR** a written, verified narrative of your employment experiences for the six skills **AND**
- You and your employing Superintendent must complete and sign the bottom portion of the **[Agreement Statement](#)**. This form must be submitted along with all other documents for the type of certificate for which you are applying.

FOR NEBRASKA CERTIFICATION

# STATE SUBSTITUTE TEACHING CERTIFICATE

The State Substitute Teaching certificate is **valid for five years** and authorizes teaching in any subject at any level with **unlimited number of days of teaching**. However, not more than 90 days may be taught in the same assignment (same class or subject to the same students).

The following documents must be submitted for the **State Substitute Teaching** certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line OR complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR** [Record of Residence Form](#) **OR** complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- **Official Transcripts** indicating completion of a baccalaureate degree and including course work for the **completion of a teacher education program** at an approved teacher education institution **AND**
- [Institutional Verification](#) form completed by the certification officer from an approved teacher education institution
- Include photocopy (front and back) of a regular teaching certificate valid or expired (no deficiencies) issued by any state **AND**
- Official transcripts for a pre-approved course to meet the [Human Relations Training](#) requirement OR a written, verified, [narrative](#) of your employment experience which provided you with the opportunity to acquire the six skills **NOTE: The Temporary Certificate valid for SIX MONTHS** will be issued if this requirement has not been met. **AND**

FOR NEBRASKA CERTIFICATION

# LOCAL SUBSTITUTE TEACHING CERTIFICATE

The Local Substitute Teaching Certificate is valid for three years and **is limited to 45 days of teaching in any school year**. This type of certificate is valid for teaching **only in the school system requesting** the issuance. This certificate requires a **minimum of 60 semester credit hours of college coursework** with at least **one course in professional Education** and one course or narrative in **Human Relations Training**.

The following documents must be submitted for the **Local Substitute Teaching** certificate:

- **Application form and non-refundable application fee, completed on-line** at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) along with payment on-line OR complete the Application form from the [Supporting Forms](#) link at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) and submit payment by check or money order. **AND**
- Complete the **residences in Nebraska** for the immediate past five years on the on-line application **OR** [Record of Residence Form](#) **OR** complete two fingerprint cards provided by the Teacher Certification office (request at [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)) and the non-refundable fingerprint processing fee **AND**
- **Official Transcripts** indicating 60 semester credit hours of college coursework to include **a professional education course**. A professional education course is any course with an education prefix or a course in child psychology, child growth and development, classroom management, school organization, child abuse and neglect, observation of children or in general terms, anything dealing with children, schools, or education. **AND**
- Official transcripts for a pre-approved course to meet the [Human Relations Training](#) requirement OR a written, verified, [narrative](#) of your employment experience which provided you with the opportunity to acquire the six skills **NOTE: The Temporary Certificate valid for SIX MONTHS** will be issued if this requirement has not been met. **AND**
- [Written request](#) from the Superintendent for issuance of the certificate. This request must be signed by the Superintendent or the personnel director of the school system. Include a **statement** indicating that the issuance of the certificate is approved or requested by the local governing board.

# C H E C K L I S T

## FOR NEBRASKA TEACHING AND/OR ADMINISTRATIVE CERTIFICATION

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Use this checklist as a guide in assembling the required documents to complete an application.

### ALL TEACHING OR ADMINISTRATIVE CERTIFICATES

**Application Form** on line at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) or paper form under [supporting forms](#) .....  Yes **AND**

- Application Fee .....  Yes **AND**
- Personal and Professional Fitness either submitted (on-line) or signed and dated (paper) .....  Yes

#### Fingerprints Requirement

- Record of Nebraska Residences For The Immediate Past Five Years (on-line or [form](#)) .....  If Yes **DONE**
- Previously Held Any Type of Nebraska Educator Certificate.....  If Yes **DONE**
- Fingerprint Fee .....  Yes **AND**
- Two completed fingerprint cards (request forms at <mailto:nde.tcertweb@nebraska.gov> ) .....  Yes

**All Official Transcripts** .....  Yes

#### Human Relations Training

- Transcript of Pre-Approved Course .....  If Yes **DONE OR**
- Course Syllabus For Review AND Supporting Transcripts.....  If Yes **DONE OR**
- Work Experience Narrative .....  If Yes **DONE OR**
- Temporary certificate valid for six months will be issued if this requirement has not been met

#### Special Education Training

- Course Syllabus **AND** Supporting Transcripts .....  If Yes **DONE OR**
- Work Experience Narrative .....  If Yes **DONE OR**
- Top portion of the [Agreement Statement](#) Completed .....  Yes

**Official Basic Skills Competency Test Scores** (from testing service).....  If Yes **DONE OR**

- Verification of Three Years Teaching Experience ..... **AND**
- Photocopy (front and back) of certificate coinciding with experience .....  If Yes **DONE OR**
- Top portion of the [Agreement Statement](#) Completed .....  Yes

### TEACHING

**Institutional Verification** of a completed approved program .....  Yes **AND**

**Institutional Verification** of recent college credit hours (new graduate or no experience)  If Yes **DONE OR**

- [Verification](#) of Appropriate Recent Teaching Experience (min of 1 year within the past five years) ..... **AND**
- Photocopy (front and back) of certificate coinciding with experience .....  If Yes **DONE OR**
- Top portion of the [Agreement Statement](#) Completed. ....  Yes

OR IF YOUR TEACHING PROGRAM IS NOT YET COMPLETE:

**Institutional Verification** Form, **Provisional Commitment Teaching** Certificate.....  Yes **AND**

- CRC form ([Courses Required for Completion](#)) of an Approved Program .....  Yes **AND**
- Bottom portion of the [Agreement Statement](#) Completed .....  Yes

### ADMINISTRATIVE

**Institutional Verification** of a completed approved teaching program .....  Yes **AND**

**Institutional Verification** of a completed approved administrative program .....  Yes **AND**

- [Verification](#) of two consecutive years of teaching experience ..... **AND**
- Photocopy (front and back) of certificate coinciding with experience.....  Yes

**Institutional Verification** of recent college credit hours in administration (new grad) ...  If Yes **DONE OR**

**Verification** of Recent Administrative Experience ..... **AND**

Photocopy (front and back) of certificate coinciding with experience .....  If Yes **DONE OR**

- Top portion of the [Agreement Statement](#) Completed .....  Yes

OR IF YOUR ADMINISTRATIVE PROGRAM IS NOT YET COMPLETE:

**Institutional Verification** Form, **Provisional Administrative** Certificate .....  Yes **AND**

- CRC Form ([Courses Required for Completion](#)) of an Approved Program.....  Yes **AND**
- Bottom portion of the [Agreement Statement](#) Completed .....  Yes

# TEACHER CERTIFICATION SUPPORTING FORMS

- [Application for a Nebraska Certificate](#)
- [Record of Residences](#)
- [Agreement Statement](#)
- [Added Provisional Endorsement](#)
- [Affirmation of Eligibility](#)
- [Personal and Professional Fitness](#)
- [Career Education Certificate District Verification](#)
- [Verification of Employment Experience](#)
- [Institutional Verification](#)
- [Self Reporting Form](#)
- [Courses Required for Completion \(CRC\)](#)
- [United States Citizenship Attestation Form](#)
- [Added Provisional Endorsement](#)
- [Dual Credit Certificate Postsecondary Employment Verification](#)



Download the free Adobe Acrobat Reader to view and print documents that contain PDF files (Portable Document Format). PDF files can be displayed and printed from any computer – Macintosh®, Windows®, DOS, or UNIX® - regardless of the fonts or software programs used to create the original.

After downloading Adobe Acrobat, click on forms listed above to view and/or print.

[Back to Teacher Certification Home Page](#)

# TEACHER CERTIFICATION CONTACTS

**Teacher Certification  
Nebraska Department of Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, Nebraska 68509-4987**

**Voice Mail:** 402-471-2496  
Available 24 hours a day

**Facsimile:** 402-742-2359  
Available 24 hours a day

**Main Line:** 402-471-0739  
Monday – Friday, 8:00am to 5:00pm CST

Email: [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)

**Apply online at:**  
[www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)

Access instructions and forms for the first time issuance or renewal of

**Teaching Certificates** ▪ **Administrative Certificates** ▪ **Special Services Certificates**  
at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)

Or for teacher certification information on

**Certificate/Endorsement Information** ▪ **Application Received Information**  
**Human Relations Training** ▪ **Certificate Discipline Information** ▪ **Fingerprinting**

---

## NEBRASKA EDUCATIONAL DIRECTORY

The Educational Directory contains the name, address, and telephone numbers of all public and non-public schools and Educational Service Units; Superintendent, Principal and Teacher names are also listed. The information is available at no cost on the Internet at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert), click on the [K-12 School Directory link](#) under Resources. The information is available in several different formats, including text files, PDF files and a searchable database.