

DUAL CREDIT TEACHING CERTIFICATE

A five year teaching certificate issued to individuals who are teaching college courses to high school students where both high school and college credit is earned by the student.

No district requested conditional permits will be issued for this certificate.

DUAL CREDIT requires that individuals teaching dual credit classes to high school students must have a valid Nebraska certificate.

An applicant must:

- Be employed by a Nebraska postsecondary educational entity (community college, college or university, or a regionally accredited non-profit postsecondary education institution), and.
- Be approved by a local school board to teach high school student courses earning college and high school credit, and
- Hold a masters degree and have completed a minimum of 6 graduate hours in the subject area of the dual credit class, and
- Submit evidence of meeting the human relations training requirement and fingerprinting requirements if required.

The new certificate will require the Nebraska postsecondary educational entity to:

- ✱ Verify the applicant's employment as a postsecondary teacher eligible to instruct postsecondary courses.
- ✱ Provide documentation of the course(s) which will be offered to high school students which have been approved by the local district for high school credit .
- ✱ Submit required information on the Postsecondary Employment Verification For A Dual Credit Certificate.

HOW TO APPLY – First Issuance

- Step 1) Submit the Postsecondary Employment Verification For A [Dual Credit Certificate](#) form completed by college
- Step 2) Complete the [On-Line Application Form](#) at the bottom left side of the page
- 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](#) form if you have lived in Nebraska for the last five years, OR two properly completed fingerprint cards and fingerprinting fee

How To Apply – Renewal of Dual Credit Certificate

- 1) Complete the [On-Line Application](#) Form
- 2) Pay the nonrefundable application fee
- 3) Submit the Postsecondary Employment Verification For A [Dual Credit Certificate](#) form completed by college.
- 4) Verification of teaching a dual credit course with the last five years prior to the date of application, OR official transcripts of three semester hours of graduate credit in education related coursework within the last five years prior to the date of application