

# DUAL CREDIT CERTIFICATE / CAREER EDUCATION ENDORSEMENT

A five year teaching certificate issued to individuals who are teaching college courses in a career education field to high school students where both high school and college credit is earned.

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

**DUAL CREDIT / CAREER EDUCATION** 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
  - Submit evidence of meeting the human relations training requirement and fingerprinting requirements 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, or
    - Current employment by a Nebraska college.

## HOW TO APPLY – DUAL CREDIT / CAREER EDUCATION CERTIFICATE

- Step 1) [Postsecondary Employment Verification For A Dual Credit / Career Education Certificate](#) 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

## HOW TO APPLY – RENEWAL OF DUAL CREDIT / 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) [Postsecondary Employment Verification For A Dual Credit / Career Education Certificate](#) completed indicating confirmed employment for the next school year.
- 4) Postsecondary Verification by letter showing applicant has completed one year out of the last five in a Dual Credit / Career Education position for the college.