TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 21 - ISSUANCE OF CERTIFICATES AND PERMITS TO TEACH, PROVIDE SPECIAL SERVICES, AND ADMINISTER IN NEBRASKA SCHOOLS

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Appendix E – *Alternative Program Teaching Permit*

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TITLE 92
CHAPTER 21

001 Scope and Authority

001.01 Statutory Authority. This ~~Chapter~~ chapter is adopted pursuant to Sections 79-318, and 79-806 through 79-815 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This ~~Chapter~~ chapter provides procedures for the issuance of Teaching, Administrative, and Special Services certificates and permits for use in accredited or approved Nebraska school systems.

001.03 Related Chapters. Throughout this ~~Chapter~~ chapter, reference is made to other Nebraska Department of Education regulations that relate to certification. Title 92, Nebraska Administrative Code, Chapter 20 (92 NAC 20), contains regulations for teacher education program approval. Title 92, Nebraska Administrative Code, Chapter 22 (92 NAC 22), contains regulations for the approval of credentialing organizations for teachers. Title 92, Nebraska Administrative Code, Chapter 23 (92 NAC 23), contains regulations relating to basic skills competency testing. Title 92, Nebraska Administrative Code, Chapter 24 (92 NAC 24), contains regulations relating to endorsements.

002 Definitions. As used in this ~~Chapter~~ chapter:

002.01 Administer shall mean to manage or direct one or more of the offices, departments, or services of a Nebraska school system, or a comparable school system in another state.

002.02 Application shall mean the ~~appropriate form as prescribed by the Commissioner,~~ *Application for a Nebraska Educator Certificate or Permit* Form, found in Appendix A, which is properly signed by the applicant, all professional conduct and professional fitness questions are completed with answers that ~~permit~~ allow the issuance of a Nebraska certificate or permit under this ~~Chapter~~ chapter, is accompanied by the payment of the certification fee, and is filed and recorded by the Department.

002.03 Approved ~~Educator Preparation~~ program ~~or Approved Teacher Education program~~ shall mean a teacher education or educator preparation program approved pursuant to 92 NAC 20, ~~a program~~ approved in another state or country pursuant to standards which are comparable and equivalent to 92 NAC 20, or a program capable of meeting such standards.

002.04 Basic skills competency shall mean either (a) proficiency in (i) the written use of the English language, (ii) reading, comprehending, and interpreting professional writing and other written materials, and (iii) working with fundamental mathematical computations as demonstrated by successful completion of an examination designated by the Board in 92 NAC 23; or (b) successful employment experiences of ~~three (3)~~ two (2) or more consecutive years in an approved, accredited or otherwise legally operated school in another state (i) while holding or qualifying to hold a regular Initial, Standard, or Professional certificate or a comparable certificate based on the completion of an approved ~~educator preparation~~ program, or (ii) holding current credentials from a credentialing organization approved pursuant to 92 NAC 22 (Master Teacher Program) as referenced in this ~~Chapter~~ chapter.

002.05 Board shall mean the Nebraska State Board of Education.

002.06 Certificate shall mean authorization issued by the Commissioner to an individual who meets the qualifications to engage in teaching, administration, or providing of special services as required by law.

002.07 Certification Officer shall mean an employee designated by the chief academic officer or unit administrator of each standard institution of higher education with an approved ~~educator preparation~~ program to receive correspondence regarding this ~~Chapter~~ chapter from the Department and to provide certified records, transcripts, reports, and/or recommendations to the Department, as required, for the purpose of certification and/or endorsement.

002.08 Commissioner shall mean the Nebraska State Commissioner of Education.

002.09 Comparable and equivalent certificate shall mean a certificate issued by another state, by the U. S. Department of Defense, or by a foreign country pursuant to standards comparable and equivalent to those in 92 NAC 21. The certificate, for the purpose of supporting or justifying the initial issuance of a Nebraska certificate or permit, will be given the same consideration as if it were a Nebraska certificate.

002.10 Content area shall mean college coursework taken by an individual for the purpose of gaining a college recommended endorsement on their Administrative, Teaching or Special Services certificate or permit.

002.11 Department shall mean the Nebraska State Department of Education, which is comprised of the Board and the Commissioner.

~~002.12 Dual Credit Course shall mean a course taught to students for credit at both a high school and a Nebraska postsecondary educational entity.~~

002.~~13~~12 Education-related coursework shall mean any education preparation course from a standard institution of higher education, or coursework in an applicant's content area.

002.~~14~~13 Employment experiences shall mean 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 ~~educator preparation~~ program (b) in postsecondary education; or (c) in a community organization or agency that provides services to students.

002.14 Endorsement shall mean an area of specialization indicated on a certificate issued pursuant to this chapter signifying that the individual has met specific requirements contained in 92 NAC 24.

002.15 Entry Level Certificate shall mean the first regular certificate acquired in Nebraska by an applicant.

002.16 Faculty member shall mean a person who is employed half-time or more to teach professional education courses in an approved ~~educator preparation~~ program.

002.17 Governing body shall mean the school board of a public school district, a board elected or appointed to provide direction to a nonpublic school, or an individual or corporate owner of a nonpublic school.

002.18 Human relations training shall mean coursework or employment experiences that lead to (a) an awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society; (b) 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; (c) the ability to translate knowledge of human relations into attitudes, skills, and techniques which result in favorable experiences for students; (d) the ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials; (e) respect for human dignity and individual rights; and (f) the ability to relate effectively to other individuals and to groups in a pluralistic society other than the applicant's own.

002.19 Local Substitute Teaching ~~Certificate~~ Consortium shall mean a group of school systems that have an agreement for the purpose of managing the placement of a group of Local Substitute Teaching Certificate or permit holders. A list of the school systems included in the consortium shall be provided to the Teacher Certification office when applications for Local Substitute Teaching certificates or permits are submitted for use in the consortium.

002.20 Nebraska school system shall mean an institution that is accredited or approved by the Department to provide instruction at any grade level prekindergarten through grade twelve (12), an educational service unit accredited by the Department, or a special education service agency approved by the Department.

002.21 Permit shall mean restricted authorization issued by the Commissioner to an individual who does not yet meet the qualifications for a regular certificate to engage in teaching, administration, or providing of special services as required by this chapter.

002.~~21~~22 Postsecondary educational entity shall mean a community college, a state college or university, or a regionally accredited nonprofit private postsecondary educational institution.

002.~~22~~23 Regular certificate shall mean an Initial, Standard, or Professional Nebraska certificate, or a comparable and equivalent certificate from another state.

002.~~23~~24 Resident shall mean an individual who has established a home where the individual is habitually present and to which having departed there from, intends to return.

002.~~24~~25 Special education training shall mean coursework or employment experiences that provide an individual with the knowledge of (a) the exceptional needs of the disabilities defined under the Special Education Act; (b) the major characteristics of each disability in order to recognize its existence in children; (c) the various alternatives for providing the least restrictive environment for children with disabilities; (d) methods of teaching children with disabilities in the regular classroom; and (e) pre-referral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the

placement process.

002.~~25~~26 Standard institution of higher education shall mean any college or university whose educator preparation program is fully approved by the Board, or by a comparable agency in any other state or country.

002.~~26~~27 Teaching shall mean and include, but not be limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing, and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress.

002.~~27~~28 ~~Teaching Day~~ Teach or Administer full-time day shall mean any day during which more than three (3) hours is spent teaching or in administration.

002.~~28~~29 ~~Teaching Half Day~~ Teach or Administer half-time day shall mean any day during which three (3) hours or less is spent teaching or in administration. For computation under this ~~Chapter~~ chapter, two (2) ~~teaching~~ half-time days equal one (1) ~~teaching~~ full-time day.

003 General Provisions

003.01 Transcripts. All transcripts submitted pursuant to certification or renewal requirements shall be sufficiently legible so that microfilm copies of them are readable.

003.02 Armed Forces Extension. Upon application, the Commissioner may extend the term of any certificate or permit of any person who has served in the armed forces of the United States and whose certificate or permit was in force on the day of induction or the spouse of such person. This extension shall be equal in length of time to the total number of months which intervene between the date of entrance into military service and the date of discharge there from. Each person applying for an extension of the term of a certificate or permit shall furnish the Commissioner with proper evidence of service in the armed forces and of sound physical and mental health at the time the person applies for such extension.

003.03 False Information. Failure by an applicant to submit accurate information in support of an application for certification or renewal shall be cause for denial or revocation of such certificate or permit.

003.04 Conversion of Certificates. Any person holding a certificate or permit valid only in Nebraska nonpublic school systems may convert such certificate or permit to one valid in all Nebraska school systems, both public and nonpublic, upon request and payment of a fifty-five (55) dollar fee to the Department. Alternately, a certificate or permit valid in both public and nonpublic Nebraska school systems may be converted to a certificate or permit valid only in Nebraska nonpublic school systems upon request and payment of a forty (40) dollar fee to the Department. In either case, the expiration date of the converted certificate or permit shall be the same as that of the original certificate or permit.

003.05 Fees. Applicants for a certificate or permit valid only in nonpublic schools shall pay a forty (40) dollar fee. Applicants for a certificate or permit valid in all schools, public and nonpublic, shall pay a fifty-five (55) dollar fee. Applicants requesting to add an endorsement to a valid certificate or permit shall pay a forty (40) dollar fee. Applicants requesting a duplicate of their certificate or permit shall pay a thirty (30) dollar fee. Changes to a certificate or permit that are the result of errors by the Department, and written requests by an applicant to change a name or address on a certificate or permit shall be made at no charge to an applicant.

003.06 Statement Signed by Certification Officer. A statement signed by a certification officer on forms provided by the Department may be accepted as evidence of completion of the academic requirements for issuance of a certificate or permit pursuant to 92 NAC 21 or of an endorsement pursuant to 92 NAC 24. A recommended form (*Institutional Verification*) is available on the Teacher Certification website.

003.07 Certificates Issued on The Basis of Equivalency. The Commissioner may issue any certificate or permit provided for herein to an applicant who files with the office of the Commissioner evidence of possession of the required qualifications or of education and experience equivalent to the required qualifications.

003.08 Life or Permanent Certificates. For purposes of Nebraska certification, Life or Permanent certificates issued in another state will be considered to have expired five (5) years after the date of the applicant's last regular employment as a teacher or administrator under that certificate. The holder of a Life or Permanent certificate issued by the Department that submits an application seeking additional endorsement(s) shall have the Life or Permanent certificate converted to a Professional certificate with an expiration date of August 31 in the tenth year following the issuance of the converted certificate.

003.09 Master of Arts in Teaching. The Master of Arts in Teaching (MAT) will be accorded equivalence with a baccalaureate degree when used for initial certification purposes in this ~~Chapter~~ chapter.

003.10 Mental Fitness. All applicants shall not have an emotional or mental incapacity to practice the profession as evidenced by a legal adjudication or determination thereof by other lawful means. Such evidence shall be any of the following:

003.10A Such person is, at the time of the consideration of the person's fitness to hold a certificate or permit, a mentally ill dangerous person under Section 83-1009 R.R.S. as evidenced by a declaration or order to that effect by a mental health board of this state, or as evidenced by a similar finding by a similar body of another state.

003.10B Such person is, at the time of the consideration of the person's fitness to hold a certificate or permit, a mentally ill individual as defined in Section 20-164 R.R.S., ("an individual who has a significant mental illness or emotional impairment as determined by a mental health professional qualified under the laws, rules and regulations of this state and who is an inpatient or resident in a facility for mentally ill individuals."), or a similar determination has been made by similarly qualified mental health professional(s) of another state.

003.10C Such person has been declared by a court as mentally incompetent in relation to standing trial for a criminal charge pursuant to Sections 29-1822 or 29-1823 R.R.S., or similar laws of another state, and has not been found by a court to have recovered from such incompetency.

003.10D Such person has been acquitted of a criminal charge on the basis of a finding of insanity under Section 29-2203 R.R.S. or similar laws of another state, unless a court, subsequent to such an acquittal, has found that such person is not dangerous to himself, herself, or others by reason of mental illness or defect and has released such person from court ordered treatment pursuant to Sections 29-3702 and 29-3703 R.R.S., or similar laws of another state.

003.10E A court has found such person to be an incapacitated person in need of a court appointed guardian pursuant to Sections 30-2601 and 30-2620 R.R.S., or similar laws of another state, and no court order has been entered that such person's incapacity has terminated.

003.10F A court has appointed a conservator or made other protective order(s) due to a court's finding that such person is unable to manage his or her property and property affairs effectively for reasons which include any of the following: (i) mental illness; (ii) mental deficiency; (iii) chronic use of drugs; and (iv) chronic intoxication, pursuant to Section 30-2630 R.R.S. or similar laws of another state, and no court order has been entered that the disability of the person has ceased.

003.11 Felony Convictions. For purposes of this ~~Chapter~~ chapter, felony conviction ~~shall mean~~ means any felony offense under the laws of any jurisdiction, including misdemeanor convictions in other jurisdictions that would constitute a felony if committed in Nebraska.

003.12 Misdemeanor Convictions. For purposes of this ~~Chapter~~ chapter, a misdemeanor conviction involving abuse, neglect, or sexual misconduct ~~shall mean~~ means an offense under the laws of any jurisdiction, which, if committed in Nebraska, would constitute one of the following misdemeanors (with the applicable sections of the Revised Statutes of Nebraska in ~~parenthesis~~ parentheses):

003.12A Assault (third degree) (28-310)
003.12B Child Enticement (28-311)
003.12C Stalking (28-311.03)
003.12D Hazing (28-311.06)
003.12E Unlawful Intrusion (28-311.08)
003.12F Violating a Harassment Protection Order (28-311.09)
003.12G False Imprisonment (28-315)
003.12H Sexual Assault (third degree) (28-320)
003.12I Domestic Assault (28-323)
003.12J Child/Vulnerable Adult Contact with Methamphetamine (28-457)
003.12K Abandonment of Spouse or Child (28-705)
003.12L Child Abuse (28-707)
003.12M Contributing to the Delinquency of a Child (28-709)

003.12N Prostitution (28-801)
003.12O Keeping a Place of Prostitution (28-804)
003.12P Debauching a Minor (28-805)
003.12Q Public Indecency (28-806)
003.12R Sale of Obscene Material to Minor (28-808)
003.12S Obscene Motion Picture Show, Admitting Minor (28-809)
003.12T Obscene Literature Distribution (28-813)
003.12U Sexually Explicit Conduct (28-813.01)
003.12V Resisting Arrest (28-904(1)(a)), when the conviction involves use or threat of physical force or violence against a police officer
003.12W Indecency with an Animal (28-1010)
003.12X Intimidation by Phone Call (28-1310)
003.12Y Violating a Protection Order (42-924)

003.13 Other Convictions. For purposes of this ~~Chapter~~ chapter, in addition to the offenses listed above, felony convictions, and misdemeanor convictions involving abuse, neglect, or sexual misconduct shall also include convictions related to such crimes, including: (with the applicable sections of the Revised Statutes of Nebraska in ~~parenthesis~~ parentheses)

003.13A Attempt to Commit A Crime (28-201)
003.13B Criminal Conspiracy (28-202)
003.13C Accessory to a Felony (28-204)
003.13D Aiding, Abetting, Procuring, or Causing Another to Commit an Offense (28-206)

003.14 Pardons or Convictions Set Aside. Convictions which have been set aside, nullified, expunged, or pardoned shall not be considered convictions for purposes of this ~~Chapter~~ chapter, unless the laws of the jurisdiction of the conviction would allow the conviction to be used as the basis for denial of a certificate or permit to teach, administer, or provide special services in schools. However, the applicant shall report such convictions on the *Criminal Charges Self-Reporting Form*, found in Appendix B, as part of his or her application filed with the Department.

003.15 Withdrawal of Application. An applicant may request in writing that his or her application for a certificate or permit be withdrawn without refund of any fees submitted. The Department shall notify the applicant in writing if the request will be granted. Any request granted by the Department shall end consideration of that application, and shall not be subject to appeal pursuant to this ~~Chapter~~ chapter.

003.16 Expiration Dates. The expiration date on a valid certificate or permit that was issued by the Department prior to the effective date of this ~~Chapter~~ chapter shall remain in effect, unless otherwise suspended or revoked as provided by law, or converted as provided in Section 003.08 of this ~~Chapter~~ chapter.

004 Administrative Certificates and Permits

004.01 Administrative Certificates and Permits, Types, General Requirements. The Department may issue Standard~~,~~ or Professional Administrative certificates, and a

Provisional Administrative ~~certificates~~ permit. Each applicant for any such Administrative certificate or permit ~~shall~~ may be required to:

004.01A Complete the ~~appropriate~~ application ~~forms prescribed by the Department~~, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form*, found in Appendix C;

004.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

004.01C Pay the prescribed fee as provided in Section 003.05 of this ~~Chapter~~ chapter;

004.01D Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14 of this chapter;

004.01E Qualify for or hold a Nebraska Standard or Professional teaching certificate or a comparable and equivalent certificate;

004.01F Be of good moral character;

004.01G Not have an emotional or mental incapacity to practice the profession as defined in Section 003.10 of this chapter;

004.01~~F~~H Submit verified evidence of two (2) years of teaching experience or employment as an administrator, school counselor or school psychologist in an approved or accredited or otherwise legally operated prekindergarten through grade twelve (12) school;

004.01~~G~~I Submit evidence of human relations training as defined by this ~~Chapter~~ chapter;

004.01~~H~~J Submit evidence of basic skills competency if applying for ~~an entry-level~~ a Nebraska Administrative certificate or permit after July 31, 1989;

004.01~~I~~K Submit evidence of special education training as defined in this ~~Chapter~~ chapter if applying for an entry level Nebraska Administrative certificate or permit after September 1, 1992;

~~004.01J Fulfill the additional requirements in Sections 004.03, 004.05, 004.06, 004.07, 004.09, or 004.10 for the type of certificate or renewal for which the applicant is applying;~~

004.01~~K~~L Submit a complete, legible set of the applicant's fingerprints and pay a fee of ~~fifty (50)~~ thirty-five (35) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or

permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application; and

004.01M Qualify for or be eligible to have placed on a Provisional Administrative permit or on a regular Administrative certificate, one or more endorsements pursuant to 92 NAC 24.

~~004.01L Be of good moral character; and~~

~~004.01M Shall not have an emotional or mental incapacity to practice the profession as defined in Section 003.10.~~

004.02 Standard Administrative Certificate. The Standard Administrative certificate shall be valid for teaching and administration in all Nebraska school systems, except that such certificate shall be valid for the position of superintendent of schools only if so endorsed. If requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. The Standard Administrative certificate shall expire August 31 in the fifth year following the year of issuance or renewal.

004.03 Standard Administrative Certificate ~~Additional~~ Requirements. Each applicant for a first Nebraska Standard Administrative certificate shall:

004.03A Fulfill the requirements in Section 004.01 of this chapter;

004.03B Have received a Master's degree in Educational Administration or Educational Leadership, or received a subject area Master's degree with completion of additional coursework in an approved program ~~for the preparation of school administrators~~ in the area(s) of endorsement sought by the applicant; and

~~004.03C Qualify for or hold one or more educational administration endorsements pursuant to 92 NAC 24; and~~

004.03~~D~~C Within five (5) years prior to the date of application, have received six (6) semester hours of graduate credit for coursework recognized in 92 NAC 24 as meeting all or part of the requirements for an Administrative endorsement; however, if the applicant has never held a regular Administrative certificate in any state and applies more than five (5) years after completion of an approved ~~administrative~~ program, then the applicant shall meet this requirement with fifteen (15) semester hours of graduate credit as described in this ~~Chapter~~ chapter; or

004.03~~E~~D Within five (5) years prior to the date of application, have administered half-time or more for two (2) consecutive school years in the same accredited, approved, or otherwise legally operated school or educational service unit in another state wherein the applicant qualified for or held a Standard Administrative certificate or its equivalent.

004.04 Professional Administrative Certificate. The Professional Administrative certificate shall be valid for teaching and administration in all Nebraska school systems, except that such certificate shall be valid for the position of superintendent of schools only if so

endorsed. If so requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. The Professional Administrative certificate shall expire August 31 in the tenth year following the year of issuance or renewal.

004.05 Professional Administrative Certificate ~~Additional~~ Requirements. Each applicant for a Professional Administrative certificate shall:

004.05A Fulfill the requirements in Section 004.01 of this chapter;

004.05B Have received a six (6) year specialist's certificate, completed thirty-six (36) hours of Educational Administration or Educational Leadership coursework in an approved program for school administrators taken after earning a Master's degree in Educational Administration or Educational Leadership or received a doctorate degree in Educational Administration or Educational Leadership; from a standard institution of higher education;

~~004.05C Qualify for or hold a Nebraska Standard Administrative certificate or a comparable and equivalent certificate with one or more Administrative endorsements pursuant to 92 NAC 24; and~~

004.05~~D~~C Within five (5) years prior to the date of application, have received six (6) semester hours of graduate credit for coursework recognized in 92 NAC 24 as meeting all or part of the requirements for an Administrative endorsement; or

004.05~~E~~D Within five (5) years prior to the date of application, have for two (2) consecutive school years:

004.05~~E1~~D1 administered half-time or more in the same accredited, approved, or otherwise legally operated school system or educational service unit; or

004.05~~E2~~D2 been employed as a faculty member in the educator preparation program of a standard institution of higher education as stated in Section 002.16 with employment verified by a written statement from the ~~Dean in the College of Education~~ administrator of the teacher education preparation program; or

004.05~~E3~~D3 been employed in the Department.

004.06 Standard and Professional Administrative Certificates. Renewal Prior to Expiration or Less Than Five (5) Years After Expiration. Requirements. Each applicant for renewal of a Standard or Professional Administrative certificate prior to or less than five (5) years after the date of expiration of such certificate shall:

004.06A Fulfill the requirements in Sections 004.01A through 004.01G, ~~004.01L and 004.01M~~ of this chapter;

004.06B Hold or have held a Nebraska Standard or Professional Administrative certificate which shall not have expired or which expired less than five (5) years prior to the date of application; and

004.06C Within five (5) years prior to the date of application, have administered half-time or more for one (1) school year:

004.06C1 in a Nebraska school system;

004.06C2 in a pre-kindergarten early childhood program which is required by law to employ certificated teachers;

004.06C3 in an accredited, approved, or otherwise legally operated school in another state; or

004.06C4 in a U.S. Department of Defense school system; or

004.06D Within five (5) years prior to the date of application, have been employed as a faculty member in the educator preparation program of a standard institution of higher education as stated in Section 002.16 with employment verified by a written statement from the ~~Dean in the College of Education~~ administrator of the teacher education preparation program; or

004.06E ~~Have~~ Within five (5) years prior to the date of application, have been employed in the Department; or

004.06F ~~Have received six (6) semester hours of graduate credit in education-related coursework from a standard institution of higher education taken after the completion of the baccalaureate degree within five (5) years prior to the date of application.~~ Within five (5) years prior to the date of application, have received six (6) semester hours of graduate credit in areas related to Educational Administration or Educational Leadership from a standard institution of higher education taken after the completion of the baccalaureate degree.

004.07 Standard and Professional Administrative Certificates. Renewal Five (5) or More Years After Expiration. Requirements. Each applicant for renewal of a Standard or Professional Administrative certificate five (5) or more years after the date of expiration of such certificate shall:

004.07A Fulfill the requirements in Sections 004.01A through 004.01G, ~~004.01L and 004.01M~~of this chapter;

004.07B Have qualified for or held a Standard or Professional Administrative certificate which has expired five (5) or more years prior to the date of application; and

004.07C Hold a current Administrative certificate from another state and have administered one (1) year within the past five (5) years; or

004.07D ~~Received fifteen (15) semester hours of graduate coursework in areas related to Educational Administration or Educational Leadership within the five (5) years preceding the application date.~~ Within five (5) years prior to the date of application,

received fifteen (15) semester hours of graduate coursework in areas related to Educational Administration or Educational Leadership.

004.08 Provisional Administrative Permit ~~Certificate~~. ~~The Provisional Administrative certificate shall be valid for administration only in the Nebraska school system requesting the issuance of such certificate and only in the area of administration endorsement for which qualifications are described in 92 NAC 24. The Provisional Administrative certificate shall expire August 31 of the year following issuance. Provisional Administrative certificate may be renewed twice for an individual for a total of three (3) years.~~ The Provisional Administrative permit shall be valid for administration only in the Nebraska school system requesting the issuance of such permit and only in the area of administrative endorsement for which qualifications are described in 92 NAC 24. The Provisional Administrative permit shall expire August 31 in the second year following the year of issuance. The Provisional Administrative permit may not be renewed.

004.09 Provisional Administrative Permit ~~Certificate Additional~~ Requirements. Each applicant for a Provisional Administrative ~~certificate~~ permit shall:

004.09A Fulfill the requirements in Section 004.01A through 004.01L of this chapter;

004.09B Submit a written request for the issuance of such ~~certificate~~ permit from the superintendent of schools or the governing body of the Nebraska school system in which the applicant intends to administer;

004.09C Have completed at least fifty (50) percent of the credit hours required for completion of an approved program for the endorsement of curriculum supervisor or principal, or seventy five (75) percent of an approved program for an endorsement as superintendent sought by the applicant; and

004.09D ~~Submit a signed and dated statement of intent to fulfill the remaining requirements needed for issuance of a regular certificate during the period in which such certificate is in effect or make such progress on the program as to permit the renewal of the Provisional Administrative certificate as defined in Section 004.10D.~~ Submit a signed and dated *Courses Required for Completion of an Approved Teacher or Administrator Program (CRC)* Form, found in Appendix D, to fulfill the remaining requirements needed for issuance of a regular certificate.

~~004.10 Provisional Administrative Certificate. Renewal Requirements. Any holder of a Provisional Administrative certificate may renew such certificate two (2) times prior to, on, or after the date of expiration. Each applicant for renewal shall:~~

~~004.10A Fulfill the requirements in Section 004.~~

~~004.10B Hold or have held a Nebraska Provisional Administrative certificate;~~

~~004.10C Submit a written request for the issuance of such certificate from the superintendent of schools or the governing body of the school system in which the~~

~~applicant intends to administer; and~~

~~004.10D Within one (1) year prior to the date of application, have received six (6) semester hours of graduate credit for coursework which fulfills some or all of the remaining administrative program, endorsement, requirements.~~

005 Teaching Certificates and Permits

005.01 Teaching Certificates and Permits. Types. General Requirements. ~~The Department may issue Initial, Standard, Professional, Provisional Commitment, Dual Credit, Provisional, Career Education, Substitute, Local Substitute, and Transitional teaching certificates. Each applicant for any such teaching certificate shall:~~ The Department may issue Initial, Standard and Professional teaching certificates. The Department may also issue Alternative Program, Postsecondary, Provisional, Career Education, State Substitute, Local Substitute, and Transitional teaching permits. Each applicant for any such teaching certificate or permit may be required to:

005.01A Complete the ~~appropriate~~ application ~~forms prescribed by the Department~~, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C;

005.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

005.01C Pay the prescribed fee as provided in Section 003.05 of this ~~Chapter~~ chapter;

005.01D Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14 of this chapter;

005.01E Be of good moral character;

005.01F Not have an emotional or mental incapacity to practice the profession as defined in Section 003.10 of this chapter;

005.01G Submit a complete, legible set of the applicant's fingerprints and pay a fee of thirty-five (35) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application;

005.01~~E~~H Submit evidence of human relations training as defined by this ~~Chapter~~ chapter;

005.01~~F~~I Submit evidence of basic skills competency if applying for an entry-level Nebraska teaching certificate or permit after July 31, 1989;

005.01~~G~~J Submit evidence of special education training if applying for an entry-level teaching certificate or permit after September 1, 1992; and

005.01K Submit evidence of qualifying for or be eligible to have placed on a certificate or permit one (1) or more endorsements pursuant to 92 NAC 24.

~~005.01H Fulfill the additional requirements in Sections 005.03, 005.04, 005.06, 005.08, 005.09, 005.10, 005.12, 005.13, 005.15, 005.16, 005.18, 005.19, 005.21, 005.22, 005.24, 005.25, 005.27, 005.28, 005.30, or 005.31 for the type of certificate or renewal for which the applicant is applying;~~

~~005.01I Submit a complete, legible set of the applicant's fingerprints and pay a fee of fifty (50) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application;~~

~~005.01J Be of good moral character; and~~

~~005.01K Shall not have an emotional or mental incapacity to practice the profession as defined in Section 003.10.~~

005.02 Initial Teaching Certificate. The Initial teaching certificate shall be valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. The Initial teaching certificate shall expire August 31 in the fifth year following the year of issuance or renewal.

005.03 Initial Teaching Certificate ~~Additional~~ Requirements. Each applicant for an Initial teaching certificate shall:

005.03A Fulfill the requirements in Section 005.01 of this chapter;

005.03B Have received a baccalaureate degree;

005.03C Have completed the academic program requirements of an approved program ~~for the preparation of teachers~~; and

005.03D Within five (5) years prior to the date of application, have:

005.03D1 ~~taught~~ Taught for one (1) school year in an accredited, approved, or otherwise legally operated school in any state; or

005.03D2 ~~received~~ Received six (6) semester hours of college credit in education-related coursework ~~taken after the completion of a baccalaureate degree~~; or

005.03D3 ~~if the applicant has never held a regular certificate in any state and applies~~

~~more than five (5) years after completion of an approved program, then the applicant shall meet this requirement with fifteen (15) semester hours of; or~~ Received fifteen (15) semester hours of college credit as set forth in Section 005.10D of this chapter if the applicant, more than five (5) years after completion of an approved program, has never held a regular teaching certificate and verified employment in another state; or

005.03E Be a person participating in an approved teacher exchange program.

005.04 Initial Teaching Certificate. Renewal Prior to Expiration or Less than Five (5) Years after Expiration. Requirements. Each applicant for renewal of an Initial teaching certificate prior to the date of expiration or less than five (5) years after the date of expiration of such certificate shall:

005.04A Fulfill the requirements in Sections 005.01A through 005.01F ~~E, 005.01J and K~~ of this chapter;

005.04B Hold or have held a Nebraska Initial teaching certificate which shall not have expired or expired less than five (5) years prior to the date of application; and

005.04C Have taught or held a position requiring a certificate half time or more for one (1) school year in an accredited, approved, or otherwise legally operated school during the past five (5) years; or

005.04D ~~Have received six (6) semester hours of credit from a standard institution of higher education within five (5) years prior to the date of application in education-related coursework or coursework in the applicant's content area.~~ Within five (5) years prior to the date of application, have received six (6) semester hours of credit from a standard institution of higher education in education-related coursework.

005.05 Standard Teaching Certificate. The Standard teaching certificate shall be valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. The Standard teaching certificate shall expire August 31 in the fifth year following the year of issuance.

005.06 Standard Teaching Certificate ~~Additional~~ Requirements. Each applicant for a Standard teaching certificate shall:

005.06A Fulfill the requirements in Section 005.01 of this chapter;

005.06B Qualify for or hold a Nebraska Initial teaching certificate or a comparable and equivalent certificate; and

005.06C Within five (5) years prior to the date of application, have taught half-time or more for two (2) consecutive school years while holding a regular certificate:

005.06C1 In a Nebraska school system;

005.06C2 In an accredited, approved, or otherwise legally operated school in another state;

~~005.06C3 In a nonpublic school in a state that does not require certification of nonpublic school teachers;~~

005.06C~~4~~3 In a U.S. Department of Defense school system;

005.06C~~5~~4 As a faculty member in the educator preparation program of a standard institution of higher education with employment verified by a written statement from the administrator of the teacher preparation program;

005.06C~~6~~5 In a pre-kindergarten early childhood program which is required by law to employ certificated teachers or which requires its teachers to hold a certificate; or

005.06C~~7~~6 As a Nebraska certified teacher providing distance learning or dual enrollment instruction to students in a Nebraska school system, pursuant to Section 79-1201 (1) and (2) R.R.S.; or

005.06D Within five (5) years prior to the date of application, have taught half-time or more for two (2) consecutive school years in a nonpublic school in a state that does not require certification of nonpublic school teachers; or

005.06~~D~~E Within five (5) years prior to the date of application, have been employed by the Department.

005.07 Professional Teaching Certificate. The Professional teaching certificate shall be valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. The Professional teaching certificate shall expire August 31 in the tenth year following the year of issuance or renewal, except that Professional teaching certificates issued prior to July 11, 1977, shall be valid for the life of the holder unless otherwise converted as provided in Section 003.08 of this ~~Chapter~~ chapter.

005.08 Professional Teaching Certificates ~~Additional~~ Requirements. Each applicant for a Professional teaching certificate shall:

005.08A Fulfill the requirements in Section 005.01 of this chapter;

005.08B Qualify for or hold a Nebraska Standard teaching certificate, or a comparable and equivalent certificate, or verify having taught half-time or more for two (2) consecutive years during the period of validity of a regular certificate; and

005.08C ~~Have~~ Within ten (10) years prior to the date of application, have received a Master's degree from an approved standard institution of higher education in Curriculum and Instruction, Educational Technology, Special Education, or in the applicant's content area ~~granted by that institution within ten (10) years prior to the date of application~~; or

005.08D Hold current credentials from a credentialing organization approved by the Department pursuant to 92 NAC 22; or

005.08E Have received a six (6) year specialist's certificate or a doctorate degree from a standard institution of higher education in an area related to the applicant's content area completed at the Master's degree level.

005.09 Standard and Professional Teaching Certificates; Renewal Prior to Expiration or Less than Five (5) Years after Expiration; Requirements; Each applicant for renewal of a Standard or Professional teaching certificate prior to or less than five (5) years after the date of expiration shall:

005.09A Fulfill the requirements in Sections 005.01A through 005.01F ~~E, 005.01J and K~~ of this chapter;

005.09B Hold or have held a Nebraska Standard or Professional teaching certificate or a comparable and equivalent certificate which shall not have expired or which expired less than five (5) years prior to date of application; and

005.09C Within five (5) years prior to the date of application, have been employed to teach or administer half-time or more for one (1) school year:

005.09C1 In a Nebraska school system;

005.09C2 In an accredited, approved, or otherwise legally operated school in another state;

005.09C3 In a nonpublic school in a state that does not require certification of nonpublic school teachers;

005.09C4 In a U.S. Department of Defense school system;

005.09C5 As a faculty member in the educator preparation program of a standard institution of higher education with employment verified by a written statement from the administrator of the teacher preparation program;

005.09C6 In a pre-kindergarten early childhood program which is by law required to employ certificated teachers or which requires its teachers to hold a certificate; or

005.09C7 As a Nebraska certified teacher providing distance learning or dual enrollment instruction to students in a Nebraska school system, pursuant to Section 79-1201 (1) and (2) R.R.S.; or

005.09D Within five (5) years prior to the date of application, have been employed by the Department; or

005.09E ~~Have~~ Within five (5) years prior to the date of application, have received six

(6) semester hours of credit in education-related coursework from a standard institution of higher education within five (5) years prior to the date of application.

005.10 Initial, Standard, and Professional Teaching Certificate. Renewal Five (5) or More Years After Expiration. Requirements. Each applicant for renewal of an Initial, Standard, or Professional certificate five (5) or more years after the date of expiration of such certificate shall:

005.10A Fulfill the requirements in Sections 005.01A through 005.01F E, 005.01J and Kof this chapter;

005.10B Have held a Nebraska Initial, Standard, or Professional teaching certificate which expired five (5) or more years prior to the date of application; and

005.10C Hold a current regular Teaching certificate from another state and have taught for one (1) year out of the past five (5) years in an accredited, approved or otherwise legally operated school in another state; or

005.10D Received Within the five (5) years prior to the date of application, have received fifteen (15) semester hours of education-related coursework taken after completion of the baccalaureate degree. Coursework which shall include (a) a course in instructional techniques; (b) a practicum field experience consisting of one hundred (100) or more clock hours of contact with students in the classroom setting, fifty (50) percent of which shall consist of performing instructional duties; (c) a course or courses which address current issues in education, including but not limited to, special education, gifted education, reading and writing in the content area, and school law; and (d) the remaining course work be directly related to the applicant's content area on the expired certificate.

005.11 Provisional Commitment Teaching Certificate. The Provisional Commitment teaching certificate may be issued to applicants who do not meet all the recent college credit or employment experience requirements for a regular certificate and shall be valid for teaching only in the Nebraska school system requesting the issuance of such certificate. The Provisional Commitment teaching certificate shall expire August 31 of the year following issuance. Alternative Program Teaching Permit. The Alternative Program teaching permit may be issued to applicants who do not meet all of requirements for a regular certificate and shall be valid for teaching only in the Nebraska school system requesting the issuance of such permit. The Alternative Program teaching permit shall expire August 31 in the second year following the year of issuance. The Alternative Program teaching permit may not be renewed.

005.12 Provisional Commitment Teaching Certificate Additional Requirements. Each applicant for a Provisional Commitment teaching certificate shall: Alternative Program Teaching Permit Requirements. Each applicant for an Alternative Program teaching permit shall:

005.12A Fulfill the requirements in Sections 005.01A through 005.01H of this chapterE, and 005.01I through K;

005.12B Submit a written request for the issuance of such ~~certificate~~ permit from the superintendent of schools or the governing body of the school system in which the applicant intends to teach;

005.12C Have received a baccalaureate degree;

005.12D Submit a signed and dated *Alternative Program Teaching Permit* Form, found in Appendix E, to fulfill the remaining requirements needed for issuance of a regular certificate; and

005.12~~D~~E Have completed at least one-half of the pre-student teaching requirements, including a course in teaching methods, of an approved program ~~for the preparation of teachers~~; and

005.12E1 Have fulfilled at least three-fourths of the requirements for at least one subject or field endorsement pursuant to 92 NAC 24; ~~and~~ or

005.12F Have completed a state approved alternative program for teaching, which includes some education related coursework;

005.12F1 Hold a current regular teaching certificate in another state; and

005.12F2 Submit evidence of employment of at least one year of teaching experience in the last five years in an approved, accredited or otherwise legally operated school in another state. A recommended form (*Verification of Employment Experience*) is available on the Teacher Certification website.

~~005.12F Submit a signed and dated statement of intent to fulfill the remaining requirements needed for issuance of a regular certificate during the period in which such certificate is in effect or to make such progress on the program as to permit the renewal of the Provisional Commitment teaching certificate as set forth in Sections 005.13D~~C1 ~~and 005.13E.~~

~~005.13 Provisional Commitment Teaching Certificate Renewal Requirements. Any holder of a Provisional Commitment teaching certificate may renew such certificate prior to, on, or after the date of expiration. Each applicant for renewal shall:~~

~~005.13A Fulfill the requirements in Sections 005.01A through E, 005.01J and K;~~

~~005.13B Hold or have held a Nebraska Provisional Commitment teaching certificate;~~

~~005.13C Submit a written request for the issuance of such certificate from the superintendent of schools or the governing body of the school system in which the applicant intends to teach; and~~

~~005.13D Within one (1) year prior to the date of application, have received six (6) semester hours of credit for coursework which fulfills some or all of the remaining~~

~~program or endorsement requirements; or~~

~~005.13E Within one (1) year prior to the date of application, have met at least one of the requirements in Sections 005.01F or 005.01G necessary for the issuance of a regular certificate.~~

005.~~14~~13 Provisional Teaching Permit ~~Certificate~~. The Provisional teaching ~~certificate~~ permit may be issued to applicants who do not meet all the recent college credit or employment experience requirements for a regular certificate. A Provisional teaching ~~certificate~~ permit shall be valid in all Nebraska school systems, except that if requested by the applicant at the time of application, such ~~certificate~~ permit shall be valid only in Nebraska nonpublic school systems. The Provisional teaching ~~certificate~~ permit shall expire August 31 ~~of~~ in the second year following the year of issuance. The Provisional teaching ~~certificate~~ permit may not be renewed ~~twice for an individual for a total of three (3) years~~.

005.~~15~~14 Provisional Teaching Permit ~~Certificate Additional~~ Requirements. Each applicant for a Provisional teaching permit shall:

005.~~15~~14A Fulfill the requirements in Sections 005.01A through 005.01H ~~E, and 005.01x through K~~ of this chapter;

005.~~15~~14B Have received a baccalaureate degree;

005.~~15~~14C Have completed an approved program ~~for the preparation of teachers~~ at a standard institution of higher education; and

005.~~15~~14D Submit a signed and dated ~~statement of intent~~ *CRC* Form, found in Appendix D, to fulfill the requirements for issuance of a regular certificate ~~including recent college credit, Sections 005.01F, and 005.01G during the period in which the Provisional teaching certificate is in effect~~.

~~005.16 Provisional Teaching Certificate Renewal Requirements. Any holder of a Provisional teaching certificate may renew such certificate prior to, on, or after the date of expiration. Each applicant for renewal shall:~~

~~005.16A Fulfill the requirements in Sections 005.01A through E, 005.01K;~~

~~005.16B Hold or have held a Nebraska Provisional teaching certificate; and~~

~~005.16C Within one (1) year prior to the date of application, have received six (6) semester hours of credit for coursework which fulfills some or all of the remaining requirements; or~~

~~005.16D Within one (1) year prior to the date of application have met at least one of the requirements in Sections 005.01F or 005.01G necessary for the issuance of a regular certificate.~~

005.~~17~~15 ~~Career Education Teaching Certificate. The Career Education teaching certificate~~

~~may be issued to applicants who do not meet the college credit requirements for a regular certificate and shall be valid for teaching in the Nebraska school system requesting the issuance of such certificate or in Nebraska school system(s) for which the applicant will be teaching as a part of a career academy structure and only in the career education endorsement areas described in 92 NAC 24. The Career Education teaching certificate shall expire August 31 in the fifth year following the year of issuance. The Career Education teaching certificate shall not be valid for substitute teaching.~~ Career Education Teaching Permit. The Career Education teaching permit may be issued to applicants who do not meet the Nebraska requirements for a regular certificate and shall be valid in the Nebraska school system requesting the issuance of such permit and only in the career education endorsement areas described in 92 NAC 24. The Career Education teaching permit shall expire August 31 in the third year following the year of issuance.

005.~~18~~16 Career Education Teaching Permit ~~Certificate Additional~~ Requirements. Each applicant for a Career Education teaching ~~certificate~~ permit shall:

005.~~18~~16A Fulfill the requirements in Sections 005.01A through ~~E, and~~ 005.01I ~~through K~~ of this chapter; and,

~~005.18B Qualify for a career education endorsement pursuant to 92 NAC 24; and~~

005.~~18C~~16B Submit ~~a District Verification Form~~ verification from the Superintendent of Schools or the governing body of a school system in which the applicant intends to teach. The recommended form (*Career Education Permit Verification*) is available on the Teacher Certification website.~~; or~~

~~005.18D Submit a written request for the issuance of the certificate from a postsecondary educational entity for which the applicant will be teaching as a part of a career academy structure.~~

005.~~19~~17 Career Education Teaching Permit ~~Certificate~~ Renewal Requirements. Each applicant for renewal of a Career Education teaching ~~certificate~~ permit ~~prior to, on, or after the date of expiration~~ shall:

005.~~19~~17A Fulfill the requirements in Sections 005.01A through ~~E,~~ 005.01~~J~~F ~~and K~~ of this chapter;

005.~~19~~17B Submit ~~a District Verification Form~~ verification for the renewal of such ~~certificate~~ permit from the Superintendent of Schools or the governing body of the school system in which the applicant intends to teach. A recommended form (*Career Education Permit Verification*) is available on the Teacher Certification website; and

005.~~19~~17C Hold or have held a Nebraska Career Education teaching certificate or permit.~~; and~~

~~005.19D Within five (5) years prior to the date of application for renewal have taught in a Nebraska school system or have met the requirements in Sections 005.18B through D.~~

005.~~20~~18 ~~Dual Credit Teaching Certificate. The Dual Credit teaching certificate shall be valid for teaching college courses that generate both college credit and have been approved for high school credit in Nebraska school systems requesting the delivery of such courses. The Dual Credit~~ Postsecondary ~~teaching certificate shall expire August 31 in the fifth year following the year of issuance. The Dual Credit teaching certificate shall not be valid for substitute teaching.~~ Postsecondary Teaching Permit. The Postsecondary teaching permit shall be valid only for teaching courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses and only in the applicant's postsecondary subject area. The Postsecondary teaching permit shall expire August 31 in the third year following the year of issuance.

005.~~21~~19 ~~Dual Credit Teaching Certificate Additional Requirements. A Dual Credit teaching certificate may be issued to an applicant who is employed as a teacher by a Nebraska postsecondary educational entity and is eligible to teach courses offered by the postsecondary entity and approved by a local school system for high school credit. Each applicant for a Dual Credit teaching certificate shall:~~ Postsecondary Teaching Permit Requirements. Each applicant for a Postsecondary teaching permit shall:

005.~~21~~19A Fulfill the requirements in Sections 005.01A through 005.01H~~, and 005.01I through~~ of this chapter; and

005.~~21~~19B ~~Be eligible to teach courses for college credit offered by the Nebraska postsecondary educational entity and approved by a Nebraska school system for high school credit as documented by the employing college's submission of the Postsecondary Verification Form;~~ Be eligible to teach courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses as documented by the Nebraska postsecondary educational entity. A recommended form (*Postsecondary Permit Verification*) is available on the Teacher Certification website.

~~005.21C Hold a Master's degree; and~~

~~005.21D Have earned a minimum of six (6) graduate hours in the subject area for which a teaching endorsement is sought pursuant to 92 NAC 24.~~

005.~~22~~20 ~~Dual Credit Teaching Certificate Renewal Requirements. Any holder of a Dual Credit teaching certificate may renew such certificate prior to, on, or after the date of expiration. Each applicant shall:~~ Postsecondary Teaching Permit Renewal Requirements. Each applicant for renewal of a Postsecondary teaching permit shall:

005.~~22~~20A Fulfill the requirements in Sections 005.01A through 005.01F ~~E, 005.01J and K,~~ of this chapter;

005.~~22~~20B Hold or have held a ~~Dual Credit~~ Postsecondary teaching permit ~~certificate~~; ~~and~~

005.20C Continue to be eligible to teach courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses as documented by the Nebraska postsecondary educational entity. A recommended form (*Postsecondary Employment Verification*) is available on the Teacher Certification website; and

005.22C20C1 Have taught one (1) or more dual credit courses within the past five (5) years prior to the date of application; or Within three (3) years prior to the date of application, have taught one (1) or more courses that generate college credit and have been approved for high school credit in Nebraska school systems requesting the delivery of such in at least two (2) different semesters; or

005.22D20C2 Have received three (3) semester hours of graduate credit in education-related coursework taken after the completion of the baccalaureate degree within five (5) years prior to the date of application. Within three (3) years prior to the date of application, have received three (3) semester hours of graduate credit in the applicant's postsecondary content area.

005.2321 State Substitute Teaching Permit Certificate. The State Substitute teaching certificate permit shall be valid for teaching in all teaching endorsement areas in all Nebraska school systems, but persons holding such certificate permit may not teach more than ninety (90) teaching full-time days in the same school and same assignment. The State Substitute certificate permit holder may be employed to teach by a school system only on a non-contractual basis. If requested by the applicant at the time of application, such certificate permit shall be valid only in Nebraska nonpublic school systems. The State Substitute teaching certificate permit shall expire August 31 in the fifth year following the year of issuance.

005.2422 State Substitute Teaching Permit Certificate. Additional Requirements. Each applicant for a State Substitute teaching certificate permit shall:

005.2422A Fulfill the requirements in Sections 005.01A through 005.01H E, and 005.01I through K of this chapter; and

005.2422B Have held a Nebraska regular teaching certificate or a comparable and equivalent certificate in another state that shall have expired, or qualify for or hold a comparable and equivalent certificate.

005.2523 State Substitute Teaching Permit Certificate Renewal Requirements. Each applicant for renewal of a State Substitute teaching certificate permit prior to, on, or after the date of expiration of such certificate shall:

005.2523A Fulfill the requirements in Sections 005.01A through 005.01F E, 005.01J and K of this chapter; and

005.2523B Have taught in one or more school systems for at least fifty (50) teaching days within five (5) years prior to the date of application for renewal; or Within five (5)

years prior to the date of application, have taught in one (1) or more school systems for at least fifty (50) full-time days; or

005.~~25~~23C ~~Have received three (3) semester hours of college credit within five (5) years prior to the date of application.~~ Within five (5) years prior to the date of application, have received three (3) semester hours of education related coursework.

005.~~26~~24 Local Substitute Teaching Permit ~~Certificate~~. The Local Substitute teaching ~~certificate~~ permit shall be valid for teaching forty-five (45) ~~teaching~~ full-time days per school year only in the Nebraska school system or Local Substitute Teacher Consortium requesting the issuance of such ~~certificate~~ permit. The ~~certificate~~ permit holder may substitute teach no more than forty-five (45) ~~teaching~~ full-time days in the same school system regardless of the number of Local Substitute ~~certificates~~ permits held. The ~~certificate~~ permit shall expire August 31 in the third year following the year of issuance of the ~~certificate~~ permit.

005.~~27~~25 Local Substitute Teaching Permit ~~Certificate~~ Requirements. Each applicant for a Local Substitute teaching ~~certificate~~ permit shall:

005.~~27~~25A Fulfill the requirements in Sections 005.01A through 005.01H ~~E, and 005.01I through K~~of this chapter;

005.~~27~~25B Have at least sixty (60) semester hours of college credit with credit in education-related coursework; and

005.~~27~~25C Submit a written request for the issuance of such ~~certificate~~ permit from the superintendent or the governing body of the school system or Local Substitute Teacher Consortium in which the applicant intends to substitute teach.

005.~~28~~26 Local Substitute Teaching Permit ~~Certificate~~ Renewal~~.~~ Requirements. The Local Substitute teaching ~~certificate~~ permit may be renewed upon meeting the requirements in Section 005.~~27~~25 of this chapter.

005.~~29~~27 Transitional Teaching Permit ~~Certificate~~. The Transitional teaching ~~certificate~~ permit shall be valid for teaching only in the Nebraska school system requesting the issuance of such ~~certificate~~ permit. The Transitional teaching ~~certificate~~ permit shall expire August 31 of the year following issuance. ~~The Transitional teaching certificate may be renewed twice for an individual for a total of three (3) years.~~

005.~~30~~28 Transitional Teaching Permit ~~Certificate Additional~~ Requirements. Each applicant for a Transitional teaching ~~certificate~~ permit shall:

005.~~30~~28A Fulfill the requirements in Sections 005.01A through 005.01H ~~E, and 005.01I through K~~of this chapter;

005.~~30~~28B Submit a written request for the issuance of such ~~certificate~~ permit from the superintendent of schools or the governing body of the school system in which the applicant intends to teach;

005.~~30~~28C Have ~~at least~~ a baccalaureate degree which includes at least three-fourths of the course requirements for preparation in the endorsement area, pursuant to 92 NAC 24, that addresses the teaching position to be filled by the applicant;

005.~~30~~28D Have an assessment of his/her transcripts completed by a certification officer in a standard institution of higher education and submit a signed and dated *CRC* Form, found in Appendix D, outlining a plan developed for completion of an approved Initial teacher certification program;

005.~~30~~28E Submit a written plan from the school system for mentoring and supervision of the applicant;

005.~~30~~28F Complete a pre-teaching seminar offered by an educational service unit or standard institution of higher education that includes information and skill development in the areas of diversity, classroom management, curriculum planning, and instructional strategies prior to assuming responsibility for the classroom; and

005.~~30~~28G Submit a written agreement with an educator preparation program from a Nebraska standard institution of higher education to complete the program for an Initial teaching certificate which includes a commitment by the standard institution to provide at least one (1) supervisory visit each semester to the school system and classroom of the applicant.

005.~~31~~29 Transitional Teaching Permit ~~Certificate~~ Renewal Requirements. Each applicant for renewal of a Transitional teaching permit ~~certificate~~ shall fulfill the requirements in Sections ~~005.30 through E~~ 005.01A through 005.01F of this chapter and ~~-~~submit a transcript documenting completion of at least six (6) semester hours annually towards completion of the plan identified in Section 005.~~-30~~28G of this chapter. A Transitional teaching ~~certificate~~ permit may be renewed for a maximum of ~~five (5)~~ four (4) years provided the applicant makes sufficient progress as provided by this section.

006 Temporary Certificates

006.01 Temporary Teaching, Special Services, or Administrative Certificates Validity Restrictions. The Department may issue a Temporary certificate to allow the applicant time to complete the Human Relations requirement. This certificate shall be valid in all Nebraska school systems. The Temporary certificate shall expire one-hundred eighty (180) days after the date of issuance. The Temporary certificate is not renewable.

006.02 Temporary Teaching, Special Services, or Administrative Certificate Requirements. Each applicant for a temporary certificate shall:

006.02A Complete the ~~appropriate~~ application, ~~forms prescribed by the Department~~ found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C; and

006.02B Meet all the requirements for an Administrative, Special Services, or teaching

certificate or permit pursuant to this ~~Chapter~~ chapter, except the requirement for human relations training as specified in this ~~Chapter~~ chapter.

007 Special Services Certificates and Permits

007.01 Special Services Certificates and Permits, Types, General Requirements. The Department may issue Standard ~~and Provisional~~ Special Services certificates, Special Services permits and Provisional Special Services permits. Each applicant for ~~a~~ any such Special Services certificate or permit may be required to ~~shall:~~

007.01A Complete the ~~appropriate~~ application ~~form prescribed by the Department~~, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C;

007.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

007.01C Pay the prescribed fee as provided in Section 003.05 of this ~~Chapter~~ chapter;

007.01D Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14 of this chapter;

007.01E Be of good moral character;

007.01F Not have an emotional or mental incapacity to practice the profession as defined by Section 003.10 of this chapter;

007.01~~E~~G Submit a complete, legible set of the applicant's fingerprints and pay a fee of ~~fifty (50)~~ thirty-five (35) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application; and

007.01~~F~~H Submit evidence of human relations training as defined by this ~~Chapter;~~ chapter.

~~007.01G Fulfill the additional requirements in Sections 007.03 through 007.09 for the type of certificate or renewal for which the applicant is applying;~~

~~007.01H Be of good moral character; and~~

~~007.01I Shall not have an emotional or mental incapacity to practice the profession as defined by Section 003.10.~~

007.02 Standard Special Services Certificate. The Standard Special Services certificate shall

be valid for working in all Nebraska school systems only in the area of Special Services Endorsements for Audiologist and School Nurse described in 92 NAC 24. If requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. The Standard Special Services certificate shall expire August 31 in the fifth year following the year of issuance or renewal.

007.03 Standard Special Services Certificate ~~Additional~~ Requirements. Each applicant for a Standard Special Services certificate shall:

007.03A Fulfill the requirements in Section 007.01; and

007.03B Have completed the program requirements for ~~a Special Services~~ an Audiologist or School Nurse endorsement in 92 NAC 24.

007.04 Standard Special Services Certificates Renewal Requirements. Each applicant for the renewal of a Standard Special Services certificate~~, other than those with a School Nurse or Coaching endorsement, prior to, on, or after the date of expiration of such certificate~~ shall:

007.04A Fulfill the requirements in Section ~~007.03~~ 007.01A through 007.01F of this chapter~~;~~.

~~007.04B Hold or have held a Standard Special Services; and~~

~~007.04C Within five (5) years prior to the date of application, have worked half-time or more for one (1) school year in a Nebraska school system while holding such certificate in the Special Services endorsement area; or~~

~~007.04D Within five (5) years prior to the date of application, have received six (6) semester hours of credit for education-related coursework at a standard institution of higher education taken after the completion of the baccalaureate degree in the area of the Special Services endorsement.~~

~~007.05 Standard Special Services Certificates with a School Nurse Endorsement Renewal Requirements. Each applicant for the renewal of a Standard Special Services certificate with a School Nurse endorsement prior to, on, or after the date of expiration of such certificate shall fulfill the requirements in Section 007.03.~~

007.05 Special Services Permit. The Special Services permit shall be valid for coaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such permit shall be valid only in Nebraska nonpublic school systems. The Special Services permit shall expire August 31st in the fifth year following the year of issuance.

007.06 Special Services Permit Requirements. Each applicant for a Special Services permit shall:

007.06A Fullfil the requirements in Section 007.01; and

007.06B Submit evidence of meeting the requirements for a Special Services Coaching endorsement in 92 NAC 24

007.~~06~~07 ~~Standard Special Services Certificates with a Coaching Endorsement Renewal Requirements. Each applicant for the renewal of a Standard Special Services certificate permit with a Coaching endorsement prior to, on, or after the date of expiration of such certificate shall:~~ Special Services Permit Renewal Requirements. Each applicant for the renewal of a Special Services permit shall:

007.~~06~~07A Fulfill the requirements in Section 007.~~03~~01 of this chapter;

007.~~06~~07B Hold or have held a Standard Special Services certificate with a Coaching endorsement or a Special Services permit; and

007.~~06~~07C Within five (5) years prior to the date of application have been ~~Been~~ employed as a coach for one (1) year in the past five (5) years in a Nebraska school system while holding a Standard Special Services certificate with a Coaching endorsement or a Special Services permit; or

007.~~06~~07D Within two (2) years prior to the application for renewal, ~~they must~~ have completed coursework ~~or training in the following:~~ in first aid, health and safety for coaches, and fundamentals of coaching as set forth in the Special Services Coaching endorsement in 92 NAC 24.

~~007.06D1 Prevention, care and management of injuries;~~

~~007.06D2 Risk Management;~~

~~007.06D3 Growth, development and learning;~~

~~007.06D4 Training, conditioning and nutrition;~~

~~007.06D5 Psychology of coaching; and~~

~~007.06D6 Coaching theory and methods.~~

007.~~07~~08 ~~Provisional Special Services Certificate. The Provisional Special Services certificate shall be valid for working only in the Nebraska school system requesting the issuance of such certificate and only in the area of Special Services endorsement described in 92 NAC 24. The Provisional Special Services certificate shall expire August 31 of the year following issuance. The Provisional Special Services certificate may be renewed twice for an individual for a total of three (3) years. Provisional Special Service certificates are not issued for School Nurse or Coaching endorsements.~~ Provisional Special Services Permit. The Provisional Special Services permit shall be valid for working only in the Nebraska school system requesting the issuance of such permit and only in the area of the Speech Language Technician endorsement described in 92 NAC 24. The Provisional Special Services permit shall expire August 31 of the year following issuance. The Provisional Special Services permit may be renewed twice for an individual for a total of three (3) years.

007.~~08~~09 Provisional Special Services Permit ~~Certificate Additional~~ Requirements. Each applicant for a Provisional Special Services permit ~~certificate~~ shall:

007.~~08~~09A Fulfill the requirements in Section 007.01 of this chapter;

007.~~08~~09B Submit a written request for the issuance of such ~~certificate~~ permit from the superintendent of schools or the governing body of the school system in which the applicant intends to work;

007.~~08~~09C Have ~~completed at least three-fourths of the requirements for a Special Services Endorsement in 92 NAC 24~~ a bachelor's degree in Speech Communication Disorders or Speech Language Pathology; and

007.~~08~~09D ~~Submit a signed and dated statement of intent to fulfill the remaining endorsement or renewal requirements during the period in which such certificate is valid.~~ Submit a signed and dated statement of intent to pursue admission into a Master's Speech Language pathology program during the period in which such permit is valid.

007.~~09~~10 Provisional Special Services Permit ~~Certificate~~ Renewal Requirements. Each applicant for renewal of a Provisional Special Services certificate ~~prior to, on, or after the date of expiration~~ shall:

007.10A First Renewal. Each applicant for renewal of a Provisional Special Services permit shall:

007.10A1 Fulfill the requirements in Section 007.01 of this chapter;

007.10A2 Hold or have held a Nebraska Provisional Special Services certificate or permit; and

007.10A3 Submit a signed and dated statement from the institution verifying that the applicant has been admitted into an approved Master's Speech Language Pathology program.

007.10B Second and subsequent renewal. Each applicant for renewal of a Provisional Special Services permit shall:

007.~~09A~~10B1 Fulfill the requirements in Section 007.01 of this chapter;

007.~~09B~~10B2 Hold or have held a Nebraska Provisional Special Services certificate or permit; and

007.~~09C~~10B3 ~~Within one (1) year prior to the date of application, have received six (6) semester hours of credit for coursework which fulfills some or all of the remaining endorsement or renewal requirements.~~ Submit a signed and dated statement from the institution of the remaining requirements leading to the issuance

of a regular endorsement and a transcript documenting six (6) hours completed in the past year in a Master's Speech Language Pathology program.

008 Conditional Permits

008.01 Conditional Permits. A conditional permit is a temporary authorization to teach, provide special services, or administer. A conditional permit shall be valid for up to one (1) year from the date of issuance unless otherwise voided as provided by Section 008.04 of this ~~Chapter~~ chapter.

008.02 Conditional Permit Issuance Requirements. A conditional permit may be issued while the application for a certificate or permit is being processed by the Department if the Nebraska school system requests, and ~~if~~ the Commissioner determines that the documents and information submitted by the applicant would allow for the issuance of a certificate or permit sought by the applicant pending receipt of any additional documentation.

008.03 Conditional Permits Issuance Requirements When a Criminal History Check is Required and All Other Certification Requirements Have Been Met. An applicant for a certificate or permit who is required to submit a complete, legible set of fingerprints shall be issued a conditional permit prior to receipt, by the Commissioner, of the criminal history record information check if:

008.03A The ~~application~~ *Criminal Charges Self-Reporting Form,* found in Appendix B, identifies all crimes of which the applicant has been convicted; and

008.03B The Commissioner determines the applicant has good moral character and meets all other requirements for certification.

008.04 Voiding of Conditional Permits. The applicant's conditional permit shall be void upon the issuance of a certificate or permit to the applicant or upon a final determination that the applicant does not meet the requirements for issuance of a certificate or permit. For purposes of this ~~Chapter~~ chapter, a determination is final upon expiration of the time for which the applicant may appeal a denial as provided in Section 009 of this chapter or upon issuance of a final order by the Board regarding an appeal by an applicant.

009 Appeals Procedure

009.01 Notice. The Department shall notify in writing an applicant for a certificate, permit or endorsement if the Department intends to deny an application and provide the reason(s) for the denial.

009.02 Request for Review. The applicant may request in writing a review by the Commissioner within twenty calendar (20) days after receipt of the written notice provided for in Section 009.01 of this ~~Chapter~~ chapter. Failure of an applicant to request a review by the Commissioner within twenty (20) calendar days after receipt of the notice shall be a waiver of any further appeal by the applicant and shall result in a denial of the certificate, permit or endorsement. The Commissioner shall:

009.02A Notify the applicant that the Department will issue the certificate, permit or endorsement being sought;

009.02B Notify the applicant that the application for a certificate, permit or endorsement is denied; or

009.02C Notify the applicant that the application for a certificate, permit or endorsement is denied for the reason(s) set forth in the notice and that, as a result of the applicant's failure to request a review pursuant to Section 009.02 of this ~~Chapter~~ chapter, the applicant has waived any further appeal to the Board regarding the current application.

009.03 Hearings. Within twenty (20) calendar days of receipt of the notice of the Commissioner's denial of the certificate, permit or endorsement pursuant to Section 009.02B of this ~~Chapter~~ chapter, the applicant may appeal the Commissioner's decision pursuant to 92 NAC 61. If the Board finds that the requirements in this or related ~~Chapters~~ chapters have been improperly applied to the applicant or in the case of an applicant who the Commissioner has rejected due to criminal convictions, that the applicant has good moral character and possesses the moral fitness for teaching, then the Board may direct the Commissioner to issue a certificate or permit to the applicant.

009.04 Guidelines for Review. In considering whether to deny, not issue, or not renew a certificate or permit of an applicant based upon criminal convictions, the Commissioner and Board shall take into account the following factors in determining moral character and moral fitness to teach:

009.04A The nature of the crime, the facts and circumstances surrounding the applicant's conviction including whether the conduct of the applicant would constitute a crime in Nebraska, the sentence received, and whether the sentence was commuted, set aside, or pardoned;

009.04B The applicant's age at the time of the conduct;

009.04C The recency of the conduct;

009.04D The applicant's positive social contributions since the conduct; and

009.04E The reliability of the information concerning the conduct.

Page 1 of 3

# APPLICATION FOR A NEBRASKA EDUCATOR CERTIFICATE OR PERMIT

NDE20-003 Revised xx-xx

Teacher Certification ■ Nebraska Department of Education ■ 301 Centennial Mall South ■ P.O. Box 94987
Lincoln, Nebraska 68509-4987 ■ Phone: (402) 471-0739 ■ Fax: (402) 742-2359 ■ www.education.ne.gov/tcert ■ nde.tcertweb@nebraska.gov

## PERSONAL INFORMATION

Social Security Number*: _____ Birth Date : ___ - ___ - _____
M M - D D - Y Y Y Y

Name: _____ _____
Last First Middle Former Name(s)

Address: _____
Street or Box Number City State Zip Code (9 Digit)

Daytime Phone: ( ) _____ Home Phone: ( ) _____

Email Address: _____ Fax Number: ( ) _____

Gender: ❑ Male ❑ Female ❑ Undeclared

FIRST TIME APPLICANT
OR
↓

(Mark one in each column below)

- ❑ Teaching
- ❑ Administrative
- ❑ Special Services
- ❑ Certificate with no deficiencies
- ❑ Provisional Permit (deficiencies)
- ❑ Transitional Permit
- ❑ State Substitute Permit

RENEWAL
OR
↓

(Mark one in each column below)

- ❑ Teaching
- ❑ Administrative
- ❑ Special Services
- ❑ Certificate with no deficiencies
- ❑ Transitional Permit
- ❑ State Substitute Permit

OTHER

(Mark one below)

- ❑ Alternative Program Teaching Permit
- ❑ Local Substitute Permit
- ❑ Special Services Coaching Permit
- ❑ Postsecondary Permit
- ❑ Career Education Permit
- ❑ Duplicate
- ❑ Added Endorsement
- ❑ Name Change (No Charge)

## ACADEMIC RECORD

List Colleges/Universities attended. Submit "Official Transcripts" of all college credit not currently on file at NDE.

*If additional space is needed, please use a separate piece of paper indicating colleges attended.*

| College/University | Month/Year | Semester Hours Completed | Degree Earned |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## ENDORSEMENTS

**Areas completed for a teacher, administrator or special services program: (Example: Math 7-12)**

_____ _____ _____
_____ _____ _____

*The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate and permit holders.

Name: _____ Social Security Number*: _____

## FINGERPRINTING REQUIREMENT

☑CHECK ONLY ONE

A. ❑ I am exempt from the criminal record history check because I now hold, or at some time in the past did hold, a Nebraska educator certificate or permit. (If you checked this box proceed to Personal and Professional Fitness Section.)

B. ❑ I have not held a Nebraska certificate or permit so I am submitting a record of my residences during the past five years on the Record of Residence Form in the forms section of the Applicant Manual or on a separate sheet of paper signed and dated. I have included the dates of residence (from month/year to month/year) with each address. Since the record demonstrates that I have been a continuous "resident" of Nebraska for five (5) or more years from the filing date of my application form with the Nebraska Department of Education, I am exempt from the criminal record history check.

**"Resident" shall mean an individual who has established a home where the individual is habitually present and to which having departed therefrom, intends to return.**
92NAC21S002.18

C. ❑ I have not lived in Nebraska continuously for the five (5) years immediately prior to filing this application with the Nebraska Department of Education; therefore, I am submitting two (2) complete and legible sets of my fingerprints on two (2) fingerprint cards provided by the Nebraska Department of Education. I am also submitting the fingerprint processing fee in addition to any certification processing fee.

## PERSONAL AND PROFESSIONAL FITNESS

1. Have you ever had a professional license, certificate, permit, credential, or other document authorizing the practice of a profession suspended, revoked, voided, denied, rejected, or voluntarily surrendered?

❑ YES ❑ NO

*If yes, attach a written statement that fully explains the facts and where this occurred.*

2. Are you currently the subject of any inquiry or investigation by any law enforcement agency, prosecutor's office, governmental body, or licensing agency?

❑ YES ❑ NO

*If yes, attach a written statement that fully explains the facts and where this is occurring.*

3. Is any action currently pending against you by any law enforcement agency, prosecutor's office, governmental body, or licensing agency?

❑ YES ❑ NO

*If yes, attach a written statement that fully explains the facts and where this is occurring.*

4. Have you ever been found guilty of a felony or misdemeanor or entered a plea of guilty or no contest to a felony or misdemeanor in any criminal, drug, or juvenile court? Minor traffic infractions and misdemeanor convictions for Driving Under the Influence or Minor in Possession of Alcohol need not be reported.

❑ YES ❑ NO

*If yes, complete Criminal Charges Self-Reporting Form.* ***This form can be found on the supporting forms page of the Teacher Certification website at www.education.ne.gov/TCERT/***

5. Is an order or determination currently in effect by a court or any other governmental body which finds you to be any of the following: a mentally ill and dangerous person; mentally incompetent to stand trial; acquitted of criminal charges because of insanity; an incapacitated person in need of a guardian; or unable to manage your property due to mental illness, mental deficiency, chronic use of drugs or chronic intoxication?

❑ YES ❑ NO

*If yes, attach a copy of the order and a written statement that fully explains the facts and where this occurred.*

6. Are you currently an inpatient or resident in a mental health facility due to a determination by a qualified mental health professional?

❑ YES ❑ NO

*If yes, please attach a written statement that fully explains the facts and where this is occurring.*

7. Are you a US citizen?

❑ YES ❑ NO

*If no, complete the United States Citizenship Attestation Form.* ***This form can be found on the supporting forms page of the Teacher Certification website at www.education.ne.gov/TCERT/***

## DECLARATION, AUTHORIZATION AND SIGNATURE

I declare that the information furnished herein is true, correct, and complete to the best of my knowledge. I hereby grant the permission and authorize the Nebraska Department of Education to verify all responses with any mental health facility or governmental agency and to obtain and review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge, and exonerate the Nebraska Department of Education, its employees, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the State of Nebraska, will be considered a public record and will not be returned. I understand that inaccurate information submitted in support of an application shall be cause for denial or revocation of such certificate or permit.

_____ , 20 _____ _____

Date Signature of Applicant

Name: _____ Social Security Number* _____

**EXPERIENCE AS AN EDUCATION PROFESSIONAL DURING THE PAST FIVE YEARS**

Send copies of ALL out-of-state certificates

| School Years - From/To | School System Name And Location | Job Description |
|---|---|---|
| | | |
| | | |

**NON-REFUNDABLE FEES**

**☑ CHECK ONLY ONE**

| | | |
|---|---|---|
| All School Certificate or Permit (valid in public and nonpublic schools) | ❑ | $55.00 |
| Nonpublic School Certificate or Permit (valid in nonpublic schools ONLY) | ❑ | $40.00 |
| Added Endorsement | ❑ | $40.00 |
| Added Endorsement plus Renewal for All School Certificate | ❑ | $55.00 |
| Added Endorsement plus Renewal for Nonpublic School | ❑ | $40.00 |
| All School Certificate or Permit plus Fingerprint Fee (valid in public and nonpublic schools) | ❑ | $90.00 |
| Nonpublic School Certificate or Permit plus Fingerprint Fee (valid in nonpublic schools ONLY) | ❑ | $75.00 |
| Duplicate | ❑ | $30.00 |

**NAME CHANGE DOES NOT REQUIRE A FEE**

**The Nebraska Department of Education prefers that applicants complete the application and pay all fees on-line. Issuance of the certificate or permit will generally take six to eight weeks. Payment on-line will expedite the application process.**

If a check or money order is mailed, please send to:

**NEBRASKA DEPARTMENT OF EDUCATION**
**TEACHER CERTIFICATION**
**P O BOX 94987**
**LINCOLN NE 68509-4987**

## DISCLAIMER

The Nebraska Teacher Certification Office does not communicate with applicants after receiving individual pieces of the required application materials; however, you may be contacted if all materials have not been received in a timely manner. It is the applicant's responsibility to check with educational agencies to guarantee that transcripts, institutional verifications, Praxis scores, agreement statements and other necessary materials have been sent to the Teacher Certification Office. It is the applicant's responsibility to submit two sets of legible fingerprint cards or complete the Record of Residence form. Any fingerprints submitted by an applicant will be used to check the criminal history records of the Federal Bureau of Investigations (FBI). Applicants wanting to obtain a change, correction, or updating of an FBI identification record may follow the procedures as set forth in 28 CFR 16.34. All Nebraska educational certified personnel in public or non-public schools must have a valid certificate or permit by September 1st of the current school year. Failure to complete the process is not a valid reason for maintaining your employment after September 1st.

## CANDIDATE APPLICATION STATUS

Applicants can check the status of their application by going on line at www.education.ne.gov/tcert and clicking "Current Application Status". If it no longer appears, click "Current Certificates and HR Training Lookup" on the TC website to see your new certificate.

Please read and understand your application before submitting, as application fees are non-refundable.

Teacher Certification
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
Fax: (402) 742-2359

**NDE 20-014**
**Revised xx-xx**

# CRIMINAL CHARGES SELF-REPORTING FORM

**THIS FORM MUST BE COMPLETED IF YOU ANSWERED "YES" TO QUESTION 4 UNDER THE PERSONAL AND PROFESSIONAL FITNESS SECTION OF THE APPLICATION FORM**

COMPLETE A SEPARATE FORM FOR EACH CHARGE. YOU MAY PHOTOCOPY THIS FORM.

**SIGN AT THE BOTTOM OF THIS FORM.**

*Please Print*

Name: _____ Social Security Number*: _____

Criminal Charge: _____

Date of offense: _____

Name of arresting party (Police or Sheriff's Office): _____

Court of Jurisdiction: _____

Plea and conditions of probation, if any: _____

_____

_____

Details of the incident: _____

_____

_____

_____

_____

_____

***You may attach any further explanation of the incident.***

**YOU MUST ATTACH A COPY OF YOUR COURT RECORD(S) RELATED TO THIS CHARGE. IF COURT RECORDS ARE NO LONGER AVAILABLE, CONTACT THE OFFICE OF GENERAL COUNSEL AT THE NEBRASKA DEPARTMENT OF EDUCATION FOR FURTHER INSTRUCTIONS.**

I declare under penalty of perjury that the foregoing, including any attachment, is true and correct. I hereby authorize the above-listed courts and law enforcement agencies to release any information concerning me to the Nebraska Department of Education.

Signature _____ Date _____

*The requirement that a certificate or permit applicant provide his/her social security number is contained in *Neb. Rev. Stat.* 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate or permit holders.

Teacher Certification
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
Fax: (402) 742-2359

NDE 20-022
Revised 2-14

# UNITED STATES CITIZENSHIP ATTESTATION FORM

_____ _____
Printed Name of Applicant Social Security Number*

For the purpose of complying with Neb. Rev. Stat. 4-108 through 4-114, I attest as follows:

❑ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status, alien number and card expiration date are as follows:

_____

_____,

and I am providing a legible copy of my United States Citizenship and Immigration Services documentation as part of this application.

**DECLARATION, AUTHORIZATION AND SIGNATURE**

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Dated this _____day of _____, 20_____

_____
Signature of Applicant

*The requirement that a certificate or permit applicant provide his/her social security number is contained in *Neb. Rev. Stat.* 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate or permit holders.

Appendix D

Teacher Certification
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
Fax: (402) 742-2359

**NDE 20-007**
**Revised xx-xx**

# COURSES REQUIRED FOR COMPLETION OF AN APPROVED TEACHER OR ADMINISTRATOR PROGRAM (CRC)

## FOR A NEBRASKA CERTIFICATE OR PERMIT

Name _____ Social Security Number _____

**To the Applicant:** If you are applying for the Provisional Teaching or Administrative Permit: Contact the certification officer of the institution where you will be completing your approved program to complete this form AND an Institutional Verification Form for the Provisional Administrative Permit.

**To the Applicant:** If you are applying for the Transitional Teaching Permit: Contact the certification officer at the University of Nebraska-Kearney.

**To the Certification Officer** for the Provisional Teaching or Administrative Permit: If the above named applicant has set up an approved program at your institution, complete this form AND the Institutional Verification Form. The approved program area is _____ and at the _____ grade level.

**To the Certification Officer** for the Transitional Teaching Permit: Complete the list of courses the applicant is required to complete for the Transitional Plan leading to the regular teaching certificate. The approved program area is ___ and at the _____ grade level.

Submit this form, the Agreement Statement, a completed application form, appropriate application fee, official transcripts, fingerprint cards and fee, if required, to the Nebraska Department of Education.

| Department | Course Number | Title of Course | Semester Hours |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature of Authorized Certification Officer _____ Date _____

Institution Name and Address _____

_____

*The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate and permit holders.

Appendix E

Teacher Certification
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
Fax: (402) 742-2359

**NDE 20-00x**
**Revised xx-xx**

# ALTERNATIVE PROGRAM TEACHING PERMIT

Applicant Name: _____ Applicant SSN: _____

Employing District: _____

District Contact: _____

Courses Teaching

_____

_____

**To the NE Certification Officer:** After reviewing the applicant's submitted documents, please recommend course that would lead this person to gain a regular Nebraska certificate once that work is completed. Recommendations be used by NDE to format an applicant's deficiency plan.

**This applicant also has the following Nebraska requirements to complete before they may apply for their regular teaching certificate.** Check all that apply.

Human Relations ☐ PPST ☐ SPED ☐ Content Test ☐

| DEPARTMENT | COURSE # | COURSE TITLE | SEM HOURS |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Total number of semester hours listed _____

Institution that completed form for NDE consideration _____

*The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate and permit holders.