



NEBRASKA
DEPARTMENT OF EDUCATION

APPLICANT MANUAL

REQUIREMENTS, INSTRUCTIONS AND FORMS

TYPES OF CERTIFICATES/PERMITS INCLUDE:

TEACHING

- Regular Certificate
- Temporary Certificate
- Provisional Permit
- Transitional Permit
- State Substitute Permit
- Local Substitute Permit
- Career Education Permit
- Postsecondary Permit
- Alternative Program Permit

ADMINISTRATIVE

- Regular Certificate
- Provisional Permit

SPECIAL SERVICES

- Standard Certificate
- Provisional Permit
- Temporary Certificate
- Permits

301 Centennial Mall South PO Box 94987 Lincoln, Nebraska 68509-4987

Phone: 402-471-0739 Fax: 402-742-2359

www.education.ne.gov/tcert Email: nde.tcertweb@nebraska.gov

Twitter: @nde_tcert

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Once you have reviewed the academic and state requirements for certification and you feel you are eligible for the certificate, you can begin the [application process](#):

- Submit your online application
- Submit your online application fee of \$40, \$55, \$75 or \$90
- Order Official Transcripts and send them to our office (see Teacher Certification Contacts)

IF...you are applying for Teaching Certificate or Administrative Certificate or Permit, submit official test scores (see Praxis Core Academic Skills & Praxis Subject Assessment Content Test)

WITHIN FOUR TO EIGHT WEEKS OF SUBMITTING YOUR APPLICATION you will be contacted by a Certification Analyst at the Nebraska Department of Education. The Analyst will provide you with an electronic checklist of the items that may still be required; she/he will then assign a timeframe for completion of your application.

NEBRASKA'S REQUIREMENTS FOR CERTIFICATION

Once you submit an online application a Certification Analyst will be assigned your application for review. She/he will contact you by email providing you with a checklist of required items, supporting documents, instructions and fingerprint cards.

| REQUIREMENTS: | HAVE YOU: | RESPONSE: | |
|--|---|---|--|
| FINGERPRINTS Statutory Requirement <i>Requirement For ALL Certificate/Permit Types</i> | Held continuous residence in Nebraska for the past immediate five years? | YES: You are not required to submit fingerprint cards | NO: You are required to submit Livescan OR ink rolled fingerprint cards |
| Human Relations Training Statutory Requirement <i>With the exception of the Temporary Certificate, This is a Requirement For All Certificate /Permit Types</i> | Taken an approved educational course in Human Relations Training from an approved institution? | YES: You have met this state requirement <i>This requirement only needs to be met <u>once</u></i> | NO: You are required to take one of the approved courses for Human Relations OR submit narrative based upon employment experience in a classroom |
| Special Education Training Statutory Requirement <i>Requirement for ALL Teaching & Administrative Certificates Not required for Provisional Permits, Local Substitute & State Substitute Permits and Temporary Certificates</i> | Taken an approved educational course in Special Education? | YES: You have met this state requirement <i>This requirement only needs to be met <u>once</u></i> | NO: You are required to take an approved course in Special Education Training OR submit a narrative based upon employment experience in a classroom |
| Praxis Core Academic Skills (Basic Skills) <i>Requirement for All Teaching & Administrative Certificates</i> | Taken Basic Skills test 5712 – reading test 5722 – writing test 5732 – math and received passing scores? | YES: You have met this state requirement | NO: You will be required to take this test OR have two (2) years' work experience as a contracted teacher |
| Praxis Subject Assessment (Content Test) <i>Requirement for All Teaching & Administrative Certificates</i> | Completed a program for an initial endorsement to be placed on a Nebraska teaching or administrative certificate? | YES: You are required to provide official test scores | NO: You do not have to meet this requirement |

| | | | |
|--|--|--|---|
| <p>Recency</p> <p><i>Requirement for All Teaching & Administrative Certificates</i></p> | <p>Within the past five years worked as a teacher in a state approved school OR completed six credit hours in education OR held an expired teaching certificate from another state and set up a fifteen hour program with a NE college</p> | <p>YES: You have met this requirement</p> | <p>NO: You will be required to meet this by taking six semester hours in education either at the undergraduate or graduate level</p> |
|--|--|--|---|

TEACHER CERTIFICATION COMMON DEFINITIONS

Alternative Program Permit: A Permit issued when an applicant has graduated from a state approved Alternative Preparation Program in another state or has been hired by a Nebraska district before completing their college program. This is explained further in the manual.

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

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

Certification Officer: The institution shall designate a faculty or staff member to oversee the submission of certified records, transcripts, reports and/or recommendations to the Department for the purpose of certification and/or endorsement

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

A different form of conditional permit can be issued at the request of the Commissioner and is valid for a very short period of time.

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

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

Recency: Verification of required years of teaching/administration in the same school system within the immediate past five (5) years from date of application while holding a valid regular certificate **OR** *completion of an appropriate number of pre-*

approved semester hours at an approved teacher education institution in the immediate past five (5) years from date of application.

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

Temporary Certificate: A certificate issued to the applicant when the Human Relations Training requirement is a deficiency.

Transitional Permit: This Permit is available to those with at least a BA/BS degree in a non-teaching field and is able to meet the qualifications of the program. Employment in a Nebraska school system is required.

FINGERPRINTING FOR NEBRASKA CERTIFICATION

Any person applying for the first issuance of a Nebraska certificate/permit who has not been a *resident** of Nebraska for the immediate past five (5) years from the date of application must have prints by Livescan (see list below) OR Ink Rolled (2 cards) by law enforcement. State Patrol offices in Nebraska do not charge a fee to do fingerprints. However, other law enforcement agencies may charge a fee to have prints taken. The fingerprint requirement applies even if you have recently submitted fingerprint information in any other state.

**Residence as defined by the Nebraska Supreme Court, is an individual who has established a home in Nebraska where the individual is habitually present and to which having departed there from, intends to return. If you meet this definition of "Residence" complete the Record of Residence Form page of the addresses where you are/were physically present in Nebraska in immediate past five (5) years).*

For Ink Rolled prints, submit a request to the Nebraska Department of Education for a fingerprint packet **AFTER** submitting your application and fee online.

Contact our office by email at nde.tcirtweb@nebraska.gov

For LiveScan prints, the Nebraska State Patrol locations will fingerprint citizens as a public service at no charge, they do require you to make an appointment prior to being fingerprinted:

- Lincoln: Criminal Identification Division, Lincoln NE – (402)479-4971
- Omaha: Troop A Headquarters – Omaha NE – (402)331-3333
- Norfolk: Troop B Headquarters – Norfolk NE (402)370-3456
- Grand Island: Troop C Headquarters – Grand Island NE – (308)385-6000
- North Platte: Troop D Headquarters – North Platte NE– (308)535-8047
- Scottsbluff: Troop E Headquarters – Scottsbluff NE – (308)632-1211

A listing of other locations in Nebraska with Livescan capability is available below, call ahead to see if appointment is required and any fees that may be charged for services:

- Alliance: Box Butte County Sheriff's Office, Alliance NE, 308-762-6464
- Aurora: Hamilton County Sheriff's Office, Aurora NE, 402-694-6936
- Beatrice: Gage County Detention Center, Beatrice NE, 402-223-1382
- Blair: Washington County Sheriff's Office, Blair NE, 402-426-6864
- Chadron: Dawes County Sheriff, Chadron NE, 308-432-3025

- Columbus: Platte County Jail, Columbus NE, 402-563-4274
- Dakota City: Dakota County Sheriff, Dakota City NE, 402-987-2173
- David City: Butler County Sheriff, David City NE, 402-367-7400
- Gering: Scottsbluff Corrections, Gering NE, 308-436-7300
- Grand Island: Hall County Sheriff's Office, Grand Island NE 308-385-5211
- Hastings: Adams County Jail, Hastings NE, 402-461-7181
- Kearney: Buffalo County Sheriff's Office,, Kearney NE, 308-233-5281
- Lexington: Dawson County Sheriff's Office, Lexington NE, 308-324-2279
- Lincoln: Lincoln Police Department, Lincoln NE 402-441-7217
- Madison: Madison County Sheriff's Office, Madison NE, 402-454-3311, ext. 163
- North Platte: Lincoln County Sheriff's Office, North Platte NE, 308-535-9542
- Ogallala: Keith County Sheriff's Office, Ogallala NE 308-284-4772
- Omaha: Omaha Police Department, Omaha NE, 402-444-5600
- Papillion: Sarpy County Jail, Papillion NE, 402-593-2299
- Plattsmouth: Cass County Jail, Plattsmouth NE, 402-296-9377
- Seward: Seward County Sherriff's Office, Seward NE, 402-643-4578
- Wilbur: Saline County Law Enforcement Center, Wilbur NE, 408-821-2111

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

To begin the application/fingerprinting process:

- Submit and pay for your application and fingerprint fee online at www.education.ne.gov/tcert then have your fingerprints completed by Livescan or Ink rolled and sent in to our office.
- Provide all other documents for the type of certificate for which you are applying.

CONDITIONAL PERMIT

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

INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA TEACHING CERTIFICATE

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

- The Application form and non-refundable application fee online at www.education.ne.gov/tcert OR Print, complete and sign and date the Application form from the Supporting Forms link at www.education.ne.gov/tcert and your payment by check or money order AND
- Record of Residence form online if you have lived in Nebraska for the immediate past five (5) years, OR complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at request at nde.tcertweb@nebraska.gov AND Official transcripts of all college credit hours AND Institutional Verification Form completed and signed by the college certification officer of the approved teacher education institution where an approved program was completed, AND, if applicable, photocopy (front and back) of the out-of-state valid, regular Teaching certificate, AND
- Official transcripts for a pre-approved course to meet the Human Relations Training requirement OR a written, verified, narrative of your K-12 employment experience which provided you with the opportunity to acquire the six (6) skills AND
- The basic skill competency requirement may be met in one of the following ways:
 - Official score report sent directly from the testing service or from a college that received the scores directly from the testing service (we cannot accept your examinee's score report) OR
 - Have been certificated by any other state following the successful completion of a basic skills competency examination (reading, mathematics and writing) required by that state OR
 - Have taught or administered two (2) or more consecutive years in any approved or accredited or otherwise legally operated school in any other state OR
 - The candidate has current credentials from the National Board of Professional Teaching Standards AND
- Official transcripts indicating completion of a course in Special Education Training that addresses the exceptional child in the classroom. This course must have been completed at an approved teacher education institution OR verify your K-12 employment experiences which provide you with the opportunity to acquire the five (5) skills for Nebraska's Special Education requirement and write a narrative, which addresses each of the five (5) skills AND

- The Recency requirement for issuance of the teaching certificate may be met by:
 - Have taught one (1) year within the immediate past five (5) years half time (50%) or more in a legally operated school system while holding or qualifying to hold a regular teaching certificate OR
 - Completion of six (6) semester hours within the immediate past five (5) years from an approved teacher education institution. These hours may be recommended as part of your original teacher education program OR may be additional hours for renewal if you hold, held or qualified to hold a teaching certificate that has not expired or has expired for less than five (5) years.

INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA ADMINISTRATIVE CERTIFICATE

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

- Application and non-refundable application fee online at www.education.ne.gov/tcert OR print, the Application form from the Supporting Forms link at www.education.ne.gov/tcert complete, sign and submit the application with your payment by check or money order AND
- Record of Residence form online if you have lived in Nebraska for the immediate past five (5) years, OR complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at www.education.ne.gov/tcert AND
- Official transcripts of *all* college credits not already on file in our office AND
- Verification of Employment form for two consecutive years of teaching in an approved, accredited or legally operated school system; AND a photocopy (front and back) of a regular teaching certificate (if applicable) issued by the state or jurisdiction where you were teaching and concurrent with the experience verified AND
- Institutional Verification form completed by the college certification officer for the educational administrative program; AND a photocopy (front and back) of the valid, regular out-of-state administrative certificate (if applicable) AND
- Official transcripts for a pre-approved course to meet the Human Relations Training requirement OR a written and verified narrative of your K-12 employment experience which provided you with the opportunity to acquire the six (6) skills AND
- Praxis Subject Assessment Content Test. Refer to the Praxis Subject Assessment Content Test on the Teacher Certification Page.
- The CORE basic skills competency requirement may be met in one of the following ways:
 - Official score report sent directly from the testing service or from a college that received the scores directly from the testing service (we cannot accept your examinee's score report) OR
 - Have been certificated by any other state following the successful completion of a basic skills competency examination (reading, mathematics and writing) required by that state OR
 - Have taught or administered two (2) or more consecutive years in any approved or accredited or otherwise legally operated school in any other state OR
 - Applicant has current credentials from the National Board of Professional Teaching Standards AND
- Official transcripts of a course that addresses the exceptional child in the classroom. This course must have been completed at an approved teacher education institution OR verify employment experiences in K-12 which provide you with the opportunity to acquire the five (5) skills for Nebraska's Special Education requirement and write a narrative, which addresses each of the five (5) skills AND
- The Recency requirement for issuance of the administrative certificate may be met by:

- Have administered for one (1) year within the immediate past five (5) years half time (50%) or more in a legally operated school system while holding or qualifying to hold a regular administrative certificate
- Have completed six (6) graduate semester hours within the immediate past five (5) years from an approved teacher education institution. These hours must be recommended as part of your original administrative education program OR may be additional hours for renewal if you hold, held or qualified to hold an administrative certificate that has not expired or has expired for less than five (5) years.

[Teacher Certification Supporting Forms](#)

INSTRUCTIONS FOR APPLYING FOR YOUR PROVISIONAL ADMINISTRATIVE PERMIT

Employment in a Nebraska school system IS required for issuance of this type of Provisional Permit. Applicant must hold or qualify for a Nebraska Standard or Professional Teaching Certificate or comparable and equivalent certificate

The Provisional Administrative Permit may be issued for one or more of the following reasons

- The Basic Skills Competency test requirement has not been met; and/or
- The Special Education Training requirement has not been met; and/or
- The recency requirement has not been met; and/or
- A baccalaureate degree has been completed but a portion of the approved Educational Administrative program has not been completed

For the Principal area(s) 50% of an approved Educational Administrative program must already be completed at an approved teacher education institution.

For the Superintendent area 75% of an approved Educational Administrative program must already be completed at an approved teacher education institution.

The following documents must ALL be submitted for this provisional certificate:

- 1) Completed application form
- 2) Non-refundable application fee AND fingerprint fee (if applicable)
- 3) Record of Residence form completed for all addresses resided and physically present in Nebraska for the immediate past five years
- 4) Written statement from the hiring district in which the applicant intends to administer
- 5) Courses Required for Completion of an Approved Program (CRC) form. The CRC form must be completed by the certification officer of the approved teacher education institution where the education program is being completed
- 6) Official transcripts of all college credits not currently on file
- 7) *Official transcript of a pre-approved course to meet the Human Relations Training requirement OR written verified narrative of your employment experiences for the six (6) skills
- 8) Agreement Statement (bottom portion) signed by you and your employing Superintendent

*If the Human Relations Training is not met at the time of application for this type of certificate the Temporary Certificate valid for six months will be issued (this is not renewable.) The Human Relations Training must be met before ANY future certificate can be issued.

**PRAXIS Core Academic Skills
BASIC SKILLS COMPETENCY
FOR NEBRASKA CERTIFICATION**

Any person who applies for their first regular Nebraska teaching or administrative certificate (not Special Services) must demonstrate basic skills competency as determined by the State Board of Education. The test chosen to meet this requirement is the Core Academic Skills (Reading, Writing, and Mathematics), a computer-based test administered by ETS (Educational Testing Service, Princeton, New Jersey.)

(If accommodations are required, see <http://www.ets.org/praxis/register/disabilities/>.)

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

Please be sure to include the completed Verification of Experience form and a copy of a valid, regular teaching certificate to coincide with the experience with your application if you will be taking advantage of this provision.

Core Academic Skills

www.ets.org/praxis

Please check Test Centers and Dates prior to registering for a test(s).

If you wish to take all three computer-delivered Core exams (5712, 5722, 5732) at the same time, select Core Academic Skills for Educators: Combined Test (5751) when registering. Scores will be reported by individual test (5712, 5722, 5732).

| MINIMUM ACCEPTABLE SCORES | MINIMUM ACCEPTABLE SCORES |
|--|--|
| CORE Academic Skills | PRAXIS I – PPST |
| Reading 156 | Reading 170 |
| Mathematics 150 | Mathematics 171 |
| Writing 162 | Writing 172 |
| IF YOU CANNOT MEET THIS REQUIREMENT, YOU MAY BE ELIGIBLE FOR A PROVISIONAL PERMIT OR A SUBSTITUTE PERMIT. | |

**PRAXIS SUBJECT ASSESSMENT (CONTENT TEST)
FOR ENDORSEMENTS ON A
NEBRASKA CERTIFICATE**

Any person who applies for a regular Teaching, or Administrative endorsement to be added to a Nebraska Certificate or Permit must meet passing scores requirements for the approved content test that has been established by the Department.

The content test is a Praxis Subject Assessment or School Leadership series test published by the Educational Testing Service of Princeton, New Jersey

Accepted tests and passing scores are found at:

[Nebraska required content tests by endorsement](#)

Only those tests on the list are accepted. No Exceptions. A regular endorsement is not added until a passing score has been sent by the Educational Testing Service to the Department.

A Nebraska Certificate cannot be received by a first time applicant unless the person has completed one regular endorsement and passed the content test required by Nebraska.

Nebraska certificate holders can add additional endorsements to their certificates once they complete the academic program and pass the content test.

[Frequently Asked Questions Regarding Content Testing](#)

**NEBRASKA SPECIAL EDUCATION REQUIREMENT
FOR FIRST REGULAR NEBRASKA
CERTIFICATION TEACHING AND/OR
ADMINISTRATIVE**

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

IF...

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

THEN...

Submit official transcripts of the course.

OR

IF...

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

THEN...

Verify K-12 classroom employment experiences in which the required five skills were obtained by writing a narrative that addresses each of the five skills

OR

IF...

You have not met this requirement

THEN...

With a signed Agreement Statement you may be eligible for a Provisional permit. The State Substitute Teaching certificate does not require this course. Additional information can be found in this manual.

[Teacher Certification Supporting Forms](#)

WORK EXPERIENCE VERIFIED BY NARRATIVE TO MEET THE REQUIRED SPECIAL EDUCATION TRAINING

Nebraska Statutory Provisions 79-807 (7)

If you have the appropriate **employment experiences*** which provided you with the opportunity to acquire the skills for the Special Education requirement, you may be able to meet the requirement by submitting a written narrative as described below.

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

Five Skills Required for the Special Education Training Requirement

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

Knowledge of the major characteristics of each disability in order to recognize its existence in children;

Knowledge of various alternatives for providing the least restrictive environment for children with disabilities;

Knowledge of methods of teaching students with disabilities in the regular classroom; and

Knowledge of pre-referral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.

VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE

Writing the Narrative

Your narrative **must** be affirmed and validated by the signature of a supervisor who is familiar with your employment experience. Your narrative **will need** substantially more detail than the example below.

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

SAMPLE

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

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

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

Second skill: Continue with each skill as indicated above.

Sign your name and include your social security number.

REQUIRED VERIFICATION AND SIGNATURE

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

SIGNATURE WITH TITLE OR RELATIONSHIP

HUMAN RELATIONS SKILLS REQUIREMENT

(REQUIRED FOR ANY CERTIFICATE)

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

This requirement can be met by any of the three options below:

1. **IF...**

you have taken one of the pre-approved courses, after 1985...

THEN...

submit an official transcript with the approved course underlined or circled.

2. **IF...**

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

THEN...

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

3. **IF...**

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

THEN...

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

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

Approved Courses for Human Relations – Check with the institution to see if a class is available during a given semester

| Chadron State College | | |
|------------------------------|------------------|---------------|
| Course Number: | Offered On-Line: | Credit Hours: |
| EDAD 631 | X | 3 |
| EDUC270 | X | 1 |
| EDUC 415E | | 1 |
| EDUC 415S | | 1 |
| COUN 535 | X | 3 |
| | | |
| College of St. Mary | | |
| Course Number: | Offered On-line: | Credit Hours: |
| EDU 475 | | 3 |
| EDU 575 | X | 3 |
| | | |
| Concordia University: | | |
| Course Number: | Offered On-Line: | Credit Hours: |
| EDUC 526 | X | 3 |
| EDUC 570 | X | 3 |
| | | |
| Creighton University: | | |
| Course Number: | Offered On-Line: | Credit Hours |
| EDUC 208 | | 3 |
| EDU 618 | | 3 |
| EDU 692 | | 3 |
| COU 667 | | 3 |
| | | |
| Doane College: | | |
| Course Number: | Offered On-Line: | Credit Hours: |
| EDU 211 | | 3 |
| EDU 624 | X | 3 |
| | | |
| Grace University: | | |
| Course Number: | Offered On-Line: | Credit Hours: |
| ED 203 | | 2 |
| ED 511 | | 2 |
| | | |
| Hastings College | | |
| Course Number: | Offered On-Line: | Credit Hours: |
| ED 382 | | 3 |
| ED 582 | | 3 |
| FLL 411 | | 3 |
| FLL 611 | | 3 |
| | | |
| Midland University | | |
| Course Number: | | Credit Hours: |
| EDU 207 | | 3 |
| EDU 602 | BLENDED | 3 |

Community Colleges That Offer Approved Courses for Human Relations

The following courses are ***NOW*** approved for meeting the Human Relations Training Requirement. Please note that these courses **only apply** to use for the Local Substitute Permit and the Postsecondary Permit.

| Central Community College | | |
|------------------------------------|------------------|---------------|
| Course Number: | Offered On-Line: | Credit Hours: |
| Sociology 2150 | NA | NA |
| Western Nebraska Community College | | |
| Course Number: | Offered On-Line: | Credit Hours: |
| Sociology 2150 | X | 3 |
| Mid-Plains Community College | | |
| Course Number: | Offered On-Line: | Credit Hours |
| Sociology 2150 | NA | NA |
| Little Priest Trail Community | | |
| Course Number: | Offered On-Line: | Credit Hours |
| Sociology 2150 | NA | NA |
| Southeast Community College | | |
| Course Number: | Offered On-Line: | Credit Hours |
| Sociology 2150 | NA | NA |
| Northeast Community College | | |
| Course Number: | Offered On-Line: | Credit Hours |
| Sociology 2150 | NA | NA |

| Nebraska Wesleyan University: | | |
|-------------------------------|------------------|---------------|
| Course Number: | Offered On-Line: | Credit Hours: |
| ED 2850 | | 3 |
| Peru State College: | | |
| Course Number: | Offered On-Line: | Credit Hours: |
| EDUC 255 | X | 3 |
| EDUC 505 | X | 3 |
| INS 500 | X | 1 |
| | | |
| | | |
| | | |

| Union College: | | |
|--|---------------------------|----------------------|
| Course Number: | Offered On-Line: | Credit Hours: |
| EDUC 225 | | 1 |
| EDUC 342 (Summer Only) | | 1 |
| University of Nebraska at Kearney: | | |
| Course Number: | Offered On-Line: | Credit Hours |
| CSP856 | | 3 |
| EDAD 831 (plus one of 870 or 851) | X | 3 |
| EDAD 848 (plus one of 870 or 851) | X | 3 |
| TE 204 | | 3 |
| TE 401, TE 402, & TE 403 (must take all 3) | X | 3 |
| TE 408 | X | 1 |
| TE 808P | X | 1 |
| TE 831 | | 6 |
| University of Nebraska - Lincoln | | |
| Course Number: | Offered – On-Line: | Credit Hours: |
| EDPA 868 | | 3 |
| EDPS 948 | | 3 |
| ETHN 217 | | 3 |
| ETHN 330 | | 3 |
| MUSC 839 | | 3 |
| MUSC 280 | | 3 |
| SLPA 488 | | 3 |
| SLPA 888 | | 3 |
| SOC 217 | | 3 |
| TEAC 330 | | 3 |
| TEAC 813J | | 3 |
| TEAC 840D | | 3 |
| TEAC 861 | | 3 |
| TEAC 861A | | 3 |
| University of Nebraska at Omaha: | | |
| Course Number: | Offered – On-Line: | Credit Hours: |
| COUN 8520 | | 3 |
| EDAD 8720 | | 1 |
| EDUC 2030 | | 3 |
| SPED 4550/8556 | | 3 |
| TED 8130 | | 3 |
| TED 8180 | | 3 |
| TED 8210 | | 3 |
| TED 8800 | | 3 |

| | | |
|-----------------------------|---------------------------|----------------------|
| TED 9200 | | 3 |
| Wayne State College: | | |
| Course Number: | Offered – On-Line: | Credit Hours: |
| EDU 457 (Fall of 2012) | X | 1 |
| EDU 557 (Fall of 2012) | X | 1 |
| EDU 150 | | 3 |
| York College: | | |
| Course Number: | Offered – On-Line: | Credit Hours: |
| EDU 3430 | X | 3 |
| EDU 343 | X | |
| MCI6410 | X | 3 |

Out of State Colleges

| |
|--|
| STATE - ARIZONA |
| <ul style="list-style-type: none"> University of Phoenix: |
| <i>EDD 540</i> |
| State – Colorado: |
| <ul style="list-style-type: none"> Colorado State University – Fort Collins: |
| <i>ED 430 (prior to 2002)</i> |
| <i>ED 551</i> |
| <ul style="list-style-type: none"> University of Northern Colorado-Greeley: |
| <i>EDEL 619</i> |
| STATE - IOWA |
| <ul style="list-style-type: none"> Briar Cliff: |
| <i>ED 450</i> |
| <ul style="list-style-type: none"> Buena Vista – Storm Lake: |
| <i>EDCO 280 – combined with EDCO290 & EDCO300</i> |
| <i>EDCO 290 – combined with EDCO280 & EDCO 300</i> |
| <i>EDCO 300 – combined with EDCO 280 & EDCO 290</i> |
| <ul style="list-style-type: none"> Central: |
| <i>AA 315</i> |
| <i>EDUC 215</i> |
| <ul style="list-style-type: none"> CLARKE: |
| <i>ED 119</i> |
| <i>ED 125</i> |

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|----------------------------|
| • Coe: |
| 27-38 |
| EDU 385 |
| • Cornell: |
| ED 342 |
| ED 240 (if after 1988) |
| • Dordt: |
| EDUC 145 |
| • Drake: |
| ED 164 |
| EDDL 220 |
| ED 264 |
| EDEX 296 |
| EDEX (Independent study) |
| • Graceland: |
| EDUC 3100 |
| • Grinnell: |
| ED 201 |
| • Iowa State: |
| C&I 406 |
| ELED 406 (prior to 2003) |
| C&I 506 |
| C&I 593F |
| SECED 406 (prior to 2003) |
| 7C:171, 7C: 140 |
| • Iowa Western: |
| ED 557 |
| ED 357 |
| • Loras: |
| ED 119 |
| ED 125 |
| • Luther: |
| Education 484 |
| Anthro 201 (prior to 2010) |
| ED 221 |
| • |

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|---------------------------------------|
| • Mount St. Clare College |
| <i>EDU 370</i> |
| • Mount Mercy: |
| <i>ED 379</i> |
| • Morningside: |
| <i>39:290</i> |
| <i>599 (off-campus)</i> |
| • Northwestern: |
| <i>ED 340</i> |
| • St. Ambrose: |
| <i>EDU 300</i> |
| • Simpson: |
| <i>ED 321</i> |
| • Teikyo Marycrest University: |
| <i>PSYC 755</i> |
| <i>PSYC 455</i> |
| <i>EDUC 900</i> |
| • University of Dubuque: |
| <i>ED 125</i> |
| • University of Iowa: |
| <i>7B</i> |
| <i>180</i> |
| • University of Northern Iowa: |
| <i>220:150</i> |
| <i>280:070</i> |
| <i>280:170</i> |
| • Upper Iowa University: |
| <i>EDU 162</i> |
| <i>EDU 404</i> |
| <i>ED 504</i> |
| • Wartburg: |
| <i>ED 212</i> |
| <i>ED 354</i> |
| • Westmar: |
| <i>350 (prior to 1999)</i> |
| • William Penn: |

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| EDU 365 |
| STATE – KANSAS |
| • Benedictine College: |
| SO 290 |
| SO 354 |
| ED 200 |
| ED 460 |
| • Emporia State University: |
| CI 535 |
| • Fort Hays State University: |
| INTS 350 |
| IDS 350 |
| • Kansas State University: |
| EDCI 455 (prior to 2006) |
| EDCIP 455 (prior to 2006) |
| EDEL 455 |
| EDSEC 455 |
| EDCI 910 |
| EDCIP 910 |
| • University of Kansas |
| C&I 210 (prior to 2003) |
| C&I 325 (prior to 1997) |
| T&L 325 |
| C&I 705 (prior to 1997) |
| T&L 743 |
| • Wichita State University: |
| C&I 430LS 456 & IS 428 |
| C&I 711 |
| ACES 821 |
| • Ottawa University: |
| EDU 592 (prior to 2002) |
| • Tabor College: |
| ED 110 |
| SO 352 |
| STATE – MINNESOTA |
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| <ul style="list-style-type: none"> • Augsburg: |
| <i>EDU 210</i> |
| <ul style="list-style-type: none"> • Bethel: |
| <i>EDU 300G</i> |
| <ul style="list-style-type: none"> • Bemidji State: |
| <i>ED 321</i> |
| <i>ED 3140</i> |
| <ul style="list-style-type: none"> • Hamline: |
| <i>EDU 562 or EDU 621</i> |
| <i>EDU 605</i> |
| <ul style="list-style-type: none"> • Martin Luther: |
| <i>ED 1099 (prior to 1993)</i> |
| <i>ED 2035 (prior to 2004)</i> |
| <i>ED 8078 (prior to 2004)</i> |
| <ul style="list-style-type: none"> • Concordia – Moorhead: |
| <i>ENG 3310</i> |
| <i>ED 439</i> |
| <ul style="list-style-type: none"> • Concordia – St. Paul: |
| <i>EDU 330</i> |
| <i>EDU 431</i> |
| <i>EDU 530</i> |
| <ul style="list-style-type: none"> • Crown College (formerly St. Paul Bible) |
| <i>SOC 230</i> |
| <i>SSC4 201</i> |
| <ul style="list-style-type: none"> • Minnesota State: |
| <i>EDU 6141 (formerly Mankato State)</i> |
| <i>KSP 220</i> |
| <i>EEC 222</i> |
| <i>KSP 450</i> |
| <i>KSP 550</i> |
| <ul style="list-style-type: none"> • Minnesota State University (formerly Moorhead State): |
| <i>EDU 408</i> |
| <i>EDU 409</i> |
| <ul style="list-style-type: none"> • Northwestern: |
| <i>EDU 3219</i> |
| <i>EDU 3635</i> |

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| • Southwest State: |
| 1001-411-01 |
| • St. Catherine: |
| EDU 207 |
| EDU 507 |
| • St. Cloud State: |
| HURL 497/597 |
| • St. John's University: |
| EDUC 390 |
| • St. Thomas: |
| CIED 615 |
| CTED 925 |
| • University of Minnesota – Duluth: |
| EDUC 1100 |
| EDS 4100 |
| EDS 5100 |
| • University of Minnesota – Minneapolis: |
| ESPY 5135 |
| ESPY 5139 |
| • University of Minnesota – Morris: |
| ESPY 5135 (prior to 2002) |
| • Winona State: |
| COUNSED 522 |
| ED 308 |
| STATE – MISSOURI |
| • Central Missouri State University: |
| EDCI 2110 |
| • Northwest Missouri State University: |
| ED 569/EDUC 61569 (same course) |
| STATE – NEW MEXICO |
| • New Mexico State University: |
| CEP 535 |
| CEP 635 |
| STATE – NORTH DAKOTA |
| • University of North Dakota – Grand Forks: |
| T&L 380 |

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|---|
| CTL 390 |
| CTL 430C |
| T&L 433 |
| CTL 480 |
| CTLU 506 |
| EFR 506 |
| STATE – SOUTH DAKOTA |
| • Augustana: |
| EDUC 355 |
| EDUC 459 (thru May 1993) |
| EDUC 555 |
| • Black Hills State University: |
| ED 452 OR ED 652 (until 1993) |
| ED 460 OR ED 660 (until 2002) |
| EDFN 475 |
| • Dakota State University – Madison: |
| SOC 375 |
| SOC 475 |
| SOC 675 |
| • Dakota Wesleyan: |
| EDU 409 |
| ED 410 |
| • Huron University: |
| SOC 234 (until 1998) |
| SOC 334 (after 1998) |
| • Mount Mary: |
| EDFN 377 |
| |
| • Northern State – Aberdeen: |
| EDFN 400 or 600 (prior to 2002) |
| EDFN 475 |
| SEED 483 (prior to 1992) |
| EDFN 499 or 699 (prior to 1992) |
| EDFN 575 |
| • Oglala Lakota College: |
| ED/SOC 463 |

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| <ul style="list-style-type: none"> • Sinte Gleska: |
| <i>ED 447</i> |
| <i>ED 547</i> |
| <ul style="list-style-type: none"> • South Dakota State University – Brookings: |
| <i>SEED 493</i> |
| <i>EDFN 375</i> |
| <i>EDFN 590</i> |
| <i>EDFN 690</i> |
| <i>EDFN 725</i> |
| <ul style="list-style-type: none"> • University of Sioux Falls: |
| <i>ED 351</i> |
| <i>EDU 505</i> |
| <ul style="list-style-type: none"> • University of South Dakota – Vermillion: |
| <i>INED 410</i> |
| <i>EDFN 462</i> |
| <i>EDFN 662 to 1995</i> |
| <i>EDFN 475</i> |
| <i>EDFN 575</i> |
| <i>INED 510</i> |
| <i>EDFN 675</i> |
| STATE – WISCONSIN |
| <ul style="list-style-type: none"> • Concordia/Mequon: |
| <i>ED 103</i> |
| <ul style="list-style-type: none"> • Silver Lake: |
| <i>EDU 164</i> |
| <ul style="list-style-type: none"> • University of Wisconsin – Madison: |
| <i>EPS 300</i> |
| <ul style="list-style-type: none"> • University of Wisconsin – River Falls: |
| <i>TED 252</i> |
| <ul style="list-style-type: none"> • University of Wisconsin – Stout: |
| <i>EDUC 336</i> |
| <i>EDUC 536</i> |
| STATE – WYOMING |
| <ul style="list-style-type: none"> • University of Wyoming: |
| <i>EDCI 1010</i> |

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|------------------------------|
| <i>EDUC/EDST 2000</i> |
| <i>EDFN 2100</i> |
| <i>EDUC 2000 (thru 2005)</i> |
| <i>EDST 2000 (thru 2005)</i> |
| <i>EDST 2480</i> |

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

Nebraska Statutory Provisions 79-807 (6)

If you have the appropriate employment experiences* which provided you with the opportunity to acquire the skills for the Human Relations Training requirement (HRT), you may be able to meet the course requirement by submitting a written narrative as described below.

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

Six Skills Required for the Human Relations Training Requirement

1. An awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society;
2. 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;
3. The ability to translate knowledge of human relations into attitudes, skills, and techniques which result in favorable experiences for students;
4. The ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials;
5. Respect for human dignity and individual rights; and
6. The ability to relate effectively to other individuals and to groups in a pluralistic society other than the teacher's own.

Writing a Narrative for the Human Relations Training Requirement

VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE

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

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

SAMPLE

First Skill:

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

Second Skill:

Continue with each skill as indicated above.

Sign your name and include your social security number.

REQUIRED VERIFICATION AND SIGNATURE

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

SIGNATURE WITH TITLE OR RELATIONSHIP

PROVISIONAL TEACHING PERMIT

FOR NEBRASKA CERTIFICATION – VALID FOR TWO YEARS

This Permit requires a Completed Teacher Education Program.

Employment in a Nebraska school system is NOT required for this Permit.

This Permit may be issued because of a deficiency in **the Praxis –Core Academic Skills**, requirements, the *Praxis Subject Assessment test*, *Special Education Training* requirement AND/OR the *Recency* requirement has NOT been met.

This Permit expires on August 31st of the 2nd year following the year of issuance.

This Permit IS NOT renewable.

The following is required for issuance of the Provisional Permit:

- Completion of a baccalaureate degree AND
- Completion of a teacher education program at a state approved teacher education institution AND
- Human Relations Training requirement met with an official transcript of a pre-approved course OR the written, verified narrative of your K-12 employment experiences for the six (6) skills.

The following documents must be submitted for this Provisional Permit:

- The Application form and non-refundable application fee online at www.education.ne.gov/tcert OR Print, complete sign and date the Application form from the Supporting Forms link at www.education.ne.gov/tcert and your payment by check or money order AND Record of Residence Form online if you have lived in Nebraska for the immediate past five (5) years, OR complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at nde.tcertweb@nebraska.gov AND Institutional Verification form, completed by the certification officer of the approved teacher education institution where the program was completed AND Legible copy of your current, valid out of state teaching certificate (if applicable) AND Verification of Employment Experience form (if applicable) AND Official transcripts of all college credits AND Signed top portion (Section A) of the Agreement Statement (if applicable)

[Teacher Certification Supporting Forms](#)

ALTERNATIVE PROGRAM TEACHING PERMIT

Employment in a Nebraska school system IS required. **This Permit is NOT renewable.**

This Permit expires August 31st in the second year following the year of issuance.

The Alternative Program Teaching Permit may be issued when the following is met:

- Evidence of qualifying for one or more teaching endorsement
- A completed baccalaureate degree
- A written request for the issuance of such permit from the employing school district

PATH 1:

- The required portion of an approved teacher education program including:
- Fifty percent (50%) of the pre-student teaching requirements including a course in teaching methods AND
- (75%) of the requirements for at least one (1) subject or field endorsement. (These program requirements are determined by the college certification officer at the teacher education institution where you have set up your program). OR

PATH 2:

- Complete a state approved alternative program for teaching which includes education related coursework
- Hold a current regular teaching certificate in another state
- Submit evidence of one (1) year teaching experience (K-12) in the last five (5) years in an approved/accredited school

The following documents must be submitted for the Alternative Program Teaching Permit:

- The Application form and non-refundable application fee online at www.education.ne.gov/tcert OR Print, complete sign and date the Application form from the Supporting Forms link at www.education.ne.gov/tcert and your payment by check or money order. AND Record of Residence Form online if you have lived in Nebraska for the immediate past five (5) years, OR complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at nde.tcertweb@nebraska.gov AND Institutional Verification form, completed by the certification officer of the approved teacher education institution where the education program is being completed AND Alternative Program Teaching Permit Form must be completed by the certification officer of the approved teacher education institution where the education program is being completed AND Official transcripts of all college credits AND Official transcript of a pre-approved course to meet the Human Relations Training requirement OR a written, verified Narrative of your employment experiences for the six (6) skills AND Section C of the Agreement Statement signed by you and your employing Superintendent

[Teacher Certification Supporting Forms](#)

POSTSECONDARY TEACHING PERMIT

A three (3) year teaching permit issued to individuals who are teaching college courses to high school students where both high school and college credit is earned by the student.

Persons holding a current Nebraska Initial, Standard or Professional certificate do not need to also hold this permit if the dual credit course is covered by their endorsement.

POSTSECONDARY PERMIT required of individuals teaching dual credit classes to high school students. If the teacher holds a current regular teaching or administrative certificate, they do not need a postsecondary teaching permit to teach dual credit courses.

AN APPLICANT MUST:

- Be employed by a Nebraska postsecondary educational entity (community college, college or university, or a regionally accredited non-profit postsecondary education institution), AND
- Be approved by a local school board to teach high school student courses earning college and high school credit, AND
- Submit evidence of meeting the human relations training requirement and fingerprinting requirements, if required.

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

- Complete and sign Postsecondary Permit Verification form

FIRST ISSUANCE – How To Apply:

- Submit the Postsecondary Permit Verification form completed by college AND
- The Application form and non-refundable application fee online at www.education.ne.gov/tcert OR Print, complete sign and date the Application form from the Supporting Forms link at www.education.ne.gov/tcert and your payment by check or money order AND
- Record of Residence Form online if you have lived in Nebraska for the immediate past five (5) years, OR Complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at nde.tcertweb@nebraska.gov AND
- Official transcripts for a pre-approved course to meet the Human Relations Training requirement OR a written, verified, narrative of your K-12 employment experience which provided you with the opportunity to acquire the six (6) skills. NOTE: The Temporary Certificate, valid for SIX MONTHS, will be issued if the Human Relations Training requirement has not been met.

[Teacher Certification Supporting Forms](#)

STATE SUBSTITUTE TEACHING PERMIT

The State Substitute Teaching Permit is valid for five (5) years and authorizes teaching in any subject at any level with unlimited number of days of teaching. However, not more than ninety (90) consecutive days may be taught in the same assignment (same class or subject to the same students).

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

Online application and application fee,

https://dc2.education.ne.gov/tcertlf/tcert_newapp.dll/EXEC

- Official transcripts of minimum a baccalaureate degree and coursework for the completion of a teacher education program through an approved teacher education institution
- Institutional Verification Form completed by the certification officer from an approved teacher education institution
- Include photocopy (front and back) of a regular teaching Certificate valid or expired (no deficiencies) issued by any state
- Official transcripts for a pre-approved course to meet the Human Relations Training requirement OR a written, verified, narrative of your K-12 employment experience which provided you with the opportunity to acquire the six (6) skills.
- NOTE: The Temporary Certificate, **valid for SIX MONTHS**, will be issued if the Human Relations Training requirement has not been met.

[Teacher Certification Supporting Forms](#)

LOCAL SUBSTITUTE TEACHING PERMIT

The Local Substitute Teaching Permit is valid for three (3) years and is **limited to forty-five (45) days** of teaching in any school year. This type of Permit is valid for teaching only in the Nebraska school system requesting the issuance. This Permit requires a minimum of sixty (60) semester credit hours of college coursework with at least one (1) course in professional Education.

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

- The Application form and non-refundable application fee online at www.education.ne.gov/tcert OR Print, complete sign and date the Application form from the Supporting Forms link at www.education.ne.gov/tcert and your payment by check or money order AND
- Record of Residence Form online if you have lived in Nebraska for the immediate past five (5) years, OR complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at nde.tcertweb@nebraska.gov
- Official Transcripts indicating sixty (60) semester credit hours of college coursework to include a professional education course. A professional education course is any course with an education prefix or a course in child psychology, child growth and development, classroom management, school organization, child abuse and neglect, observation of children or in general terms, anything dealing with children, schools, or education AND
- Written request from the Superintendent for issuance of the Permit. This request must be signed by the Superintendent or the personnel director of the school system. Include a statement indicating that the issuance of the Permit is approved or requested by the local governing board.
- Official transcripts for a pre-approved course to meet the Human Relations Training requirement. NOTE: The Temporary Certificate, **valid for SIX MONTHS**, will be issued if the Human Relations Training requirement has not been met.

CAREER EDUCATION TEACHING PERMIT

- Valid for 3 years
- Valid only in the endorsed career area
- Valid only in the school system(s) identified on the permit
- Valid only for regular teaching in grades 9-12

CAREER EDUCATION PERMIT

Available for individuals who are hired to teach by a Nebraska school district in career education (chart attached) where no teaching education program exists, where instructional content of the course exceeds teacher preparation coursework, or for which a school system submits documentation that it has not found a qualified teacher for a specific course in the career education field.

The Permit requires:

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

CAREER EDUCATION PERMIT – How to Apply

- School System Verification for a Career Education Permit form completed by the employing school system authorizing the applicant to teach the Career Education class
- The Application form and non-refundable application fee online at www.education.ne.gov/tcert OR Print, complete sign and date the Application form from the Supporting Forms link at www.education.ne.gov/tcert and your payment by check or money order AND
- Record of Residence Form online if you have lived in Nebraska for the last five (5) years, OR complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order cards at www.education.ne.gov/tcert
- Human Relations Training requirement met with an official transcript of a pre-approved course OR the written, verified Narrative of your employment experiences for the six (6) skills. If this requirement is not met, see Temporary Certificate for six (6) months instructions.

[Teacher Certification Supporting Forms](#)

| AREAS OF SPECIALIZATION | DESCRIPTION |
|---|---|
| Agriculture, Food and Natural Resources | The study of the planning, implementation, production, management, processing and/or marketing of agricultural commodities and services including food, fiber, wood products, natural resources, horticulture and other plant and animal products. It also includes the study of related ag, food and natural resources professional, technical and educational services. |
| Architecture and Construction | The study of the design, construction and maintenance of the built environment such as buildings, roadways, bridges, etc., including work on new structures, restorations, additions, alterations and repairs. |
| Arts, A/V Technology and Communications | The study of audio and video production such as sound/lighting engineers and technicians, radio and television broadcast, electronic and printed communication. |
| Business Management and Administration | The study of the planning, organizing, direction and evaluating business functions essential to efficient and productive business operations, including specific skills in organization, time management, customer service and communication. |
| Education and Training | The study of the planning, managing and providing of education and training services and related learning support services. |
| Energy and Engineering | The study of the planning, managing and developing new technology including professional and technical services in energy and engineering fields. |
| Finance | The study of financial and investment planning, banking, insurance and business financial management. |
| Government and Public Administration | The study of careers that are unique to government and not contained in another cluster. |
| Health Sciences | The study of the health sciences that promote health, wellness and diagnosis as well as treat injuries and diseases. |
| Hospitality and Tourism | The study of the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel-related services. |
| Human Services | The study of services related to families and human needs. |
| Information Technology | The study of the design, installation and maintenance of digital information systems including data bases, video games and other digital software and the study of the transfer of information digitally over the internet. |
| Law, Public Safety and Security | The study of the planning, managing and providing of legal, public safety, protective services and homeland security, including professional and technical support services |
| Manufacturing | The study of the planning, managing and performing the processing of materials into intermediate or final products including the related professional and technical support activities such as production, planning and control, maintenance and manufacturing/process engineering. |
| Marketing | The study of the planning, managing and performing marketing activities to reach organizational objectives. |
| Transportation, Distribution and Logistics | The study of the operation, maintenance and repair of equipment used in moving people as well as manufactured and produced goods including professional and support technical services such as infrastructure planning and management, logistic services and the maintenance of mobile equipment and facilities. |

TRANSITIONAL TEACHING PERMIT

FOR NEBRASKA CERTIFICATION

Employment in a Nebraska school system is required for this Permit.

The Nebraska Department of Education, in partnership with the University of Nebraska at Kearney, has implemented the Transitional Teaching Permit program. The intent of the permit is to encourage applicants with a B.A. outside of education, to complete the teacher preparation coursework while teaching fulltime in the classroom.

The University of Nebraska at Kearney offers an online Transitional Certification Program (TCP) that is designed for those individuals who already have a B.A. or B.S. degree or higher and have a significant amount of coursework (75%) applicable to a subject area.

The Candidate for the Transitional Teaching Permit must:

- Hold a baccalaureate degree with 75% of the content required by RULE 24 for the required endorsement
- Complete 3 professional education on-line modules (18) hours. View online courses at ecampus.unk.edu
- **Submit transcripts and other application materials to the Transition Certification Office at the University of Nebraska at Kearney**
- Develop a transitional plan that leads to an Initial certificate within 3 years of the initial application
- Complete at least 6 credit hour each academic year to be eligible for renewal

To obtain additional information on the career path to teaching, contact:

Bethany Johnson, TCP Office Associate at johnsonbl2@unk.edu, or at 308-865-8512.

To School Principals and Superintendents:

Before you hire a Transitional Teaching Permit candidate, make sure he/she qualifies to obtain the permit. This information can be provided by **Dr. Wendy McCarty**, TCP Director, at mccartywl@unk.edu or at 308-865-8074. Upon successful completion of the entire professional sequence, recommendation will be made to the Nebraska Department of Education for the issuance of an Initial Teaching Certificate.

SPECIAL SERVICES CERTIFICATES AND PERMITS

Special Services Standard School Nurse Certificate – Requirements:

- Valid for 5 years
- Completion of a Nursing degree
- Hold a valid Nebraska Department of Health & Human Services License, or hold a valid license with NLC (Nurse Licensure Compact) as a registered nurse.
- Meet the Human Relations Training requirement

Special Services Standard Audiologist Certificate – Requirements:

- Valid for 5 years
- Completion of an Audiologist degree
- Hold a valid license in Audiology with the Nebraska Department of Health & Humans
- Meet the Human Relations Training requirement

Special Services Coaching Permit - Requirements:

- Valid for 5 years
- Complete a course in NFHS First Aid
- Completion of a course in Health and Safety for Coaches
- Note: Completion of the two courses meets the Human Relations Training requirement for this permit only

Special Services Provisional Permit - Requirements:

- Valid for 3 years
- Valid only in the area of Speech Language Technician
- Submit a written request for the issuance of such permit from the Superintendent of schools in which the applicant intends to work
- Completion of a bachelor's degree in Speech Communication Disorders or Speech Language Pathology
- Submit a signed and dated statement of intent to pursue admission into a Masters Speech Language pathology program during the period in which such permit is valid
- Meet the Human Relations Training requirement

[Teacher Certification Supporting Forms](#)

How Do I Access the Online Application?

- Go to the Teacher Certification website www.education.ne.gov/tcert
- On the left-hand side of the homepage, you will see the **SIDEBAR** (see below)
- Scroll all the way down to the **RESOURCE** section.
- Look for and click on the **Online Application** link.

TEACHER CERTIFICATION

New Nebraska Educator?

- [Teacher](#)
- [Administrator](#)
- [Special Services](#)
- [Reciprocity](#)

NEW Permit Types

- [Career Education Teaching Permit](#)
- [Postsecondary Teaching Permit](#)
- [Provisional Teaching Permit](#)
- [Transitional Teaching Permit](#)

Contact Us

- [Certification Staff](#)

Nebraska Teacher Preparation Programs

- [Certification Officers](#)
- [Nebraska Approved Programs](#)
- [Nebraska Human Relations Training](#)

Rules and Regulations

- [Rule 21](#)
- [Rule 23](#)
- [Rule 24](#)

Resources

[Certification Terms](#)

[Community College Credit](#)

[K-12 School Directory](#)

[NCLB Qualified Teachers](#)

[Teach in Nebraska](#)

[Supporting Forms](#)

[Print Your Recently Issued Certificate](#)

[Online Application](#)

- You will be asked to enter your **social security number** with no dashes and your **date of birth**
- Click on **Login**

IF...you get a message that the system *does not recognize your social security* number

OK this message and click on **login** again

- The system will bring up a screen that will give you the option to **Start a New Application**
- Click on **Start a New Application**
- Complete the application
- **Submit** the online application

TEACHER CERTIFICATION CONTACTS

| | |
|------------------------------------|---|
| Mailing Address: | Nebraska Department of Education Teacher Certification 301 Centennial Mall South PO Box 94987 Lincoln, NE 68509-4987 |
| Transcripts Mailed: | <i>IF...you send transcripts by regular mail, use this address:</i> Nebraska Department of Education Teacher Certification PO Box 94987 Lincoln, NE 68509-4987 |
| E-Transcripts: | E-Transcripts can <i>ONLY</i> be sent to our office by the Registrar's Office at your college or university. The Registrar's Office will require that you provide them with an email address; the email address to provide them with <i>is</i> Bethina.Garrett@nebraska.gov E-Transcripts that have not been sent by the institution <i>will not</i> be accepted. |
| Website, Email and Twitter: | Website: www.education.ne.gov/tcert Email: nde.tcertweb@nebraska.gov Twitter: @nde_tcert |
| Phone Line: | 402-471-0739, Monday – Friday, 8:00am – 5:00 pm CST |
| Fax Number: | 402-742-2359 |

Teacher Certification Staff:

- Dr. Kevin Peters, Director
- Carolyn Hauser, Certification Analyst
- Dolores Harms, Certification Analyst
- Bethina Garrett, Certification Analyst
- Suzanna Perez, Certification Analyst
- John Mlinar, Certification Analyst

NEBRASKA EDUCATIONAL DIRECTORY

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