



ADMINISTRATIVE CERTIFICATE STANDARD OR PROFESSIONAL

RENEWAL - Prior to Expiration or Less Than Five Years Expired

- 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
- Submit Documents Verifying Recent Employment Experience or Approved College Credit
 - Verification of Employment Experience form for one (1) year, half time (50%) or more, of administrative experience, within the immediate past five (5) years. Nebraska administrative experience is verified on the NSSRS system so you do not need to report AND
 - IF the experience was acquired in a state other than Nebraska, submit a photocopy of the VALID, REGULAR Administrative Certificate coinciding with the verified experience OR
 - OFFICIAL transcripts indicating completion of six (6) graduate semester hours in Educational Administration at an approved teacher education institution within five (5) years prior to the date of application.

RENEWAL - Five or More Years After the Expiration Date

- 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
 - Submit OFFICIAL transcripts indicating completion of fifteen (15) pre-approved graduate semester hours within five (5) years prior to the date of application. Courses must be completed at a college that offers an approved administrative educational of program AND
 - Submit an Institutional Verification form signed by the Certification Officer at the approved teacher education institution where the pre-approved fifteen (15) graduate semester hours in Educational Administration were completed.

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