

INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA ADMINISTRATIVE CERTIFICATE

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

- **Application form and non-refundable application fee, completed on-line** at www.nde.state.ne.us/tcert along with payment on-line OR complete the Application form in the Forms section of this manual and submit payment by check or money order.
- **Official transcripts** of *all* college credits not already on file in our office.
- **Verification of Employment Experience 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.
- **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)**
- If you **have** been residing in and physically present in Nebraska for the immediate past five years submit the **Record of Residence** form. If you **have not**, submit **two completed fingerprint cards** provided by the Nebraska Department of Education **and** the **fingerprint processing fee** in addition to the application fee.
- **Official transcripts** of one of the approved qualifying courses appearing in this manual. If you have completed a **course to meet the Human Relations Training requirement at an approved teacher education institution that does not appear on the list**, please submit a **course syllabus** and an **official transcript** showing completion. The Nebraska Department of Education will evaluate the syllabus to determine if the course meets this requirement **OR** Write a narrative verifying employment experiences which provided you with the opportunity to acquire the six (6) skills for Nebraska's human relations training requirement.
- The basic skill competency examination may be met in one of the following ways
 1. **Official score report** 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**
 2. Has been certificated by any other state following the successful completion of a basic skill competency examination (reading, mathematics and writing) required by such state **OR**
 3. Has taught or administered three or more consecutive years in any approved or accredited or otherwise legally operated school in any other state **OR**
 4. The candidate has current credentials from the National Board of Professional Teaching Standards
- **Official transcripts** indicating completion 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 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.
- You may meet the **recency** requirement for issuance of the administrative certificate in one of three ways:
 1. 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 **OR**
 2. 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** if you hold, held or qualified to hold an administrative certificate that has not expired or has expired for less than five (5) years **OR**
 3. If your administrative certificate has expired more than five (5) years, or your administrative program was completed more than five (5) years ago, 15 **graduate** semester hours are required within the immediate past five (5) years. The hours must be recommended for renewal of the administrative certificate by the certification officer of your approved teacher education institution.