

INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA TEACHING CERTIFICATE

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

- **Application Form**, on-line at <http://www.education.ne.gov/tcert> in the bottom left hand corner
- **Record of Residence** form completed for all addresses resided and physically present in Nebraska for the immediate past five years **OR**
Complete two fingerprint cards provided by the Nebraska Department of Education Teacher Certification office and the non-refundable **fingerprint processing fee**. The request for the fingerprint cards can be sent to nde.tcertweb@nebraska.gov
- **Official transcripts** of all college credits
- **Institutional Verification Form** completed and signed by the college certification officer of the approved teacher education institution where an approved program was completed, **AND** photocopy (front and back) of the **out-of-state valid, regular teaching certificate, if applicable**
- **Official transcripts** for a pre-approved course to meet the **Human Relations Training** requirement **OR** a written, verified, **narrative** of your employment experience which provided you with the opportunity to acquire the **six (6)** skills
- 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 teaching certificate in one of three ways:
 1. Have taught 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 teaching certificate **OR**
 2. Have completed six (6) 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 teacher education program **OR** if you hold, held or qualified to hold an teaching certificate that has not expired or has expired for less than five (5) years **OR**
 3. If your teaching certificate has expired more than five (5) years, or your teaching program was completed more than five (5) years ago, 15 **specific** semester hours are required within the immediate past five (5) years. The hours must be recommended for issuance of the teaching certificate by the certification officer of your approved teacher education institution.