



ADVANCE TO THE PROFESSIONAL ADMINISTRATIVE CERTIFICATE

- 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 an official transcript of a six-year specialist's certificate or a doctorate degree in educational administration from a standard institution of higher education and the Institutional Verification form completed by the certification officer at the approved teacher education institution where the program was completed AND
- Have completed six (6) graduate semester hours within the immediate past five (5) years in educational administration OR Submit the Verification of Experience Form indicating administrative experience for one (1) year within the immediate past five (5) years half time (50%) or more in a legally operated school system AND
- Hold or qualify to hold a Nebraska Standard administrative certificate or a comparable and equivalent certificate.