



## **LOCAL SUBSTITUTE TEACHING PERMIT RENEWAL FOR NEBRASKA CERTIFICATION**

The Local Substitute Teaching Permit is valid for three (3) years and is limited to forty (45) days of teaching in any school year. This type of Permit is valid for teaching only in the school system requesting the issuance.

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

- The Application form and non-refundable application fee online at [www.education.ne.gov/tcert](http://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](http://www.education.ne.gov/tcert) and your payment by check or money order AND
- Written request from the Superintendent for the 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.

301 Centennial Mall South, PO Box 94987-4987  
Phone: 402-471-0739, Fax: 402-742-2359  
Website: [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)  
Email: [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)  
Twitter: [@nde\\_tcert](https://twitter.com/nde_tcert)