

**INSTRUCTOR APPLICATION FOR A PRIVATE POSTSECONDARY CAREER SCHOOL**

General Information: Pursuant to Title 92, NAC, Chapter 41,004.05A The school shall have a sufficient number of qualified and experienced instructors in the subject areas for which they are assigned to provide instructional services to students. 004.05A The school shall file with the Department, no later than thirty (30) days following hiring, an instructor's qualification form furnished by the Department. 004.05B The school shall employ instructors who are competent to provide the training contemplated. 004.05C The instructors shall be qualified either by three (3) years of trade or professional experience at a journeyman level, or its equivalent in the trade or specialty to be taught, or a baccalaureate or associate degree in that trade or specialty and one (1) year of trade or professional experience at a journeyman level, or its equivalent in the trade or specialty to be taught, or file a contingency plan approved by the Department whereby the minimum requirements will be met within three (3) years, with the school providing a yearly progress report on the plan. 004.05D If the school prepares students for an occupation that requires a license(s), the instructor shall maintain the appropriate license(s). 41,010.05 Instructors teaching general educational courses in an Associate Degree program, shall hold at least a baccalaureate degree, including adequate preparation in areas the instructors are assigned to teach.

**Name of Instructor:** \_\_\_\_\_

**Date of Employment:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Name of Assigned Program:** \_\_\_\_\_

Baccalaureate Degree  Associate Degree  Diploma  Certificate

Full-time  Part-time

**What classes will you teach for this school?** (Please list specific classes as found in the school catalog.)

\_\_\_\_\_  
 \_\_\_\_\_

**Other Job Responsibilities:** \_\_\_\_\_

**EDUCATIONAL INFORMATION\***

List below all post-high school education, beginning with the most recent.

Name of Institution	Location	Major	Degree & Date Received	Dates Attended

High School Attended: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

List any educational or professional certificate or license currently held: \_\_\_\_\_

This document was issued by: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**EMPLOYMENT INFORMATION\***

List below all employment beginning with the most recent. An additional sheet may be attached, if needed.

Name, Address, & Phone # of Employer	Job Title	Nature of Duties	Dates Employed

The information provided on this application is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Documentation verifying educational and employment information should be maintained at the school.**

**TO BE COMPLETED BY EMPLOYER**

**TO THE COMMISSIONER OF EDUCATION:**

I expect to employ this applicant as an instructor for the school and will notify the Department of Education when he/she is no longer employed at the school. I have examined this application and I am satisfied that the instructor meets the requirements of Title 92, NAC 41, Sections 004.05 and 010, and the information provided by the applicant is true and correct.

\_\_\_\_\_  
*Signature-Director or Owner*

\_\_\_\_\_  
*Date*

Send completed form to Director, Private Postsecondary Career Schools and Veterans Education, Nebraska Department of Education, P. O. Box 94987, Lincoln, NE 68509-4987. **This form may not be reworded.**