

**NEBRASKA DEPARTMENT
OF EDUCATION**

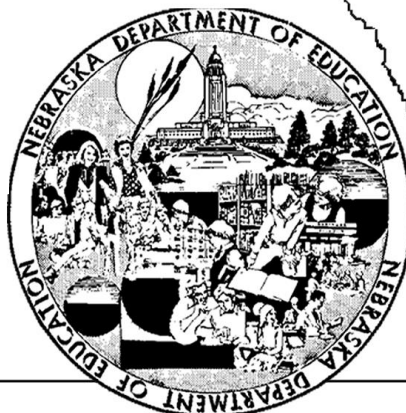
RULE 21

**REGULATIONS FOR THE ISSUANCE OF CERTIFICATES AND PERMITS
TO TEACH, PROVIDE SPECIAL SERVICES, AND ADMINISTER IN
NEBRASKA SCHOOLS**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 21**

**EFFECTIVE DATE
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(REVISED)**

**State of Nebraska
Department of Education
301 Centennial Mall South
Lincoln, Nebraska 68509**



TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
 CHAPTER 21 - ISSUANCE OF CERTIFICATES AND PERMITS TO TEACH, PROVIDE
 SPECIAL SERVICES, AND ADMINISTER IN NEBRASKA SCHOOLS

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001 Scope and Authority

001.01 Statutory Authority. This chapter is adopted pursuant to Neb. Rev. Stat. §§ 79-318, 79-806 through 79-815, and 79-8,145.

001.02 Scope and Application. This chapter provides procedures for the issuance of Teaching, Administrative, and Special Services certificates and permits for use in accredited or approved Nebraska school systems.

001.03 Related Chapters. Throughout this chapter, reference is made to other Nebraska Department of Education regulations that relate to certification. Title 92, Nebraska Administrative Code, Chapter 20 (92 NAC 20), contains regulations for teacher education program approval. Title 92, Nebraska Administrative Code, Chapter 22 (92 NAC 22), contains regulations for the approval of credentialing organizations for teachers. Title 92, Nebraska Administrative Code, Chapter 24 (92 NAC 24), contains regulations relating to endorsements.

002 Definitions. As used in this chapter:

002.01 Administer means to manage or direct one or more of the offices, departments, or services of a Nebraska school system, or a comparable school system in another state;

002.02 Application means, unless otherwise required by the context, the *Application for a Nebraska Educator Certificate or Permit* form, found in Appendix A of this chapter, which is properly signed by the applicant, all professional conduct and professional fitness questions are completed with answers that allow the issuance of a Nebraska certificate or permit under this chapter, is accompanied by the payment of the prescribed fee as provided in Section 003.05 of this chapter, and is filed and recorded by the Department;

002.03 Approved program means a teacher education or educator preparation program approved pursuant to 92 NAC 20, approved in another state or country pursuant to standards which are comparable and equivalent to 92 NAC 20, or a program capable of meeting such standards;

002.04 Board means the Nebraska State Board of Education;

002.05 Certificate has the same meaning as in Neb. Rev. Stat. § 79-807;

002.06 Certification Officer means an employee designated by the chief academic officer or unit administrator of each standard institution of higher education with an approved program to receive correspondence regarding this chapter from the Department and to provide certified records, transcripts, reports, and/or recommendations to the Department, as required, for the purpose of certification and/or endorsement;

002.07 Commissioner means the Nebraska Commissioner of Education;

002.08 Comparable and equivalent certificate means a certificate issued by another state, by the U.S. Department of Defense, or by a foreign country pursuant to standards comparable and equivalent to those in this chapter. The certificate, for the purpose of supporting or justifying the initial issuance of a Nebraska certificate or permit, will be given the same consideration as if it were a Nebraska certificate;

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002.09 Content area means college coursework taken by an individual for the purpose of gaining a college recommended endorsement on their Administrative, Teaching or Special Services certificate or permit;

002.10 Department means the Nebraska State Department of Education, which is comprised of the Board and the Commissioner;

002.11 Education-related coursework means any education preparation course from a standard institution of higher education, coursework in an applicant's content area, or human relations training;

002.12 Employment experiences means work by an individual as an employee (a) in an approved, accredited, or otherwise legally operated school while holding or qualifying to hold a regular certificate issued by another state, by the U.S. Department of Defense, or by a foreign country based upon the successful completion of an approved program; (b) in postsecondary education; or (c) in a community organization or agency that provides services to students;

002.13 Endorsement means an area of specialization indicated on a certificate issued pursuant to this chapter signifying that the individual has met specific requirements contained in 92 NAC 24;

002.14 Faculty member means a person who is employed to teach professional education courses in an approved program;

002.15 Governing body means the school board of a public school district, a board elected or appointed to provide direction to a nonpublic school, or an individual or corporate owner of a nonpublic school;

002.16 Human relations training has the same meaning as in Neb. Rev. Stat. § 79-807;

002.17 Nebraska school system means an institution that is accredited or approved by the Department to provide instruction at any grade level prekindergarten through grade twelve (12), an educational service unit accredited by the Department, or a special education service agency approved by the Department;

002.18 Permit means restricted authorization issued by the Commissioner to an individual who does not yet meet the qualifications for a regular certificate;

002.19 Postsecondary educational entity means a community college, a state college or university, or a regionally accredited nonprofit private postsecondary educational institution;

002.20 Regular certificate means an Initial, Standard, or Professional Nebraska certificate, or a comparable and equivalent certificate from another state;

002.21 Resident means an individual who has established a home where the individual is habitually present and to which having departed therefrom, intends to return;

002.22 Service provider means an individual or service agency, excluding a school district or approved cooperative, provisionally approved by the Nebraska Department of Education or similar entity in another state;

002.23 Special education training has the same meaning as in Neb. Rev. Stat. § 79-807;

002.24 Standard institution of higher education has the same meaning as in Neb. Rev. Stat. § 79-807;

002.25 Teaching means, but is not limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing, and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress;

002.26 Teach or Administer full-time day means any day during which more than three (3) hours is spent teaching or in administration; and

002.27 Teach or Administer half-time day means any day during which three (3) hours or less is spent teaching or in administration. For computation under this chapter, two (2) half-time days equal one (1) full-time day.

003 General Provisions

003.01 Transcripts. All transcripts submitted pursuant to certification or renewal requirements must be sufficiently legible so that microfilm copies of them are readable.

003.02 Armed Forces Extension. Upon application, the Commissioner may extend the term of any certificate or permit of any person who has served in the armed forces of the United States or the spouse of such person as provided in Neb. Rev. Stat. § 79-803.

003.03 False Information. Failure by an applicant to submit accurate information in support of an application is cause for denial or revocation of such certificate or permit.

003.04 Conversion of Certificates. Any person holding a certificate or permit valid only in Nebraska nonpublic school systems may convert such certificate or permit to one valid in all Nebraska school systems, both public and nonpublic, upon request and payment of a fee. Alternatively, a certificate or permit valid in both public and nonpublic Nebraska school systems may be converted to a certificate or permit valid only in Nebraska nonpublic school systems upon request and payment of a fee. In either case, the expiration date of the converted certificate or permit is the same as that of the original certificate or permit.

003.05 Fees. Applicants for a certificate or permit must pay the fees as set by the Commissioner.

003.06 Statement Signed by Certification Officer. A statement signed by a certification officer on forms provided by the Department may be accepted as evidence of completion of the academic requirements for issuance of a certificate or permit pursuant to this chapter or of an endorsement pursuant to 92 NAC 24. A recommended form (Institutional Verification) is available on the Educator Certification website.

003.07 Certificates Issued on The Basis of Equivalency. The Commissioner may issue any certificate or permit provided for herein to an applicant who files with the office of the Commissioner evidence of the required qualifications or of education and experience equivalent to the required qualifications.

003.08 Life or Permanent Certificates. For purposes of Nebraska certification, Life or Permanent certificates issued in another state will be considered to have expired five (5) years after the date of

the applicant's last regular employment as a teacher or administrator under that certificate. The holder of a Life or Permanent certificate issued by the Department that submits an application seeking additional endorsement(s) shall have the Life or Permanent certificate converted to a Professional certificate with an expiration date of August 31 in the tenth year following the issuance of the converted certificate.

003.09 Master of Arts in Teaching. The Master of Arts in Teaching (MAT) will be accorded equivalence with a baccalaureate degree when used for initial certification purposes in this chapter.

003.10 Mental Fitness. To be issued a certificate or permit, an applicant must not have an emotional or mental incapacity to practice the profession as evidenced by a legal adjudication or determination thereof by other lawful means. Such evidence shall be any of the following:

003.10A The applicant is, at the time of the consideration of the applicant's fitness to hold a certificate or permit, a mentally ill and dangerous person under Neb. Rev. Stat. § 71-908 as evidenced by a declaration or order to that effect by a mental health board of this state, or as evidenced by a similar finding by a similar body of another state.

003.10B The applicant is, at the time of the consideration of the applicant's fitness to hold a certificate or permit, a mentally ill individual as defined in Neb. Rev. Stat. § 20-162, or a similar determination has been made by similarly qualified mental health professional(s) of another state.

003.10C The applicant has been declared by a court as mentally incompetent in relation to standing trial for a criminal charge pursuant to Neb. Rev. Stat. §§ 29-1822 or 29-1823, or similar laws of another state, and has not been found by a court to have recovered from such incompetency.

003.10D The applicant has been acquitted of a criminal charge on the basis of a finding of insanity under Neb. Rev. Stat. § 29-2203 or similar laws of another state, unless a court, subsequent to such an acquittal, has found that the applicant is not dangerous to himself, herself, or others by reason of mental illness or defect and has released such person from court ordered treatment pursuant to Neb. Rev. Stat. §§ 29-3702 and 29-3703, or similar laws of another state.

003.10E A court has found the applicant to be an incapacitated person in need of a court appointed guardian pursuant to Neb. Rev. Stat. §§ 30-2601 and 30-2620, or similar laws of another state, and no court order has been entered that the applicant's incapacity has terminated.

003.10F A court has appointed a conservator or made other protective order(s) in relation to the estate and property affairs of the applicant pursuant to Neb. Rev. Stat. § 30-2630 or similar laws of another state, and no court order has been entered that the disability of the applicant has ceased.

003.11 Felony Convictions. For purposes of this chapter, felony conviction means any felony offense under the laws of any jurisdiction, including misdemeanor convictions in other jurisdictions that would constitute a felony if committed in Nebraska.

003.12 Misdemeanor Convictions. For purposes of this chapter, a misdemeanor conviction involving abuse, neglect, or sexual misconduct means an offense under the laws of any jurisdiction, which, if committed in Nebraska, would constitute one of the following misdemeanors (with the applicable sections of the Revised Statutes of Nebraska in parentheses):

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- 003.12A Abandonment; cruel neglect; harassment of a police animal (28-1009);
- 003.12B Abandonment of Spouse, Child, or Dependent Stepchild (28-705);
- 003.12C Assault (third degree) (28-310);
- 003.12D Child Abuse (28-707);
- 003.12E Child/Vulnerable Adult Contact with Methamphetamine (28-457);
- 003.12F Contributing to the Delinquency of a Child (28-709);
- 003.12G Debauching a Minor (28-805);
- 003.12H Domestic Assault (28-323);
- 003.12I Failure to Report Child Abuse/Neglect (28-717);
- 003.12J False Imprisonment (28-315);
- 003.12K Hazing (28-311.06);
- 003.12L Indecency with an Animal (28-1010);
- 003.12M Intimidation by Phone Call (28-1310);
- 003.12N Obscene Literature Distribution (28-813);
- 003.12O Obscene Motion Picture Show, Admitting Minor (28-809);
- 003.12P Prostitution (28-801);
- 003.12Q Public Indecency (28-806);
- 003.12R Resisting Arrest (28-904), when the conviction involves use or threat of physical force or violence against a police officer;
- 003.12S Sale of Obscene Material to Minor (28-808);
- 003.12T Sexual Assault (third degree) (28-320);
- 003.12U Sexually Explicit Conduct (28-813.01);
- 003.12V Solicitation of Prostitution (28-801.01);
- 003.12W Stalking (28-311.03);
- 003.12X Unlawful Intrusion (28-311.08);
- 003.12Y Violating a Harassment Protection Order (28-311.09);
- 003.12Z Violating a Protection Order (42-924); and
- 003.12AA Violence on a Service Animal (28-1009.01).

003.13 Other Convictions. For purposes of this chapter, in addition to the offenses listed above, felony convictions, and misdemeanor convictions involving abuse, neglect, or sexual misconduct will also include convictions related to such crimes, including (with the applicable sections of the Revised Statutes of Nebraska in parentheses):

- 003.13A Accessory to a Felony (28-204);
- 003.13B Aiding, Abetting, Procuring, or Causing Another to Commit an Offense (28-206);
- 003.13C Attempt to Commit a Crime (28-201); and
- 003.13D Criminal Conspiracy (28-202).

003.14 Pardons or Convictions Set Aside. Convictions which have been set aside, nullified, expunged, or pardoned are not to be considered convictions for purposes of this chapter, unless the laws of the jurisdiction of the conviction would allow the conviction to be used as the basis for denial of a certificate or permit to teach, administer, or provide special services in schools. However, the applicant must report such convictions on the *Criminal Charges Self-Reporting Form*, found in Appendix B of this chapter, as part of his or her application filed with the Department.

003.15 Withdrawal of Application. An applicant may request in writing that his or her application be withdrawn without refund of any fees submitted. The Department must notify the applicant in writing if the request will be granted. Any request granted by the Department ends consideration of that application, and will not be subject to appeal pursuant to this chapter.

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003.16 Expiration Dates. The expiration date on a valid certificate or permit that was issued by the Department prior to January 1, 1964, is subject to the provisions of Neb. Rev. Stat. § 79-815.

004 Administrative Certificates and Permits

004.01 Administrative Certificates and Permits, Types, General Requirements. The Department may issue Standard or Professional Administrative certificates, and Alternative Program or Nebraska Entry Administrative permits. Each applicant for any such Administrative certificate or permit may, depending on the type of certificate or permit, be required to:

004.01A Complete the application and meet the requirements of lawful presence in the United States as set forth in Neb. Rev. Stat. §§ 4-108 through 4-114 including completion of the *United States Citizenship Attestation Form*, found in Appendix C of this chapter;

004.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of this chapter;

004.01C Pay the prescribed fee as provided in Section 003.05 of this chapter;

004.01D Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14 of this chapter;

004.01E Qualify for or hold a Nebraska Standard or Professional teaching certificate or a comparable and equivalent certificate;

004.01F Be of good moral character;

004.01G Not have an emotional or mental incapacity to practice the profession as defined in Section 003.10 of this chapter;

004.01H Submit verified evidence of two (2) years of teaching experience or employment as an administrator, school counselor or school psychologist in an approved, accredited, or otherwise legally operated prekindergarten through grade twelve (12) school;

004.01I Submit evidence of human relations training as defined by this chapter;

004.01J Submit evidence of special education training as defined in this chapter;

004.01K Submit a complete, legible set of the applicant's fingerprints and pay the prescribed fee established by the Board to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application; and

004.01L Qualify for or be eligible to have one or more endorsements to administer pursuant to 92 NAC 24.

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004.02 Standard Administrative Certificate. A Standard Administrative certificate is valid for teaching and administration in all Nebraska school systems, except that such certificate is valid for the position of superintendent of schools only if so endorsed. If requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. Each Standard Administrative certificate expires August 31 in the fifth year following the year of issuance or renewal.

004.03 Standard Administrative Certificate Requirements. Each applicant for a first Nebraska Standard Administrative certificate must:

004.03A Fulfill the requirements in Section 004.01 of this chapter;

004.03B Have received a Master's degree in Educational Administration or Educational Leadership, or received a subject area Master's degree with completion of additional coursework in an approved program in the area(s) of endorsement sought by the applicant; and

004.03C Within five (5) years prior to the date of application:

004.03C1 Have received six (6) semester hours of graduate credit for coursework recognized in 92 NAC 24 as meeting all or part of the requirements for an Administrative endorsement; however, if the applicant has never held a regular Administrative certificate in any state and applies more than five (5) years after completion of an approved program, then the applicant meets this requirement with fifteen (15) semester hours of graduate credit as described in this chapter; or

004.03C2 Have administered half-time or more for two (2) consecutive school years in the same accredited, approved, or otherwise legally operated school or educational service unit in another state wherein the applicant qualified for or held a Standard Administrative certificate or its equivalent.

004.04 Professional Administrative Certificate. A Professional Administrative certificate is valid for teaching and administration in all Nebraska school systems, except that such certificate is valid for the position of superintendent of schools only if so endorsed. If so requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. Each Professional Administrative certificate expires August 31 in the tenth year following the year of issuance or renewal.

004.05 Professional Administrative Certificate Requirements. Each applicant for a Professional Administrative certificate must:

004.05A Fulfill the requirements in Section 004.01 of this chapter;

004.05B Hold a Master's Degree;

004.05C Qualify for or hold a Standard Nebraska Teaching Certificate;

004.05D Qualify for or hold a Standard Nebraska Administrative Certificate;

004.05E Complete:

004.05E1 A minimum of sixty (60) graduate hours in an approved Educational Administration or Educational Leadership program;

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004.05E2 An Educational Specialist or doctorate program; or

004.05E3 A state approved program for the preparation of a Superintendent; and

004.05F Within five (5) years prior to the date of application:

004.05F1 Have received six (6) semester hours of graduate credit for coursework recognized in 92 NAC 24 as meeting all or part of the requirements for an Administrative endorsement; or

004.05F2 Have for two (2) consecutive school years:

004.05F2a Administered in the same accredited, approved, or otherwise legally operated school system or educational service unit;

004.05F2b Been employed as a faculty member in the educator preparation program of a standard institution of higher education as defined in Section 002 of this chapter with employment verified by a written statement from the administrator of the teacher education preparation program; or

004.05F2c Been employed in the Department.

004.06 Standard and Professional Administrative Certificates. Renewal Prior to Expiration or Less Than Five (5) Years After Expiration. Requirements. Each applicant for renewal of a Standard or Professional Administrative certificate prior to or less than five (5) years after the date of expiration of such certificate must:

004.06A Fulfill the requirements in subsections 004.01A through 004.01G, of this chapter;

004.06B Hold or have held a Nebraska Standard or Professional Administrative certificate which has not expired or which expired less than five (5) years prior to the date of application; and

004.06C Within five (5) years prior to the date of application:

004.06C1 Have administered half-time or more for one (1) school year:

004.06C1a In a Nebraska school system;

004.06C1b In a pre-kindergarten early childhood program which is required by law to employ certificated teachers;

004.06C1c In an accredited, approved, or otherwise legally operated school in another state;
or

004.06C1d In a U.S. Department of Defense school system;

004.06C2 Have been employed as a faculty member in the educator preparation program of a standard institution of higher education as defined in Section 002 of this chapter with employment verified by a written statement from the administrator of the teacher education preparation program;

004.06C3 Have been employed in the Department; or

004.06C4 Have received six (6) semester hours of graduate credit in areas related to Educational Administration or Educational Leadership from a standard institution of higher education taken after the completion of the baccalaureate degree.

004.07 Standard and Professional Administrative Certificates. Renewal Five (5) or More Years After Expiration. Requirements. Each applicant for renewal of a Standard or Professional Administrative certificate five (5) or more years after the date of expiration of such certificate must:

004.07A Fulfill the requirements in subsections 004.01A through 004.01G, of this chapter;

004.07B Have qualified for or held a Standard or Professional Administrative certificate which has expired five (5) or more years prior to the date of application; and

004.07C Either:

004.07C1 Hold a current Administrative certificate from another state and have administered one (1) year within the past five (5) years; or

004.07C2 Within five (5) years prior to the date of application, received fifteen (15) semester hours of graduate coursework in areas related to Educational Administration or Educational Leadership.

004.08 Alternative Program Administrative Permit. An Alternative Program Administrative permit is valid for teaching and administration in all Nebraska school systems, except that such certificate is valid for the position of superintendent of schools only if so endorsed. If requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. Each Alternative Program Administrative permit expires August 31 in the second year following the year of issuance. An Alternative Program Administrative permit may not be renewed.

004.09 Alternative Program Administrative Permit Requirements. Each applicant for an Alternative Program Administrative permit must:

004.09A Fulfill the requirements in subsections 004.01A through 004.01K of this chapter;

004.09B Submit a written request for the issuance of such permit from the superintendent of schools or the governing body of the Nebraska school system in which the applicant intends to administer;

004.09C Submit a signed and dated *Alternative Program Permit Form*, found in Appendix D of this chapter, to fulfill the remaining requirements needed for issuance of a regular certificate.

004.09D Fulfill the requirements of one of the following pathways:

004.09D1 For pathway one, the applicant must have:

004.09D1a Completed at least fifty (50) percent of the credit hours required for completion of an approved program for the endorsement of curriculum supervisor or

principal, or seventy five (75) percent of an approved program for an endorsement as superintendent sought by the applicant; or

004.09D2 For pathway two, the applicant must have:

004.09D2a Completed an approved program at a standard institution of higher education; and

004.09D2b Held a regular administrative certificate that has not been expired more than five (5) years; and

004.09D2c Prior to the expiration of the Alternative permit, submit an official transcript showing the completion of six (6) semester hours of graduate coursework in the areas of Educational Administration or Educational Leadership from a standard institution of higher education taken after the completion of the baccalaureate as outlined in subsection 004.06C4; or

004.09D3 For pathway three, the applicant must have:

004.09D3a Completed an approved program at a standard institution of higher education; and

004.09D3b Held a regular administrative certificate that has been expired more than five (5) years; and

004.09D3c Prior to the expiration of the Alternative permit, submit an official transcript showing the completion of fifteen (15) semester hours of graduate coursework in the areas of Educational Administration or Educational Leadership from a standard institution of higher education taken after the completion of the baccalaureate as outlined in subsection 004.07C2.

004.10 Nebraska Entry Administrative Permits. A Nebraska Entry Administrative Permit is valid for administration in the school system, public or private, that requests the issuance of the permit. Each Nebraska Entry Administrative Permit expires on August 31 in the third year following the year of issuance and may not be renewed. No individual may hold a Nebraska Entry Administrative Permit for a cumulative total of more than three school years. A Nebraska Entry Administrative Permit may be transferred to a different school system pursuant to Sections 004.13 and 004.14 of this chapter.

004.11 Nebraska Entry administrative Permit Requirements. Each applicant for a Nebraska Entry Administrative Permit must:

004.11A Fulfill the requirements in subsections 004.01A through 004.01H and 004.01L of this chapter;

004.11B Have received a Master's degree in Educational Administration or Educational Leadership, or received a subject matter Master's degree with completion of additional coursework in an approve program in the area(s) of endorsement sought by the applicant;

004.11C Hold a valid certificate or permit to administer that:

004.11C1 Is currently in force in another state; and

004.11C2 Has been held by the applicant for at least one (1) year;

004.11D Not have any pending investigations or complaints against any certificate or permit to teach or administer held by the applicant;

004.11E Submit a statement signed by a certification officer, or the equivalent in another state, as evidence of completion of the academic requirements for issuance of the applicant's certificate or permit to administer in another state. A recommended form (Institutional Verification) is available on the Educator Certification website; and

004.11F Submit a written request for the issuance of a Nebraska Entry Administrative Permit to the applicant from the superintendent of schools or the governing body of the school system in which the applicant intends to administer.

004.12 Nebraska Entry Administrative Permit Holder Requirements to Qualify for a Regular Certificate. To qualify for a regular (Standard, or Professional) administrative certificate at the expiration of a Nebraska Entry Administrative Permit, a permit holder must:

004.12A Fulfill the requirements in subsections 004.01A through 004.01G of this chapter;

004.12B If the permit holder had two or more years of verified administrative experience prior to the issuance of the Nebraska Entry Administrative Permit, submit evidence of:

004.12B1 The verified administrative experience that occurred prior to the issuance of the permit; and

004.12B2 Either:

004.12B2a Half-time or more employment as an administrator for three (3) consecutive years while holding a Nebraska Entry Administrative Permit in the school system that requested the issuance of the permit; or

004.12B2b Completion of fifteen (15) semester hours of graduate level coursework in the areas related to Educational Administration or Educational Leadership while holding the Nebraska Entry Administrative Permit;

004.12C If the permit holder did not have two or more years of verified administrative experience prior to the issuance of the Nebraska Entry Administrative Permit, submit evidence of:

004.12C1 Fulfillment of the requirements in subsection 004.01L of this chapter; and

004.12C2 Completion of fifteen (15) semester hours of graduate level coursework in the areas related to Educational Administration or Educational Leadership while holding the Nebraska Entry Administrative Permit.

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004.13 Nebraska Entry Administrative Permit Holder Transfer to Another School System. A Nebraska Entry Administrative Permit holder may apply to transfer the permit to another school system. The transfer of a Nebraska Entry Administrative Permit does not change the permit's expiration date or any requirements for a permit holder to subsequently qualify for a standard certificate.

004.14 Nebraska Entry Administrative Permit Holder Transfer to Another School System Requirements. Each Nebraska Entry Administrative Permit holder applying to transfer the permit to another school system must:

004.14A Fulfill the requirements in subsections 004.01A through 004.01G of this chapter;

004.14B Submit a statement of assurance signed by the permit holder that the permit holder will not abrogate any contract with the original school system if the transfer of the permit is granted; and

004.14C Submit a written request for the transfer of the applicant's Nebraska Entry Administrative Permit from the superintendent of schools or the governing body of the school system to which the permit would be transferred and in which the applicant intends to administer.

005 Teaching Certificates and Permits

005.01 Teaching Certificates and Permits. Types. General Requirements. The Department may issue Initial, Standard, and Professional teaching certificates. The Department may also issue Alternative Program, Career Education, Postsecondary, State Substitute, Local Substitute, Military, and Nebraska Entry teaching permits. Each applicant for any such teaching certificate or permit may, depending on the type of certificate or permit, be required to:

005.01A Complete the application and meet the requirements of lawful presence in the United States as set forth in Neb. Rev. Stat. §§ 4-108 through 4-114 including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C of this chapter;

005.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of this chapter;

005.01C Pay the prescribed fee as provided in Section 003.05 of this chapter;

005.01D Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14 of this chapter;

005.01E Be of good moral character;

005.01F Not have an emotional or mental incapacity to practice the profession as defined in Section 003.10 of this chapter;

005.01G Submit a complete, legible set of the applicant's fingerprints and pay the prescribed fee

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established by the Board to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application;

005.01H Submit evidence of human relations training as defined by this chapter;

005.01I Submit evidence of special education training; and

005.01J Submit evidence of qualifying for or be eligible to have placed on a certificate or permit one (1) or more endorsements pursuant to 92 NAC 24.

005.02 Initial Teaching Certificate. An Initial teaching certificate is valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. Each Initial teaching certificate expires August 31 in the fifth year following the year of issuance or renewal.

005.03 Initial Teaching Certificate Requirements. Each applicant for an Initial teaching certificate shall:

005.03A Fulfill the requirements in Section 005.01 of this chapter;

005.03B Have received a baccalaureate degree;

005.03C Have completed the academic program requirements of an approved program; and

005.03D Either:

005.03D1 Within five (5) years prior to the date of application, have:

005.03D1a Taught for one (1) school year in an accredited, approved, or otherwise legally operated school or service provider in any state;

005.03D1b Received six (6) semester hours of college credit in education-related coursework;
or

005.03D1c Received fifteen (15) semester hours of college credit as set forth in subsection 005.10C3 of this chapter if the applicant, more than five (5) years after completion of an approved program, has never held a regular teaching certificate and verified employment in another state; or

005.03D2 Be a person participating in an approved teacher exchange program.

005.04 Initial Teaching Certificate. Renewal Prior to Expiration or Less than Five (5) Years after Expiration. Requirements. Each applicant for renewal of an Initial teaching certificate prior to the date of expiration or less than five (5) years after the date of expiration of such certificate must:

005.04A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.04B Hold or have held a Nebraska Initial teaching certificate which has not expired or expired less than five (5) years prior to the date of application; and

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005.04C Either:

005.04C1 Have taught or held a position requiring a certificate half time or more for one (1) school year in an accredited, approved, or otherwise legally operated school or service provider during the past five (5) years; or as a faculty member in a postsecondary educational entity; or

005.04C2 Within five (5) years prior to the date of application, have received six (6) semester hours of credit from a standard institution of higher education in education-related coursework.

005.05 Standard Teaching Certificate. A Standard teaching certificate is valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. Each Standard teaching certificate expires August 31 in the fifth year following the year of issuance.

005.06 Standard Teaching Certificate Requirements. Each applicant for a Standard teaching certificate must:

005.06A Fulfill the requirements in Section 005.01 of this chapter;

005.06B Qualify for or hold a Nebraska Initial teaching certificate or a comparable and equivalent certificate; and

005.06C Within five (5) years prior to the date of application, have:

005.06C1 Taught half-time or more for two (2) consecutive school years while holding a regular certificate:

005.06C1a In a Nebraska school system or service provider;

005.06C1b In an accredited, approved, or otherwise legally operated school or service provider in another state;

005.06C1c In a U.S. Department of Defense school system;

005.06C1d As a faculty member in a postsecondary educational entity;

005.06C1e In a pre-kindergarten early childhood program which is required by law to employ certificated teachers or which requires its teachers to hold a certificate; or

005.06C1f As a Nebraska certified teacher providing distance learning or dual enrollment instruction to students in a Nebraska school system as defined in Neb. Rev. Stat. § 79-1201.01;

005.06C2 Taught half-time or more for two (2) consecutive school years in a nonpublic school in a state that does not require certification of nonpublic school teachers; or

005.06C3 Been employed by the Department.

005.07 Professional Teaching Certificate. A Professional teaching certificate is valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such

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certificate is valid only in Nebraska nonpublic school systems. Each Professional teaching certificate expires August 31 in the tenth year following the year of issuance or renewal, except that Professional teaching certificates issued prior to July 11, 1977, are valid for the life of the holder unless otherwise converted as provided in Section 003.08 of this chapter.

005.08 Professional Teaching Certificates Requirements. Each applicant for a Professional teaching certificate must:

005.08A Fulfill the requirements in Section 005.01 of this chapter;

005.08B Qualify for or hold a Nebraska Standard teaching certificate, or a comparable and equivalent certificate, or verify having taught half-time or more for two (2) consecutive years during the period of validity of a regular certificate; and

005.08C Either:

005.08C1 Within ten (10) years prior to the date of application, have received a Master's degree from an approved standard institution of higher education in Curriculum and Instruction, Educational Technology, Special Education, or in the applicant's content area;

005.08C2 Hold current credentials from a credentialing organization approved by the Department pursuant to 92 NAC 22; or

005.08C3 Have received a six (6) year specialist's certificate or a doctorate degree from a standard institution of higher education in an area related to the applicant's content area completed at the Master's degree level.

005.09 Standard and Professional Teaching Certificates. Renewal Prior to Expiration or Less than Five (5) Years after Expiration. Requirements. Each applicant for renewal of a Standard or Professional teaching certificate prior to or less than five (5) years after the date of expiration must:

005.09A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.09B Hold or have held a Nebraska Standard or Professional teaching certificate or a comparable and equivalent certificate which shall not have expired or which expired less than five (5) years prior to date of application; and

005.09C Within five (5) years prior to the date of application, have:

005.09C1 Been employed to teach or administer half-time or more for one (1) school year:

005.09C1a In a Nebraska school system or service provider;

005.09C1b In an accredited, approved, or otherwise legally operated school or service provider in another state;

005.09C1c In a nonpublic school in a state that does not require certification of nonpublic school teachers;

005.09C1d In a U.S. Department of Defense school system;

005.09C1e As a faculty member in the educator preparation program of a standard institution of higher education with employment verified by a written statement from the administrator of the teacher preparation program;

005.09C1f In a pre-kindergarten early childhood program which is by law required to employ certificated teachers or which requires its teachers to hold a certificate;

005.09C1g As a Nebraska certified teacher providing distance learning or dual enrollment instruction to students in a Nebraska school system as defined in Neb. Rev. Stat. § 79-1201.01; or

005.09C1h As a Nebraska certified teacher employed by a service provider;

005.09C2 Been employed or contracted by the Department; or

005.09C3 Received six (6) semester hours of credit in education-related coursework from a standard institution of higher education.

005.10 Initial, Standard, and Professional Teaching Certificate. Renewal Five (5) or More Years After Expiration. Requirements. Each applicant for renewal of an Initial, Standard, or Professional certificate five (5) or more years after the date of expiration of such certificate must:

005.10A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.10B Have held a Nebraska Initial, Standard, or Professional teaching certificate which expired five (5) or more years prior to the date of application; and

005.10C Either:

005.10C1 Hold a current regular certificate from another state and have taught for one (1) year out of the past five (5) years:

005.10C1a In an accredited, approved, or otherwise legally operated school or service provider in another state;

005.10C1b In a U.S. Department of Defense school system; or

005.10C1c In a prekindergarten early childhood program which is, by law, required to employ certificated teachers or which requires its teachers to hold a certificate;

005.10C2 Within five (5) years prior to the date of application, have been employed to teach or administer half-time or more for one (1) school year as a faculty member in the educator preparation program of a standard institution of higher education with employment verified by a written statement from the administrator of the teacher preparation program; or

005.10C3 Within the five (5) years prior to the date of application, have received fifteen (15) semester hours of education-related coursework taken after completion of the baccalaureate degree which includes (a) a course in instructional techniques; (b) a field experience consisting of one hundred (100) or more clock hours of contact with students in the classroom setting,

fifty (50) percent of which shall consist of performing instructional duties; (c) a course or courses which address current issues in education, including but not limited to, special education, gifted education, reading and writing in the content area, and school law; and (d) the remaining course work be directly related to the applicant's content area on the expired certificate.

005.11 Alternative Program Teaching Permit. An Alternative Program teaching permit is issued to applicants who do not meet all requirements for a regular certificate and is valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such permit is valid only in Nebraska nonpublic school systems. Each Alternative Program teaching permit expires August 31 in the second year following the year of issuance.

005.12 Alternative Program Teaching Permit Requirements. Each applicant for an Alternative Program teaching permit must:

005.12A Fulfill the requirements in subsections 005.01A through 005.01G of this chapter;

005.12B Submit a written request for the issuance of such permit from the superintendent of schools or the governing body of the school system in which the applicant intends to teach;

005.12C Have received a baccalaureate degree;

005.12D Submit a signed and dated *Alternative Program Teaching Permit* Form, found in Appendix D of this chapter, to fulfill the remaining requirements needed for issuance of a regular certificate; and

005.12E Fulfill the requirements of one of the following pathways:

005.12E1 For pathway one, the applicant must have:

005.12E1a Completed at least one half of the pre student teaching requirements, including a course in teaching methods, of an approved program; and

005.12E1b Fulfilled at least three fourths of the requirements for at least one subject or field endorsement pursuant to 92 NAC 24;

005.12E2 For pathway two, the applicant must have:

005.12E2a Completed a state approved alternative program for teaching, which includes some education related coursework;

005.12E2b Hold a current regular teaching certificate in another state; and

005.12E2c Submit evidence of employment of at least one year of teaching experience in the last five years in an approved, accredited or otherwise legally operated school in another state. A recommended form (*Verification of Employment Experience*) is available on the Educator Certification website;

005.12E3 For pathway three, the applicant must have:

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005.12E3a Completed a teacher education program at a standard institution of higher education; and

005.12E3b Currently possess a certificate to teach in good standing from another state;

005.12E4 For pathway four, the applicant must have:

005.12E4a Earned and been awarded a baccalaureate degree, graduate degree, or professional degree from a college or university accredited by an accrediting organization recognized by the U.S. Department of Education; and

005.12E4b Passed any appropriate subject area examination as designated by the Board;

005.12E5 For pathway five, the applicant must have:

005.12E5a A baccalaureate degree which includes at least three fourths of the course requirements for preparation in the endorsement area, pursuant to 92 NAC 24, that addresses the teacher position to be filled by the applicant; and

005.12E5b Submitted a written plan from the school system for mentoring and supervision of the applicant;

005.12E5c Completed a pre-teaching seminar offered by an educational service unit or standard institution of higher education that includes information and skill development in the areas of diversity, classroom management, curriculum planning, and instructional strategies; and

005.12E5d Submitted a written agreement with an educator preparation program from a Nebraska standard institution of higher education to complete the program for an Initial teaching certificate which includes a commitment by the standard institution of higher education to provide at least one (1) supervisory visit each semester to the school system and classroom of the applicant; or

005.12E6 For pathway six, the applicant must have:

005.12E6a Completed an approved program at a standard institution of higher education; and

005.12E6b Held a regular teaching or administrative certificate that has not been expired for more than five (5) years; and

005.12E6c Prior to the expiration of the Alternative permit, submit an official transcript showing the completion of six (6) semester hours of education-related coursework from a standard institution of higher education taken after the completion of the baccalaureate as outlined in subsection 005.09C3; or

005.12E7 For pathway seven, the applicant must have:

005.12E7a Completed an approved program at a standard institution of higher education; and

005.12E7b Held a regular teaching or administrative certificate that has been expired for more than five (5) years; and

005.12E7c Prior to the expiration of the Alternative permit, submit an official transcript showing the completion of fifteen (15) semester hours of education-related coursework from a standard institution of higher education taken after the completion of the baccalaureate as outlined in subsection 005.10C3.

005.13 Alternative Program Teacher Permit Renewal Requirements. Each applicant for renewal of an Alternative Program teacher permit must:

005.13A Fulfill the requirements in Section 005.12 of this chapter;

005.13B Submit a transcript documenting completion of at least fifteen (15) semester hours towards completion of a program outlined in subsection 005.12D of this chapter for the current Alternative Program teacher permit; and

005.13C Submit evidence of human relations training as required in section 005.01H of this chapter.

005.14 Career Education Teaching Permit. A Career Education teaching permit may be issued to an applicant who does not meet the Nebraska requirements for a regular certificate and shall be valid only in the Nebraska school system requesting the issuance of such permit and only in the career education endorsement areas described in 92 NAC 24. Each Career Education teaching permit expires August 31 in the third year following the year of issuance.

005.15 Career Education Teaching Permit Requirements. Each applicant for a Career Education teaching permit must:

005.15A Fulfill the requirements in subsections 005.01A through 005.01H and 005.01J of this chapter; and

005.15B Submit verification from the Superintendent of Schools or the governing body of a school system in which the applicant intends to teach. The recommended form (*Career Education Permit Verification*) is available on the Educator Certification website.

005.16 Career Education Teaching Permit Renewal Requirements. Each applicant for renewal of a Career Education teaching permit must:

005.16A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.16B Submit verification for the renewal of such permit from the Superintendent of Schools or the governing body of the school system in which the applicant intends to teach. A recommended form (*Career Education Permit Verification*) is available on the Educator Certification website; and

005.16C Hold or have held a Nebraska Career Education teaching certificate or permit.

005.17 Postsecondary Teaching Permit. A Postsecondary teaching permit is valid only for teaching courses for college credit offered by a Nebraska postsecondary educational entity that have also been

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approved for high school credit in Nebraska school systems requesting the delivery of such courses and only in the applicant's postsecondary subject area. Each Postsecondary teaching permit expires August 31 in the third year following the year of issuance.

005.18 Postsecondary Teaching Permit Requirements. Each applicant for a Postsecondary teaching permit must:

005.18A Fulfill the requirements in subsections 005.01A through 005.01H of this chapter; and

005.18B Be eligible to teach courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses as documented by the Nebraska postsecondary educational entity. A recommended form (Employment Verification for a Postsecondary Permit) is available on the Educator Certification website.

005.19 Postsecondary Teaching Permit Renewal Requirements. Each applicant for renewal of a Postsecondary teaching permit must:

005.19A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.19B Hold or have held a Postsecondary teaching permit;

005.19C Continue to be eligible to teach courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses as documented by the Nebraska postsecondary educational entity. A recommended form (Employment Verification for a Postsecondary Permit) is available on the Educator Certification website; and

005.19D Within three (3) years prior to the date of application, have:

005.19D1 Taught one (1) or more courses that generate college credit and have been approved for high school credit in Nebraska school systems requesting the delivery of such; or

005.19D2 Received three (3) semester hours of graduate credit in the applicant's postsecondary content area.

005.20 State Substitute Teaching Permit. A State Substitute teaching permit is valid for teaching in all teaching endorsement areas in all Nebraska school systems. A State Substitute permit holder may be employed to teach by a school system only on a non-contractual basis. If requested by the applicant at the time of application, such permit is valid only in Nebraska nonpublic school systems. Each State Substitute teaching permit expires August 31 in the fifth year following the year of issuance.

005.21 State Substitute Teaching Permit Requirements. Each applicant for a State Substitute teaching permit must:

005.21A Fulfill the requirements in subsections 005.01A through 005.01H of this chapter; and

005.21B Have held a Nebraska regular teaching certificate or a comparable and equivalent

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certificate in another state that has expired, or qualify for or hold a comparable and equivalent certificate.

005.22 State Substitute Teaching Permit Renewal Requirements. Each applicant for renewal of a State Substitute teaching permit must:

005.22A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter; and

005.22B Within five (5) years prior to the date of application, have taught in one (1) or more school systems for at least fifty (50) full-time days; or

005.22C Within five (5) years prior to the date of application, have received three (3) semester hours of education related coursework.

005.23 Local Substitute Teaching Permit. The Local Substitute teaching permit is valid for substitute teaching in all Nebraska school systems. The permit holder may substitute teach no more than ninety (90) full-time days in the same school system. Additional days may be authorized by the Commissioner upon written request from the Nebraska school system that demonstrates a need for additional days. The permit expires August 31 in the fifth year following the year of issuance of the permit.

005.24 Local Substitute Teaching Permit Requirements. Each applicant for a Local Substitute teaching permit must:

005.24A Fulfill the requirements in subsections 005.01A through 005.01H of this chapter; and

005.24B Have at least sixty (60) semester hours of college credit with credit in education-related coursework.

005.25 Local Substitute Teaching Permit Renewal Requirements. The Local Substitute teaching permit can be renewed upon meeting the requirements in Section 005.24 of this chapter.

005.26 Nebraska Entry Teaching Permit. A Nebraska Entry Teaching Permit is valid for teaching in the school system, public or private, that requests the issuance of the permit. Each Nebraska Entry Teaching Permit expires on August 31 in the third year following the year of issuance and may not be renewed. No individual may hold a Nebraska Entry Teaching Permit for a cumulative total of more than three school years. A Nebraska Entry Teaching Permit may be transferred to a different school system pursuant to Sections 005.29 and 005.30 of this chapter.

005.27 Nebraska Entry Teaching Permit Requirements. Each applicant for a Nebraska Entry Teaching Permit must:

005.27A Fulfill the requirements in subsections 005.01A through 005.01G and 005.01J of this chapter;

005.27B Have received a baccalaureate degree;

005.27C Hold a valid certificate or permit to teach or administer that:

005.27C1 Is currently in force in another state; and

005.27C2 Has been held by the applicant for at least one (1) year;

005.27D Not have any pending investigations or complaints against any certificate or permit to teach or administer held by the applicant;

005.27E Submit a statement signed by a certification officer, or the equivalent in another state, as evidence of completion of the academic requirements for issuance of the applicant's certificate or permit to teach in another state. A recommended form (Institutional Verification) is available on the Educator Certification website; and

005.27F Submit a written request for the issuance of a Nebraska Entry Teaching Permit to the applicant from the superintendent of schools or the governing body of the school system in which the applicant intends to teach.

005.28 Nebraska Entry Teaching Permit Holder Requirements to Qualify for a Regular Certificate. To qualify for a regular (Initial, Standard, or Professional) teaching certificate at the expiration of a Nebraska Entry Teaching Permit, a permit holder must:

005.28A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.28B If the permit holder had two or more years of verified teaching experience prior to the issuance of the Nebraska Entry Teaching Permit, submit evidence of:

005.28B1 The verified teaching experience that occurred prior to the issuance of the permit; and

005.28B2 Either:

005.28B2a Half-time or more employment as a teacher for three (3) consecutive years while holding a Nebraska Entry Teaching Permit in the school system that requested the issuance of the permit; or

005.28B2b While holding the permit, completion of fifteen (15) semester hours of education-related coursework taken after the completion of the baccalaureate degree that includes (i) a course in instructional techniques; (ii) a field experience consisting of one hundred (100) or more clock hours of contact with students in the classroom setting, fifty (50) percent of which must consist of performing instructional duties; and (iii) a course or courses which address current issues in education, including but not limited to, special education, gifted education, reading and writing in the content area, and school law, with the remaining coursework directly related to the applicant's content area on the permit;

005.28C If the permit holder did not have two or more years of verified teaching experience prior to the issuance of the Nebraska Entry Teaching Permit, submit evidence of:

005.28C1 Fulfillment of the requirements in subsection 005.01J of this chapter; and

005.28C2 While holding the permit, completion of fifteen (15) semester hours of education-related coursework taken after the completion of the baccalaureate degree that includes (i) a course in instructional techniques; (ii) a field experience consisting of one hundred (100) or more clock hours of contact with students in the classroom setting, fifty (50) percent of which must consist of performing instructional duties; and (iii) a course or courses which address current issues in education, including but not limited to, special education, gifted education, reading and writing in the content area, and school law, with the remaining coursework directly related to the applicant's content area on the permit.

005.29 Nebraska Entry Teaching Permit Holder Transfer to Another School System. A Nebraska Entry Teaching Permit holder may apply to transfer the permit to another school system. The transfer of a Nebraska Entry Teaching Permit does not change the permit's expiration date or any requirements for a permit holder to subsequently qualify for a regular certificate.

005.30 Nebraska Entry Teaching Permit Holder Transfer to Another School System Requirements. Each Nebraska Entry Teaching Permit holder applying to transfer the permit to another school system must:

005.30A Fulfill the requirements in subsections 005.01A through 005.01F of this chapter;

005.30B Submit a statement of assurance signed by the permit holder that the permit holder will not abrogate any contract with the original school system if the transfer of the permit is granted; and

005.30C Submit a written request for the transfer of the applicant's Nebraska Entry Permit from the superintendent of schools or the governing body of the school system to which the permit would be transferred and in which the applicant intends to teach.

006 Temporary Certificates

006.01 Temporary Teaching, Special Services, or Administrative Certificates Validity Restrictions. The Department may issue a Temporary certificate to allow the applicant time to complete the Human Relations requirement. This certificate is valid in all Nebraska school systems. The Temporary certificate expires one-hundred eighty (180) days after the date of issuance. The Temporary certificate is not renewable.

006.02 Temporary Teaching, Special Services, or Administrative Certificate Requirements. Each applicant for a temporary certificate must:

006.02A Complete the application, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Neb. Rev. Stat. §§ 4-108 through 4-112 including completion of the United States Citizenship Attestation Form if necessary, found in Appendix C; and

006.02B Meet all the requirements for an Administrative, Special Services, or teaching certificate or permit pursuant to this chapter, except the requirement for human relations training as specified in this chapter.

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007 Special Services Certificates and Permits

007.01 Special Services Certificates and Permits, Types, General Requirements. The Department may issue Standard Special Services certificates, Special Services permits and Provisional Special Services permits. Each applicant for any such Special Services certificate or permit must:

007.01A Complete the application and meet the requirements of lawful presence in the United States as set forth in Neb. Rev. Stat. §§ 4-108 through 4-114 including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C of this chapter;

007.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of this chapter;

007.01C Pay the prescribed fee as provided in Section 003.05 of this chapter;

007.01D Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14 of this chapter;

007.01E Be of good moral character;

007.01F Not have an emotional or mental incapacity to practice the profession as defined by Section 003.10 of this chapter;

007.01G Submit a complete, legible set of the applicant's fingerprints and pay the prescribed fee established by the Board to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application; and

007.01H Submit evidence of human relations training as defined by this chapter.

007.02 Standard Special Services Certificate. A Standard Special Services certificate is valid for working in all Nebraska school systems only in the area of Special Services Endorsements for Audiologist and School Nurse described in 92 NAC 24. If requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. Each Standard Special Services certificate expires August 31 in the fifth year following the year of issuance or renewal.

007.03 Standard Special Services Certificate Requirements. Each applicant for a Standard Special Services certificate shall:

007.03A Fulfill the requirements in Section 007.01 of this chapter; and

007.03B Have completed the program requirements for an Audiologist or School Nurse endorsement in 92 NAC 24.

007.04 Standard Special Services Certificates Renewal Requirements. Each applicant for the renewal of a Standard Special Services certificate must:

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007.04A Fulfill the requirements in subsections 007.01A through 007.01F of this chapter.

007.05 Special Services Permit. A Special Services permit is valid for coaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such permit is valid only in Nebraska nonpublic school systems. Each Special Services permit expires August 31 in the fifth year following the year of issuance.

007.06 Special Services Permit Requirements. Each applicant for a Special Services permit must:

007.06A Fulfill the requirements in Section 007.01 of this chapter; and

007.06B Submit evidence of meeting the requirements for a Special Services Coaching endorsement in 92 NAC 24.

007.07 Special Services Permit Renewal Requirements. Each applicant for the renewal of a Special Services permit must:

007.07A Fulfill the requirements in Section 007.01 of this chapter;

007.07B Hold or have held a Standard Special Services certificate with a Coaching endorsement or a Special Services permit; and

007.07C Either:

007.07C1 Within five (5) years prior to the date of application for renewal, have been employed as a coach for at least one (1) year in a Nebraska school system while holding a Standard Special Services certificate with a Coaching endorsement or a Special Services permit; or

007.07C2 Within two (2) years prior to the application for renewal, have completed coursework in first aid, health and safety for coaches, and fundamentals of coaching as set forth in the Special Services Coaching endorsement in 92 NAC 24.

007.08 Provisional Special Services Permit. A Provisional Special Services permit is valid for working only in the Nebraska school system requesting the issuance of such permit and only in the area of the Speech Language Technician endorsement described in 92 NAC 24. Each Provisional Special Services permit expires August 31 of the year following issuance. A Provisional Special Services permit may be renewed twice for an individual for a total of three (3) years.

007.09 Provisional Special Services Permit Requirements. Each applicant for a Provisional Special Services permit must:

007.09A Fulfill the requirements in Section 007.01 of this chapter;

007.09B Submit a written request for the issuance of such permit from the superintendent of schools or the governing body of the school system in which the applicant intends to work;

007.09C Have a bachelor's degree in Speech Communication Disorders or Speech Language Pathology; and

007.09D Submit a signed and dated statement of intent to pursue admission into a Master's Speech Language pathology program during the period in which such permit is valid.

007.10 Provisional Special Services Permit Renewal Requirements. Each applicant for renewal of a Provisional Special Services certificate must:

007.10A First Renewal. Each applicant for a first renewal of a Provisional Special Services permit must:

007.10A1 Fulfill the requirements in Section 007.01 of this chapter;

007.10A2 Hold or have held a Nebraska Provisional Special Services certificate or permit; and

007.10A3 Submit a signed and dated statement from the institution verifying that the applicant has been admitted into an approved Master's Speech Language Pathology program.

007.10B Second and subsequent renewal. Each applicant for a second or subsequent renewal of a Provisional Special Services permit must:

007.10B1 Fulfill the requirements in Section 007.01 of this chapter;

007.10B2 Hold or have held a Nebraska Provisional Special Services certificate or permit; and

007.10B3 Submit a signed and dated statement from the institution of the remaining requirements leading to the issuance of a regular endorsement and a transcript documenting six (6) hours completed in the past year in a Master's Speech Language Pathology program.

008 Conditional Permits

008.01 Conditional Permits. A conditional permit is a temporary authorization to teach, provide special services, or administer. A conditional permit is valid for up to one (1) year from the date of issuance unless otherwise voided as provided by Section 008.04 of this chapter.

008.02 Conditional Permit Issuance Requirements. A conditional permit may be issued while the application is being processed by the Department if the Nebraska school system requests, and the Commissioner determines that the documents and information submitted by the applicant would allow for the issuance of a certificate or permit sought by the applicant pending receipt of any additional documentation.

008.03 Conditional Permits Issuance Requirements When a Criminal History Check is Required and All Other Certification Requirements Have Been Met. An applicant for a certificate or permit who is required to submit a complete, legible set of fingerprints is issued a conditional permit prior to receipt, by the Commissioner, of the criminal history record information check if:

008.03A The *Criminal Charges Self-Reporting Form*, found in Appendix B of this chapter, identifies all crimes of which the applicant has been convicted; and

008.03B The Commissioner determines the applicant has good moral character and meets all other requirements for certification.

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008.04 Voiding of Conditional Permits. The applicant's conditional permit is void upon the issuance of a certificate or permit to the applicant or upon a final determination that the applicant does not meet the requirements for issuance of a certificate or permit. For purposes of this chapter, a determination is final upon expiration of the time for which the applicant may appeal a denial as provided in Section 010 of this chapter or upon issuance of a final order by the Board regarding an appeal by an applicant.

009 Military Permit

009.01 Military Permit. A Military Permit is valid for either teaching, administering, or providing special services in all Nebraska school systems, except if requested by the applicant at the time of application, such permit will be valid only for Nebraska nonpublic school systems. Each Military Permit expires August 31 of the third year following the year of issuance.

009.02 Military Permit Requirements. Each applicant for a Military Permit must:

009.02A Hold a valid certificate or permit currently in force in another state to teach, administer, or provide special services;

009.02B Have held such certificate or permit for at least one year;

009.02C Be in good standing in all states where a certificate or permit to teach, administer, or provide special services is held;

009.02D Not have any pending investigations or complaints against any such certificate or permit;

009.02E Pay any applicable fees;

009.02F Submit a complete, legible set of the applicant's fingerprints to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application;

009.02G Submit evidence of current service in the armed forces of the United States, or evidence of having retired from such service within five (5) years of the date of application. If the applicant for a Military Permit is the spouse of active or retired military personnel, the applicant must present the same evidence pertaining to his or her spouse; and

009.02H Submit a U.S. Department of Defense Dependent Identification and Privilege Card establishing the applicant's status as a spouse of a person who is serving on active duty if the applicant is not a current service member in the armed forces of the United States or retired from such service within five (5) years of the date of application.

009.03 The Department must expedite the processing of any application for a Military Permit submitted by an applicant whose spouse is serving on active duty at the time of such submission.

010 Appeals Procedure

010.01 Notice. The Department notifies in writing an applicant for a certificate, permit, or endorsement if the Department intends to deny an application and provide the reason(s) for the denial.

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010.02 Request for Review. The applicant may request in writing a review by the Commissioner within twenty calendar (20) days after receipt of the written notice provided for in Section 010.01 of this chapter. Failure of an applicant to request a review by the Commissioner within twenty (20) calendar days after receipt of the notice will be a waiver of any further appeal by the applicant and results in a denial of the certificate, permit, or endorsement. After receipt of the request for review, the Commissioner must:

010.02A Notify the applicant that the Department will issue the certificate, permit, or endorsement being sought;

010.02B Notify the applicant that the application for a certificate, permit, or endorsement is denied; or

010.02C Notify the applicant that the application for a certificate, permit, or endorsement is denied for the reason(s) set forth in the notice and that, as a result of the applicant's failure to request a review pursuant to Section 010.02 of this chapter, the applicant has waived any further appeal to the Board regarding the current application.

010.03 Hearings. Within twenty (20) calendar days of receipt of the notice of the Commissioner's denial of the certificate, permit, or endorsement pursuant to subsection 010.02B of this chapter, the applicant may appeal the Commissioner's decision pursuant to 92 NAC 61. If the Board finds that the requirements in this or related chapters have been improperly applied to the applicant or in the case of an applicant whom the Commissioner has rejected due to criminal convictions, that the applicant has good moral character and possesses the moral fitness for teaching, then the Board may direct the Commissioner to issue a certificate or permit to the applicant.

010.04 Guidelines for Review. In considering whether to deny, not issue, or not renew a certificate or permit of an applicant based upon criminal convictions, the Commissioner and the Board shall take into account the following factors in determining moral character and moral fitness to teach:

010.04A The nature of the crime, the facts and circumstances surrounding the applicant's conviction including whether the conduct of the applicant would constitute a crime in Nebraska, the sentence received, and whether the sentence was commuted, set aside, or pardoned;

010.04B The applicant's age at the time of the conduct;

010.04C The recency of the conduct;

010.04D The applicant's positive social contributions since the conduct; and

010.04E The reliability of the information concerning the conduct.

010.05 Applicants who have failed to request a review pursuant to Section 010.02 of this chapter are prohibited from re-applying for any certificate or permit for one year from the date the Commissioner denied the application.

010.06 Applicants who have appealed a denial pursuant to Section 010.03 of this chapter and the denial was affirmed by the State Board are prohibited from re-applying for any certificate or permit for one year from the State Board's order.

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APPENDIX A

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APPLICATION FOR A NEBRASKA EDUCATOR CERTIFICATE OR PERMIT

NDE20-003 Revised 01/2023

Educator Certification • Nebraska Department of Education • 500 South 84th Street • P.O. Box 94987 Lincoln, NE 68509-4987 •
Phone: (402) 471-0739 • Fax: (402) 471-0117 • www.education.ne.gov/tcert • nde.tcertweb@nebraska.gov • Twitter: @nde_tcert

PERSONAL INFORMATION

Social Security Number*: _____ Birth Date: _____
M M – D D – Y Y Y Y

Name: _____
Last First Middle Former Name(s)

Address: _____
Street or Box Number City State Zip Code (9 Digit)

Daytime Phone: ____ (____) _____ Home Phone: ____ (____) _____

Email Address: _____ Fax Number: ____ (____) _____

Gender: ☐ Male ☐ Female ☐ Undeclared

FIRST TIME APPLICANT

(Mark one in each column below)

OR

☐
☐
☐

Teaching
Administrative
Special Services

☐
☐
☐
☐

Certificate with no deficiencies
Alternative Program Permit
Nebraska Entry
Substitute Permit

RENEWAL

(Mark one in each column below)

OR

☐
☐
☐

Teaching
Administrative
Special Services

☐
☐
☐

Certificate with no deficiencies
Alternative Program Permit
Substitute Permit

OTHER

(Mark one below)

☐
☐
☐
☐
☐
☐

Special Services Coaching Permit
Postsecondary Permit
Career Education Permit
Duplicate (no charge)
Added Endorsement
Name Change (no charge)

ACADEMIC RECORD

List Colleges/Universities attended. Submit "Official Transcripts" of all college credit not currently on file at NDE.
If additional space is needed, please use a separate piece of paper indicating colleges attended.

College/University	Month/Year	Semester Hours Completed	Degree Earned

ENDORSEMENTS

Areas completed for a teacher, administrator or special services program: (Example: Math 6-12)

*The requirement that a certificate or permit applicant provide a social security number is contained in Neb. Rev. Stat. 79-810. The uses will be made of this number are criminal background checks prior to issuance of a certificate or permit and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate and permit holders.

Name: _____ Social Security Number*: _____

FINGERPRINTING REQUIREMENT

☒ **CHECK ONLY ONE**

- A. ☐ I am exempt from the criminal record history check because I now hold, or at some time in the past did hold, a Nebraska educator certificate or permit. (If you checked this box proceed to Personal and Professional Fitness Section.)
- B. ☐ I have not held a Nebraska certificate or permit so I am submitting a record of my residences during the past five years on the Record of Residence Form in the forms section of the Applicant Manual or on a separate sheet of paper signed and dated. I have included the dates of residence (from month/year to month/year) with each address. Since the record demonstrates that I have been a continuous "resident" of Nebraska for five (5) or more years from the filing date of my application form with the Nebraska Department of Education, I am exempt from the criminal record history check.
- "Resident" shall mean an individual who has established a home where the individual is habitually present and to which having departed therefrom, intends to return. 92 NAC 21 S002.24**
- C. ☐ I have not lived in Nebraska continuously for the five (5) years immediately prior to filing this application with the Nebraska Department of Education; therefore, I am submitting two (2) complete and legible sets of my fingerprints on two (2) fingerprint cards provided by the Nebraska Department of Education. I am also submitting the fingerprint processing fee in addition to any certification processing fee.

PERSONAL AND PROFESSIONAL FITNESS

1. Have you ever had a professional license, certificate, permit, credential, or other document authorizing the practice of a profession suspended, revoked, voided, denied, rejected, or voluntarily surrendered? ☐ Yes ☐ No
If yes, attach a written statement that fully explains the facts and where this occurred.
2. Are you currently the subject of any inquiry or investigation by any law enforcement agency, prosecutor's office, governmental body, or licensing agency? ☐ Yes ☐ No
If yes, attach a written statement that fully explains the facts and where this is occurring.
3. Is any action currently pending against you by any law enforcement agency, prosecutor's office, governmental body, or licensing agency? ☐ Yes ☐ No
If yes, attach a written statement that fully explains the facts and where this is occurring.
4. Have you ever been found guilty of a felony or misdemeanor or entered a plea of guilty or no contest to a felony or misdemeanor in any criminal, drug, or juvenile court? Minor traffic infractions and misdemeanor convictions for Driving Under the Influence or Minor in Possession of Alcohol need not be reported. ☐ Yes ☐ No
If yes, complete Criminal Charges Self-Reporting Form. This form can be found on the supporting forms page of the Teacher Certification website at www.education.ne.gov/TCERT/
5. Is an order or determination currently in effect by a court or any other governmental body which finds you to be any of the following: a mentally ill and dangerous person; mentally incompetent to stand trial; acquitted of criminal charges because of insanity; an incapacitated person in need of a guardian; or unable to manage your property due to mental illness, mental deficiency, chronic use of drugs or chronic intoxication? ☐ Yes ☐ No
If yes, attach a copy of the order and a written statement that fully explains the facts and where this occurred.
6. Are you currently an inpatient or resident in a mental health facility due to a determination by a qualified mental health professional? ☐ Yes ☐ No
If yes, please attach a written statement that fully explains the facts and where this is occurring.
7. Are you a U.S. Citizen? ☐ Yes ☐ No

DECLARATION, AUTHORIZATION AND SIGNATURE

I declare that the information furnished herein is true, correct, and complete to the best of my knowledge. I hereby grant the permission and authorize the release of any information that would otherwise be confidential to the Nebraska Department of Education to verify all responses contained herein, including but not limited to verification with any mental health facility, hospital or other facility that provides psychiatric or professional mental health services, including records from any commitment by any board of mental health or other agency authorized by law to order mental health commitment, or governmental agency and records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge, and exonerate the Nebraska Department of Education, its employees, and any person so furnishing information from any and all liability to every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the State of Nebraska, will be considered a public record and will not be returned. I further understand that application status information, including application denial and underlying reason for a denial may be provided to personnel of any school district where I have applied for, being considered for employment or are currently employed by. I understand that inaccurate information submitted in support of an application shall be cause for denial or revocation of such certificate or permit.

_____, 20____
Date

Signature of Applicant

Name: _____ Social Security Number*: _____

EXPERIENCE AS AN EDUCATION PROFESSIONAL DURING THE PAST FIVE YEARS

Send copies of ALL out-of-state certificates

School Years – From/To	School System Name and Location	Job Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

NON-REFUNDABLE FEES

☒ CHECK ONLY ONE

All School Certificate or Permit (valid in public and nonpublic schools)	<input type="checkbox"/> \$75.00	All School Certificate or Permit plus Fingerprint Fee (valid in public and nonpublic schools)	<input type="checkbox"/> \$125.00
Nonpublic School Certificate or Permit (valid in nonpublic schools ONLY)	<input type="checkbox"/> \$55.00	Nonpublic School Certificate or Permit plus Fingerprint Fee (valid in nonpublic schools ONLY)	<input type="checkbox"/> \$105.00
Added Endorsement	<input type="checkbox"/> \$55.00		
Added Endorsement plus Renewal for All School Certificate	<input type="checkbox"/> \$75.00		
Added Endorsement plus Renewal for Nonpublic School	<input type="checkbox"/> \$55.00	Duplicate or Name Change	<input type="checkbox"/> NO CHARGE

The Nebraska Department of Education prefers that applicants complete the application and pay all fees on-line. Payment on-line will expedite the application process.

If a check or money order is mailed, please send to:

NEBRASKA DEPARTMENT OF EDUCATION
EDUCATOR CERTIFICATION
P O BOX 94987
LINCOLN NE 68509-4987

DISCLAIMER

The Nebraska Teacher Certification Office does not communicate with applicants after receiving individual pieces of the required application materials; however, you may be contacted if all materials have not been received in a timely manner. It is the applicant's responsibility to check with educational agencies to guarantee that transcripts, institutional verifications, Praxis scores, agreement statements and other necessary materials have been sent to the Teacher Certification Office. It is the applicant's responsibility to submit two sets of legible fingerprint cards or complete the Record of Residence form. Any fingerprints submitted by an applicant will be used to check the criminal history records of the Federal Bureau of Investigations (FBI). Applicants wanting to obtain a change, correction, or updating of an FBI identification record may follow the procedures as set forth in 28 CFR 16.34. All Nebraska educational certified personnel in public or non-public schools must have a valid certificate or permit by September 1st of the current school year. Failure to complete the process is not a valid reason for maintaining your employment after September 1st.

CANDIDATE APPLICATION STATUS

Applicants can check the status of their application by logging on to their TEACH dashboard at <https://teach.education.ne.gov>.

Please read and understand your application before submitting, as application fees are non-refundable.



NDE 20-014 Revised 01-2023

CRIMINAL CHARGES SELF-REPORTING FORM

THIS FORM MUST BE COMPLETED IF YOU ANSWERED "YES" TO QUESTION 4
UNDER THE PERSONAL AND PROFESSIONAL FITNESS SECTION OF THE APPLICATION FORM

COMPLETE A SEPARATE FORM FOR EACH CHARGE. YOU MAY PHOTOCOPY THIS FORM

SIGN AT THE BOTTOM OF THIS FORM.

Please print

Name _____ Social Security Number*: _____

Criminal Charge: _____

Date of Offense: _____

Name of arresting party (Police or Sheriff's Office): _____

Court of Jurisdiction: _____

Plea and conditions of probation, if any: _____

Details of the incident: _____

You may attach any further explanation of the incident.

**YOU MUST ATTACH A COPY OF YOUR COURT RECORDS(S) RELATED TO THIS CHARGE.
IF COURT RECORDS ARE NO LONGER AVAILABLE, CONTACT THE OFFICE OF GENERAL COUNSEL AT THE
NEBRASKA DEPARTMENT OF EDUCATION FOR FURTHER INSTRUCTIONS.**

I declare under penalty of perjury that the forgoing, including any attachment is true and correct. I hereby authorize the above-listed courts and law enforcement agencies to release any information concerning me to the Nebraska Department of Education.

Signature _____ Date _____

* The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate or permit holders.



NDE 20-022 Revised 01-2023

UNITED STATES CITIZENSHIP ATTESTATION FORM

Printed Name of Applicant

Social Security Number*

For the purpose of complying with Neb. Rev. Stat. §§4- 108 through 4-114, I attest as follows:

☐ I am a citizen of the United States

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status, alien number and card expiration date are as follows:

and I am providing a legible copy of my United States Citizenship and Immigration Services documentation as part of this application.

DECLARATION, AUTHORIZATION AND SIGNATURE

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Dated this _____ day of _____, 20 _____

Signature of Applicant

* The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate or permit holders.



NDE 20-070
Revised 01-2023

ALTERNATIVE PROGRAM PERMIT

Name _____ Social Security Number* _____

Employing District: _____

School District Contact: _____

To the Certification Officer: After reviewing the applicant's submitted documents, please recommend coursework that would lead this person to gain a regular Nebraska certificate once that work is completed. Recommendations will be used by the Nebraska Department of Education to format an applicant's deficiency plan. The approved program area is _____ and at the _____ grade level.

This applicant also has the following Nebraska requirements to complete before they may apply for their regular teaching certificate. Check all that apply.

Human Relations Training ☐ Special Education Training ☐ Content Test ☐

Course Number	Title of Course	Semester Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of Semester Hours listed _____

Signature of Certification Officer _____ Date _____

Institution Name and Address: _____

* The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate or permit holders.