

**NEBRASKA DEPARTMENT
OF EDUCATION**

RULE 20

**REGULATIONS FOR THE APPROVAL OF TEACHER
EDUCATION PROGRAMS**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 20**

**EFFECTIVE DATE
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**State of Nebraska
Department of Education
301 Centennial Mall South
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CHAPTER 20 - APPROVAL OF TEACHER EDUCATION PROGRAMS

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001 General Information.

001.01 Statutory Authority. This chapter is adopted pursuant to Section 79-318 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This chapter provides procedures for the approval of teacher education programs conducted in Nebraska postsecondary educational institutions designed for the purpose of certifying teachers and administrators and other professional school personnel requiring certification.

001.03 Related Regulations. Throughout this chapter reference is made to other Department of Education regulations relating to teachers and administrators. Procedures for the issuance of certificates to teach, counsel, or supervise in Nebraska schools are contained in Title 92, Nebraska Administrative Code (NAC), Chapter 21. 92 NAC 23 contains regulations concerning the basic skills competence testing of teachers. 92 NAC 24 contains regulations regarding the issuance of endorsements on teaching, administrative, or special services certificates in Nebraska. Copies of these regulations are available from the Department.

001.04 Implementation Date. The implementation date of this chapter will be August 1, 2008, or the effective date of approval, whichever is later. Colleges must meet these requirements after this date. Prior to that implementation date, the provisions of this chapter, as approved with an effective date of March 6, 2002, shall remain in effect.

002 Definition of Terms. As used in this chapter:

002.01 Academic year shall mean the school year which consists of two consecutive semesters that occur from fall through spring.

002.02 Board shall mean the Nebraska State Board of Education.

002.03 Certificate shall mean a teaching, administrative, or special services certificate issued by the Department pursuant to 92 NAC 21.

002.04 Commissioner shall mean the Nebraska State Commissioner of Education.

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002.05 Comparable and equivalent certificate shall mean a certificate issued by another state, or by the U. S. Department of Defense K-12 school system or a foreign country, pursuant to standards comparable and equivalent to those in 92 NAC 21.

002.06 Credit hour shall mean the equivalent of fifteen (15) instructional class periods of fifty (50) minutes or more.

002.07 Department shall mean the Nebraska State Department of Education, which is comprised of the Board and the Commissioner.

002.08 Education students shall mean individuals who have elected to pursue programs for the preparation and continuing education of teachers or other professional school personnel. They include those students who seek initial certification or licensure, major in education, and/or are in advanced professional education programs.

002.09 Endorsement shall mean an area of specialization indicated on a certificate issued pursuant to 92 NAC 21 signifying that the individual has met specific content preparation requirements contained in 92 NAC 24.

002.10 Exceptional Expertise for faculty without terminal degrees shall mean: documentation of P-12 experience and enrollment in a program of study leading to a terminal degree.

002.10A Exceptional Expertise for faculty with terminal degrees shall mean: documentation of P-12 experience, or experience in teaching in a professional teacher education program including responsibility for teaching methods classes for the content area, or expertise/experience in the teacher education program's priorities such as diversity, scholarship, assessment, and/or technology.

002.11 Field-based experiences shall mean ongoing experiences in which education students observe, assist, tutor, instruct, and/or conduct research. Field experiences occur in either on or off-campus settings such as schools, community centers, human services agencies, or clinics.

002.12 Internship shall mean an experience supervised by an individual who holds a certificate in the field in which the candidate is preparing to work. The internship provides opportunities to practice and demonstrate the knowledge and skills of the specialization area in a setting that is similar to the setting in which the candidate intends to work. Internship differs from student teaching in that it is only applicable to graduate level endorsements.

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002.13 Mentor shall mean a certificated teacher or administrator who has demonstrated the competencies necessary for successful teaching or administration and is selected to assist newly certified persons toward mastery of those competencies.

002.14 Practicum shall mean an extensive experience in which education students practice professional skills and knowledge. Both student teaching and internships are examples of a practicum.

002.15 Professional Education courses shall mean those courses which include foundations of education, methods and materials of teaching, supervised experiences, and student teaching or internship designed to provide the competencies required in the education profession.

002.16 Professional Education faculty shall mean all higher education and school-based faculty who teach one or more courses in professional education and/or supervise field-based experiences, student teaching and/or internships.

002.17 Professional Education unit shall mean the school, college, department or other administrative body within the institution that is primarily responsible for the preparation of teachers and other professional education personnel. Not all of the programs for the preparation of school personnel need to be administratively located within the unit. However all professional education programs are organized, unified, and coordinated by the unit.

002.18 Regional Accreditation shall mean a voluntary process by which one of several accrediting bodies, each serving one of six (6) defined geographic areas of the country, accredits K-12 schools, colleges, and universities. Nebraska institutions are served by the North Central Association of Colleges and Schools.

002.19 Special Authorization shall mean a process by which approval from the Commissioner and the State Board can be granted for a Standard Institution of Higher Education to offer a pilot endorsement program to address an unmet need.

002.20 Standard Institution of Higher Education shall mean any college or university whose educator preparation programs are fully approved by the Board or by a comparable agency in any other state or country.

002.21 Student teaching shall mean a full time, supervised teaching experience conducted in a school setting. It shall provide supervised opportunities to practice and demonstrate over a continuous, extended time period the unique

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knowledge and skills of teaching in the specific endorsement area(s).

003 Applications for Original Approval. Any Nebraska institution of higher education may apply for approval of its teacher, administrator, or special services preparation programs and approval of its endorsement programs by submitting an application for approval signed by the chief academic officer of the institution on behalf of the governing board of the institution. The application for approval must be received by the Commissioner on or before January 31 of the calendar year in which the institution seeks to begin the approval process.

003.01 Application and Institution Planning Report. The application must include five (5) copies of the Institution Planning Report. The Institution Planning Report may include charts, graphs, diagrams, tables, and other similar means of presenting information, but each must be accompanied by a supporting narrative. The Institution Planning Report shall include:

003.01A Governing Board Approval. The Report shall include documentation that the governing board of the institution has approved the plans and a time table whereby the institution will meet each of the requirements to become a Standard Institution of Higher Education within four years.

003.01B Chapter 20 Compliance. The Report shall include the procedures and time table for compliance with the numbered requirements in Sections 005 through 006 of this Chapter.

003.01C Collaboration and Support of K-12 Schools. The Report shall contain statements of support from approved or accredited public or private K-12 schools documenting their collaboration and assistance in planning to provide field-based and student teaching placements which meet the requirements of 92 NAC 20 and 92 NAC 24.

003.01D The Report shall contain documentation that the institution is regionally accredited.

003.02 The Commissioner, after receiving the institution's request to begin the process of becoming a Standard Institution of Higher Education, shall appoint a team to visit the campus of the institution and report on the institution's ability to comply with the provisions of this chapter.

003.02A The team shall respond with a scheduled visit to the institution within ninety (90) days after receiving the Institution Planning Report.

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003.02B The team shall file a recommendation with the Commissioner within sixty (60) days after the scheduled visit to the institution.

003.02C Following a review of the report, the Commissioner shall file a recommendation with the Board regarding the application and shall notify the institution of the recommendations. Notification shall be sent by certified mail to the chief academic officer of the institution. The institution shall have thirty (30) days after receipt of the recommendation to request an opportunity for a hearing before the Board.

003.03 Provisional Approval. Following a review of the Commissioner's recommendation, and after giving the institution an opportunity for a hearing, if requested, the Board shall either approve or deny the institution's implementation of the plan under Provisional Approval. Provisional Approval permits the institution to phase in a teacher education program, excluding student teaching, over a period of time not to exceed three (3) years. By March 1 of each year of the Provisional Approval Phase the institution shall file five (5) copies of the Provisional Approval Report with the Commissioner.

003.03A Provisional Approval Report. The Provisional Approval Report shall include:

003.03A1 Documentation that written notification has been made to all students taking education courses that the institution has provisional approval, but is not yet approved for recommending certification.

003.03A2 Statements of continuing participation by the K-12 schools in which the institution is placing college students for field-based experiences.

003.03A3 Documentation of the degree to which the institution is in compliance with all applicable sections of 92 NAC 20, excluding Student Teaching; 92 NAC 23; and 92 NAC 24. The Provisional Approval Reports shall indicate how, in each succeeding year, the institution attains greater compliance, until the last report indicates total compliance, excluding student teaching.

003.03B The Department may respond each year with a scheduled visit to the institution within ninety (90) days after receiving the Provisional Approval Report.

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003.03C The team or staff conducting such a visit shall file a recommendation with the Commissioner within sixty (60) days after a scheduled visit.

003.03D Following a review of the report, the Commissioner shall file a recommendation with the Board regarding the application and shall notify the institution of the recommendations. Notification shall be sent by certified mail to the chief academic officer of the institution. The institution shall have thirty (30) days after receipt of the recommendation to request an opportunity for a hearing before the Board.

003.03E Following a review of the Commissioner's recommendation, and after giving the institution an opportunity for a hearing, if requested, the Board shall either approve or deny continuation of the approval process.

003.04 Temporary Approval. If the Commissioner recommends and the Board concurs, the institution may be granted a one (1)- year Temporary Approval. Temporary Approval allows the institution to place student teachers and to recommend graduates of the program to the Department for certification.

003.04A Temporary Approval may be renewed on a yearly basis for a maximum of three (3) years, using the process found in 003.04B to E for each of these years.

003.04B By March 1 of each year in which the institution is operating with temporary approval, the institution shall file five (5) copies of a Temporary Approval Report with the Commissioner.

003.04B1 The Temporary Approval Report shall document complete compliance with all applicable sections of 92 NAC 20, 92 NAC 23, and 92 NAC 24.

003.04C The Department may respond with a scheduled visit to the institution within ninety (90) days after receiving the Temporary Approval Report.

003.04D The team or staff conducting such a visit shall file a recommendation with the Commissioner within sixty (60) days after the scheduled visit.

003.04E Following a review of the report, the Commissioner shall file a recommendation with the Board regarding the application and shall notify the institution of the recommendations. Notification shall be sent by

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certified mail to the chief academic officer of the institution. The institution shall have thirty (30) days after receipt of the recommendation to request an opportunity for a hearing before the Board.

003.04F Following a review of the Commissioner's recommendation, and after giving the institution an opportunity for a hearing, if requested, the Board shall exercise one of the following options: (1) approve the institution as a Standard Institution of Higher Education, (2) grant it temporary approval for another year, or (3) deny further status as a teacher education program.

003.05 Once the Board has approved the institution as a Standard Institution of Higher Education, the institution is subject to the provisions in Section 004 of this chapter.

003.06 If the Commissioner recommends denial of further status as a teacher education program, the hearing procedures in section 008.06 shall be used.

004 Continuing Approval. Each institution seeking continuing approval of its programs shall submit an application to the Department by June 1 of each year, on forms provided by the Department. Continuing approval will be conditioned upon the institution's compliance with the requirements of this chapter.

004.01 Period of Approval. Approval is granted annually from September 1 to August 31.

004.02 Special Authorization. The Department may approve a Special Authorization allowing an institution to offer a pilot endorsement program in an area that is not included in 92 NAC 24. The process consists of the following steps:

004.02A Any Nebraska standard institution of higher education may apply for approval of a special authorization to offer an endorsement program that is not included in Rule 24. An application must be received by the Commissioner on or before January 31 of the calendar year in which the institution seeks to begin the new endorsement program.

004.02A1 The application must include justification (interest, need, employment opportunities, etc.), teacher competencies appropriate for the proposed endorsement, a list of the required courses that will address the competencies and accompanying syllabi, and the timetable for candidates' completion of the program.

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004.02A2 The application shall contain statements of support from approved or accredited public or private schools documenting their collaboration and assistance in planning to provide field-based and student teaching placements which meet the requirements of 92 NAC 20 and 92 NAC 24.

004.02A3 The Commissioner shall assign a review team to assess the application. The review team will have representation from the membership areas of the Nebraska Council on Teacher Education, (which is an advisory group previously established by the Board), and will include persons with content knowledge in the proposed endorsement area. The team will conduct a visit to the institution within thirty (30) days after receiving the assignment.

004.02A4 By March 1, the team will make a recommendation of denial of the application or provisional approval based on the elements in section 004.02A1 to the Commissioner who will respond to the institution.

004.02A5 The Commissioner shall consider the team's recommendation and make a decision regarding the application based on the elements in section 004.02A1 and provide written notification to the chief academic officer of the institution. The institution shall have thirty days after receipt of the notification to request a meeting with the Commissioner if the decision is not favorable.

004.02A6 Following the meeting, the Commissioner shall inform the institution in writing if the decision to deny is upheld or not. The institution may file an appeal with the State Board of Education under the provisions of 92 NAC 61 within sixty (60) days after receipt of the decision.

004.02B Provisional Approval

004.02B1 Following provisional approval by the Commissioner, the institution may phase in the new endorsement program over a period of time not to exceed three (3) years, excluding student teaching.

004.02B2 By March 1 of each year following provisional approval, the institution shall file a written progress report on the program with the Commissioner.

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004.02B3 The progress report shall include enrollment data, documentation of written notification to the students that the institution has provisional approval including candidate recourse if the program is eliminated; and

004.02B3a Statements of continuing participation from the approved or accredited public or private schools for placement of students for field-based experiences.

004.02B3b The review team identified in section 004.02A3 will visit the program annually to validate the program's progress, based on the elements in section 004.02A1, and file a recommendation of denial, continued provisional approval, or temporary approval with the Commissioner within thirty (30) days following the visit.

004.02C Temporary Approval

004.02C1 Following temporary approval by the Commissioner, the endorsement program may place student teachers and recommend graduates of the program for certification by the Nebraska Department of Education.

004.02C2 Enrollment, student teaching performance data, employment and graduate follow-up data on program graduates will be provided annually to NDE until the program is officially approved and placed in 92 NAC 24.

004.02C3 The review team will visit the program annually to validate the program's continued progress on the program's development and file a recommendation with the Commissioner based on the elements in section 004.02A1 to either (1) deny further status as temporarily approved, (2) return to provisional status, or (3) to continue temporary approval until the endorsement is placed in 92 NAC 24.

004.02C4 Following receipt of the recommendation in section 004.02C3, based on the elements in section 004.02A1, the Commissioner may (1) deny continued temporary approval, (2) return the endorsement to provisional status, or (3) renew the temporary approval for any period not to exceed three (3) years. The Commissioner's decision shall be provided to the institution

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in writing within sixty (60) days, and shall state the reason(s) for a denial if that is the decision.

004.02C5 If the Commissioner's decision is to deny the temporary approval of the special authorization, the institution may file an appeal with the State Board of Education under the provisions of 92 NAC 61 within sixty (60) days.

004.03 Audits. The Department may conduct periodic on-site audits of institutions to determine compliance with provisions of this chapter.

005 Basic Approval Requirements. All institutions must meet the basic requirements for program approval found in sections 005 through 007.

005.01 Basic Skills Test. Each institution must annually provide for administration of a basic skills test, the Pre-Professional Skills Test (PPST) as approved by the Board in accordance with the provisions of 92 NAC 23.

005.02 Test Scores. No student may be permitted to enroll in an approved teacher education or administrator education program until he/she has achieved a satisfactory score on an examination as specified in 92 NAC 23 or has achieved a composite score of 513 on the PPST, with no scores lower than one point below the required score on any of the three basic skills tests that comprise the PPST. The composite score will be accepted upon the recommendation of a standard institution of higher education.

005.03 Course Reporting. A listing of all current endorsement offerings or courses which are offered in meeting the requirements of this chapter shall be filed with the Department on forms prescribed by the Commissioner and any changes shall be promptly reported in writing to the Department. Each institution shall also submit its current graduate and undergraduate teacher education catalog or bulletin to the Department whenever such catalog or bulletin is published.

005.04 Unit Administrator. An officially designated professional educator administers the professional education unit.

005.05 Certification Officer. The chief academic officer or unit administrator of each institution shall designate one permanent faculty or staff member to receive correspondence regarding this chapter from the Department and to provide certified records, transcripts, reports, and/or recommendations to the Department, as requested, for the purpose of certification and/or endorsement.

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005.06 General Policy Statements. Each institution shall have a written policy stating its philosophy and objectives and which delineates its goals and commitment to the education of teachers.

005.06A It shall have a written policy on the acceptance of transfer credit.

005.07 Information Regarding Convictions. The institution shall inform all persons who apply for admission to its program that persons who have felony convictions, or misdemeanor convictions involving abuse, neglect, or sexual misconduct, as defined in Section 005.07A, are automatically rejected by the Department for certification, and may only be considered for certification, or participation in pre-student teaching field, laboratory, and classroom experiences or student teaching with the approval of the Commissioner or the Board.

005.07A The institution shall require the prospective teacher education student to provide it with a list of all criminal convictions, except traffic offenses. The institution shall require the prospective student to affirm under oath that he or she has no felony convictions, and no misdemeanor convictions involving abuse, neglect, or sexual misconduct as hereinafter defined:

005.07A1 For purposes of this Chapter, a 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.

005.07A2 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 parenthesis):

- 005.07A2a Assault (third degree) (28-310)
- 005.07A2b Child Enticement (28-311)
- 005.07A2c Stalking (28-311.03)
- 005.07A2d Hazing (28-311.06)
- 005.07A2e Unlawful Intrusion (28-311.08)
- 005.07A2f Violating a Harassment Protection Order (28-311.09)
- 005.07A2g False Imprisonment (28-315)

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| <u>005.07A2h</u> | Sexual Assault (third degree) (28-320) |
| <u>005.07A2i</u> | Domestic Assault (28-323) |
| <u>005.07A2j</u> | Child/Vulnerable Adult Contact with Methamphetamine (28-457) |
| <u>005.07A2k</u> | Abandonment of Spouse or Child (28-705) |
| <u>005.07A2l</u> | Child Abuse (28-707) |
| <u>005.07A2m</u> | Contributing to the Delinquency of a Child (28-709) |
| <u>005.07A2n</u> | Prostitution (28-801) |
| <u>005.07A2o</u> | Keeping a Place of Prostitution (28-804) |
| <u>005.07A2p</u> | Debauching a Minor (28-805) |
| <u>005.07A2q</u> | Public Indecency (28-806) |
| <u>005.07A2r</u> | Sale of Obscene Material to Minor (28-808) |
| <u>005.07A2s</u> | Obscene Motion Picture Show, Admitting Minor (28-809) |
| <u>005.07A2t</u> | Obscene Literature Distribution (28-813) |
| <u>005.07A2u</u> | Sexually Explicit Conduct (28-813.01) |
| <u>005.07A2v</u> | Resisting Arrest (28-904(1)(a)), when the conviction involves use or threat of physical force or violence against a police officer |
| <u>005.07A2w</u> | Indecency with an Animal (28-1010) |
| <u>005.07A2x</u> | Intimidation by Phone Call (28-1310) |
| <u>005.07A2y</u> | Violating a Protection Order (42-924(3)) |

005.07A3 For purposes of this Chapter, in addition to the offenses listed above, felony convictions, and misdemeanor convictions involving abuse, neglect, or sexual misconduct shall also include convictions related to such crimes, including: (with the applicable sections of the Revised Statutes of Nebraska in parenthesis)

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| <u>005.07A3a</u> | Attempt to Commit A Crime (28-201) |
| <u>005.07A3b</u> | Criminal Conspiracy (28-202) |
| <u>005.07A3c</u> | Accessory to a Felony (28-204) |
| <u>005.07A3d</u> | Aiding, Abetting, Procuring, or Causing Another to Commit an Offense (28-206) |

005.07A4 Convictions which have been set aside, nullified, expunged, or pardoned shall not 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 permission to teach or participate in pre-student teaching field, laboratory, and classroom experiences or student teach, or for denial of a certificate to teach, counsel, supervise, administer, or

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provide special services in schools. However, such convictions shall be listed by the student as required in Section 005.07A.

005.07B A person with a conviction as defined in Section 005.07A shall not be allowed to participate in pre-student teaching field, laboratory, and classroom experiences or student teach, without approval by the Commissioner or the Board. A person with a conviction as defined in Section 005.07A may request approval by the Commissioner or the Board by using the procedures set forth in 92 NAC 21 Sections 009.02 through 009.04.

005.08 General Education. Each institution shall require all candidates for education degrees to have a minimum of forty (40) semester credit hours in general education courses. These courses may also be used to meet endorsement requirements. General education courses are those designed for all students, as opposed to those designed to meet professional education requirements.

005.09 Pre-Student Teaching Requirements. Each institution shall require all candidates for education degrees to complete at least one-sixth of their total degree credit hour requirements in courses that include knowledge of the foundations of education, human growth and development, methods and materials of teaching, assessment of student learning, and supervised field-based and practicum experiences.

005.09A Pre-student teaching field experiences consisting of at least one hundred (100) clock hours of contact with elementary or secondary students will be included in these requirements.

005.10 Coursework and experiences to be completed prior to student teaching must include the following:

005.10A Reading and Writing Teaching Competencies. Each institution shall require all teacher education candidates to participate in activities which will enable them to develop competencies in teaching the reading and writing skills necessary for the areas for which they are planning to seek endorsement. The institution must have on file, at the institution, a plan which identifies the courses and course completion requirements which the institution uses to meet the requirements of this section.

005.10B Training in Human Relations. Certification officers shall be required, as a condition of program approval, to provide written assurance

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to the Department, of the completion of training in human relations by applicants for certificates or permits. Each institution shall offer training integrated into a required course or combination of required courses which shall be designed to lead to the following skills (as enumerated in 79-807(6) R.R.S.):

005.10B1 An awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society;

005.10B2 The ability to recognize and deal with dehumanizing biases, including, but not limited to, sexism, racism, prejudice, and discrimination, and an awareness of the impact such biases have on interpersonal relations;

005.10B3 The ability to translate knowledge of human relations into attitudes, skills, and techniques which result in favorable experiences for students;

005.10B4 The ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials;

005.10B5 Respect for human dignity and individual rights; and

005.10B6 The ability to relate effectively to other individuals and to groups in a pluralistic society other than the applicant's own.

005.10C Special Education Course Work. Each institution shall require each candidate for an education degree to earn a minimum of three (3) semester hours of credit for course work in special education, as defined by section 79-807(7) R.R.S., which shall provide each candidate with all of the following:

005.10C1 Knowledge of the exceptional educational needs of the disabilities defined by section 79-1118.01 R.R.S.;

005.10C2 Knowledge of the major characteristics of each disability in order to recognize its existence in children;

005.10C3 Knowledge of various alternatives for providing the least restrictive environment for children with disabilities;

005.10C4 Knowledge of methods of teaching children with disabilities in the regular classroom; and

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005.10C5 Knowledge of prereferral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.

005.10D Learners with High Ability. Each Nebraska teacher education institution shall require all teacher education candidates to participate in coursework and activities which will enable them to develop competencies in teaching learners with high ability. The institution must have on file, within the institution, a plan which identifies those courses and course completion requirements which the institution utilizes to assure that these competency requirements have been met.

005.10E Technology. Each Nebraska teacher education institution shall require all teacher education candidates to participate in coursework and activities which will enable them to develop competencies in utilizing current technologies for communication and instruction. The institution must have on file, within the institution, a plan which identifies those courses and course completion requirements which the institution utilizes to assure that these competency requirements have been met.

005.10F Student Assessment. Each Nebraska teacher education institution shall require all candidates to have the knowledge and skill to assess student learning in the areas for which they are preparing to teach. The institution must have on file, within the institution, a plan which identifies those courses and course completion requirements which the institution utilizes to assure that these competency requirements have been met.

005.10G Nebraska Content Standards. Each Nebraska teacher education institution shall require all candidates to have the knowledge, understanding of, and the ability to teach the concepts, skills, and processes of the Nebraska Content Standards as adopted by the State Board of Education in 92 NAC 10, and appropriate for their endorsed area(s). The institution must have on file, within the institution, a plan which identifies those courses and course completion requirements which the institution utilizes to assure that these competency requirements have been met.

005.11 Student Teaching. Each institution shall have a student teaching program which meets the following requirements:

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005.11A The institution shall have a clear statement of policies and procedures relating to student teaching which shall be provided in written form, together with the Standards for Professional Practices Criteria in 92 NAC 27, to all persons involved in the student teaching program.

005.11A1 Candidates must hold a GPA of at least 2.5 on a 4.0 scale or its equivalent, to be admitted to student teaching.

005.11B All student teaching shall be conducted in Nebraska schools that are approved or accredited by the Department or out-of-state schools approved by another state education agency or in similarly constituted English-speaking schools in another nation. Non-public schools, in states or nations where a state or national approval/accreditation process exists, which do not meet that standard, do not fit this definition.

005.11C The institution shall negotiate written agreements delineating the roles and responsibilities of student teachers, college supervisors, and the cooperating school and teachers.

005.11D The institution shall require student teaching experience full-day for one semester (at least 14 weeks) for any combination of subject endorsement(s) and a field endorsement. A minimum of ten (10) weeks full-time is required for each of two or more field endorsements.

005.11E The institution shall ensure that a minimum of five (5) onsite visits by college supervisory staff shall be conducted during the student teaching.

005.11F Cooperating teachers employed by K-12 schools and other field-based supervisors shall have a minimum of three (3) years experience in the areas they are supervising and hold either a teaching or administrative certificate for the areas/levels they are teaching or supervising.

005.12 Minimum Offering and Graduation Requirements. Each institution shall establish a basic teacher education program graduation requirement and must offer sufficient courses on a schedule that enables students to complete such program within four (4) years.

005.13 Minimum Endorsement Offering Requirements. Each institution shall offer courses for a minimum of ten (10) endorsements contained in 92 NAC 24.

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005.14 Faculty Requirements.

005.14A Undergraduate Professional Education Faculty. The institution shall meet the following undergraduate professional education faculty requirements:

005.14A1 All professional education faculty, excluding K-12 school-based faculty, but including adjunct and graduate student faculty, shall hold the master's degree.

005.14A2 No less than one-third of the full time professional education faculty shall hold the doctor's degree or a terminal degree.

005.14A3 Faculty members without a terminal degree shall possess exceptional expertise as defined in section 002.10.

005.14A4 All faculty members, initially hired after July 1, 1994, who are responsible for student teaching supervision or teach professional courses in education shall have taught for at least two (2) years in state approved or accredited elementary and or secondary schools or similarly constituted and governed schools in a state wherein non-public schools are not recognized by the state.

005.14A4a Faculty members with terminal degrees who are hired after July 1, 1994, but do not possess two (2) years of P-12 experience must meet the exceptional expertise requirements as defined in section 002.10A.

005.14A5 Individual faculty scheduled teaching assignments shall not exceed twenty four (24) credit hours within the same academic year.

005.14A6 Instructional staffing for supervision of student teaching shall not exceed a ratio of eighteen (18) full-time equivalent FTE students to one full-time equivalent faculty member.

005.14A7 Each professional education unit shall have at least three (3) professional education faculty members assigned full-time to the unit.

005.14B Graduate faculty. The institution shall meet the following graduate professional education faculty requirements:

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005.14B1 The graduate faculty in programs which grant no degree or certificate above the master's level shall be qualified as follows:

005.14B1a The faculty, including adjunct faculty, and teaching graduate students shall hold an advanced degree, and at least half of the faculty shall hold the doctorate.

005.14B1b The preparation, research, and experience of each faculty member shall be in the field in which he or she teaches courses.

005.14B2 The graduate faculty, including adjunct faculty, teaching graduate fellows, or visiting faculty in programs which grant the sixth-year specialist's certificate or doctorate degree shall hold the doctorate.

005.14B3 The load for faculty teaching only graduate courses shall not exceed eighteen (18) credit hours within the same academic year.

005.14B4 The load for faculty teaching a combination of undergraduate and graduate courses may be a proration of nine (9) and twelve (12) credit hours, with total hours assigned within the same academic year not to exceed twenty one (21) hours.

005.14B5 Graduate level students shall be assigned to graduate faculty for advisement purposes.

005.14B6 Each advanced degree program leading to the doctorate has at least three (3) full-time faculty members who have earned the doctorate in the field of specialization for which the degree is offered.

005.14B7 Internship supervisors and other field-based supervisors employed by K-12 schools shall have a minimum of three (3) years experience in the areas they are supervising and hold a teaching, administrative, or special services certificate for the areas/levels they are supervising.

005.15 Library Requirements. Library holdings shall provide adequate scope, breadth, and currency to support the professional education programs. The library holdings shall include educational related electronic information, video resources, computer hardware and software.

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005.15A Volume Requirements. Each institution shall have a basic minimum library collection of 85,000 volumes or computer access to data representing an equivalent number of volumes.

005.15A1 Each institution shall have an identifiable, relevant, and current media and curriculum materials collection accessible to education students and faculty.

005.15B Librarian Requirements. The institution shall employ a minimum of one full-time librarian, and other technical staff as deemed necessary by the institution, to support the library, instructional materials collection, and media/computer support services.

006 Affirmation of Compliance with Additional Requirements. To obtain and retain approval, the institution must meet the following requirements, in addition to the basic approval requirements set out in this chapter, and must submit an institutional report, as requested by the Department, affirming that its teacher preparation program includes the following:

006.01 Teacher Certification Requirements. Each Nebraska teacher education institution must have on file, within the institution, a plan which identifies the courses and course completion requirements which the institution utilizes to assure that all candidates complete the program of study described in institution catalogues and other documents. Documentation of the plan is submitted to the Nebraska Department of Education annually.

006.02 Performance Standards. Each Nebraska teacher education institution must have on file, within the institution, a plan which identifies the performance standards and assessments for successful completion of the education programs offered by the unit.

006.03 Unit Program Standards. Each Nebraska teacher education institution must have on file, within the institution, a plan which identifies the program standards and data which will be used to assess the quality of the teacher education unit.

006.04 Assistance to new graduates. Each Nebraska teacher education institution must have on file, within the institution, a plan which identifies the support available to all new graduates during their first year of employment as an educator, including:

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006.04A Follow-up of Graduates. The unit shall maintain relationships with graduates from its professional education programs that include follow-up studies and assistance to beginning professionals.

006.04B Assistance shall include more than one of the following techniques: follow-up newsletters; access to and utilization of electronic communication with faculty; and seminars for first-year teachers.

007 Institutional Report. The Institutional Report is a qualitative and quantitative assessment of the institution's professional education unit. The Institutional Report shall be submitted to the State Department of Education for review at least one (1) month prior to the scheduled campus accreditation visit.

007.01 Preliminary Information. The first section of the institutional report must contain the following:

007.01A Overview of the Institution.

007.01B Description of the Programs offered by the teacher education unit.

007.01C Program changes since the last on-site visit.

007.01D Future Program Plans.

007.02 Standards for the Unit. This section shall describe how the unit meets the standards and criteria listed in this chapter.

007.03 Program Descriptions. Endorsement matrices which describe the professional education programs offered at the institution and program folios that include candidate performance assessment data are also provided for each program.

008 Nonapproval of Programs.

Sections 003 through 007 of this chapter identify requirements that must be met by an institution as a condition for approval. Failure to comply with these regulations may cause an institution to lose its continuing approval.

008.01 Violations. Any failure to meet a numbered regulation shall constitute a separate violation.

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008.02 Reporting Violations. An institution shall report any violations on its annual application for continuing approval.

008.03 Correction of Violations. An institution reporting any violations will have until April 1 of the academic year following identification of the violations in which to correct such violations.

008.04 Effect of Violations. An institution with any uncorrected violations on April 1 of the academic year following identification of the violations will be recommended for approval on probation.

008.05 Loss of Approval. An institution approved on probation continuing to have the same uncorrected violation(s) by May 31 of a year in which it is on probation shall be recommended by the Commissioner to the Board for denial of continuing approval for the next year.

008.06 Provisions for Notice and Hearing.

008.06A When the Commissioner makes a recommendation to the Board for an institution to be placed on probation or for the denial of continuing approval, notice of the recommendation and of the right to request a hearing within thirty days after receipt shall be given to the institution by certified mail. Copies shall be sent to the certification officer and the chief executive officer, if known. This notice shall specify the basis for the recommendation and the tentative date that the Board will consider the recommendation unless a formal hearing is requested.

008.06B If the institution files a request for a formal hearing within thirty (30) days after receipt of the recommendation, the Board shall schedule a hearing date. If no formal hearing is requested, the recommendation shall be considered by the Board and adopted or modified by order of the Board.

008.06C All hearings arising under this chapter shall be conducted in accordance with the hearing procedures of Chapter 61 of Title 92 of the Nebraska Administrative Code.