



**NEBRASKA**  
DEPARTMENT OF EDUCATION

# APPLICANT MANUAL

REQUIREMENTS, INSTRUCTIONS AND FORMS

## TYPES OF CERTIFICATES/PERMITS INCLUDE:

### TEACHING

- Regular Certificate
- Temporary Certificate
- Provisional Permit
- Transitional Permit
- State Substitute Permit
- Local Substitute Permit
- Career Education Permit
- Postsecondary Permit
- Alternative Program Permit
- Military Teaching Permit

### ADMINISTRATIVE

- Regular Certificate
- Provisional Permit

### SPECIAL SERVICES

- Standard Certificate
- Standard Permit
- Provisional Permit

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## NEBRASKA'S REQUIREMENTS FOR CERTIFICATION

Once you submit an online application, a Certification Analyst will be assigned your application for review. She/he will contact you by email providing you with a checklist of required items, supporting documents, instructions and fingerprint cards.

REQUIREMENTS:	HAVE YOU:	RESPONSE:	
<b>FINGERPRINTS</b> Statutory Requirement  <i>Requirement For ALL Certificate/Permit Types</i>	Held continuous residence in Nebraska for the past immediate five years?	<b>YES:</b> You are not required to submit fingerprint cards	<b>NO:</b> You are required to submit Livescan OR ink rolled fingerprint cards
<b>Human Relations Training</b> Statutory Requirement  <i>With the exception of the Temporary Certificate, This is a Requirement For All Certificate /Permit Types</i>	Taken an approved educational course in Human Relations Training from an approved institution?	<b>YES:</b> You have met this state requirement  <i>This requirement only needs to be met <u>once</u></i>	<b>NO:</b> You are required to take one of the approved courses for Human Relations OR submit narrative based upon employment experience in a classroom
<b>Special Education Training</b> Statutory Requirement  <i>Requirement for ALL Teaching &amp; Administrative Certificates Not required for Provisional Permits, Local Substitute &amp; State Substitute Permits and Temporary Certificates</i>	Taken an approved educational course in Special Education?	<b>YES:</b> You have met this state requirement  <i>This requirement only needs to be met <u>once</u></i>	<b>NO:</b> You are required to take an approved course in Special Education Training OR submit a narrative based upon employment experience in a classroom
<b>Praxis Core Academic Skills</b> (Basic Skills)  <i>Requirement for All Teaching &amp; Administrative Certificates</i>	Taken Basic Skills test 5712 – reading test 5722 – writing test 5732 – math and received passing scores?	<b>YES:</b> You have met this state requirement	<b>NO:</b> You will be required to take this test OR have two (2) years' work experience as a contracted teacher
<b>Praxis Subject Assessment</b> (Content Test)  <i>Requirement for All Teaching &amp; Administrative Certificates</i>	Completed a program for an initial endorsement to be placed on a Nebraska teaching or	<b>YES:</b> You are required to provide official test scores	<b>NO:</b> You do not have to meet this requirement

	administrative certificate?		
<b>Recency</b>  <i>Requirement for All Teaching &amp; Administrative Certificates</i>	Within the past five years worked as a teacher in a state approved school OR completed six credit hours in education OR held an expired teaching certificate from another state and set up a fifteen hour program with a NE college	<b>YES:</b> You have met this requirement	<b>NO:</b> You will be required to meet this by taking six semester hours in education either at the undergraduate or graduate level

## **TEACHER CERTIFICATION COMMON DEFINITIONS**

**Regular Certificate:** A certificate issued without any deficiencies in that state, in Nebraska, an Initial, Standard or Professional Certificate.

**Temporary Certificate:** A certificate issued to the applicant when the Human Relations Training requirement is a deficiency.

**Transitional Permit:** This Permit is available to those with at least a BA/BS degree in a non-teaching field and is able to meet the qualifications of the program. Employment in a Nebraska school system is required.

**Alternative Program Permit:** A Permit issued when an applicant has graduated from a state approved Alternative Preparation Program in another state or has been hired by a Nebraska district before completing their college program. This is explained further in the manual.

**Conditional Permit:** An authorization issued by the Commissioner to the applicant to engage in teaching, counseling, supervision, administration, or provide special services pending the receipt of criminal history information record check. A different form of conditional permit can be issued at the request of the Commissioner and is valid for a very short period of time

**Approved Program:** A planned program of study leading to certification in Nebraska. This program can be approved for teaching, administration or special services (non-teaching) in a specific content area.

**Approved School System:** An institution organized to provide elementary or secondary instruction which is approved by the Department, an education service unit approved by the Department, a special education service agency approved by the Department, or an early childhood program which employs certificated teachers as its instructors.

**Certification Officer:** The institution shall designate a faculty or staff member to oversee the submission of certified records, transcripts, reports and/or recommendations to the Department for the purpose of certification and/or endorsement

**Deficiencies:** State requirements not met for the issuance of a regular certificate.

**Endorsement:** Area of specialization on a certificate based on completion of an approved teacher education program.

**Recency:** Verification of required years of teaching/administration in the same school system within the immediate past five (5) years from date of application while holding a valid regular certificate **OR** *completion of an appropriate number of* pre-approved semester hours at an approved teacher education institution in the immediate past five (5) years from date of application.

**All-School Certificate:** Designation that indicates a certificate or permit is valid in both public and non-public s districts. The fee associated with this type of certification is \$55, or \$105 with fingerprint costs.

**Non-Public School Certificate:** Designation that includes a certificate or permit is valid only in non-public school districts. The fee associated with this type of certification is \$40, or \$90 with fingerprint costs.

## **FINGERPRINTING FOR NEBRASKA CERTIFICATION**

Any person applying for the first issuance of a Nebraska certificate/permit who has not been a *resident*\* of Nebraska for the immediate past five (5) years from the date of application must have prints by Livescan (see list below) OR Ink Rolled (2 cards) by law enforcement. State Patrol offices in Nebraska do not charge a fee to do fingerprints. However, other law enforcement agencies may charge a fee to have prints taken. The fingerprint requirement applies even if you have recently submitted fingerprint information in any other state.

*\*Residence as defined by the Nebraska Supreme Court, is an individual who has established a home in Nebraska where the individual is habitually present and to which having departed there from, intends to return. If you meet this definition of "Residence" complete the Record of Residence Form page of the addresses where you are/were physically present in Nebraska the immediate past five (5) years).*

**For Ink Rolled prints**, submit a request to the Nebraska Department of Education for a fingerprint packet AFTER submitting your application and fee online. Contact our office by Email [nde.tcrtweb@nebraska.gov](mailto:nde.tcrtweb@nebraska.gov)

**For LiveScan prints**, the Nebraska State Patrol locations will fingerprint citizens as a public service at no charge, they do require you to make an appointment prior to being fingerprinted:

- Lincoln: Criminal Identification Division, Lincoln NE – (402)479-4971
- Omaha: Troop A Headquarters – Omaha NE – (402)331-3333
- Norfolk: Troop B Headquarters – Norfolk NE (402)370-3456
- Grand Island: Troop C Headquarters – Grand Island NE – (308)385-6000
- North Platte: Troop D Headquarters – North Platte NE– (308)535-6604
- Scottsbluff: Troop E Headquarters – Scottsbluff NE – (308)632-1211

**A listing of other locations in Nebraska with Livescan capability is available below, call ahead to see if appointment is required and any fees that may be charged for services:**

- Alliance: Box Butte County Sheriff's Office, Alliance NE, 308-762-6464
- Aurora: Hamilton County Sheriff's Office, Aurora NE, 402-694-6936
- Beatrice: Gage County Detention Center, Beatrice NE, 402-223-1382
- Blair: Washington County Sheriff's Office, Blair NE, 402-426-6864

- Chadron: Dawes County Sheriff, Chadron NE, 308-432-3025
- Columbus: Platte County Jail, Columbus NE, 402-563-4274
- Dakota City: Dakota County Sheriff, Dakota City NE, 402-987-2173
- David City: Butler County Sheriff, David City NE, 402-367-7400
- Gering: Scottsbluff Corrections, Gering NE, 308-436-7300
- Grand Island: Hall County Sheriff's Office, Grand Island NE 308-385-5211
- Hastings: Adams County Jail, Hastings NE, 402-461-7181
- Kearney: Buffalo County Sheriff's Office, Kearney NE, 308-233-5281
- Lexington: Dawson County Sheriff's Office, Lexington NE, 308-324-2279
- Lincoln: Lincoln Police Department, Lincoln NE 402-441-7217
- Madison: Madison County Sheriff's Office, Madison NE, 402-454-3311, ext. 163
- North Platte: Lincoln County Sheriff's Office, North Platte NE, 308-535-9542
- Ogallala: Keith County Sheriff's Office, Ogallala NE 308-284-4772
- Omaha: Omaha Police Department, Omaha NE, 402-444-5600
- Papillion: Sarpy County Jail, Papillion NE, 402-593-2299
- Plattsmouth: Cass County Jail, Plattsmouth NE, 402-296-9377
- Seward: Seward County Sheriff's Office, Seward NE, 402-643-4578
- Wilbur: Saline County Law Enforcement Center, Wilbur NE, 408-821-2111

**Fingerprinting is NOT available at the Nebraska Department of Education, or elsewhere in the Nebraska State Office Building or the State Capitol Building.**

To begin the application/fingerprinting process:

- Submit and pay for your application and fingerprint fee online at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) then have your fingerprints completed by Livescan or Ink rolled and sent in to our Office.

### **CONDITIONAL PERMIT**

**NOTE:** It is not unusual for the fingerprinting process to take several weeks. A Conditional Permit may be issued when an applicant for any Nebraska certificate/permit has met ALL the requirements for that certificate/permit, except for the receipt of the fingerprint record (criminal background check). This permit allows the applicant to teach or administer until the fingerprint report is received. If there is no criminal history background, the actual certificate/permit will then be issued with no further action.



## **INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA TEACHING CERTIFICATE**

The Initial Teaching Certificate **requires completion** of a baccalaureate degree, a teacher education program at a state approved college or university; the Human Relations Training, the Special Education Training, the Praxis I/CORE test (Basic Skills), the Praxis II Subject Assessment (Content), and recent college credits or employment experience within the past immediate five (5) years

**Once you have reviewed the academic and state requirements for a Regular Certificate and you feel you are eligible for the certificate, you can begin the application process:**

- Submit your online application, (see instructions for submitting application on *page 42*)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
- Order Official Transcripts see instructions for sending transcripts to our office, page 43.
- **Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:
  - A request for Support Forms (a link to access these forms will be included)
  - A request for Test Results for the **Praxis I/CORE** and **Praxis II** Content Test
  - A request for Verification of Employment (past or current employment)
  - A request for Copy of Teaching License held in another state
  - A request for Human Relations Training
  - A request for Special Education
  - A request for Transcripts
  - A request for Fingerprint Cards



## **INSTRUCTIONS FOR APPLYING FOR YOUR FIRST NEBRASKA ADMINISTRATIVE CERTIFICATE**

The Administrative Standard Certificate **requires completion** of a baccalaureate degree, a teacher education program at a state approved college or university, a master's degree and an education administrative program at a state approved college or university; two (2) years administrative experience, Human Relations Training, Special Education Training Praxis I/CORE (Basic Skills), Praxis II Subject Assessment (Content) and recent college credits or employment experience within the past immediate five (5) years

**Once you have reviewed the academic and state requirements for an Administrative Certificate and you feel you are eligible for the certificate, you can begin the application process:**

- Submit your online application, (see instructions for submitting application on *page 42*)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
- Order Official Transcripts see information on sending transcripts, page 43.

**Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:

- A request for Support Forms (a link to access these forms will be included.)
- A request for Test Results for the **Praxis I/CORE** and **Praxis II** Content Test
- A request for Verification of Employment (past or current employment)
- A request for Copy of Teaching License held in another state
- A request for Human Relations Training
- A request for Special Education
- A request for Transcripts

- A request for Fingerprint Cards

**INSTRUCTIONS FOR  
APPLYING FOR YOUR  
PROVISIONAL  
ADMINISTRATIVE PERMIT**

Employment in a Nebraska school system IS required for issuance of this type of Provisional Permit. Applicant must hold or qualify for a Nebraska Standard or Professional Teaching Certificate or comparable and equivalent certificate

The Provisional Administrative Permit may be issued for one or more of the following reasons

- The Basic Skills Competency test requirement has not been met; and/or
- The Special Education Training requirement has not been met; and/or
- The Recency requirement has not been met; and/or
- A baccalaureate degree has been completed but a portion of the approved Educational Administrative program has not been completed

**For the Principal area(s)** 50% of an approved Educational Administrative program must already be completed at an approved teacher education institution.

**For the Superintendent area** 75% of an approved Educational Administrative program must already be completed at an approved teacher education institution.

The Human Relations Training must be met before ANY future certificate can be issued.

**Once you have reviewed the academic and state requirements for a Provisional Administrative Certificate and you feel you are eligible for the certificate, you can begin the application process:**

- Submit your online application
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards

- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
- Order Official Transcripts, see instructions on sending transcripts to our office page 43.

**Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following requests:

- A request for Nebraska Support Forms (a link to access these forms will be included)
- A request for Test Results for the **Praxis I/CORE** and **Praxis II** Content Test
- A request for Verification of Employment (past or current employment)
- A request for a Copy of Teaching License held in another state
- A request for Human Relations Training
- A request for Special Education Training
- A request for Transcripts
- A request for Fingerprint Cards

# PROVISIONAL TEACHING PERMIT

## FOR NEBRASKA CERTIFICATION – VALID FOR TWO YEARS

*This Permit requires a Completed Teacher Education Program.*

Employment in a Nebraska school system is NOT required for this Permit.

This Permit may be issued because of a deficiency in **the Praxis –Core Academic Skills** requirement, the ***Special Education Training*** requirement AND/OR the **Recency** requirement has NOT been met.

This Permit expires on August 31 of the 2<sup>nd</sup> year following the year of issuance.

### **This Permit IS NOT renewable.**

The following is required for issuance of the Provisional Permit:

- Completion of a baccalaureate degree AND
- Completion of a teacher education program at a state approved teacher education institution AND
- Human Relations Training requirement met with an official transcript of a pre-approved course OR the written, verified narrative of your K-12 employment experiences for the six (6) skills.

**Once you have reviewed the academic and state requirements for a Provisional Teaching Permit and you feel you are eligible for the certificate, you can begin the application process:**

- Submit your online application, (see instructions for submitting application on *page 42*)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcrtweb@nebraska.gov](mailto:nde.tcrtweb@nebraska.gov)
- Order Official Transcripts; see instructions on sending transcripts to our office *page 43*.

**Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:

- A request for Support Forms (a link to access these forms will be included.)
- A request for Test Results for the **Praxis I/CORE** and **Praxis II** Content Test
- A request for Verification of Employment (past or current employment)
- A request for Copy of Teaching License held in another state
- A request for Human Relations Training
- A request for Special Education
- A request for Transcripts
- A request for Fingerprint Cards

## **ALTERNATIVE PROGRAM TEACHING PERMIT**

Employment in a Nebraska school system IS required. **This Permit is NOT renewable.**  
This Permit expires August 31<sup>st</sup> in the second year following the year of issuance.

The Alternative Program Teaching Permit may be issued when the following is met:

- Evidence of qualifying for one or more teaching endorsement
- A completed baccalaureate degree
- A written request for the issuance of such permit from the employing school district

### **PATH 1:**

- The required portion of an approved teacher education program including:
- Fifty percent (50%) of the pre-student teaching requirements including a course in teaching methods AND
- (75%) of the requirements for at least one (1) subject or field endorsement. (These program requirements are determined by the college certification officer at the teacher education institution where you have set up your program). OR

### **PATH 2:**

- Complete a state approved alternative program for teaching which includes education related coursework
- Hold a current regular teaching certificate in another state
- Submit evidence of one (1) year teaching experience (K-12) in the last five (5) years in an approved/accredited school

**Once you have reviewed the academic and state requirements for the Alternative Program Teaching Permit and you feel you are eligible for the permit you can begin the application process:**

- Submit your online application, (see instructions for submitting application on *page 42*)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcrtweb@nebraska.gov](mailto:nde.tcrtweb@nebraska.gov)
- Order Official Transcripts, see instructions for sending transcripts, page 43



- **Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:
  - A request for Support Forms (a link to access these forms will be included.)
  - A request for Test Results for the **Praxis I/CORE** and **Praxis II** Content Test
  - A request for Verification of Employment (past or recent employment)
  - A request for Copy of Teaching License held in another state
  - A request for Human Relations Training
  - A request for Special Education
  - A request for Transcripts
  - A request for Fingerprint Cards

# MILITARY TEACHING PERMIT

## FOR NEBRASKA CERTIFICATION

A three (3) year teaching permit issued to military personnel or spouses who are seeking employment as a teacher in Nebraska.

The permit allows individuals to delay some Nebraska requirements and start teacher employment; this permit cannot be renewed. Candidates staying beyond the three years must meet all requirements for a Nebraska teaching certificate.

### AN APPLICANT MUST:

- Submit transcript of a BA degree
- Submit Employment Verification Form showing two (2) or more years of teaching experience
- Submit evidence of meeting the Human Relations requirement and fingerprint requirements, if required
- Submit signed statement of current service in the military from the military supervisor
- Submit school district letter verifying employment offer from the Nebraska school district

### FIRST ISSUANCE – How to Apply:

- Go to **Teach.education.ne.gov**, set up registration, login information, and submitting application, (see instruction for submitting application on *page 42*)
- Record of Residence Form online if you have lived in Nebraska for the immediate past five (5) years OR Complete a Livescan fingerprint card at a State Patrol office OR two (2) ink rolled fingerprint card(s) and fingerprint fee by check or money order. Order the fingerprint packet at [nde.tcrtweb@nebraska.gov](mailto:nde.tcrtweb@nebraska.gov) AND
- Official transcripts for a pre-approved course to meet the Human Relations Training requirement OR a written, verified, narrative of your K-12 employment experience which provided you with the opportunity to acquire the six (6) skills. NOTE: The Temporary Certificate, valid for SIX MONTHS, will be issued if the Human Relations Training requirement has not been met, submit required documents listed above:
- Online application fee of:
  - \$40 for a non-public school permit
  - \$90 for a non-public school permit plus fingerprint cards
  - \$55 for an all school permit
  - \$105 for an all school permit plus fingerprint cards

## POSTSECONDARY TEACHING PERMIT

A three (3) year teaching permit issued to individuals who are teaching college courses to high school students where both high school and college credit is earned by the student.

If the teacher holds a current regular teaching or administrative certificate, they do not need a postsecondary teaching permit to teach dual credit courses in their endorsed area.

**AN APPLICANT MUST:**

- Be employed by a Nebraska postsecondary educational entity (community college, college or university, or a regionally accredited non-profit postsecondary education institution), AND
- Be approved by a local school board to teach high school student courses earning college and high school credit, AND
- Submit evidence of meeting the human relations training requirement and fingerprinting requirements, if required.
- The new permit will require the Nebraska postsecondary educational entity to:
  - Complete and sign Postsecondary Permit Verification form

**Once you have reviewed the academic and state requirements for a Postsecondary Teaching Permit and you feel you are eligible for the Permit, you can begin the application process:**

- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
- Order Official Transcripts, see instructions for sending transcripts to our office page 43

**Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:

- A request for Support Forms (a link to access these forms will be included.)
- A request for Employment Verification
- A request for approval by a local school board to teach high school student courses earning college or high school credit
- A request for Human Relations Training
- A request for Transcripts
- A request for Fingerprint Cards

## STATE SUBSTITUTE TEACHING PERMIT

The State Substitute Teaching Permit is valid for five (5) years and authorizes teaching in any subject at any level with unlimited number of days of teaching.

The following documents must be submitted for the State Substitute Teaching Permit:

**Once you have reviewed the academic and state requirements for a State Substitute Teaching Permit and you feel you are eligible for the Permit, you can begin the application process:**

- Submit your online application (see instructions for submitting application on page 42)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcercweb@nebraska.gov](mailto:nde.tcercweb@nebraska.gov)
- Order Official Transcripts, see instructions for sending transcripts to our office page 43.

**Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:

- A request for Support Forms (a link to access these forms will be included.)
- A request for Copy of Teaching License held in another state
- A request for Human Relations Training
- A request for Transcripts
- A request for Fingerprint Cards

## LOCAL SUBSTITUTE TEACHING PERMIT

The Local Substitute Teaching Permit is valid for three (3) years and is **limited to ninety-(90) days** of teaching in any school year. This type of Permit is valid for teaching only in the Nebraska school system requesting the issuance. This Permit requires a minimum of sixty (60) semester credit hours of college coursework with at least one (1) course in professional education and a written request from a Superintendent for issuance of the permit

### What is a professional education course?

A professional education course is any course with an education prefix or anything dealing with children, schools or education

**Once you have reviewed the academic and state requirements for the Local Substitute Permit and you feel you are eligible for the Permit, you can begin the application process:**

- Submit your online application (see instructions for submitting application on *page 42*)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
- Order Official Transcripts, see instructions for sending transcripts to our office page 43.

### **Wait to be contacted by the Certification Analyst that is assigned your application.**

The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:

- A request for a letter from Superintendent recommending issuance of a permit
- A request for Human Relations Training
- A request for Transcripts
- A request for Fingerprint Cards

## **CAREER EDUCATION TEACHING PERMIT**

The Career Education Permit is available for individuals who are hired to teach by a Nebraska school district in career education (chart attached) where no teaching education program exists, where instructional content of the course exceeds teacher preparation coursework, or for which a school system submits documentation that it has not found a qualified teacher for a specific course in the career education field.

This Career Education Teaching Permit is valid for three (3) years, valid only in the endorsed career area, valid only in the school system (s) identified on the permit and it is valid only for regular teaching in grades 9-12

### **The Permit requires:**

- A written request for issuance from the Superintendent or governing body which identifies the career education course to be taught by the applicant
- Completion of the human relations training requirement and fingerprinting, if required.
- Applicant qualifies for one of sixteen (16) career education endorsements by:
  - Completion of a prescribed course of study in a career education area at the postsecondary level, or
  - Completion of an apprenticeship in the career education area, or
  - Demonstrated proficiency in the career education area based on 5 years or more of practice in that career, or
  - Demonstrated proficiency by passing a competency test approved by the industry or career area.

**Once you have reviewed the academic and state requirements for the Career Education Teaching Permit and you feel you are eligible for the Permit, you can begin the application process:**

- Submit your online application (see instructions for submitting application on *page 42*)
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcrtweb@nebraska.gov](mailto:nde.tcrtweb@nebraska.gov)

- Order Official Transcripts, see instructions for sending transcripts to our office page 43.

**Wait to be contacted by the Certification Analyst that is assigned your application. The Analyst will contact you by way of email within four to eight weeks of submitting your application;** you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:

- A request for demonstrated proficiency by passing competency test approved
- Qualification for one of sixteen (16) career education endorsement
- A request of a letter from Superintendent or governing body identifying the course taught by applicant
- A request for Human Relations Training
- Completion of a prescribed course of study in a career education area
- A request for Fingerprint Cards



AREAS OF SPECIALIZATION	DESCRIPTION
<b>Agriculture, Food and Natural Resources</b>	The study of the planning, implementation, production, management, processing and/or marketing of agricultural commodities and services including food, fiber, wood products, natural resources, horticulture and other plant and animal products. It also includes the study of related ag, food and natural resources professional, technical and educational services.
<b>Architecture and Construction</b>	The study of the design, construction and maintenance of the built environment such as buildings, roadways, bridges, etc., including work on new structures, restorations, additions, alterations and repairs.
<b>Arts, A/V Technology and Communications</b>	The study of audio and video production such as sound/lighting engineers and technicians, radio and television broadcast, electronic and printed communication.
<b>Business Management and Administration</b>	The study of the planning, organizing, direction and evaluating business functions essential to efficient and productive business operations, including specific skills in organization, time management, customer service and communication.
<b>Education and Training</b>	The study of the planning, managing and providing of education and training services and related learning support services.
<b>Energy and Engineering</b>	The study of the planning, managing and developing new technology including professional and technical services in energy and engineering fields.
<b>Finance</b>	The study of financial and investment planning, banking, insurance and business financial management.
<b>Government and Public Administration</b>	The study of careers that are unique to government and not contained in another cluster.
<b>Health Sciences</b>	The study of the health sciences that promote health, wellness and diagnosis as well as treat injuries and diseases.
<b>Hospitality and Tourism</b>	The study of the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel-related services.
<b>Human Services</b>	The study of services related to families and human needs.
<b>Information Technology</b>	The study of the design, installation and maintenance of digital information systems including data bases, video games and other digital software and the study of the transfer of information digitally over the internet.
<b>Law, Public Safety and Security</b>	The study of the planning, managing and providing of legal, public safety, protective services and homeland security, including professional and technical support services
<b>Manufacturing</b>	The study of the planning, managing and performing the processing of materials into intermediate or final products including the related professional and technical support activities such as production, planning and control, maintenance and manufacturing/process engineering.
<b>Marketing</b>	The study of the planning, managing and performing marketing activities to reach organizational objectives.
<b>Transportation, Distribution and Logistics</b>	The study of the operation, maintenance and repair of equipment used in moving people as well as manufactured and produced goods including professional and support technical services such as infrastructure planning and management, logistic services and the maintenance of mobile equipment and facilities.

## **TRANSITIONAL TEACHING PERMIT**

### **FOR NEBRASKA CERTIFICATION**

*This Permit requires continuing progress toward a Completed Teacher Education Program.*

Employment in a Nebraska school system is required for this Permit.

The Nebraska Department of Education, in partnership with the University of Nebraska at Kearney, has implemented the transitional teaching permit program. The intent of the permit is to provide an option for districts that are unable to fill teaching positions with regular certified teachers.

The University of Nebraska at Kearney offers an online transitional certification program that is designed for those individuals who already have a B.A. or B.S. degree or higher and have a significant amount of coursework (75%) in a subject area.

The Candidate for the Transitional Teaching Permit must:

- Hold a baccalaureate degree with 75% of the content required by RULE 24 for the required endorsement;
- Submit a transcript review request through the Transitional Certification Program webpage at [http://www.unk.edu/academics/ted/transitional\\_certification/index.php](http://www.unk.edu/academics/ted/transitional_certification/index.php);
- Complete 3 professional education graduate courses (18 hours), as well as 6 graduate credit hours of student teaching (completed while on-the-job). View online courses at <http://www.unk.edu/academics/ecampus/>;
- Follow a transitional plan developed by the UNK Transitional Certification Program that leads to Initial Certification within 3 years of the first application for a Transitional Permit;
- Complete at least 6 credit hours each academic year to be eligible for renewal.

**To obtain additional information on the career path to teaching, contact:**

**Kayla Goodenberger, TCP Office Associate, [goodenbergkj@unk.edu](mailto:goodenbergkj@unk.edu), or at 308-865-8512.**

#### **To School Principals and Superintendents:**

Before you hire a Transitional Teaching Permit candidate, make sure he/she qualifies to obtain the permit. Contact **Dr. Wendy McCarty, TCP Director, [mccartywl@unk.edu](mailto:mccartywl@unk.edu), 308-865-8971.**

Upon successful completion of the entire professional sequence, recommendation will be made to the Nebraska Department of Education for the issuance of an Initial Teaching Certificate.



**CORE ACADEMIC SKILLS TEST  
FOR NEBRASKA CERTIFICATION  
CORE ACADEMIC SKILLS TEST  
FOR NEBRASKA CERTIFICATION**

Nebraska Department of Education requires passing scores on the **Praxis Core Academic Skills Test**. The applicant must demonstrate their basic skills competency as determined by the State Board of Education. **The test chosen to meet this requirement is the Praxis Core Academic Skills for Educators** (Reading, Writing and Mathematics) formerly Praxis I. This test is for admission into an Education Preparation Program; applicants that apply for their first regular Nebraska Teaching or Administrative Certificate are required to take a computer-based test administered by ETS-Educational Testing Service, Princeton, New Jersey.

**An applicant shall be exempt from this requirement if:**

- The applicant has two or more consecutive years of Teaching experience (contract teaching)
- The applicant has Administrative experience in an approved or accredited school while holding a certificate issued by that state on the basis of successful completion of an approved educator certification program in any state
- The candidate has current credential from the National Board of Professional Teaching Standards
- <https://www.ets.org/praxis/ne/requirements/>

To Be Certified In:	You Need to Take:	Test Code:	Qualifying Score:
All Areas	Reading	5713	156
	Writing	5723	162
	Mathematics	5733	150

If you wish to take all three computer-delivered Praxis/Core exams (5713, 5723, 5733) at the same time, select Core Academic Skills for Educators Combined **Test (5752)** when registering.

**IF YOU CANNOT MEET THIS REQUIREMENT, YOU MAY BE ELIGIBLE FOR A CONDITIONAL PERMIT OR A SUBSTITUTE PERMIT.**

## **PRAXIS SUBJECT ASSESSMENT (CONTENT TEST) FOR ENDORSEMENTS ON A NEBRASKA CERTIFICATE**

Any person who applies for a regular Teaching, or Administrative endorsement to be added to a Nebraska Certificate or Permit must meet passing scores requirements for the approved content test that has been established by the Department.

The content test is a Praxis Subject Assessment or School Leadership series test published by the Educational Testing Service of Princeton, New Jersey

Accepted tests and passing scores for the Nebraska Department of Education can be found at: <https://cdn.education.ne.gov/wp-content/uploads/2020/09/Content-Testing-Chart-09.10.20.pdf>

**Only those tests on the list are accepted. No Exceptions.** A regular endorsement is not added until the Educational Testing Service has sent a passing score to the Department.

A first time applicant cannot receive a Nebraska Certificate unless the person has completed one regular endorsement and passed the content test required by Nebraska.

Nebraska certificate holders can add additional endorsements to their certificates once they complete the academic program and pass the content test.

### **Frequently Asked Questions Regarding Praxis Subject Assessment/Content Testing in Nebraska**

Effective September 1, 2015, individuals must provide evidence they have taken the appropriate Praxis Subject Assessment Content Test and passed at the NE-required score before a new endorsement(s) can be placed on a Nebraska Teaching Certificate. Nebraska uses Praxis Subject Assessments/Content Tests from Educational Testing Service (ETS), Princeton, NJ.

- **How do I know which Praxis Subject Assessment/Content Test to take to meet Nebraska?**

The list of required Praxis Subject Assessment/Content Tests is available on the NDE website at: <https://cdn.education.ne.gov/wp-content/uploads/2020/09/Content-Testing-Chart-09.10.20.pdf>

An applicant for a Nebraska Teaching or Administrative Certificate will have to take and pass the appropriate Praxis Subject Assessment/Content Test for each listed endorsement area in order to have the endorsement(s) placed on their NE Teaching Certificate. NOTE: Those with both Elementary Education and Special Education endorsements are required to take and pass both the appropriate Elementary Education content test and the appropriate Special Education content test.

- **When should I take the Praxis Subject Assessment/Content Test?**

Individuals should consult with their preparation institution to determine the institution's requirements regarding Praxis Subject Assessment/Content Testing. Check the Praxis Subject Assessment/Content Test testing schedule on the ETS Praxis website to determine testing centers and dates when tests are available. ([https://www.ets.org/praxis/register/centers\\_dates](https://www.ets.org/praxis/register/centers_dates))

- **Do I need to pass the Praxis Subject Assessment/Content Test to complete my Teacher Education preparation program?**

Check with your institution teacher preparation program regarding this. The Nebraska Department of Education requires a passing score on the appropriate Praxis Subject Assessment/Content Test to have an endorsement placed on a regular Nebraska teaching or administrative certificate.

- **Is every teacher required to take and pass a Praxis Subject Assessment/Content Test?**

Those teachers certified in Nebraska prior to September 1, 2015 are not required to take and pass a Praxis Subject Assessment/Content Test unless they are adding an endorsement or adding an additional grade level to their current regular NE Teaching Certificate.

**Example 1:** A currently-certified NE principal with the Principal 7-12 endorsement who did not ever take a Praxis Subject Assessment/Content Test, but wants to add the Principal K-6 level to their regular certificate endorsements on or after September 1, 2015 must take and pass the appropriate Praxis Subject Assessment/Content Test to add the Principal K-6 endorsement to their regular current certificate.

**Example 2:** A currently-certified NE teacher with a Chemistry 7-12 teaching endorsement who wants to add a Science 7-12 field endorsement to their regular certificate on or after September 1, 2015 must take and pass the appropriate Praxis Subject Assessment/Content Test to add the Science 7-12 endorsement to their regular current certificate. Those applying for a NE Teaching or Administrative Certificate for the first time, on or after

September 1, 2015 must provide evidence they have taken and passed the appropriate Praxis Subject Assessment/Content Test. Not all endorsements require a content test.

### **How are passing scores determined?**

The initial designation of passing scores was determined by panels of Nebraska educators. As ETS updates Praxis Subject Assessment/Content Tests, Multi-State Standard Setting (MSSS) panels are called to establish passing scores, which Nebraska may elect to adopt. Score data will be collected by NDE and reviewed periodically.

- **How does one register to take a Praxis Subject Assessment/Content Test?** Register at <https://www.ets.org/praxis/register>

- **What if I do not pass the required Praxis Subject Assessment/Content Test?**

Those who do not obtain the NE required score on the Praxis Subject Assessment/Content Test have the option of retaking the test multiple times. (See Praxis Test Retake policies on the ETS website: [www.ets.org/Praxis](http://www.ets.org/Praxis))

Make sure to choose the correct test number and title of the appropriate Praxis Subject Assessment/Content Test needed for the corresponding endorsement. Please be certain to correctly spell your name and provide your correct Social Security number, as failure to do so will delay processing of your certificate application in Nebraska. Note that not all tests are offered during all testing windows.

- **How can I be certain my scores are reported to the correct institution and to NDE?**

If you take a Praxis Subject Assessment/Content Test at a Nebraska testing center, scores are automatically reported to the Nebraska Department of Education. If you test outside of Nebraska, you **MUST** indicate the Nebraska Department of Education as one of your score recipients during the test registration process. ETS allows four score recipients at no additional charge. You must also designate your 'Attending Institution' for scores to be reported to your institution.

**NEBRASKA SPECIAL EDUCATION REQUIREMENT  
FOR FIRST REGULAR NEBRASKA  
CERTIFICATION TEACHING AND/OR  
ADMINISTRATIVE**

This requirement can be met by one of the following options:

**IF...**

You have completed a Special Education course at an approved teacher education institution that addressed the exceptional child in the classroom

**THEN...**

Submit official transcripts of the course.

**IF...**

You have not completed an approved course in Special Education, but have employment experiences which provided you with an opportunity to acquire the Special Education [FIVE SKILLS](#)

**THEN...**

You can submit a written narrative that addresses each of the five skills obtained based upon classroom experience as a contracted teacher.

**IF...**

You have not met this requirement

**THEN...**

You may be eligible for a Provisional permit. The State Substitute Teaching certificate does not require this course. Additional information can be found in this manual.

# WRITING A NARRATIVE FOR THE SPECIAL EDUCATION TRAINING REQUIREMENT

Nebraska Statutory Provisions 79-807 (7)

If you have the appropriate **employment experiences\*** which provided you with the opportunity to acquire the FIVE skills for the Special Education requirement, you may be eligible to meet the requirement by submitting a written narrative as described below.

**\*Employment experiences** are defined as 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 teacher education program, (b) in post-secondary education, or (c) in a community organization or agency that provides services to children.

## Five Skills Required for the Special Education Training Requirement

- Knowledge of the exceptional needs of the disabilities defined under the Special Education Act. These are caused by physical, sensory, or intellectual impairment, inappropriate behavior, learning disabilities, and/or speech/language impairment
- Knowledge of the major characteristics of each disability in order to recognize its existence in children
- Knowledge of various alternatives for providing the least restrictive environment for children with disabilities
- Knowledge of methods of teaching students with disabilities in the regular classroom; and
- Knowledge of pre-referral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.

## VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE

### Writing the Narrative

The following is an abbreviated example of an acceptable format for writing a narrative which will verify the SPED skills have been met through **employment** experience. The narrative for each skill should be approximately one typed page.



## **SAMPLE**

**First Skill:** Knowledge of the exceptional needs of the disabilities defined under the Special Education Act. These are caused by physical, sensory, or intellectual impairment, inappropriate behavior, learning disabilities, and/or speech/language impairment.

*I have taught in three different schools over the last fourteen years and during that time I have seen all the disabilities in one form or another, and the various ways schools have attempted to address them. In my own classes I have learned “on the job” how to work effectively with students with mental limitations, learning disabilities and behavior disturbances. While I am not an expert in this area, I have achieved the competency and confidence needed to teach special needs students and to work with special education teachers.*

*I have gained great understanding of these children and their families and siblings.*

**Second skill:** Continue with each skill as indicated above.

*Sign your name and include your social security number.*

### **REQUIRED VERIFICATION AND SIGNATURE**

Having personal knowledge of (NAME) **employment** experiences, I hereby verify that the above statements are true to the best of my knowledge.

SIGNATURE WITH TITLE OR RELATIONSHIP

Your narrative **must** be affirmed and validated by the signature of a supervisor who is familiar with your employment experience. Your narrative **will need** substantially more detail than the example above.

# NEBRASKA HUMAN RELATIONS TRAINING REQUIREMENT

## REQUIRED FOR ANY CERTIFICATE)

Human Relations Training is required by Nebraska statute for any person seeking certification in Nebraska.

This requirement can be met by any of the three options below:

1. **IF...**

you have taken one of the **pre-approved courses** *listed on pages 34-37* after 1985...

**THEN...**

submit an official transcript with the approved course.

2. **IF...**

you have taken an educational course dealing with diversity in the classroom from a state approved teacher education institution and the course does not appear on the list of **pre-approved courses** *listed on pages 34-37*

**THEN...**

submit an official transcript, a course description and syllabus of the course for review.

3. **IF...**

you have not completed an approved course, but have employment experiences with school age children which provided an opportunity to acquire the six Human Relations Training six skills

**THEN...**

verify acceptable employment experiences in which the required six skills were obtained by writing a narrative that addresses each of the **six skills (see page 38)**.

**NOTE:** A Temporary Permit, valid for **SIX MONTHS**, will be issued if this requirement has not been met.

## APPROVED COURSES FOR HUMAN RELATIONS

### Bellevue University

Course Number:	Offered On-Line:	Credit Hours:
EDUC 230	NO	2

### Chadron State College

Course Number:	Offered On-Line:	Credit Hours:
EDAD 631	YES	3
EDUC271 (replaced EDUC 270)	YES	1
EDUC 415E	NO	1
EDUC 415S	NO	1
COUN535	YES	3

### College of Saint Mary

Course Number:	Offered On-line:	Credit Hours:
EDU 375	NO	3
EDU 575	YES	3

### Concordia University:

Course Number:	Offered On-Line:	Credit Hours:
COU 503	YES	3
EDUC 225	NO	3
EDUC 424	NO	3
EDUC 526	YES	3
EDUC 570	YES	3
EDUC 650	YES	3

### Creighton University:

Course Number:	Offered On-Line:	Credit Hours
EDU 170	NO	3
EDU 535	NO	3
EDU 692	YES	3
EDL 614	YES	3
EDL 624	YES	3
COU 667	YES	3
ILD 801	YES	3
ILD 822	YES	3

### Doane University:

Course Number:	Offered On-Line:	Credit Hours:
COU 630	NO	3
EDU 211 (PRACTICUM)	NO	3
EDU 624	NO	3
EDU 905 PLC #1	NO	3
ESD 920	NO	3

### Grace University:

Course Number:	Offered On-Line:	Credit Hours:
ED 0203	NO	2
ED 511	NO	2

## APPROVED COURSES FOR HUMAN RELATIONS

### Hastings College

Course Number:	Offered On-Line:	Credit Hours:
EDUC 382 (Undergraduate)	NO	4
EDUC 582 (Graduate)	NO	4

### Midland University

Course Number:	Offered On-Line:	Credit Hours:
EDU 207 (Human Relations)	YES	1
EDU 220 Diversity in the classroom	NO	3
EDU 521 Societal Framework	2 face to face mtgs. – the rest online	3

### Nebraska Wesleyan University:

Course Number:	Offered On-Line:	Credit Hours:
EDUC 5210	YES	3

### Peru State College:

Course Number:	Offered On-Line:	Credit Hours:
EDUC 255	YES	3
EDUC 505	YES	3
INS 500 (used for substitute only)	YES	1

### Union College:

Course Number:	Offered On-Line:	Credit Hours:
EDUC 225	NO	1
EDUC 342 (summer only)	NO	1

### University of Nebraska at Kearney:

Course Number:	Offered On-Line:	Credit Hours
CSP 856	NO	3
EDAD 831 (plus one of 870 or 851)	YES	3
EDAD 848 (plus one of 870 or 851)	YES	3
TE 204	NO	3
TE 306	NO	
TE 401, TE 402, & TE 403 (must take all 3)	YES	3
TE 408	YES	1
TE 808P	YES	1
TE 831	YES	6
TE 833	YES	6

## APPROVED COURSES FOR HUMAN RELATIONS

### University of Nebraska Lincoln:

Course Number:	Offered Online:	Credit Hours:
EDPA 868	NO	3
EDPS 948	NO	3
ETHN 217	NO	3
ETHN 330	NO	3
MUSC 839	NO	3
MUSC 280	NO	3
SLPA 488	NO	3
SLPA 888	NO	3
SOC 217	NO	3
TEAC 330	NO	3
TEAC 813J	NO	3
TEAC 840D	NO	3
TEAC 861	NO	3
TEAC 861A	NO	3

### University of Nebraska at Omaha:

Course Number:	Offered Online:	Credit Hours:
COUN 8520	NO	3
EDL 8720 (replaced EDAD 8720)	YES	1
TED 2200 (formerly EDUC 2030)	NO	3
SPED 4550/8556	NO	3
<b>TED 8130*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8150*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8160*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8180*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8060*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8080*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8210*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8280*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 8800*</b>	<b>Partially Online</b>	<b>3</b>
<b>TED 9200*</b>	<b>Partially Online</b>	<b>3</b>

**\*TED courses meet 4 times during the semester and the remainder is online**

<b>Wayne State College:</b>		
<b>Course Number:</b>	<b>Offered – On-Line:</b>	<b>Credit Hours:</b>
EDU 275	NO	3
EDU 457	YES	1
EDU 457W2 (Undergraduate)	YES	1
EDU 557W2 (Graduate)	YES	1
EDU 557	YES	1
SPD 500	YES	3

<b>York College:</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
EDU 343	NO	3
GRS 5341	YES	3

### **Community Colleges Approved Human Relations Training**

<b>Central Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
Sociology 2150	YES	3
PRDV 1040	YES	1

<b>Little Priest Trail Community</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
Sociology 2150	NA	NA

<b>Metropolitan Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
EDUC 2030	NO	3

<b>Mid-Plains Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
Sociology 2150	NA	NA

<b>Nebraska Indian Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
EDUC 2030	NA	3

<b>Northeast Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
Sociology 2150	NA	NA

<b>Southeast Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
Sociology 2150	NA	NA
ACFS - 1000	YES	1

<b>Western Nebraska Community College</b>		
<b>Course Number:</b>	<b>Offered On-Line:</b>	<b>Credit Hours:</b>
Sociology 2150	YES	3

## **WRITING A NARRATIVE FOR THE HUMAN RELATIONS TRAINING REQUIREMENT**

Nebraska Statutory Provisions 79-807 (6)

### **VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE**

If you have the appropriate **employment experiences\*** which provided you with the opportunity to acquire the six skills for the Human Relations Training requirement (HRT), you may be eligible to meet the course requirement by submitting a written narrative as described below.

\*Employment experiences are defined as 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 teacher education program, (b) in post-secondary education, or (c) in a community organization or agency that provides services to children.

### **Six Skills Required for the Human Relations Training Requirement**

1. An awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society
2. 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
3. The ability to translate knowledge of human relations into attitudes, skills, and techniques which result in favorable experiences for students
4. The ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials
5. Respect for human dignity and individual rights; and
6. The ability to relate effectively to other individuals and to groups in a pluralistic society other than the teacher's own.

## **Writing a Narrative for the Human Relations Training Requirement**

### VERIFICATION OF SKILLS THROUGH EMPLOYMENT EXPERIENCE

The following is an abbreviated example of an acceptable format for writing a narrative which will verify the Human Relations Training skills met through **employment** experience. The narrative for each skill should be approximately one typed page.

The following is an abbreviate example of an acceptable format for writing a narrative, which will verify the HRT skills have been met through employment experience.

### **SAMPLE**

#### **First Skill:**

*As awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society; When Alpha School closed due to depopulation, and other demographic factors, I transferred to Beta School, which served a widely diverse population of the city. Faculty was highly dedicated to the 65% minority students. I was impressed immediately that the faculty addressed student needs without favoritism of some racial/ cultural type that I had expected. I learned there are special skills needed to address the minority needs while preserving self-image and I learned these from my fellow faculty at Beta. The cultural sensitivities of American Indian children were especially revealing to me. Some of the learned special skills which I implanted in the classroom are...*

#### **Second Skill:**

Continue with each skill as indicated above

*Sign your name and include your **social security number**.*

### **REQUIRED VERIFICATION AND SIGNATURE**

Having personal knowledge of (NAME) **employment** experiences, I hereby verify that the above statements are true to the best of my knowledge.

SIGNATURE WITH TITLE OR RELATIONSHIP

Your narrative must be affirmed or validated by the signature of a supervisor who is familiar with your employment experience. The narrative must be at least one detailed typed page for each skill. Each skill must be addressed from the standpoint of what you specifically have done to acquire the skill.



## **SPECIAL SERVICES CERTIFICATES AND PERMITS**

### **Special Services Standard School Nurse Certificate – Requirements:**

- Valid for 5 years
- Completion of a Nursing degree
- Hold a valid Nebraska Department of Health & Human Services License, or hold a valid license with NLC (Nurse Licensure Compact) as a registered nurse.
- Meet the Human Relations Training requirement

### **Special Services Standard Audiologist Certificate – Requirements:**

- Valid for 5 years
- Completion of an Audiologist degree
- Hold a valid license in Audiology with the Nebraska Department of Health & Humans
- Meet the Human Relations Training requirement

### **Special Services Coaching Permit - Requirements:**

- Valid for 5 years
- Complete courses from the NSAA website in Fundamentals of Coaching and First Aid, Health and Safety. Courses are found on the NSAA website, [www.nsaahome.org](http://www.nsaahome.org), and are facilitated by NFHS
- Meet the Human Relations Training requirement

Note: Completion of the two courses meets the Human Relations Training requirement for this permit only

### **●Special Services Provisional Permit - Requirements:**

- Valid for 1 year
- Valid only in the area of Speech Language Technician
- Submit a written request for the issuance of such permit from the Superintendent of schools in which the applicant intends to work
- Completion of a bachelor's degree in Speech Communication Disorders or Speech Language Pathology
- Submit a signed and dated statement of intent to pursue admission into a Masters Speech Language pathology program during the period in which such permit is valid
- Meet the Human Relations Training requirement

Once you have reviewed the academic and state requirements for the Special Services Certificates and Permits and you feel you are eligible for the Permit, you can begin the application process:

- Submit your online application
- Submit your online application fee of:
  - \$40 for a non-public school certificate
  - \$90 for a non-public school certificate plus fingerprint cards
  - \$55 for an all school certificate
  - \$105 for an all school certificate plus fingerprint cards
- You may request a **fingerprint packet** (24 hours) after you have submitted your online application; to determine if you will be required to submit fingerprint cards see requirements *on page 7*. Send an email request to the Nebraska Department of Education, [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)
- Order Official Transcripts; see instructions on sending transcripts to our office page 43.
- **Wait to be contacted by the Certification Analyst that is assigned your application.** The Analyst will contact you by way of email within four to eight weeks of submitting your application; you will be sent a checklist of the required forms/documents that will be required for issuance of a certificate or permit. The checklist **may include** the following request:
  - A request for Support Forms (a link to access these forms will be included.)
  - A request for Copy of Coaching Certificate or Nursing License
  - A request for Human Relations Training
  - A request for Transcripts
  - A request for Fingerprint Cards

## How Do I Access the Online Application?

- Go to the Educator Certification Link for **registration** and **logging into Dashboard**: <https://teach.education.ne.gov>
- The Nebraska Educator login screen will appear, **but** before you login in you must complete the registration
- Scroll down and click on the **“Register Here”** complete the registration section (listing name, address, social security, create a username; username must be a personal email address, cannot be school related, submit.) As soon as you submit this information you will receive a **temporary password** from Nebraska Teach
- Go back to the login screen, type in the username you created and the temporary password you received, hit enter
- Your **Dashboard** will come up with your name, and other information; Nebraska Teach will immediately ask you to create a permanent password, you will be asked for the previous password which is the temporary password Nebraska Teach sent you. Make sure you write down the permanent password for future reference, you will be required to use it in order to have access to your Dashboard
- Dashboard will ask what type of Certificate you want: Teaching, Administrative, or Special Services. Choose the one you want and click on next. You will be asked additional questions that relate to the type of certificate you are requesting, when all questions have been answered, you will be given the option to **Start an Application**.

# TEACHER CERTIFICATION CONTACTS

<b>Mailing Address:</b>	Nebraska Department of Education Educator Certification PO Box 94987 Lincoln, NE 68509-4987
<b>Transcripts Mailed:</b>	<i>To send transcripts by regular mail, use this address:</i> Nebraska Department of Education Educator Certification PO Box 94987 Lincoln, NE 68509-4987
<b>E-Transcripts:</b>	<b>All E-Transcripts must be sent to our office by the Registrar's Office or Parchment/Clearinghouse/E-Script or digital credential services. The authorized email address to use is <a href="mailto:Bethina.Garrett@nebraska.gov">Bethina.Garrett@nebraska.gov</a> E-Transcripts sent by applicant will <u>not</u> be accepted.</b>
<b>Website, Email and Twitter:</b>	<b>Website:</b> <a href="http://www.education.ne.gov/tcert">www.education.ne.gov/tcert</a> <b>Email:</b> <a href="mailto:nde.tcertweb@nebraska.gov">nde.tcertweb@nebraska.gov</a> <b>Twitter:</b> @nde_tcert
<b>Dashboard Link:</b>	<b>Teach.education.ne.gov</b>
<b>Fax Number:</b>	402-742-2359

## Educator Certification Staff

Clayton Waddle, Director  
Bethina Garrett, Certification Analyst  
Suzanna Perez, Certification Analyst  
David Smith, Certification Analyst  
Melissa Saathoff, Analyst

## NEBRASKA EDUCATIONAL DIRECTORY

Nebraska Educational Directory contains the name, address, and telephone numbers of all public and non-public schools and Educational Service Units; Superintendent, Principal and Teacher names are also listed. The information is available at no cost on the Internet at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert), click on the [K-12 School Directory link](#) under Resources. The information is available in several different formats, including text files, PDF files and a searchable database.