

Classroom and One to One Application

This application is completed by agencies that have an educational classroom for students in their facility and provide services to students on a one-to-one basis, whether in the classroom or otherwise. Completing this application will create a per student hourly rate for the classroom and establish a services rate for one-to-one services that are charged to a Nebraska school district.

You must have previously created a User Profile to create this application.

Please log into the application and click on the blue button on the left-hand side of the screen titled 20XX-20XX Application button.



Contact Information Verification Page

The page seen is the Contact Information page.

Verify the contact information

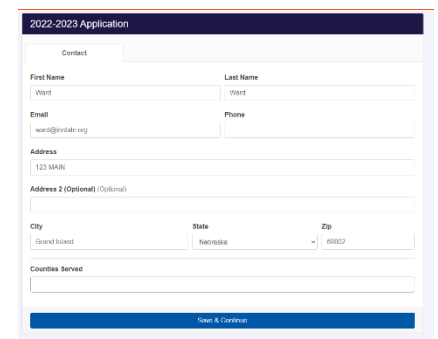
Add a phone number to the information.

Select the counties in which you will provide services.

Click on the box below "Counties Served"

Scroll to locate specific counties and click on the county to select it. You may select as many as needed.

Click on Save & Continue at the bottom of the page.

A screenshot of the "2022-2023 Application" contact information verification page. The page has a white background with a dark blue header. The form is titled "Contact" and includes the following fields: "First Name" (with "Vlast" as a placeholder), "Last Name" (with "Vlast" as a placeholder), "Email" (with "vlast@nebraska.org" as a placeholder), "Phone", "Address" (with "123 MAIN" as a placeholder), "Address 2 (Optional) (Optional)", "City" (with "Grand Island" as a placeholder), "State" (with "Nebraska" as a placeholder and a dropdown arrow), "Zip" (with "68002" as a placeholder), and "Counties Served" (with a text input field). At the bottom of the form is a blue button labeled "Save & Continue".

Adding Business Certificates

Business Certificates include occupancy and fire marshal permits. Please add these to your application.

Select the Certificate Type from the Drop-Down list under Certificate Title

Select the Certificate Issuing Agency from the drop-down list under Certificate Issuing Agency

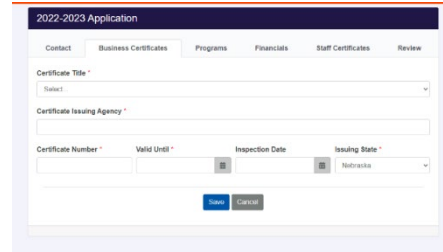
Type in the Certificate Number (if there is not a number, leave blank)

Type in the date the certificate is valid through date

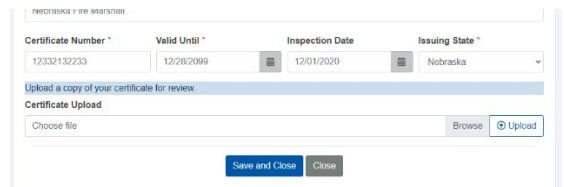
Type in the inspection date

Click "Save"

If you can provide a copy of the certificates, please upload the certificates in the Certificate Upload Section of this screen.



The screenshot shows the '2022-2023 Application' form with the 'Business Certificates' tab selected. The form includes fields for 'Certificate Title' (with a 'Select' dropdown), 'Certificate Issuing Agency' (with a dropdown), 'Certificate Number', 'Valid Until' (with a date picker), 'Inspection Date' (with a date picker), and 'Issuing State' (with a dropdown menu showing 'Nebraska'). There are 'Save' and 'Cancel' buttons at the bottom.



The screenshot shows the 'Certificate Upload' section of the form. It displays the same fields as the previous screenshot, but with the 'Certificate Number' field containing '12332132233', 'Valid Until' containing '12/28/2099', and 'Inspection Date' containing '12/01/2020'. Below these fields, there is a section titled 'Upload a copy of your certificate for review' with a 'Certificate Upload' label. This section includes a 'Choose file' input, a 'Browse' button, and an 'Upload' button. At the bottom, there are 'Save and Close' and 'Close' buttons.

For multiple certificates, repeat these steps.

When all business certifications have been entered and uploaded, click on Save and Close.

Click continue to go to the next section.

To add programs to the application.

Click on Add New button

Click on +Add New to complete the fields on the page.

Type in your Program Title name

Click on Program Type –

Select the appropriate type of classroom that best describes your classroom

Click on Service Code

Select the corresponding service code

Click on Below Age 5

Select the appropriate age for students in your classroom

Enter the address of the program.

In the Comments section, please provide a brief explanation of the program.

Click “Save Program”

A green dot will appear next to the Program Title on this page.

Repeat these steps for each program

When all programs have been entered, click on Continue.

The screenshot shows a web form titled "2022-2023 Application" with a navigation bar containing "Contact", "Business Certificates", "Programs", "Financials", "Staff Certificates", and "Review". The "Programs" tab is active. The form fields include: "Program Title" (text input), "Program Type" (dropdown menu), "Service Code" (dropdown menu), "Below Age 5" (dropdown menu with "No" selected), "Phone Number" (text input), "Address" (text input), "Address 2 (Optional)" (text input), "City" (text input), "State" (dropdown menu with "Nebraska" selected), and "Zip Code" (text input). Below these fields is a "Comments" section with a text area and a note: "Please give a brief description of the program and include age groups served for the reviewers to better understand the program." At the bottom right are "Save Program" and "Cancel" buttons.

The screenshot shows the "2022-2023 Application" interface with a table of "Entered Programs". A blue "+ Add New" button is visible above the table. The table has the following data:

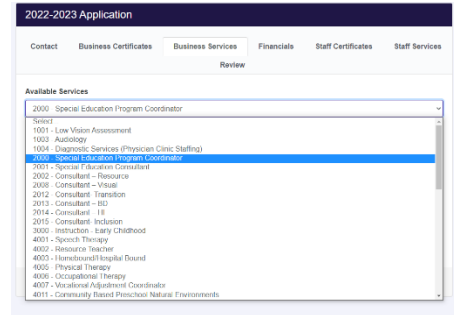
Program Title	Address	Below Age 5	Action
In State Ward Nonboard Program	321 Oak Street Osceola NE	No	[Edit] [Delete]

Navigation buttons for "< Previous" and "Continue >" are located at the bottom of the table.

To Add Business Services

Click on the box below Available Services

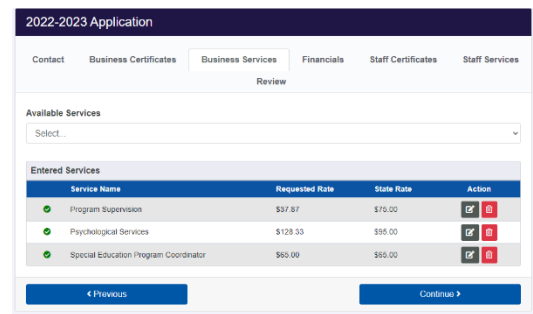
Select the service to be provided.



Enter an amount next to the Requested Rate.

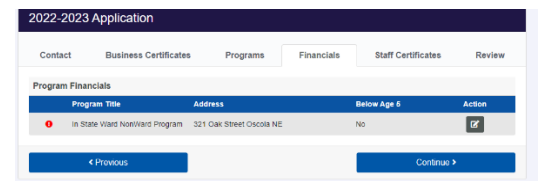
Click on Save

Repeat these steps until all services have been selected.



Click on Continue to the next step of the application.

Please note the green dot to the left of the program is now red. A financial form will need to be completed for each program to develop a per student hourly rate.



Adding Financials to the Application

The financial form has not changed from previous years as far as the information that is being requested. Please enter the information as indicated on the page.

After you have worked your way to the bottom of the screen, click on “Save Financial”.

	FTE *	TOTAL *
Special Education Instructor <small>Includes only salaries for instructors with current Special Education endorsement.</small>	<input type="text"/>	<input type="text"/>
Other Related Services of Diagnostic and Support Services <small>Includes OT, PT, SLP, Nurses, psychologists, etc.</small>	<input type="text"/>	<input type="text"/>
Paraprofessionals	<input type="text"/>	<input type="text"/>
Clerical Staff Salaries	<input type="text"/>	<input type="text"/>
Benefits *	<input type="text"/>	<input type="text"/>
Instructional Supplies	<input type="text"/>	<input type="text"/>
Instructional Equipment	<input type="text"/>	<input type="text"/>
Miscell.	<input type="text"/>	<input type="text"/>

New this year and moving forward, programs will additional documentation other than just the financials. Please include The Class Schedule and Curriculum. After uploading the required documentation, click on Save and Close.

Number of Hours per day this program is provided for students *

Annual Rate

Monthly Rate

Daily Rate

Hourly Rate

Repeat the steps for each Program listed on the Financials Page. Once completed, green dots will appear next to the Program Title. Click on Continue.

Upload a copy of your Curriculum

Financial Upload

Choose file

Upload of your Curriculum is required

Upload a copy of your Classroom Schedule

Class Schedule Upload

Choose file

Upload of your Class Schedule is required

Upload a copy of your Curriculum

Curriculum Upload

Choose file

Upload of your Curriculum is required

To add classroom and other related services staff to the classroom, continue to the next page.

To add Licensed and/or Certificated Staff:

Click on +Add New Staff Member

Add the First Name and Last Name of certificated and or licensed staff.

For the purposes of this application, phone number and email address are not needed. Click Save.

You will return to the Staff Certificates Page.

Click on the drop-down box on Staff to locate the staff member you just entered.

Select the individual.

Click on +Add new Certificate

Enter proper information into each of the fields on the screen:

The First Name, Middle Initial, and Last Name as it appears on your license issued by the Department of Health and Human Services, or certification issued by the Nebraska Department of Education.

Select the agency that issued your license.

Select the Certificate Title

Enter in the certificate number, date the certificate expires and the issuing state.

Click on Save Staff Certificate.

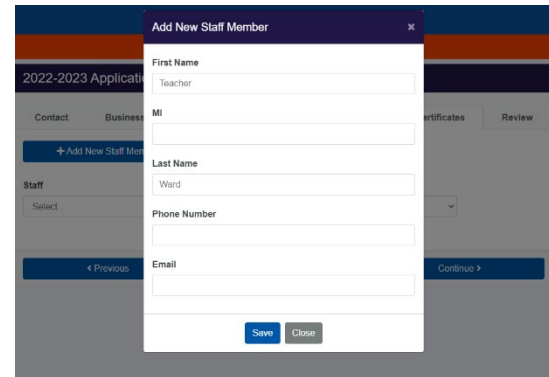
On the next page, (shown below) you may opt to upload a copy of your certificate/license. An uploaded document aids in the review process but is not necessary if the license is issued in Nebraska. If it issued by another state, the certificate/license must be uploaded.

Click on Save and Close.

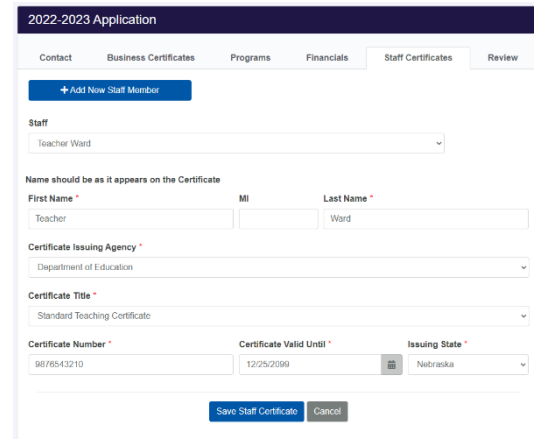
Repeat the Add Staff and Add Certificate until all certificated and licensed staff are entered into the application.

To add services to the certificated/licensed staff, please

Click on Continue to review your application



The screenshot shows a modal window titled "Add New Staff Member" with a close button (X) in the top right corner. The form contains several input fields: "First Name" (with "Teacher" entered), "MI" (empty), "Last Name" (with "Ward" entered), "Phone Number" (empty), and "Email" (empty). At the bottom of the modal are two buttons: "Save" and "Close". The background shows a blurred view of the application interface with tabs for "Contact", "Business", "Staff", "Certificates", and "Review".



The screenshot shows the "2022-2023 Application" form. At the top, there are navigation tabs: "Contact", "Business Certificates", "Programs", "Financials", "Staff Certificates", and "Review". Below the tabs is a blue button labeled "+Add New Staff Member". Underneath is a "Staff" dropdown menu with "Teacher Ward" selected. The main form section is titled "Name should be as it appears on the Certificate" and includes fields for "First Name" (Teacher), "MI" (empty), and "Last Name" (Ward). Below this are dropdown menus for "Certificate Issuing Agency" (Department of Education) and "Certificate Title" (Standard Teaching Certificate). At the bottom, there are fields for "Certificate Number" (9876543210), "Certificate Valid Until" (12/25/2099), and "Issuing State" (Nebraska). At the very bottom are two buttons: "Save Staff Certificate" and "Cancel".

Click on Staff Services Tab

Click on Available Certificates

Select one of the certificates

Click on Available Services to select the appropriate Service

Repeat these steps to add any remaining staff Services.

Reviewing the application.

The Review page covers everything that was entered into the application. If there is a red dot by any item, it must be addressed before the application may be submitted.

Scroll to the bottom of the page.

Under Consistency Check,

If you see the words: “Your application is ready to submit.”

Click on Submit Application.

2022-2023 Application

Contact Business Certificates Programs Financials Staff Certificates Review

Contact Info

Ward: Ward
122 MAIN
Grand Island, NE 68802
123 456 7890
www@domain.org

Counties Served
All Counties

Business Certificates
No Certificates Entered

Programs
No Programs Entered

Financials
No Financials Entered

Staff Certificates
No Certificates Entered

A submitted application does not mean the provider is automatically approved. NDE Service Agency staff will still need to review the application. Once reviewed, you will receive an email. The email will let you know the status of the application, along with approved services and rates.

If at any time you need to add services after the initial approval, you may log back into the system to make changes. No changes may be made when an application is in submitted status.

The login created for this application will be your login moving forward.