

Classroom Application

This application is completed by agencies that have an educational classroom for students in their facility. Completing this application will create a per student hourly rate that is 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

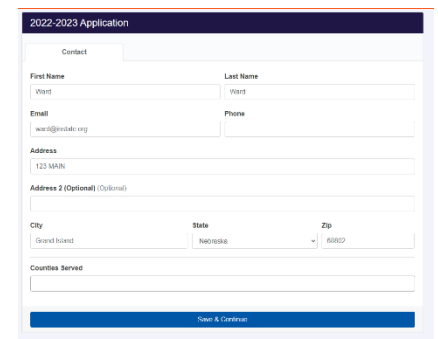
Add a phone number to the information.

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 contains several input fields: "First Name" and "Last Name" (both with "Ward" as placeholder text), "Email" (with "ward@nebraska.org" as placeholder text), "Phone", "Address" (with "123 MAIN" as placeholder text), "Address 2 (Optional) (Optional)", "City" (with "Grand Island" as placeholder text), "State" (a dropdown menu showing "Nebraska"), and "Zip" (with "68902" as placeholder text). Below these fields is a "Counties Served" section with a large empty text area for selection. At the bottom of the page 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.

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.

The screenshot shows the '2022-203 Application' form with the 'Business Certificates' tab selected. The form includes the following fields: 'Certificate Title' (a dropdown menu with 'Select' as the current selection), 'Certificate Issuing Agency' (a dropdown menu), 'Certificate Number' (a text input field), 'Valid Until' (a date picker showing '12/28/2099'), 'Inspection Date' (a date picker showing '12/01/2020'), and 'Issuing State' (a dropdown menu with 'Nebraska' selected). At the bottom of the form are 'Save' and 'Cancel' buttons.

This screenshot shows the 'Certificate Upload' section of the form. It features a table with the following data:

Certificate Number *	Valid Until *	Inspection Date	Issuing State *
12332132233	12/28/2099	12/01/2020	Nebraska

Below the table, there is a blue bar with the text 'Upload a copy of your certificate for review.' Underneath this is the 'Certificate Upload' section, which includes a 'Choose file' input field, a 'Browse' button, and an 'Upload' button. At the bottom of this section are 'Save and Close' and 'Close' buttons.

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

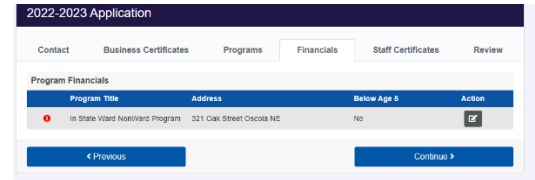
When all programs have been entered, click on Continue.

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 columns for "Program Title", "Address", "Below Age 5", and "Action". One program is listed: "In State In-aid Nonprofit Program" with address "321 Oak Street Osceola NE", "Below Age 5" set to "No", and a green dot next to the program title. Below the table are "Previous" and "Continue" buttons.

Program Title	Address	Below Age 5	Action
In State In-aid Nonprofit Program	321 Oak Street Osceola NE	No	  

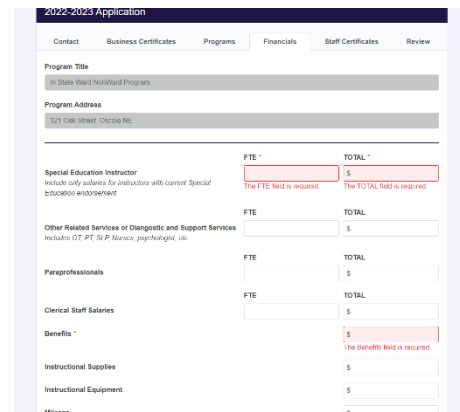
Please note the green dot to the left of the program is now red. A financial form will need to be completed for each program to develop a per student hourly rate.



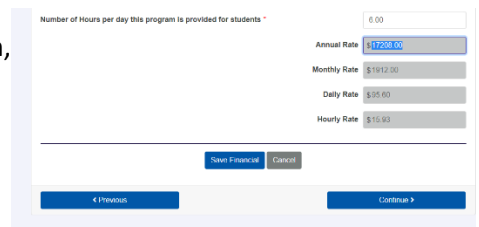
Adding Financials to the Application

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.

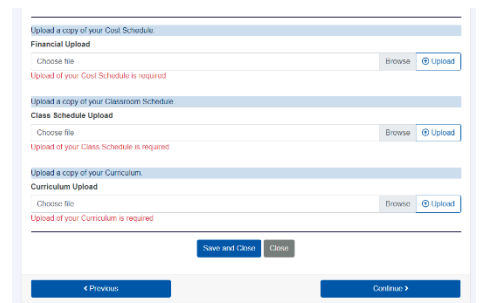
After you have worked your way to the bottom of the screen, click on "Save Financial".



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.



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.



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.

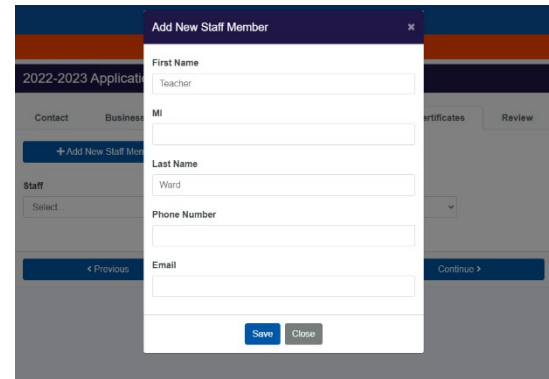
Click on Save Staff Certificate.

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.

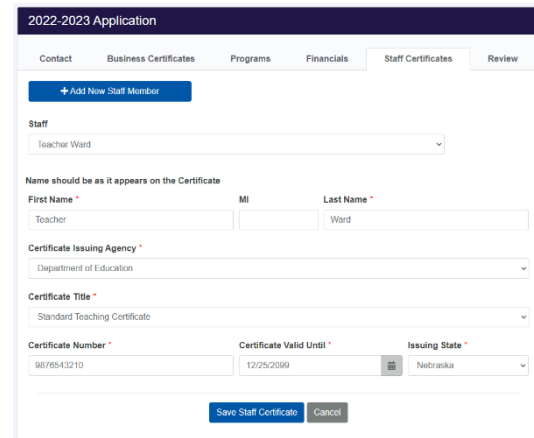
Click on Save and Close.

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

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", and "Review".



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

Adding Staff Services

Click on the Staff Services Tab.

Click on Select in the box under **Available Certificates**:

Click on Select in the box

All of the staff members with certificates will be listed.

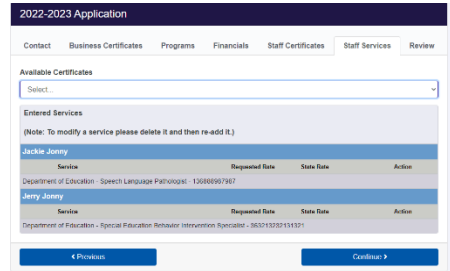
Select one of the staff members.

Click on Select in the box under **Available Services**

Select the service this staff member provides.

Repeat this for each separate service provided by the agency.

Only one staff member who provides the service needs to be selected.



2022-2023 Application

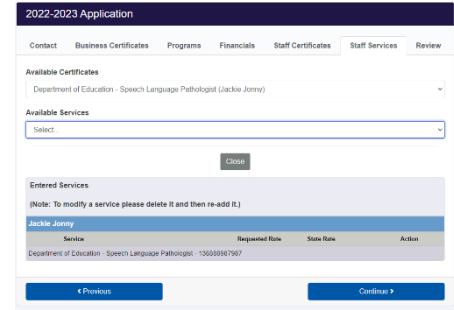
Contact Business Certificates Programs Financials Staff Certificates Staff Services Review

Available Certificates
Select

Entered Services
(Note: To modify a service please delete it and then re-add it.)

Staff Member	Service	Requested Date	State Date	Action
Jackie Jenny	Department of Education - Speech Language Pathologist - 13058097907			
Jerry Jenny	Department of Education - Special Education Rehauser Intervention Specialist - 36311370151121			

Previous Continue



2022-2023 Application

Contact Business Certificates Programs Financials Staff Certificates Staff Services Review

Available Certificates
Department of Education - Speech Language Pathologist (Jackie Jenny)

Available Services
Select

Close

Entered Services
(Note: To modify a service please delete it and then re-add it.)

Staff Member	Service	Requested Date	State Date	Action
Jackie Jenny	Department of Education - Speech Language Pathologist - 13058097907			

Previous Continue

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.

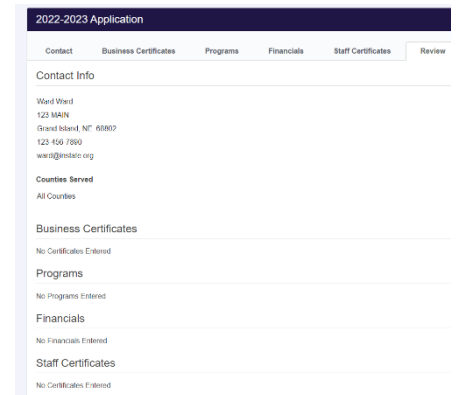
Scroll to the bottom of the page.

Under Consistency Check,

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

If you are ready to submit the application and all red messages and thumbs down have been addressed, you may submit the application.

Click on Submit Application.



2022-2023 Application

Contact Business Certificates Programs Financials Staff Certificates Review

Contact Info

Ward Ward
123 MAIN
Grand Island, NY 66807
123 456 7890
ward@eslatec.org

Countries Served
All Countries

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.

If an application's service or program is returned for changes, the original rejected service or program will need to be deleted and re-created in order to resubmit the application for approval.

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