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

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TITLE 92
CHAPTER 21

001 Scope and Authority

001.01 Statutory Authority. This chapter is adopted pursuant to Sections 79-318, and 79-806 through 79-815 of the Revised Statutes of Nebraska (R.R.S.).

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

001.03 Related Chapters. Throughout this chapter, reference is made to other Nebraska Department of Education regulations that relate to certification. Title 92, Nebraska Administrative Code, Chapter 20 (92 NAC 20), contains regulations for teacher education program approval. Title 92, Nebraska Administrative Code, Chapter 22 (92 NAC 22), contains regulations for the approval of credentialing organizations for teachers. Title 92, Nebraska Administrative Code, Chapter 23 (92 NAC 23), contains regulations relating to basic skills competency testing. Title 92, Nebraska Administrative Code, Chapter 24 (92 NAC 24), contains regulations relating to endorsements.

002 Definitions. As used in this chapter:

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

002.02 Application means the *Application for a Nebraska Educator Certificate or Permit* Form, found in Appendix A, which is properly signed by the applicant, all professional conduct and professional fitness questions are completed with answers that allow the issuance of a Nebraska certificate or permit under this chapter, is accompanied by the payment of the certification fee, and is filed and recorded by the Department.

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

002.04 Basic skills competency means either a proficiency in (i) the written use of the English language, (ii) reading, comprehending, and interpreting professional writing and other written materials, and (iii) working with fundamental mathematical computations as demonstrated by successful completion of an examination designated by the Board in 92 NAC 23 or (b) successful employment experiences of two (2) or more consecutive years in an approved, accredited or otherwise legally operated school in another state (i) while holding or qualifying to hold a regular Initial, Standard, or Professional certificate or a comparable certificate based on the completion of an approved program, or (ii) holding current credentials from a credentialing organization approved pursuant to 92 NAC 22 (master teacher Program) as referenced in this chapter.

002.05 Board means the Nebraska State Board of Education.

002.06 Certificate means authorization issued by the Commissioner to an individual who meets the qualifications to engage in teaching, administration, or providing of special services as required by law.

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

002.08 Commissioner means the Nebraska State Commissioner of Education.

002.09 Comparable and equivalent certificate means a certificate issued by another state, by the U. S. Department of Defense, or by a foreign country pursuant to standards comparable and equivalent to those in 92 NAC 21. The certificate, for the purpose of supporting or justifying the initial issuance of a Nebraska certificate or permit, will be given the same consideration as if it were a Nebraska certificate.

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

002.11 Department means the Nebraska State Department of Education, which is comprised of the Board and the Commissioner.

002.12 Education-related coursework means any education preparation course from a standard institution of higher education, or coursework in an applicant's content area.

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

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

002.15 Entry Level Certificate means the first regular certificate acquired in Nebraska by an applicant.

002.16 Faculty member means a person who is employed half-time or more to teach professional education courses in an approved program.

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

002.18 Human relations training means coursework or employment experiences that lead to (a) an awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society; (b) 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; (c) the ability to translate knowledge of human relations into attitudes, skills, and techniques which result in favorable experiences for students; (d) the ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials; (e) respect for human dignity and individual rights; and (f) the ability to relate effectively to other individuals and to groups in a pluralistic society other than the applicant's own.

002.19 Local Substitute Teaching Consortium means a group of school systems that have an agreement for the purpose of managing the placement of a group of Local Substitute Teaching Certificate or permit holders. A list of the school systems included in the consortium shall be provided to the Teacher Certification office when applications for Local Substitute Teaching certificates or permits are submitted for use in the consortium.

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

002.21 Permit means restricted authorization issued by the Commissioner to an individual who does not yet meet the qualifications for a regular certificate to engage in teaching, administration, or providing of special services as required by this chapter.

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

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

002.24 Resident means an individual who has established a home where the individual is habitually present and to which having departed there from, intends to return.

002.25 Special education training means coursework or employment experiences that provide an individual with the knowledge of (a) the exceptional needs of the disabilities defined under the Special Education Act; (b) the major characteristics of each disability in order to recognize its existence in children; (c) the various alternatives for providing the least restrictive environment for children with disabilities; (d) methods of teaching children with disabilities in the regular classroom; and (e) pre-referral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.

002.26 Standard institution of higher education means any college or university whose educator preparation program is fully approved by the Board, or by a comparable agency in any other state or country.

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

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

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

003 General Provisions

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

003.02 Armed Forces Extension. Upon application, the Commissioner may extend the term of any certificate or permit of any person who has served in the armed forces of the United States and whose certificate or permit was in force on the day of induction or the spouse of such person. This extension shall be equal in length of time to the total number of months which intervene between the date of entrance into military service and the date of discharge there from. Each person applying for an extension of the term of a certificate or shall furnish the Commissioner with proper evidence of service in the armed forces and of sound physical and mental health at the time the person applies for such extension.

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

003.04 Conversion of Certificates. Any person holding a certificate or permit valid only in Nebraska nonpublic school systems may convert such certificate or permit to one valid in all Nebraska school systems, both public and nonpublic, upon request and payment of a fifty-five (55) dollar fee to the Department. Alternately, a certificate or permit valid in both public and nonpublic Nebraska school systems may be converted to a certificate or permit valid only in Nebraska nonpublic school systems upon request and payment of a forty (40) dollar fee to the Department. In either case, the expiration date of the converted certificate or permit is the same as that of the original certificate or permit.

003.05 Fees. Applicants for a certificate or permit valid only in nonpublic schools must pay a forty (40) dollar fee. Applicants for a certificate or permit valid in all schools, public and nonpublic, must pay a fifty-five (55) dollar fee. Applicants requesting to add an endorsement to a valid certificate or permit shall pay a forty (40) dollar fee. Applicants requesting a duplicate of their certificate or permit pay a thirty (30) dollar fee. Changes to a certificate or permit that are the result of errors by the Department, and written requests by an applicant to change a name or address on a certificate or permit are made at no charge to an applicant.

003.06 Statement Signed by Certification Officer. A statement signed by a certification officer on forms provided by the Department may be accepted as evidence of completion of the academic requirements for issuance of a certificate or permit pursuant to 92 NAC 21 or of an endorsement pursuant to 92 NAC 24. A recommended form (*Institutional Verification*) is available on the Teacher Certification website.

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

003.08 Life or Permanent Certificates. For purposes of Nebraska certification, Life or Permanent certificates issued in another state will be considered to have expired five (5) years after the date of the applicant's last regular employment as a teacher or administrator under that certificate. The holder of a Life or Permanent certificate issued by the Department that submits an application seeking additional endorsement(s) shall have the Life or Permanent certificate converted to a Professional certificate with an expiration date of August 31 in the tenth year following the issuance of the converted certificate.

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

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

003.10A Such person is, at the time of the consideration of the person's fitness to hold a certificate or permit, a mentally ill dangerous person under Section 83-1009 R.R.S. as evidenced by a declaration or order to that effect by a mental health board of this state, or as evidenced by a similar finding by a similar body of another state.

003.10B Such person is, at the time of the consideration of the person's fitness to hold a certificate or permit, a mentally ill individual as defined in Section 20-164 R.R.S., ("an individual who has a significant mental illness or emotional impairment as determined by a mental health professional qualified under the laws, rules and regulations of this state and who is an inpatient or resident in a facility for mentally ill individuals."), or a similar determination has been made by similarly qualified mental health professional(s) of another state.

003.10C Such person has been declared by a court as mentally incompetent in relation to standing trial for a criminal charge pursuant to Sections 29-1822 or 29-1823 R.R.S., or similar laws of another state, and has not been found by a court to have recovered from such incompetency.

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

003.10E A court has found such person to be an incapacitated person in need of a court appointed guardian pursuant to Sections 30-2601 and 30-2620 R.R.S., or similar laws of another state, and no court order has been entered that such person's incapacity has terminated.

003.10F A court has appointed a conservator or made other protective order(s) due to a court's finding that such person is unable to manage his or her property and property affairs effectively for reasons which include any of the following: (i) mental illness; (ii) mental deficiency; (iii) chronic use of drugs; and (iv) chronic intoxication, pursuant to Section 30-2630 R.R.S. or similar laws of another state, and no court order has been entered that the disability of the person has ceased.

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

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

003.12A Assault (third degree) (28-310)
003.12B Child Enticement (28-311)
003.12C Stalking (28-311.03)
003.12D Hazing (28-311.06)
003.12E Unlawful Intrusion (28-311.08)
003.12F Violating a Harassment Protection Order (28-311.09)
003.12G False Imprisonment (28-315)
003.12H Sexual Assault (third degree) (28-320)
003.12I Domestic Assault (28-323)
003.12J Child/Vulnerable Adult Contact with Methamphetamine (28-457)
003.12K Abandonment of Spouse or Child (28-705)
003.12L Child Abuse (28-707)
003.12M Contributing to the Delinquency of a Child (28-709)
003.12N Prostitution (28-801)
003.12O Keeping a Place of Prostitution (28-804)
003.12P Debauching a Minor (28-805)
003.12Q Public Indecency (28-806)
003.12R Sale of Obscene Material to Minor (28-808)
003.12S Obscene Motion Picture Show, Admitting Minor (28-809)
003.12T Obscene Literature Distribution (28-813)
003.12U Sexually Explicit Conduct (28-813.01)
003.12V Resisting Arrest (28-904(1)(a)), when the conviction involves use or threat of physical force or violence against a police officer
003.12W Indecency with an Animal (28-1010)
003.12X Intimidation by Phone Call (28-1310)
003.12Y Violating a Protection Order (42-924)

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

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

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

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

003.16 Expiration Dates. The expiration date on a valid certificate or permit that was issued by the Department prior to the effective date of this chapter remains in effect, unless otherwise suspended or revoked as provided by law, or converted as provided in Section 003.08 of this chapter.

004 Administrative Certificates and Permits

004.01 Administrative Certificates and Permits, Types, General Requirements. The Department may issue Standard or Professional Administrative certificates, and a Provisional Administrative permit. Each applicant for any such Administrative certificate or permit may be required to:

004.01A Complete the application, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form*, found in Appendix C;

004.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

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

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

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

004.01F Be of good moral character;

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

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

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

004.01J Submit evidence of basic skills competency if applying for a Nebraska Administrative certificate or permit after July 31, 1989;

004.01K Submit evidence of special education training as defined in this chapter if applying for an entry level Nebraska Administrative certificate or permit after September 1, 1992;

004.01L Submit a complete, legible set of the applicant's fingerprints and pay a fee of fifty (50) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application; and

004.01M Qualify for or be eligible to have placed on a Provisional Administrative permit or on a regular Administrative certificate, one or more endorsements pursuant to 92 NAC 24.

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

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

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

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

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

004.03D Within five (5) years prior to the date of application, have administered half-time or more for two (2) consecutive school years in the same accredited, approved, or otherwise legally operated school or educational service unit in another state wherein the applicant qualified for or held a Standard Administrative certificate or its equivalent.

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

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

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

004.05B Hold a Master's Degree;

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

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

004.05E Complete:

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

004.05E2 an Educational Specialist or doctorate program; or

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

004.05F Within five (5) years prior to the date of application, have received six (6) semester hours of graduate credit for coursework recognized in 92 NAC 24 as meeting all or part of the requirements for an Administrative endorsement; or

004.05G Within five (5) years prior to the date of application, have for two (2) consecutive school years:

004.05G1 administered half-time or more in the same accredited, approved, or otherwise legally operated school system or educational service unit; or

004.05G2 been employed as a faculty member in the educator preparation program of a standard institution of higher education as stated in Section 002.16 with employment verified by a written statement from the administrator of the teacher education preparation program; or

004.05G3 been employed in the Department.

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

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

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

004.06C Within five (5) years prior to the date of application, have administered half-time or more for one (1) school year:

004.06C1 in a Nebraska school system;

004.06C2 in a pre-kindergarten early childhood program which is required by law to employ certificated teachers;

004.06C3 in an accredited, approved, or otherwise legally operated school in another state; or

004.06C4 in a U.S. Department of Defense school system; or

004.06D Within five (5) years prior to the date of application, have been employed as a faculty member in the educator preparation program of a standard institution of higher education as stated in Section 002.16 with employment verified by a written statement from the administrator of the teacher education preparation program; or

004.06E Within five (5) years prior to the date of application, have been employed in the Department; or

004.06F Within five (5) years prior to the date of application, have received six (6) semester hours of graduate credit in areas related to Educational Administration or Educational Leadership from a standard institution of higher education taken after the completion of the baccalaureate degree.

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

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

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

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

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

004.08 Provisional Administrative Permit. The Provisional Administrative permit is valid for administration only in the Nebraska school system requesting the issuance of such permit and only in the area of administrative endorsement for which qualifications are described in 92 NAC 24. The Provisional Administrative permit expires August 31 in the second year following the year of issuance. The Provisional Administrative permit may not be renewed.

004.09 Provisional Administrative Permit Requirements. Each applicant for a Provisional Administrative permit must:

004.09A Fulfill the requirements in Section 004.01A through 004.01L of this chapter;

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

004.09C Have completed at least fifty (50) percent of the credit hours required for completion of an approved program for the endorsement of curriculum supervisor or principal, or seventy five (75) percent of an approved program for an endorsement as superintendent sought by the applicant; and

004.09D Submit a signed and dated *Courses Required for Completion of an Approved Teacher or Administrator Program (CRC)* Form, found in Appendix D, to fulfill the remaining requirements needed for issuance of a regular certificate.

005 Teaching Certificates and Permits

005.01 Teaching Certificates and Permits. Types. General Requirements. The Department may issue Initial, Standard and Professional teaching certificates. The Department may also issue Alternative Program, Postsecondary, Provisional, Career Education, State Substitute, Local Substitute, Military, and Transitional teaching permits. Each applicant for any such teaching certificate or permit is required to:

005.01A Complete the application, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C;

005.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

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

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

005.01E Be of good moral character;

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

005.01G Submit a complete, legible set of the applicant's fingerprints and pay a fee of fifty (50) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application;

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

005.01I Submit evidence of basic skills competency if applying for an entry-level Nebraska teaching certificate or permit after July 31, 1989;

005.01J Submit evidence of special education training if applying for an entry-level teaching certificate or permit after September 1, 1992; and

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

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

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

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

005.03B Have received a baccalaureate degree;

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

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

005.03D1 Taught for one (1) school year in an accredited, approved, or otherwise legally operated school in any state; or

005.03D2 Received six (6) semester hours of college credit in education-related coursework; or

005.03D3 Received fifteen (15) semester hours of college credit as set forth in Section 005.10D of this chapter if the applicant, more than five (5) years after completion of an approved program, has never held a regular teaching certificate and verified employment in another state; or

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

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

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

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

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

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

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

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

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

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

005.06C Within five (5) years prior to the date of application, have taught half-time or more for two (2) consecutive school years while holding a regular certificate:

005.06C1 In a Nebraska school system;

005.06C2 In an accredited, approved, or otherwise legally operated school in another state;

005.06C3 In a U.S. Department of Defense school system;

005.06C4 As a faculty member in a postsecondary educational entity;

005.06C5 In a pre-kindergarten early childhood program which is required by law to employ certificated teachers or which requires its teachers to hold a certificate; or

005.06C6 As a Nebraska certified teacher providing distance learning or dual enrollment instruction to students in a Nebraska school system, pursuant to Section 79-1201 (1) and (2) R.R.S.; or

005.06D Within five (5) years prior to the date of application, have taught half-time or more for two (2) consecutive school years in a nonpublic school in a state that does not require certification of nonpublic school teachers; or

005.06E Within five (5) years prior to the date of application, have been employed by the Department.

005.07 Professional Teaching Certificate. The Professional teaching certificate is valid for teaching in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate is valid only in Nebraska nonpublic school systems. The Professional teaching certificate expires August 31 in the tenth year following the year of issuance or renewal, except that Professional teaching certificates issued prior to July 11, 1977, are valid for the life of the holder unless otherwise converted as provided in Section 003.08 of this chapter.

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

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

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

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

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

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

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

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

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

005.09C Within five (5) years prior to the date of application, have been employed to teach or administer half-time or more for one (1) school year:

005.09C1 In a Nebraska school system;

005.09C2 In an accredited, approved, or otherwise legally operated school in another state;

005.09C3 In a nonpublic school in a state that does not require certification of nonpublic school teachers;

005.09C4 In a U.S. Department of Defense school system;

005.09C5 As a faculty member in the educator preparation program of a standard institution of higher education with employment verified by a written statement from the administrator of the teacher preparation program;

005.09C6 In a pre-kindergarten early childhood program which is by law required to employ certificated teachers or which requires its teachers to hold a certificate; or

005.09C7 As a Nebraska certified teacher providing distance learning or dual enrollment instruction to students in a Nebraska school system, pursuant to Section 79-1201 (1) and (2) R.R.S.; or

005.09D Within five (5) years prior to the date of application, have been employed by the Department; or

005.09E Within five (5) years prior to the date of application, have received six (6) semester hours of credit in education-related coursework from a standard institution of higher education.

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

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

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

005.10C Hold a current regular Teaching certificate from another state and have taught for one (1) year out of the past five (5) years in an accredited, approved or otherwise legally operated school in another state; or

005.10D Within the five (5) years prior to the date of application, have received fifteen (15) semester hours of education-related coursework taken after completion of the baccalaureate degree which includes (a) a course in instructional techniques; (b) a field experience consisting of one hundred (100) or more clock hours of contact with students in the classroom setting, fifty (50) percent of which shall consist of performing instructional duties; (c) a course or courses which address current issues in education, including but not limited to, special education, gifted education, reading and writing in the content area, and school law; and (d) the remaining course work be directly related to the applicant's content area on the expired certificate.

005.11 Alternative Program Teaching Permit. The Alternative Program teaching permit is issued to applicants who do not meet all requirements for a regular certificate and is valid for teaching only in the Nebraska school system requesting the issuance of such permit. The Alternative Program teaching permit expires August 31 in the second year following the year of issuance. The Alternative Program teaching permit may not be renewed.

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

005.12A Fulfill the requirements in Sections 005.01A through 005.01H of this chapter;

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

005.12C Have received a baccalaureate degree;

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

005.12E Have completed at least one-half of the pre-student teaching requirements, including a course in teaching methods, of an approved program; and

005.12E1 Have fulfilled at least three-fourths of the requirements for at least one subject or field endorsement pursuant to 92 NAC 24; or

005.12F Have completed a state approved alternative program for teaching, which includes some education related coursework;

005.12F1 Hold a current regular teaching certificate in another state; and

005.12F2 Submit evidence of employment of at least one year of teaching experience in the last five years in an approved, accredited or otherwise legally operated school in another state. A recommended form (*Verification of Employment Experience*) is available on the Teacher Certification website.

005.13 Provisional Teaching Permit. The Provisional teaching permit may be issued to applicants who do not meet all the recent college credit or employment experience requirements for a regular certificate. A Provisional teaching permit is valid in all Nebraska school systems, except that if requested by the applicant at the time of application, such permit is valid only in Nebraska nonpublic school systems. The Provisional teaching permit expires August 31 in the second year following the year of issuance. The Provisional teaching permit may not be renewed.

005.14 Provisional Teaching Permit Requirements. Each applicant for a Provisional teaching permit must:

005.14A Fulfill the requirements in Sections 005.01A through 005.01H and 005.01K of this chapter;

005.14B Have received a baccalaureate degree;

005.14C Have completed an approved program at a standard institution of higher education; and

005.14D Submit a signed and dated *CRC* Form, found in Appendix D, to fulfill the requirements for issuance of a regular certificate.

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

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

005.16A Fulfill the requirements in Sections 005.01A through 005.01I of this chapter; and,

005.16B Submit verification from the Superintendent of Schools or the governing body of a school system in which the applicant intends to teach. The recommended form (*Career Education Permit Verification*) is available on the Teacher Certification website.

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

005.17A Fulfill the requirements in Sections 005.01A through 005.01F of this chapter;

005.17B Submit verification for the renewal of such permit from the Superintendent of Schools or the governing body of the school system in which the applicant intends to teach. A recommended form (*Career Education Permit Verification*) is available on the Teacher Certification website; and

005.17C Hold or have held a Nebraska Career Education teaching certificate or permit.

005.18 Postsecondary Teaching Permit. The Postsecondary teaching permit is valid only for teaching courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses and only in the applicant's postsecondary subject area. The Postsecondary teaching permit expires August 31 in the third year following the year of issuance.

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

005.19A Fulfill the requirements in Sections 005.01A through 005.01H of this chapter; and

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

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

005.20A Fulfill the requirements in Sections 005.01A through 005.01F of this chapter;

005.20B Hold or have held a Postsecondary teaching permit;

005.20C Continue to be eligible to teach courses for college credit offered by a Nebraska postsecondary educational entity that have also been approved for high school credit in Nebraska school systems requesting the delivery of such courses as documented by the Nebraska postsecondary educational entity. A recommended form (*Postsecondary Employment Verification*) is available on the Teacher Certification website; and

005.20C1 Within three (3) years prior to the date of application, have taught one (1) or more courses that generate college credit and have been approved for high school credit in Nebraska school systems requesting the delivery of such; or

005.20C2 Within three (3) years prior to the date of application, have received three (3) semester hours of graduate credit in the applicant's postsecondary content area.

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

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

005.22A Fulfill the requirements in Sections 005.01A through 005.01H of this chapter; and

005.22B Have held a Nebraska regular teaching certificate or a comparable and equivalent certificate in another state that has expired, or qualify for or hold a comparable and equivalent certificate.

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

005.23A Fulfill the requirements in Sections 005.01A through 005.01F of this chapter; and

005.23B Within five (5) years prior to the date of application, have taught in one (1) or more school systems for at least fifty (50) full-time days; or

005.23C Within five (5) years prior to the date of application, have received three (3) semester hours of education related coursework.

005.24 Local Substitute Teaching Permit. The Local Substitute teaching permit is valid for teaching ninety (90) full-time days per school year only in the Nebraska school system or Local Substitute Teacher Consortium requesting the issuance of such permit. The permit holder may substitute teach no more than ninety (90) full-time days in the same school system regardless of the number of Local Substitute permits held. Additional days may be authorized by the Commissioner upon written request from the Nebraska school system that demonstrates a need for additional days. The permit expires August 31 in the third year following the year of issuance of the permit.

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

005.25A Fulfill the requirements in Sections 005.01A through 005.01H of this chapter;

005.25B Have at least sixty (60) semester hours of college credit with credit in education-related coursework; and

005.25C Submit a written request for the issuance of such permit from the superintendent or the governing body of the school system or Local Substitute Teacher Consortium in which the applicant intends to substitute teach.

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

005.27 Transitional Teaching Permit. The Transitional teaching permit is valid for teaching only in the Nebraska school system requesting the issuance of such permit. The Transitional teaching permit expires August 31 of the year following issuance.

005.28 Transitional Teaching Permit Requirements. Each applicant for a Transitional teaching permit must:

005.28A Fulfill the requirements in Sections 005.01A through 005.01H of this chapter;

005.28B Submit a written request for the issuance of such permit from the superintendent of schools or the governing body of the school system in which the applicant intends to teach;

005.28C Have a baccalaureate degree which includes at least three-fourths of the course requirements for preparation in the endorsement area, pursuant to 92 NAC 24, that addresses the teaching position to be filled by the applicant;

005.28D Have an assessment of his/her transcripts completed by a certification officer in a standard institution of higher education and submit a signed and dated *CRC* Form*,* found in Appendix D, outlining a plan developed for completion of an approved Initial teacher certification program;

005.28E Submit a written plan from the school system for mentoring and supervision of the applicant;

005.28F Complete a pre-teaching seminar offered by an educational service unit or standard institution of higher education that includes information and skill development in the areas of diversity, classroom management, curriculum planning, and instructional strategies prior to assuming responsibility for the classroom; and

005.28G Submit a written agreement with an educator preparation program from a Nebraska standard institution of higher education to complete the program for an Initial teaching certificate which includes a commitment by the standard institution to provide at least one (1) supervisory visit each semester to the school system and classroom of the applicant.

005.29 Transitional Teaching Permit Renewal Requirements. Each applicant for renewal of a Transitional teaching permit must fulfill the requirements in Sections 005.01A through 005.01F of this chapter and submit a transcript documenting completion of at least six (6) semester hours annually towards completion of the plan identified in Section 005.28G of this chapter. A Transitional teaching permit may be renewed for a maximum of four (4) years provided the applicant makes sufficient progress as provided by this section.

005.30 Military Teaching Permit. The Military Teaching Permit is valid for teaching in the Nebraska School system requesting the issuance of such permit and expires August 31 of the third year following the year of issuance. The Military Teaching Permit cannot be renewed.

005.31 Military Teaching Permit Requirements. Each applicant for a Military Teaching Permit must:

005.31A Fulfill the requirements in Section 005.01A through 005.01H of this chapter.

005.31B Hold or have held a teaching certificate or permit in another state;

005.31C Submit evidence of employment of at least two years teaching experience in an approved, accredited or otherwise legally operated school in another state, by the U.S. Department of Defense or by a foreign country pursuant to standards comparable and equivalent to those in 92 NAC 21;

005.31D Submit verification of employment from the Superintendent of Schools or the governing body of a school system in which the applicant intends to teach in Nebraska. The recommended form (Military Teaching Permit Verification Form) is available on the Teacher Certification website and;

005.31E Submit evidence of current service in the armed forces of the United States, or evidence of having retired from such service within five (5) years of the date of application. If the applicant for a Military Teaching Permit is the spouse of active or retired military personnel, the applicant must present the same evidence pertaining to his or her spouse.

006 Temporary Certificates

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

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

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

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

007 Special Services Certificates and Permits

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

007.01A Complete the application, found in Appendix A, and meet the requirements of lawful presence in the United States as set forth in Sections 4-108 through 4-112 R.R.S. including completion of the *United States Citizenship Attestation Form* if necessary, found in Appendix C;

007.01B Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

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

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

007.01E Be of good moral character;

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

007.01G Submit a complete, legible set of the applicant's fingerprints and pay a fee of fifty (50) dollars to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate or permit and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application; and

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

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

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

007.03A Fulfill the requirements in Section 007.01; and

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

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

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

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

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

007.06A Fulfill the requirements in Section 007.01; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

008 Conditional Permits

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

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

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

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

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

008.04 Voiding of Conditional Permits. The applicant's conditional permit is void upon the issuance of a certificate or permit to the applicant or upon a final determination that the applicant does not meet the requirements for issuance of a certificate or permit. For purposes of this chapter, a determination is final upon expiration of the time for which the applicant may appeal a denial as provided in Section 009 of this chapter or upon issuance of a final order by the Board regarding an appeal by an applicant.

009 Appeals Procedure

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

009.02 Request for Review. The applicant may request in writing a review by the Commissioner within twenty calendar (20) days after receipt of the written notice provided for in Section 009.01 of this chapter. Failure of an applicant to request a review by the Commissioner within twenty (20) calendar days after receipt of the notice shall be a waiver of any further appeal by the applicant and results in a denial of the certificate, permit or endorsement. The Commissioner must:

009.02A Notify the applicant that the Department will issue the certificate, permit or endorsement being sought;

009.02B Notify the applicant that the application for a certificate, permit or endorsement is denied; or

009.02C Notify the applicant that the application for a certificate, permit or endorsement is denied for the reason(s) set forth in the notice and that, as a result of the applicant's failure to request a review pursuant to Section 009.02 of this chapter, the applicant has waived any further appeal to the Board regarding the current application.

009.03 Hearings. Within twenty (20) calendar days of receipt of the notice of the Commissioner's denial of the certificate, permit or endorsement pursuant to Section 009.02B of this chapter, the applicant may appeal the Commissioner's decision pursuant to 92 NAC 61. If the Board finds that the requirements in this or related chapters have been improperly applied to the applicant or in the case of an applicant who the Commissioner has rejected due to criminal convictions, that the applicant has good moral character and possesses the moral fitness for teaching, then the Board may direct the Commissioner to issue a certificate or permit to the applicant.

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

009.04A The nature of the crime, the facts and circumstances surrounding the applicant's conviction including whether the conduct of the applicant would constitute a crime in Nebraska, the sentence received, and whether the sentence was commuted, set aside, or pardoned;

009.04B The applicant's age at the time of the conduct;

009.04C The recency of the conduct;

009.04D The applicant's positive social contributions since the conduct; and

009.04E The reliability of the information concerning the conduct.

NEBRASKA DEPARTMENT OF EDUCATION

APPLICATION FOR A NEBRASKA EDUCATOR CERTIFICATE OR PERMIT

NDE20-003 Revised 12-2016

Teacher Certification ▪ Nebraska Department of Education ▪ 301 Centennial Mall South ▪ P.O. Box 94987 Lincoln, NE 68509-4987▪
Phone: (402) 471-0739 ▪ Fax: (402) 742-2359 ▪ www.education.ne.gov/tcert ▪ nde.tcertweb@nebraska.gov ▪ Twitter: @nde_tcert

PERSONAL INFORMATION

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

Name: _____
Last First Middle Former Name(s)

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

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

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

Gender: ☐ Male ☐ Female ☐ Undeclared

FIRST TIME APPLICANT (Mark one in each column below)

OR

- ☐ Teaching
- ☐ Administrative
- ☐ Special Services

- ☐ Certificate with no deficiencies
- ☐ Provisional Permit (deficiencies)
- ☐ Transitional Permit
- ☐ State Substitute Permit

RENEWAL (Mark one in each column below)
OR

- ☐ Teaching
- ☐ Administrative
- ☐ Special Services

- ☐ Certificate with no deficiencies
- ☐ Transitional Permit
- ☐ State Substitute Permit

OTHER (Mark one below)

- ☐ Alternative Program Teaching Permit
- ☐ Local Substitute Permit
- ☐ Special Services Coaching Permit
- ☐ Postsecondary Permit
- ☐ Career Education Permit
- ☐ Duplicate
- ☐ Added Endorsement
- ☐ Name Change **(No charge)**

ACADEMIC RECORD

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

College/University	Month/Year	Semester Hours Completed	Degree Earned

ENDORSEMENTS

Areas completed for a teacher, administrator or special services program: (Example: Math 7-12)

_____ _____ _____

_____ _____ _____

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

Name: _____ Social Security Number*: _____

FINGERPRINTING REQUIREMENT

√ CHECK ONLY ONE

A. □ I am exempt from the criminal record history check because I now hold, or at some time in the past did hold, a Nebraska educator certificate or permit. (If you checked this box proceed to Personal and Professional Fitness Section.)

B. □ I have not held a Nebraska certificate or permit so I am submitting a record of my residences during the past five years on the Record of Residence Form in the forms section of the Applicant Manual or on a separate sheet of paper signed and dated. I have included the dates of residence (from month/year to month/year) with each address. Since the record demonstrates that I have been a continuous "resident" of Nebraska for five (5) or more years from the filing date of my application form with the Nebraska Department of Education, I am exempt from the criminal record history check.

"Resident" shall mean an individual who has established a home where the individual is habitually present and to which having departed therefrom, intends to return. 92 NAC 21 S002.18

C. □ I have not lived in Nebraska continuously for the five (5) years immediately prior to filing this application with the Nebraska Department of Education; therefore, I am submitting two (2) complete and legible sets of my fingerprints on two (2) fingerprint cards provided by the Nebraska Department of Education. I am also submitting the fingerprint processing fee in addition to any certification processing fee.

PERSONAL AND PROFESSIONAL FITNESS

1. Have you ever had a professional license, certificate, permit, credential, or other document authorizing the practice of a profession suspended, revoked, voided, denied, rejected, or voluntarily surrendered? ☐ Yes ☐ No

   If yes, attach a written statement that fully explains the facts and where this occurred.

2. Are you currently the subject of any inquiry or investigation by any law enforcement agency, prosecutor's office, governmental body, or licensing agency? ☐ Yes ☐ No

   If yes, attach a written statement that fully explains the facts and where this is occurring.

3. Is any action currently pending against you by any law enforcement agency, prosecutor's office, governmental body, or licensing agency? ☐ Yes ☐ No

   If yes, attach a written statement that fully explains the facts and where this is occurring.

4. Have you ever been found guilty of a felony or misdemeanor or entered a plea of guilty or no contest to a felony or misdemeanor in any criminal, drug, or juvenile court? Minor traffic infractions and misdemeanor convictions for Driving Under the Influence or Minor in Possession of Alcohol need not be reported. ☐ Yes ☐ No

   If yes, complete Criminal Charges Self-Reporting Form. This form can be found on the supporting forms page of the Teacher Certification website at www.education.ne.gov/TCERT/

5. Is an order or determination currently in effect by a court or any other governmental body which finds you to be any of the following: a mentally ill and dangerous person; mentally incompetent to stand trial; acquitted of criminal charges because of insanity; an incapacitated person in need of a guardian; or unable to manage your property due to mental illness, mental deficiency, chronic use of drugs or chronic intoxication? ☐ Yes ☐ No

   If yes, attach a copy of the order and a written statement that fully explains the facts and where this occurred.

6. Are you currently an inpatient or resident in a mental health facility due to a determination by a qualified mental health professional? ☐ Yes ☐ No

   If yes, please attach a written statement that fully explains the facts and where this is occurring.

7. Are you a U.S. Citizen? ☐ Yes ☐ No

DECLARATION, AUTHORIZATION AND SIGNATURE

I declare that the information furnished herein is true, correct, and complete to the best of my knowledge. I hereby grant the permission and authorize the Nebraska Department of Education to verify all responses with any mental health facility or governmental agency and to obtain and review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge, and exonerate the Nebraska Department of Education, its employees, and any person so furnishing information from any and all liability to every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the State of Nebraska. I understand that any material submitted in connection with this application will become the property of the State of Nebraska, will be considered a public record and will not be returned. I understand that inaccurate information submitted in support of an application shall be cause for denial or revocation of such certificate or permit.

_____, 20___ _____

Date Signature of Applicant

Name: _____ Social Security Number*: _____

EXPERIENCE AS AN EDUCATION PROFESSIONAL DURING THE PAST FIVE YEARS
Send copies of ALL out-of-state certificates

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

NON-REFUNDABLE FEES
√ CHECK ONLY ONE

All School Certificate or Permit (valid in public and nonpublic schools)	☐	$55.00	All School Certificate or Permit plus Fingerprint Fee (valid in public and nonpublic schools)	☐	$105.00
Nonpublic School Certificate or Permit (valid in nonpublic schools ONLY)	☐	$40.00	Nonpublic School Certificate or Permit plus Fingerprint Fee (valid in nonpublic schools ONLY)	☐	$ 90.00
Added Endorsement	☐	$40.00			
Added Endorsement plus Renewal for All School Certificate	☐	$55.00			
Added Endorsement plus Renewal for Nonpublic School	☐	$40.00	Duplicate	☐	$30.00
			NAME CHANGE DOES NOT REQUIRE A FEE		

The Nebraska Department of Education prefers that applicants complete the application and pay all fees on-line. Issuance of the certificate or permit will generally take six to eight weeks. Payment on-line will expedite the application process.

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

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

DISCLAIMER

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

CANDIDATE APPLICATION STATUS

Applicants can check the status of their application by going on-line at www.education.ne.gov/tcert and clicking "Current Application Status." If it no longer appears, click "Current Certificates and HR Training Lookup" on the TC website to see your new certificate.

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

NDE 20-014
Revised 12-16

CRIMINAL CHARGES SELF-REPORTING FORM

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

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

SIGN AT THE BOTTOM OF THS FORM.

Please print
Name_____ Social Security Number*: _____

Criminal Charge: _____

Date of Offense: _____

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

Court of Jurisdiction: _____

Plea and conditions of probation, if any: _____

_____

_____

Details of the incident: _____

_____

_____

_____

_____

You may attach any further explanation of the incident.

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

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

Signature _____ Date _____

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

301 Centennial Mall South, PO Box 94987, Lincoln, NE 68509 Phone: 402-471-0739, Fax: 402-742-2359
Website: www.education.ne.gov/tcert, Email: nde.tcertweb@nebraska.gov Twitter: @nde_tcert

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Teacher Certification
301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987
NDE 20-022
Revised 10-16

UNITED STATES CITIZENSHIP ATTESTATION FORM

_____ _____

Printed Name of Applicant **Social Security Number***

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

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

_____

_____

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

DECLARATION, AUTHORIZATION AND SIGNATURE

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

Dated this _____ day of _____, 20 _____

_____

Signature of Applicant

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

COURSES REQUIRED FOR COMPLETION OF AN APPROVED TEACHER OR ADMINISTRATIVE PROGRAM (CRC) FOR A NEBRASKA PERMIT

NDE 20-007
Revised 10-16

_____ _____
Name: Social Security Number*

To the Applicant: If you are applying for the **Provisional Teaching or Administrative Permit:** Contact the Certification Officer to complete this form AND an Institutional Verification Form for the Provisional Administrative Permit.

To the Applicant: If you are applying for the **Transitional Teaching Permit:** Contact the certification officer at the University of Nebraska-Kearney.

To the Certification Officer for the **Provisional Teaching or Administrative Permit:** If the above named applicant has set up an approved program at your institution, complete this form AND the Institutional Verification Form. The approved program area is_____ and at the _____grade level.

To the Certification Officer for the **Transitional Teaching Permit:** Complete the list of courses the applicant is required to complete for the Transitional Plan leading to the regular teaching certificate. The approved program area is _____ and at the _____ grade level.

Submit this form, the District Agreement Statement, a completed application form, appropriate application fee, official transcripts, fingerprint cards and fee, if required, to the Nebraska Department of Education.

Department	Course Number	Title of Courses	Semester Hours

_____ _____
Signature of Authorized Certification Officer Date

Institution Name and Address _____

_____

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NDE 20-070
Revised 10-16

ALTERNATIVE PROGRAM TEACHING PERMIT

_____ _____
Name Social Security Number*

Endorsement Area Requested

Employing District: _____ _____

School District Contact: _____

To the NE Certification Officer: After reviewing the applicant's submitted documents, please recommend coursework that would lead this person to gain a regular Nebraska certificate once that work is completed. Recommendations will be used by NDE to format an applicant's deficiency plan.

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

Human Relations ☐ **CORE** ☐ **SPED** ☐ **Content Test** ☐

Department	Course Number	Title of Course	Semester Hours

Total number of Semester Hours listed _____ Endorsement Recommended: _____

_____
Nebraska Authorized Certification Officer Completing for NDE Consideration

_____
Date
Institution Name and Address: _____
_____

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

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