



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
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First Connections Online Policy & Procedures

- **Course Fee** - \$25 check/cash. Checks should be made out to the Nebraska Department of Education.
- **Only 40 users are allowed to participate in the course at one time.**
- **Application Process**
 - An applicant will complete the pre-registration form. [Click Here](#)
 - If accepted to complete course the applicant will receive an email notifying them to complete the attached application for them to send in along with payment.
 - Application must be received within 10 business days of email.
 - After application and payment have been received an email will be sent with site address, login and password information.
 - The applicant has 90 days to complete the course.
 - No extensions are permitted.
 - After 90 days the accounts will be disabled and deleted.
 - If there are no accounts available, the applicant will receive an email indicating that they have been put on a waiting list and the estimated time period.
 - Once an account becomes available the applicant will receive an email.
- **FAQ**
 - Once someone has taken the new version of the First Connections online course they cannot take the course again for 5 years.
 - If the applicant currently has a Moodle account, for them to take this course they will have two accounts while they take the course.
- **Contact information** M-F, 8:00am – 5:00pm central time, except for observed holidays:
 - Application process and login information
Tammi Hicken tammi.hicken@nebraska.gov or 402-471-3184
 - Content information (i.e. tests and assignments)
Mega Shepherd mmshepherd2014@gmail.com
 - Moodle Technical assistance
Dorann Avey Dorann.avey@nebraska.gov or 402-471-4366

Revised – March 2019