



CERTIFICATION TERMS A-Z

- **Agreement Statement Forms (3)**

- **District Agreement Statement Form - used for the:**

- **Provisional Administrative Permit** – when applicant has not completed the administrative program; requires signatures of the applicant and employing Superintendent
 - **Provisional Special Services Permit** – when applicant has not completed the Master’s program in Speech Language Pathology; requires signatures of the applicant and employing Superintendent

- **Agreement Transitional Statement Form** – when applicant has not completed an approved teacher preparation program; requires signatures of applicant and employing Superintendent

- **Approved Program:** A sequence of courses approved for the preparation in teaching, administration or special services (non-teaching) in a specific content area/endorsement from a state approved teacher education institution.

- **Basic Skills Competency: Verification of proficiency in Reading, Writing, and Mathematics documented by:**

- Passing the PRAXIS Series I (PPST) or (CORE); or

- Successful employment experiences of two (2) or more consecutive years in an approved, accredited, or otherwise legally operated school (i) while holding or qualifying to hold a regular certificate issued by another state on the basis of completion of an approved teacher education program, or (ii) holding current credentials from the Professional Teaching Standards Board; or

- Have been certificated by any other state following the successful completion of a basic skill competency examination required by that state.

- **Career Education Permit:** A permit issued to an applicant who does not meet the college credit requirement for a regular certificate and who will be teaching in the career education endorsement area as part of a career academy structure.
- **Certificate:** An authorization issued by the Nebraska Commissioner of Education to an individual who meets the qualifications to engage in teaching, administration or special services.
- **Certification Officer:** An employee designated by the chief academic officer or unit administrator of each standard institution of higher education with an approved educator preparation program to receive correspondence, provide certified records, transcripts, reports, and/or recommendations to the Department as required for certification or endorsement.
- **Certificates Issued on The Basis of Equivalency:** The Nebraska Commissioner of Education may issue any certificate 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.

- **Citizenship Attestation:** A form required of anyone applying for the first time certificate or permit, for a renewal of the certificate or permit, who is NOT a US Citizen and are required to verify their lawful presence in the United States.
- **Commissioner:** The Nebraska State Commissioner of Education.
- **Comparable and Equivalent Certificate:** 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 NDE Rule 21. The certificate, for the purpose of supporting or justifying the initial issuance of a Nebraska certificate, has the same consideration as if it were a Nebraska certificate.
- **Content Test:** A Praxis II test demonstrating proficiency in the specific endorsement area.
- **Conditional Permits: A Conditional Permit is issued:**
 - While the application is being processed by the Nebraska Department of Education
 - While waiting to receive Praxis II Content passing scores
 - While awaiting fingerprint clearance
 - A conditional permit shall be valid for up to one (1) year from the date of issuance.
- **CRC (Courses Required for Completion):** A form indicating the remaining coursework for a program to become a teacher, administrator or special service provider.
- **Court Records:** Any court documents as related to a “yes” answered to questions 1 through 6 of the Personal and Professional Fitness questions on the application form.
- **Deficiencies:** State requirements not met for the issuance of a regular certificate.
- **E Transcript:** An electronic transcript submitted to the Nebraska Teacher Certification office by the college Registrar’s office at the request of the applicant.
- **Entry Level Certificate:** The first regular certificate acquired in Nebraska by an applicant.
- **Fees:** Required non-refundable charge for processing an application. Changes to a certificate due to an error by Teacher Certification or written requests by an applicant to change a name or address on a certificate are made at no charge to the applicant.
- **Fingerprint Cards and Fees:** Cards provided by the Nebraska Department of Education Teacher Certification office for fingerprinting for certification. The fingerprint fee is for processing cards to the Nebraska State Patrol and FBI.
- **Fingerprint Clearance:** The Nebraska Department of Education has been informed that Nebraska State Patrol and FBI record checks are complete and no prohibited offenses have been found.
- **Governing Body:** 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.

- **Human Relations Training:** Course work 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.
- **Human Relations Training Approved Course List:** A listing of courses that have been pre-approved the by the Nebraska Department of Education Teacher Certification office to meet this requirement.
- **Inactive Status:** An incomplete application awaiting documents from the applicant for six months from date of application. An application is "voided" after six months. A new application (no fee) is required to reactivate.
- **Initial Teaching Certificate:** The first certificate issued on the basis of completion of an approved teacher education program when all Nebraska academic and state requirements are met. The renewal of the Initial Certificate is possible with either one (1) year of employment as the regular classroom teacher in the immediate past five years OR with six (6) semester hours of college credit hours completed within the immediate past five years. 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 on August 31st in the fifth year following the year of issuance or renewal.
- **Institutional Verification:** A form completed by the certification officer of the teacher education institution of higher education verifying an approved educational program to teach, recent college credit, or the recommendation for the provisional certificate when the program is not yet completed.
- **Local Substitute Teaching Permit:** A permit that is valid for ninety (90) substitute-teaching days per school year only in the Nebraska school system requesting the issuance. Candidates can apply for more than one Local Substitute Permit with, application, and fee for each school district. The permit expires August 31st in the third year following the year of issuance of the permit.
- **Local Substitute Teacher Consortium:** A group of school systems that have an agreement for managing the placement of a group of Local Substitute Teaching Permit holders.
- **Nebraska School System:** An institution organized to provide elementary or secondary instruction; that is accredited, or approved by the Department, an educational service unit, accredited by the Department, or a special education service agency approved by the Department.
- **Official Transcripts:** College academic programs listed on official school paper or submitted by e transcript directly to Teacher Certificate from the college Registrar's office, must have the school seal and must be sufficiently legible so that microfilm copies are readable. Photocopied or faxed transcripts are not accepted.
- **Permits:** Restricted authorization issued by the Commissioner to an individual who does not yet meet the qualifications for a regular certificate.

- **Personal and Professional Fitness:** A form consisting of seven (7) questions signed and dated on the Teacher Certification Application form. These questions are:

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?

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

Are you currently the subject of any inquiry or investigation by any law enforcement agency, prosecutor's office, governmental body, or licensing agency?

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

Is any action currently pending against you by any law enforcement agency, prosecutor's office, governmental body, or licensing agency?

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

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.

If you answer yes, complete Criminal Charges Self-Reporting Form. This form can be found in the forms section of the Applicant Manual or downloaded from the NDE website at www.nde.state.ne.us click on Teacher Certification.

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?

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

Are you currently an inpatient or resident in a mental health facility due to a determination by a qualified mental health professional?

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

Are you a US Citizen?

If no, complete the United States Citizenship Attestation Form.

- **Postsecondary Teaching Permit:** A permit valid for teaching courses for college credit offered by a Nebraska postsecondary educational entity that has been approved for high school credit. This replaces the old Dual Credit Certificate.
- **Professional Teaching Certificate:** This certificate requires a MA degree in the applicant's content endorsed area, educational technology, SPED OR in curriculum and instruction. This certificate is valid for teaching in all Nebraska school systems. The Professional teaching certificate expires on August 31st in the tenth year following the year of issuance or renewal.
- **Alternative Program Teaching Permit:** This Permit is issued to applicants who have not meet all the recent college credit or employment experience requirements for a regular certificate and who is employed by a Nebraska school system to teach in their endorsed area. The permit is valid for teaching only in the Nebraska school system requesting the issuance of such permit. The Alternative

Program Teaching Permit expires on August 31st in the second year following the year of issuance. This permit may not be renewed. An applicant must furnish all documents required in Rule 21.

- **Provisional Teaching Permit:** May be issued to applicants who need to meet the recent college credit or employment experiences to meet the Nebraska testing requirements. It is valid in all Nebraska school systems, except that if requested by the applicant at the time of application, such certificate shall be valid only in Nebraska nonpublic school systems. This teaching permit expires on August 31st of the second year following the year of issuance. This permit may not be renewed.
- **Recent Experience or College Credit Hours:** The documentation of recent college credit or employment experience has several applications in the certification process. It documents that an applicant has recent academic preparation to acquire professional skills or recent employment experience to apply and improve their professional skills.

For Initial Teacher Certification: Applicants for the Initial teaching certificate must, within five years prior to the date of application: (A) have taught for one [1] school year in an accredited, approved, or otherwise legally operated school in any state; or (B) have received six [6] semester hours of college credit for meeting the requirements of an endorsement; however, if the applicant has never held a regular certificate in any state and applies more than five [5] years after completion of an approved program, then the applicant shall meet this requirement with fifteen [15] specified hours of credit. (If the applicant is applying more than five years after the completion of an approved program, it is required that they contact the Certification Officer of the college or university where they intend to complete the fifteen specified credit hours.)

Renewal of a certificate prior to expiration or less than five years after expiration:

Applicants must have, within five (5) year prior to the date of application: [A] have taught half-time or more for one (1) school year in an accredited, approved, or otherwise legally operated school system; or [B] have received six (6) semester hours of credit from a college or university whose teacher education program is fully approved.

To renew a certificate five (5) or more years after expiration: Applicants must have: (A) previously held a Nebraska initial, standard, or professional certificate; and (B) have received fifteen (15) specific semester hours of credit for coursework in an approved program for the preparation educators. NOTE: It is required that they contact the Certification Officer of the college or university where they intend to complete the fifteen (15) specified credit hours.

- **Record of Residence:** A form the applicants complete that lists all addresses and dates residing at those addresses within the immediate past five (5) years from date of application to show they have lived in Nebraska for the past five years. Five (5) years residency allows the candidate to be exempt from the fingerprinting process.
- **Regular Teaching Certificate:** An Initial, Standard, or Professional teaching certificate; or a comparable and equivalent, teaching certificate.
- **Resident:** An individual who has established a home where the individual is habitually present and to which having departed and intends to return.
- **Rule 21:** Provides procedures for the issuance of teaching, administrative and special services certificates and permits for use in accredited or approved Nebraska school systems.
- **Rule 23:** Provides procedures for the administration of a basic skills competency examination for individuals seeking an entry level Nebraska teacher or administrator certificate.

- **Rule 24:** Regulations for obtaining endorsements indicating grade levels and areas of specialization on Nebraska teaching, administrative and special services certificates
- **Special Education Training:** 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.
- **Special Services Certificate:** A certificate issued to individuals to perform (non-teaching) services as an Audiologist or School Nurse.
- **Special Services Permit:** A permit issued to individuals to coach in a Nebraska school system. A person does not need a Special Services Permit to coach in a Nebraska school if they hold a current regular Nebraska certificate.
- **Standard Institution of Higher Education:** Any college or university whose teacher education program is a fully approved by the Board, or by a comparable agency in any other state or country.
- **Standard Teaching Certificate:** A certificate issued based upon two (2) consecutive years of teaching half time or more, in the same school system in the past five years while holding a valid regular teaching certificate. It 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 on the August 31st in the fifth year following the year of issuance.
- **State Substitute Teaching Permit:** A teaching permit valid in all Nebraska school systems, but persons holding such permit may not teach more than ninety (90) teaching days in the same school assignment and only on a non-contractual basis. If requested by the applicant at the time of application, such permit shall be valid only in Nebraska nonpublic school systems. The Substitute teaching permit expires on August 31st in the fifth year following the year of issuance.
- **Renewal Experience:** For the renewal of a certificate, is defined as employment, half-time or more (FTE .50), for one year within the past five years while holding or qualifying to hold a regular certificate.
- **Experience to Advance:** Required to advance to a Standard, Professional Teaching Certificate, or the Administrative Certificate is defined as employment, half-time or more (FTE .50), for two consecutive years within the past five years while holding or qualifying to hold a regular certificate.
- **Basic Skills Experience:** Required to meet the basic skills competency requirement is defined as employment, half-time or more (FTE .50), for two (2) consecutive years in an approved or accredited school while holding a valid certificate issued by a state and be issued on the basis of completion of an approved teacher education program.
- **Teaching:** Includes, but not be 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.

- **Temporary Teaching Certificate:** The Temporary certificate is given to a candidate who has not completed Human Relations Training. The Temporary certificate expires six (6) months from the date of issuance and cannot be renewed.
- **Transitional Teaching Permit:** A permit given to students entering education after earning a BA. The transition program in Nebraska is call “Transition to Teaching” and housed at the University of Nebraska Kearney. This permit is valid for teaching only in the Nebraska school system requesting the issuance of such permit. The Transitional Teaching Permit expires on August 31st of the year following the year of issuance. This permit may be renewed with six (6) semester hours.
- **Withdrawal of Application:** The 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 shall notify the applicant in writing if the request will be granted. Any request granted by the Department shall end consideration of that application, and shall not be subject to appeal.

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