

## Applying for Service Agency Approval

Go to this link: Service Agency: [http://csp.education.ne.gov/Special\\_Education\\_Main.aspx](http://csp.education.ne.gov/Special_Education_Main.aspx)  
Click on Enter Application.

If you are a returning provider, log in to create the new year application.

If you are a new provider, click on the green Contact NDE button. Complete the questions on the screen and click submit to NDE. NDE will then send you log in information and an NDE Code. Save this information for future use.

There are several sections you will fill in:

Go to the Agency Certificates to fill in safety inspections, such as certificate from Fire Marshall or an occupancy certificate.

In the Spl. Education Services, use the drop down menu to select the "8001 ParaProfessional" service code. Then click on "select this service" and the code will appear below.

When finished, click on Notify NDE.

## Cooperative Agreement Form

NDE has created a cooperative agreement form for contracting agencies working with districts to provide certified special education teachers to serve as a para professional's supervisor.

The contracting agency must ensure the form is properly filled out and submit it by email to [NDE.ServiceAgency@Nebraska.gov](mailto:NDE.ServiceAgency@Nebraska.gov) as part of the application process. More than one form may be necessary depending upon the number of districts and special education teachers involved.

### General Information

For contracted para-professional services provided at a location other than the school district campus, the service provider agency must work cooperatively with the school district. Based on each student's IEP, each agency site location is required to document the appropriate district staff assigned to supervise the contracted paraprofessional.

On-site supervision must occur not less than weekly and be documented through time and effort logs maintained by the district. The approved service provider rate is based on the paraprofessional's actual time working, and not on the number of students.

Please complete the following form to identify locations and supervising educators for the paraprofessionals of the service agency. One copy is required for each separate location where paraprofessionals are being utilized is required and for each instructor supervising paraprofessionals.

Please email completed forms to: [NDE.ServiceAgency@Nebraska.gov](mailto:NDE.ServiceAgency@Nebraska.gov)

Your application will not be considered for approval until documentation is received and is complete.

Questions may be directed to:

[Suzie.Pierce@nebraska.gov](mailto:Suzie.Pierce@nebraska.gov), 531-289-8190

SERVICE PROVIDER PARAPROFESSIONAL COOPERATIVE AGREEMENT

Service Provider Agency \_\_\_\_\_

Service Provider NDE Code 95- \_\_\_\_\_ Application # \_\_\_\_\_

School District \_\_\_\_\_

PLEASE PROVIDE THE LOCATION WHERE THE PARA-PROFESSIONAL WILL BE PROVIDING SERVICES:

Location # \_\_\_\_\_

PLEASE PROVIDE THE NAMES OF CERTIFICATED TEACHER WHO WILL BESUPERVISING THE PARAPROFESSIONAL(S):

Certificated Teacher	Endorsement	Certification #	Exp Date
_____	_____	_____	_____
_____	_____	_____	_____

Para-professional assigned to the Teacher listed above and the number of students the paraprofessional is assigned to support.

	Name of Para-professional	# of students	Hours of support monthly
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

The current service provider rate is reimbursed by the State of Nebraska Department of Education at a rate no greater than \$18.00 per hour per para-professional. Reimbursement isbased on the number of hours worked, not the number of students served.

Signature of Service Provider Representative \_\_\_\_\_

Signature of School District Representative \_\_\_\_\_

Please email completed forms to: [NDE.ServiceAgency@Nebraska.gov](mailto:NDE.ServiceAgency@Nebraska.gov)