

NEBRASKA REGIONAL EXCHANGE CERTIFICATE TWO-YEAR PROVISIONAL OR TEMPORARY CERTIFICATE INFORMATION

FOR TEACHERS ONLY (NOT ADMINISTRATORS OR SPECIAL SERVICES) Valid in any school system in Nebraska.

A regional exchange agreement has been signed by

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri,

North Dakota, Ohio, Oklahoma, South Dakota, Wisconsin

If you graduated from a college in one of the above states **and** hold a **valid, regular teaching certificate** from one of the qualifying states **and** are lacking the Basic Skills Competency Test or Special Education Competencies, or recency as described below the Two-Year Provisional Certificate is available upon application. If you are lacking Human Relations Training only, or in addition to any/all of the other requirements the Temporary Certificate will be issued.

A minimum of one deficiency must be completed within two years to permit *any* subsequent Nebraska certification other than a State Substitute Certificate. If a Temporary certificate is issued the completed deficiency **MUST** be the Human Relations Training.

In addition to submitting all other required documentation listed below, you must also submit the following when applying for a Regional Exchange Certificate:

- The **Regional Exchange Two-Year Affidavit Form** which can be found in the Forms section of this manual, **and**
- A photocopy (front and back) of a **valid, regular teaching certificate** issued by one of the qualifying states listed above.

The following is required for issuance of the regular teaching certificate:

- **Application Form**, on-line at nde.state.ne.us/tcert **OR** in the Forms section of this manual
- **Record of Residence** form completed for all addresses resided and physically present in Nebraska for the immediate past five years **OR Complete two fingerprint cards** provided by the Nebraska Department of Education Teacher Certification office and the non-refundable **fingerprint processing fee AND**
- **Official transcripts** of **all** college credits **AND**
- **Institutional Verification Form** completed and signed by the college certification officer of the approved teacher education institution where an approved program was completed, **AND** photocopy (front and back) of the **out-of state valid, regular teaching certificate, if applicable AND**
- **Official transcripts** for a pre-approved course to meet the **Human Relations Training** requirement **OR** a written, verified, **narrative** of your employment experience which provided you with the opportunity to acquire the **six (6) skills AND**
- The basic skill competency examination **AND**
- Special Education Requirement **AND**
- **Recency** requirement may be met in one of three ways:

- 1 Have taught for one (1) year within the immediate past five (5) years half time (50%) or more in a legally operated school system while holding or qualifying to hold a regular teaching certificate **OR**
- 2 Have completed six (6) semester hours within the immediate past five (5) years from an approved

teacher education institution. These hours must be recommended as part of your original teacher education program **OR** if you hold, held or qualified to hold an teaching certificate that has not expired or has expired for less than five (5) years **OR**

If your teaching certificate has expired more than five (5) years, or your teaching program was completed more than five (5) years ago, 15 **specific** semester hours are required within the immediate past five (5) years. The hours must be recommended for issuance of the teaching certificate by the certification officer of your approved teacher education institution

NEBRASKA'S REQUIREMENTS

REQUIREMENT	WHO/WHEN	WHICH CERTIFICATES	HOW
Fingerprints (Statutory Requirement)	Persons who have not been a continuous resident of Nebraska for 5 years prior to application and have never held any form of Nebraska certificate issued by the Nebraska Department of Education	All/any first time certificates, including substitute certificates. Fingerprinting, if required, is never waived.	Send two fingerprint cards with application plus an additional fingerprint processing fee.
Human Relations Training (Statutory Requirement)	Any person who is seeking any form of Nebraska certificate or who is renewing a Nebraska certificate. This requirement only needs to be met once.	All certificates-new or renewal	Complete one of the approved courses shown in the manual OR submit a transcript of a course and the syllabus showing the course content which meets the Nebraska requirement, OR write a narrative verifying acceptable employment experiences where the six skills were obtained.
Special Education Training (Statutory Requirement)	Applies only to first issuance of teaching certificates or first issuance of administrative certificates.	Only teaching certificates or administrative certificates. This does not apply to the substitute or special services certificates.	Submit a transcript of a course and the syllabus showing the course content which meets the Nebraska requirement, OR write a narrative verifying acceptable employment experiences where the five skills were obtained.
Basic Skills Competency Examination (Statutory Requirement)	Applies only to first issuance of teaching certificate or administrative certificate. Waived for persons with three consecutive years K-12 teaching experience in any state, if certificate was based on completed approved teacher education program.		Submit original score report directly from the test publisher OR the Institutional Score Report OR complete the verification of experience form for three or more successive years of experience and a copy of a teaching/administrative certificate valid during the same years.
Recency	Any person who is seeking any form of regular Nebraska certification	All regular teaching certificates, except the substitute certificate. All regular administrative certificates. All special services certificates except coaching	Recency can be met in the form of recent appropriate experience or recent college credit hours.

- If you lack one of the following statutory requirements- Basic Skills Competency and/or Human Relations Training and/or Special Education and have been offered employment in a Nebraska school system-you may be eligible for a Temporary or Provisional Certificate.
- If you lack the recency requirement and have been offered employment in a Nebraska school system, you may be eligible for Provisional Certificate.
- If you meet all of the requirements, you may be eligible for the regular teaching certificate.

FINGERPRINTING, IF REQUIRED, IS NEVER WAIVED FOR ANY TYPE OF CERTIFICATION.