

NEBRASKA CERTIFICATION

Initial Certificate

Fill out the application and remit appropriate check to the Nebraska Department of Education. Out-of-state residents must also submit fingerprinting application.

Certificate is valid for 5 years with:

2 years half-time or more) of successive teaching experience in the same school system or 6 semester hours of college credit within the last three years.

Standard Certificate

For eligible applicants with:
2 successive years of teaching experience out of the last 5 years.

Verification of "Successive Experience Form" required by administrator or superintendent along with the application.

Valid for 7 years; renewable with 2 years of successive experience out of the last 5 years or 6 semester hours of approved college credit within the last 3 years.

PROFESSIONAL CERTIFICATE

Master's or advanced degree obtained in curriculum and instruction or in the same endorsement area. Two years of teaching experience required while holding a Nebraska certificate. Valid for 10 years; renewal same as Standard Certificate.

WARNING

It is your responsibility to maintain a valid certificate and monitor the expiration date of your certificate. If your certificate does expire and you are not teaching, check the NDE website for instructions or contact the Certification Office for assistance.



For additional information contact:

TEACHER CERTIFICATION
Nebraska Department of Education
P.O. Box 94987
Lincoln, NE 68509-4987
(402) 471-0739
<http://www.nde.state.ne.us>

Creighton UNIVERSITY

EDUCATION DEPARTMENT



CREDENTIAL FILES

Chrys Townsend-Frey, Director
Teacher Certification & Placement Office
2500 California Plaza
Omaha, NE 68178
(402) 280-3583
chrystownsend-frey@creighton.edu

Credential File Information

Your credential file at Creighton will be maintained and managed by the Certification Office in the Education Department. Your file should include the following documents:

1. *Letters of recommendation (3-4)*
2. *Final official transcripts from Creighton and all other universities attended where applicable credit was obtained.*
3. *Copy of your teaching certificate*
4. *Resume*
(optional) Cover letter



A cover letter is sometimes recommended, though not necessary in your credential file. Submitting a cover letter along with your teaching application will preface your application in a professional manner.

Credential File Requests

You may request that your credential file be sent to a school or district at any time by contacting the Certification Office. Call, use e-mail, or regular mail to submit your request. Please include the following in your request:

1. Your name, address, social security number and phone number;
2. Number of files to be sent;
3. Name/address of each recipient for each request;
4. Specify which recommendations or documents to be included in the file;
5. Include any updates or changes to be made before the file is sent.

HOW TO ORDER:

On line Credential File Request:

Go to: <http://www.creighton.edu>
Click Academics
Click College or Arts and Sciences
Click Departments
Click Education
Click Certification
Scroll down and click Credential File Request

<http://www.creighton.edu/ccas/education>

FEES AND PROCEDURES

Current Creighton Student Teachers

\$25 Initial Credential File fee-valid for 1 year.

Includes set-up, maintenance, copying, materials, postage, 7 credential file requests and any assistance with resumes or job searches.

Requests after 1 year and/or after the first 7 requests will be \$5 for each request.

Important Notes:

Prepayment will be required before any credential file will be sent out. Make checks payable to Creighton University

