This Transitional Teacher Placement Contract (“Contract”), effective _____________, 20___ (“Effective Date”), is entered into by and between the University of Nebraska at Kearney’s (UNK) College of Education and ____________________________ (the “Participating School System”). The purpose of the Contract is to provide for payment by the Participating School System to the UNK College of Education for services in advising, placing and monitoring/supervising a teacher with a Transitional Teaching Permit.

The two parties agree to the following:

Definitions:

1. **Effective Date of Contract:** A Contract will be sent to the Participating School District upon placement of a Transitional Teacher. The Contract will be in effect on the date that a Participating School System signs a contract to hire a teacher with a Transitional Teaching Permit for whom the Transitional Certification Program has prepared a Transitional Plan.

2. **Participating School System:** A Nebraska accredited or approved school system that contacts the Transitional Certification Program for the purpose of hiring a Transitional Teacher. The school system must have made an effort to fill the position with an already qualified and certificated teacher by advertising for the position.

3. **Transitional Teacher Candidate:** An applicant for a teaching position who qualifies for a Transitional Permit in accordance with Rule 21 of Nebraska Department of Education regulations.

4. **Transitional Teacher:** A Transitional Teacher Candidate who is hired by a Participating School System. He/she agrees to complete all requirements necessary to be recommended by the University of Nebraska at Kearney for initial certification within three years.

5. **Transitional Certification Program (TCP):** A program in the College of Education at the University of Nebraska at Kearney that provides services to Participating School Systems and qualified Transitional Teacher Candidates. These services include, but are not limited to: initial determination of eligibility, assistance with documentation preparation, arrangement of supervision, records maintenance, and continual support throughout the duration of the program.

6. **Transitional Certification Program Fee:** A one-time charge to the Participating School System by the University of Nebraska at Kearney for the cost of services provided by the TCP. The sole responsibility for payment of the fee is with the participating school. The fee is not to be passed on to the Transitional Teacher, and the fee does not defray tuition costs.
Transitional Teacher Placement Contract

7. **Transitional Plan**: An outline of the processes to be completed for the Transitional Teacher to obtain initial certification. This includes the completion of the online professional education course sequence in the University of Nebraska at Kearney Transitional Certification Program and any content coursework required for completion of the Candidate’s selected endorsement area.

**Responsibilities**:

The Participating School System agrees to:

1. Fully complete and sign the *Transitional Teacher Placement Contract* and the *TCP Contract for Participation*.

2. Provide services agreed to in the *Transitional Teacher Placement Contract*:
   - Complete the *Documentation of School System’s Effort to Fill Vacancy* for initial issuance of the Transitional Teaching Permit, and provide to the TCP.
   - Complete the *Agreement Statement*, and on an annual basis thereafter when there is intent to rehire the Transitional Teacher, and provide to the TCP.
   - Complete the *School System Mentoring/Supervision Plan of the Transitional Permit Teacher*, and on an annual basis thereafter, and provide to the TCP.
   - Support the Transitional Teacher’s participation in required pre-teaching seminars, mentoring, and professional development activities as outlined by the candidate’s Transitional Plan, paying/reimbursing all related expenses relative to his/her participation in these activities, such as substitute teachers, mileage, hotels, and meals; and allowing time for the candidate to take required Praxis tests for certification that could not otherwise be scheduled on non-teaching days.

3. Remit the Transitional Certification Program Fee: Prepare a check for $2,000 ($1,000 if Transitional Teacher was previously employed under a transitional permit by another school district, or prorated amount if the Transitional Teacher is completing his/her final one or two semesters while newly employed under a Transitional Permit by the Participating School System – consult fee schedule located in the TCP School Administrators link in the UNK website), made payable to the University of Nebraska at Kearney. Amount due: ______________________

4. Return completed contract and hiring documents with signatures, and payment to:
   - Wendy L. McCarty, Ed.D., Director, Transitional Certification Program
   - B183 College of Education
   - University of Nebraska at Kearney
   - Kearney, NE 68849

Effective 6/27/19
The UNK Transitional Certification Program agrees to:

1. Sign the *Transitional Teacher Placement Contract* and the *TCP Contract for Participation*.

2. Provide services identified in the *Transitional Teacher Placement Contract*:
   - Review Transitional Teacher Candidate’s transcripts and write a Transitional Plan leading to initial certification.
   - Arrange for four supervisory visits in the first semester, two visits in the second semester, one visit in the third semester, and two visits in the final semester to the Transitional Teacher’s classroom.
   - Maintain contact with the Transitional Teacher throughout participation in the program to assess progress on the Transitional Plan.
   - Document completed requirements of Transitional Teacher and Participating School System.
   - Assist the Transitional Teacher with completion of annual renewal of permit.
   - Recommend the Transitional Teacher for initial certification upon successful completion of the program.


4. Send an Invoice for the one-time Transitional Certification Program Fee (fee schedule located in the TCP School Administrators link in the UNK website) to Participating School System.

5. Upon receipt of the Transitional Certification Program Fee payment, purchase order, or down payment on total amount, forward required documents to the Nebraska Department of Education for issuance of the Transitional Permit.

6. Refund 50% of the Program Fee if the Transitional Teacher does not complete the first semester of employment ^.

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**Signature** of Superintendent/Authorized Representative*  
**Date**

**Signature of UNK Authorized Representative**  
**Date**

*or by area or diocesan/parochial school superintendent if employed in a non-public school

^Refund form available from the Transitional Certification Program upon request.

Effective 6/27/19