



AGREEMENT STATEMENT

FOR A NEBRASKA TRANSITIONAL TEACHING PERMIT

This form must be submitted with a completed application form.

THIS FORM MUST BE COMPLETED EACH YEAR FOR ISSUANCE OF THE TRANSITIONAL TEACHING PERMIT. THE PERMIT IS VALID ONLY IN THE NEBRASKA SCHOOL SYSTEM REQUESTING ISSUANCE

Agreement Statement of Superintendent or Governing Board of School System:

This school system intends to employ (Name) _____ (Include Middle Initial)

_____ for the 20____ to 20____ school year.

Name and Address of School System: _____

****Signature of Superintendent or Authorized Representative**

Date

**If employed in a non-public school the signature of the area or diocesan superintendent is required.

Agreement Statement of Applicant:

I understand that I must complete, at an approved teacher preparation program, at least 6 semester hours annually towards completion of the Transitional Plan. In addition, I have agreed to meet the conditions set forth in the **Contract for Participation** which is on file at the recommending teacher training institution.

Signature of Applicant

Date

Agreement Statement of Certification Officer:

The following documentation is on file at the recommending teacher training institution for the above applicant:

To be completed for first issuance of the Transitional Teaching Permit:

Date

_____ Statement regarding inability to hire fully qualified teacher for position

_____ Written plan for mentoring and supervision

_____ Transcript Review

_____ Transitional Plan

_____ Completion of Pre-Teaching Seminar

_____ Signed Contract for Participation

To be completed for renewal of the Transitional Teaching Permit:

_____ Six semester hours for renewal as identified on the Transitional Plan

_____ Annual update of plan for mentoring and supervision

Signature of Certification Officer

Date

*The requirement that a certificate applicant provide his/her social security number is contained in *Neb. Rev. Stat.* 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate holders.

EXPECTED STARTING DATE OF EMPLOYMENT: _____

Name of individual you are seeking to employ: _____

Name of School System: _____

Address: _____

Name & Title of Person Submitting Request: _____

Phone: _____ Fax: _____ Email: _____

Description of Teaching Position: _____

School Building Name(s): _____

Indicate FTE (must be at least .5 FTE teaching in eligible endorsement area): _____

This plan for mentoring and supervising the teacher must be provided *annually* – please complete the following:

- Who will be the primary mentor for the teacher at the school site? Mentor name, email, position, and building:


- When will mentoring take place and how frequently (e.g., will release time be provided, after school, other)?

- Identify any other resources the school system may utilize to assure a high-quality mentoring/induction experience.


- Describe your plan for supervising the teacher (at a minimum, the school system is responsible for evaluating the teacher in accordance with its own board policies). _____

I have read and understand the School System TCP Mentoring Plan.

Signatures:

 _____ Date: _____
School Administrator or Authorized Representative Email: _____
(If employed in a nonpublic school, the signature of the area or diocesan superintendent is required.)

 _____ Date: _____
TCP Teacher Email: _____

 _____ Date: _____
Mentor Teacher Email: _____

Please keep this EXPECTATIONS document as a reference for TCP MENTORING & SUPERVISION.

1. School Administrator

- Assigns a mentor that has a minimum of three years of teaching experience.
- Familiarizes your TCP teacher with their assigned mentor, school procedures (e.g., attendance, lunch count), expectations (e.g. lesson planning, assessment), community information.
- Provides the TCP teacher with your faculty and student handbooks.
- Checks in with the mentor teacher when possible.
- Conducts informal evaluations and formal evaluations according to your own board policy.
- Contacts the TCP Coordinator if there is a change in mentor or schedule.
- Verifies that the TCP teacher's schedule is at least .5 FTE in the endorsement area(s) in which they are seeking certification by the time they begin their final student teaching semester. **The TCP teacher will not be able to complete their student teaching requirements for Initial Certification unless they teach full-time in their endorsement area for at least one full semester or a minimum of .5 FTE in two subsequent semesters.**

2. Mentor teacher (preferably in the same building with the same teaching endorsement as the TCP teacher)

- Agrees to mentor the TCP teacher for the duration of time that they are completing their certification program (minimum of two academic years).
- Participates in a UNK-provided 30-minute video orientation for mentors of TCP teachers during the first quarter of the school year each year the teacher is in the program.
- Checks in with their mentee once every week at a minimum for the first quarter of the school year.
- Supports and guides their mentee in instructional strategies, classroom management, school resources, collaboration, etc.
- Observes their mentee and provides feedback once each semester the TCP teacher is in the program. These observations will be conducted as a part of an assignment that the teacher completes for each professional sequence course.
- Observes and evaluates a lesson plan taught by their mentee and completes a Teaching Dispositions evaluation during the TCP TE833 course semester.
- Observes and evaluates a lesson plan, evaluates a written unit plan, and completes a Summative Assessment and Teaching Dispositions evaluation (midterm and final) during their mentee's final student teaching semester.

3. UNK Supervisor

- Makes a minimum of one formal observation during each semester the teacher is in the TCP, and five formal observation during the final student teaching semester.
- Discusses lesson feedback at UNK supervisor observations.
- Checks in with the mentor and/or administration when possible.
- Prepares the mentor for the final semester responsibilities.

Support and guidance for TCP teachers from the school administrator, mentor teacher, and UNK supervisor is very important to their success. Communication is the key to any partnership. Please feel free to contact the UNK supervisor with any questions or concerns. Our mutually shared goal is to produce quality teachers!

Transitional Certification Program Contract for Participation

This Transitional Certification Program (TCP) Participation Contract (“Contract”), effective _____, (“Effective Date”), is entered into by and between the **University of Nebraska at Kearney (UNK) College of Education**, _____ (the “**Participating School System**”), and the **TCP Teacher**. The purpose of the Contract is to outline the responsibilities of each party and to provide for payment by the Participating School System to the UNK College of Education for services in advising and monitoring/supervising a teacher who is teaching under a permit issued by the Nebraska Department of Education (NDE) and who is completing the Transitional Certification Program to attain Initial Certification.

Definitions:

1. **Effective Date of Contract:** The Contract is signed by the Participating School District upon hiring a teacher under a Teaching Permit issued by NDE. The Contract will be in effect on the date that a Participating School System signs a contract to hire a teacher under such Permit, and for whom the Transitional Certification Program will prepare a plan leading to Initial Certification.
2. **Participating School System:** A Nebraska accredited or approved school system that contracts with the Transitional Certification Program for the purpose of hiring a teacher under a Teaching Permit.
3. **TCP Teacher:** An applicant for a teaching position who qualifies for a Teaching Permit in accordance with Rule 21 of Nebraska Department of Education (NDE) regulations who agrees to complete all requirements necessary to be recommended by UNK for Initial Certification within the maximum time allowed by NDE Rule 21.
4. **Transitional Certification Program (TCP):** A program in the College of Education at UNK that provides services to Participating School Systems and qualified Transitional Teachers. These services include, but are not limited to: initial determination of eligibility, assistance with documentation preparation and submission, arrangement of supervision, records maintenance, and advising support throughout the duration of the program.
5. **Transitional Certification Program Fee:** A **one-time** charge to the Participating School District per TCP Teacher hired, at the beginning of the first semester in which the teacher is employed, for the cost of services provided by the TCP. **The sole responsibility for payment of the fee is with the participating school** and is not to be incurred by the teacher. The fee does not defray tuition costs. The fee goes toward the cost of services provided by the TCP (expanded supervisory site visits, case management, administration).
6. **Certification Plan/Program of Study:** An outline of the processes to be completed for the TCP Teacher to obtain Initial Certification. This includes the completion of the online professional education course sequence in the TCP and any content coursework required for completion of the teacher’s selected endorsement area(s).

The three parties agree to the following responsibilities:

The UNK Transitional Certification Program agrees to:

- Review the TCP Teacher’s transcripts and write a Certification Plan/Program of Study.
- Arrange for one supervisory visit in each semester, and five visits in the final student teaching semester, to the teacher (visitation schedule may vary according to the time remaining in the teacher’s program; at a minimum, a supervisory visit will take place in every semester the teacher is working under a Teaching Permit).
- Maintain contact with the TCP Teacher throughout participation in the program to assess progress on the Certification Plan/Program of Study.

Transitional Certification Program Contract for Participation

- Document completion of program requirements and assist the teacher to complete application for Initial Certification.
- Recommend the teacher to the UNK Certification Officer for Initial Certification upon successful completion of the Transitional Certification Program.
- Send an Invoice for the one-time Transitional Certification Program Fee to Participating School System.
- Refund 50% of the Program Fee if the TCP Teacher does not complete the first semester of employment.

The TCP Teacher agrees to:

- Complete Criminal Background Check prior to enrollment in the first course of their program and prior to enrollment in the final student teaching course.
- Attend/Complete Pre-Teaching Seminar as required by NDE Rule 21.
- Abide by the Participating School System's *School System TCP Mentoring Plan*.
- Complete all coursework identified on their Certification Plan/Program of Study as per the transcript review completed by the TCP.
- Complete the number of credit hours annually or biennially as required by NDE Rule 21 for the renewal of their permit.
- Complete all required credit hours for issuance of Initial Teacher Certification within the maximum time allowed by NDE Rule 21.
- Submit required information to NDE for application for Initial Teacher Certification when all required credit hours are completed, including passing PRAXIS Subject Assessment exam(s) scores.

The Participating School System agrees to:

- Complete the *Transitional Certification Program Contract for Participation* and *School System TCP Mentoring Plan* (and an *NDE Agreement Statement* if hiring the teacher under a Transitional Permit) and return these forms to the UNK TCP Coordinator.
- Support the teacher's participation in a pre-teaching seminar as required by NDE Rule 21 005.28F, mentoring, and professional development activities, paying/reimbursing all related expenses relative to their participation in these activities such as substitute teachers, mileage, hotels, and meals; and allowing time for the teacher to take required Praxis test(s) for certification that could not otherwise be scheduled on non-teaching days.
- Complete and update the *School System TCP Mentoring Plan* **annually**; if the teacher is employed under a Transitional Permit, a renewal *Agreement Statement* is also required **annually** for each academic year the teacher is employed.
- Provide PK-12-endorsement TCP Teachers with both elementary and secondary teaching experiences prior to program completion.
- Verify that the teacher is at least .5 FTE prior to their final student teaching semester and **teaching in the endorsement area in which they are seeking Initial Certification** by providing their teaching schedule to the TCP.
- Remit the Transitional Certification Program Fee based on the fee schedule located in the TCP School Administrators link in the UNK website and in this contract. **UNK will send an invoice to the school after hiring of the Transitional/Permit Teacher has been verified.** Check should be made payable to the University of Nebraska at Kearney. Terms are Net 30.

Transitional Certification Program Contract for Participation

COLLEGE OF EDUCATION
Department of Teacher Education

Fee Schedule 2024-2025:


- \$2000 per Transitional/Permit Teacher hired under a Teaching Permit - first issuance
- \$1400 per Transitional/Permit Teacher hired under a Transitional Permit - first issuance - if Transitional/Permit Teacher is in their next-to-last semester in the program
- \$1200 per Transitional/Permit Teacher hired under a Transitional Permit - first issuance - if Transitional Teacher is their last semester in the program
- \$1,000 per Transitional/Permit Teacher hired under a Teaching Permit - second or third issuance - if Transitional/Permit Teacher was previously employed under a Permit by another school system


Amount due: _____

- *Return all completed documents with signatures to:*
Kayla Fix, Online Coordinator & Academic Coach, Transitional Certification Program
B101 College of Education, University of Nebraska at Kearney, Kearney, NE 68849
PHONE: 308-865-8495, fixkj@unk.edu
- *Upon receipt of invoice, remit payment to: (check payable to University of Nebraska-Kearney)*
Chad Olsen, Teacher Education Office Associate
B114 College of Education, University of Nebraska at Kearney, Kearney, NE 68849

Statement Regarding Inability to Hire:

NDE Rule 21 requires the Superintendent of Schools or the Governing Body of the school system in which the applicant intends to teach to provide a statement that the school system or governing body has not found a fully qualified teacher for the position being offered to the Transitional/Permit Teacher. The signature below affirms that a fully qualified teacher was not found for the position, and affirms the terms of this contract.

 _____ Date
Signature of Superintendent/Authorized Representative*
*or by area or diocesan/parochial school superintendent if employed in a non-public school

 _____ Date
Signature of Transitional Teacher

Signature of UNK Authorized Representative Date