

CERTIFICATION INSTRUCTIONS

Application Process:

The application must be completed online at <http://www.education.ne.gov/TCERT>

When completing the application, make sure to save before moving on to the next page. You can then make corrections before submitting. **Once you submit the online application, you cannot make corrections.**

(Please send an email to Janice Ellner confirming that the on-line application has been submitted and payment has been made).

Application Fee:

The \$55.00 application fee (\$105.00 if you are submitting fingerprints) can be paid online with a Credit/Debit Card, or a check payable to NDE can be mailed to the address on the NDE website.

Transcripts:

Unless already on file at NDE, have official transcripts from all other institutions sent to Janice Ellner in the School of Education Office (see address below).

A form to order a final PSC transcript for certification will be provided at Call Back #2.

Instructions for completing an Application with Fingerprints:

After completing the steps above, you **MUST** print a copy of the application and **SUBMIT ALL MATERIALS INCLUDING FINGERPRINTS AND CHECK** (or proof of payment) to Janice Ellner in the School of Education office. (If you pay by Credit/Debit card, please note payment confirmation number on your printed application). The fingerprint process takes about 3 months, so be prepared to submit your fingerprint packet at Call Back #1.

Questions?

Janice Ellner at jellner@peru.edu

Or

Patricia Rippe at prippe@peru.edu

Peru State College
School of Education
Attn: Janice Ellner
PO Box 10
Peru, NE 68421-001

Check List/Time Line:

- ✓ Have transcripts from other institutions sent to Janice Ellner - before beginning student teaching (send follow-up email to make sure transcripts have been received)
- ✓ Submit on-line application to NDE and pay fee - just prior to completion of student teaching
- ✓ Send email to jellner@peru.edu that the application has been submitted and fee paid

Check List/Time Line (if completing fingerprint process):

- ✓ Have transcripts from other institutions sent to Janice Ellner - before beginning student teaching (send follow-up email to make sure transcripts have been received)
- ✓ Submit on-line application to NDE, pay fee, and have fingerprints completed on cards provided – bring completed fingerprint cards, proof of payment, and printed copy of application to Call Back #1