

CERTIFICATION INSTRUCTIONS

NDE Application and Certification Process:

- ✓ **Create an account for the “Nebraska Teach Portal” Certification Hub**
 - <https://teach.education.ne.gov/#/>
 - Use personal email address to create an account
- ✓ **Visit the Nebraska Teach (Educator Application and Certification Hub) website.**
 - Use personal email and password to log in <https://teach.education.ne.gov/#/>
 - Complete application by answering questions when prompted.
- ✓ **Two options when ordering transcripts to be sent to NDE.**
 - **Through the “Academic Record” section in the NDE application**
 - Select “I am sending an official copy of my transcript by mail.”
 - **OR**
 - Select “I am sending an eScript copy of my transcript from my university.”
 - **This option is through Parchment.**
- ✓ **Recommended option is through Peru State College Website**
 - **Through the Peru State College Website;** <https://www.peru.edu/transcripts/index.html>
 - Order through **Peru State College Transcript Delivery Service** (Click Link above)
 - Follow directions to order eTranscript, fee applicable.
 - Select “**HOLD FOR DEGREE**”
 - Search recipient Name: **Nebraska Department of Education**
 - Select **Nebraska Department of Education - Teacher Certification Lincoln, NE, US**
- ✓ **Continue with Nebraska Teach Portal application to complete remaining sections.**

NDE Application Fee:

- ✓ Application fee is **\$75.00** or [**\$125.00** if you are submitting fingerprints]
 - Pay online with a Credit/Debit Card
- ✓ NDE will send an email itemizing a list of deficiencies.
 - Most deficiencies will be satisfied with final transcript (except praxis content scores)

Fingerprinting for Nebraska Certification

- ✓ Go to a NE Police Department or Regional Patrol Office to complete fingerprint packets
- ✓ Electronic fingerprints are acceptable; <https://cdn.education.ne.gov/wp-content/uploads/2017/12/FP-Directions.pdf>
- ✓ Submit completed fingerprint packets directly to NDE.

Content Exams for Certification:

- ✓ Include Peru State College as one of the score recipients for the Praxis II exam.
- ✓ The exam scores will automatically be sent to NDE if the exam is taken in Nebraska.
- ✓ Include NDE and Peru State College as score recipients if the Praxis II exam is taken out of state.

Stephanie Holmes
Director of Field Experience/Certification Officer
sholmes@peru.edu
402-872-2399