

Nebraska PK-12 School System Agreement Statement

Practicum & Student Teaching Placements for Teachers on an Alternative Teaching Permit Transitional Certification Program (TCP) – University of Nebraska at Kearney (UNK)

Pursuant to the **Nebraska Department of Education** and the guidelines of the **UNK Transitional Certification Program**, this document serves as formal acknowledgment that the undersigned school system is hiring a new teacher who will hold an **Alternative Teaching Permit** for the upcoming school year.

TCP Student Name: _____

Initial Certification Area: _____

Please complete and acknowledge **one of the following two options**:

Option 1: The teacher will be teaching in their **endorsement area** for at least **0.5 Full-Time Equivalent (FTE)** while they are completing their TCP Program of Study.

By signing below, I affirm that the individual hired under an Alternative Teaching Permit will teach in their approved endorsement area, as required under **NDE Rule 21, Section 005.05**, for a minimum of 0.5 FTE for the duration of their initial certification program through UNK.

Option 2: The teacher will **not** be teaching in their **endorsement area** for at least 0.5 FTE.

By selecting this option, I acknowledge and agree to the following conditions in compliance with **UNK Transitional Certification Program policy, Rule 21**, and **NDE initial certification requirements**:

1. **Observation Flexibility:**

The school system will provide the teacher with **flex time** and support to observe certified teachers who are teaching in the teacher's endorsement area. These observations are necessary to fulfill **practicum requirements** outlined in **UNK professional education courses** and aligned with NDE expectations.

2. **Student Teaching Placement Guarantee:**

The school system commits to placing the teacher in a teaching assignment **within their endorsement area** by the time they are required to complete **student teaching (TE 836)**. This is a critical component of the program and a requirement of the Nebraska Department of Education.

By signing this agreement, the administrator affirms they understand and will comply with these requirements. This agreement will be maintained by both the school system and the University of Nebraska at Kearney Transitional Certification Program for certification documentation and compliance with NDE.

Administrator Name & Title (Please Print): _____

School Name & District: _____

Administrator Email: _____

Administrator Signature: _____ **Date:** _____

UNK Transitional Certification Program Director Signature (for UNK use only):

_____ **Date:** _____

Approved: UNK Compliance Officer, 8/12/2025

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!

- 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.

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. 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.
- 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.

Transitional Certification Program Contract for Participation

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 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-endorsed 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.

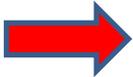
Transitional Certification Program Contract for Participation

COLLEGE OF EDUCATION
Department of Teacher Education

- *Return all completed documents with signatures to the email address:*
UNK Transitional Certification Program unktcp@unk.edu

Statement Regarding Inability to Hire:

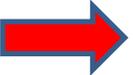
NDE Rule 21 requires the Superintendent of Schools or the Governing Body of the school system in which the applicant intends to teach to provide a statement that the school system or governing body has not found a fully qualified teacher for the position being offered to the Transitional/Permit Teacher.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



Signature of Superintendent/Authorized Representative*

Date

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



Signature of Transitional Teacher

Date

Signature of UNK Authorized Representative

Date