



# Institutional Verification Form

NDE 20-016  
Revised 04-2024

Printed Name of Applicant \_\_\_\_\_

Social Security Number\* \_\_\_\_\_

**To the applicant:** The **signature of the authorized college certification officer must appear on the appropriate section of this form.** The certification officer is a full-time staff member designated by the head of the education unit of each institution.

**To the Certification Officer:** Complete the appropriate portion of this form for the applicant named above and verify with your signature.

## Verification of a **COMPLETED APPROVED PROGRAM**

**The Above-Named applicant has completed the following at this institution: (Check all that apply)**

- Approved Program for Initial Certification
- Bachelor's Degree
- Master's Degree
- Doctorate Degree
- Fifth Year Program
- Specialist (6<sup>th</sup> year program)
- Program for Added Endorsement

**The Program prepared the applicant for:**

Teaching

Grade Level(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

Administration

Grade Level(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

Special Services (non-teaching)

Grade Level(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

## Verification of **RECENT COLLEGE CREDIT HOURS**

The above-named applicant has completed within the immediate past five (5) years and to the satisfaction of this institution the following semester hours of college credit:

- At this institution \_\_\_\_\_ semester hours of credit
- Transferred to this institution \_\_\_\_\_ semester hours of credit.

In my professional opinion, these college hours would be appropriate for renewing/issuing a:

- Teaching Certificate or an  Administrative Certificate

\_\_\_\_\_  
Signature of Authorized Certification Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Country

\*The requirement that a certificate or permit 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 or permit holders.