REQUEST FOR INFORMATION TECHNOLOGY (IT) SUPPLEMENTAL ENDORSEMENT
INSTRUCTIONAL MANUAL

Nebraska Department of Education
Education Support Services
301 Centennial Mall South, P.O. Box 94987
Lincoln, NE 68509-4987
NDE Help Desk: 888-285-0556 or
                             402-471-0739

These directions were last updated on October 25, 2012.

GENERAL INSTRUCTIONS

REQUEST FOR INFORMATION TECHONOLOGY (IT) SUPPLEMENTAL ENDORSEMENT
The request form is found in the Nebraska Department of Education's Consolidated Data Collection (CDC). Click on the "Request for Information Technology Supplemental Endorsement" link to enter the collection.

SCOPE
This collection is for Public Districts, Non-Publics, State Operated and ESUs.

A one-time opportunity is available for teachers who have been teaching selected information technology courses for three or more years without the appropriate clearing endorsement. Previously, some teachers have been cleared to teach technology courses through the "Other Endorsement" 8888. In 2012-2013, the Other Endorsement option will no longer be available to clear the technology courses. Instead, teachers will need to have one of the approved clearing endorsements listed for the technology course in Appendix D, Course Codes and Clearing Endorsements. NDE will notify schools regarding the teachers who are eligible to apply for the Information Technology Supplemental Endorsement by completing the Request for IT Supplemental Endorsement application form between November 1 and December 1. The application can be found in the Portal under the Consolidated Data Collection.

The information collected is utilized to determine eligibility in order to issue a supplemental certificate endorsement to the teacher. The endorsement will appear on the applicant's electronic teaching certificate in the spring of 2013.

The Request for IT Supplemental Endorsement may be completed by the school district administrator, principal or human resources officer.

Click on the "Open Request" button to begin the request, or choose "Waive Request". (See Below)

NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

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NDE FORM #XX-XXXX

2011-2012 Request for Information Technology Supplemental Endorsement

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SCHOOL DISTRICT NAME (99-0000-000)

The following teachers have been identified by Nebraska Dept. of Education (NDE) as eligible to request an Information Technology Supple
Endorsement to be included on their Certification.

Agency ID	Last Name	First Name	NDE Staff ID			Request Status	
99-0000-000	TEACHER	A	1234567890	Open Request	Waive Request	Not Submitted	☒
99-0000-000	TEACHER	ANOTHER	9876543210	Open Request	Waive Request	Not Submitted	☒

Add Request

=Incomplete   ✔ = Completed

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page	Open Collection		

DUE DATE
The Request for IT Supplemental Endorsement is due on or before December 1st for all teachers.

DIRECTIONS
Complete the request or waive the request for all teachers listed. Refer to SCOPE above for requirements.

SAVING THE DATA
Clicking on the Save button at the bottom of the request page will save your data. To submit the request, click on "Submit Request". Submitted requests cannot be changed. When the request has been completed and submitted, the request will be shown as "submitted".

SUBMISSION
The request cannot be submitted until it is complete.

To submit your request for each teacher to NDE, click the Submit button at the request. (See Below) Once the request has been submitted, you will no longer be able to make changes to your request. If changes are necessary after submission, please contact the NDE Help Desk.

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NDE FORM #23-018

2012-2013 Request for Information Technology Supplemental Endorsement

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GRAND ISLAND PUBLIC SCHOOLS (40-0002-000)

Request Status: Not Submitted `NotSubmitted`

Request an IT Supplemental Endorsement for:	
District:	GRAND ISLAND PUBLIC SCHOOLS (40-0002-000)
Last Name:	TEACHER
First Name:	TAMMY
NDE Staff ID:	6923925132

Current Endorsements:

NDE Staff ID	Endorsement	Endorsement Level	Provisional Code	Attained Date	Expiration Date	Revoked Date
6923925132	FAMLY/CONSMR SCIENCE	7-12	N			
6923925132	MIDDLE GRADES	4-9	N			

Courses Taught Outside Endorsed Area:
(from 2011-2012 Curriculum report)

Course	Course Code
INFORMATION TECHNOLOGY APPLICATIONS I	270501

Please Complete the Following:

Please list information technology (computer) courses, workshops, or other specialized training experiences. (Include any postsecondary certificates or degrees earned, if applicable)

Information Technology courses are defined as the following courses, as described in Appendix D, Course Codes and Clearing Endorsements: Database Design and Development, Desktop Publishing, Digital Media, Information Technology Applications I, II, or III, Information Technology Fundamentals, Network Systems, Programming I, II, or III, and Web Design and Development.

1000 characters left.

Industry Certifications Obtained:
☑ None
☐ Microsoft Office Specialist (MOS)
☐ Adobe
☐ Cisco Systems
☐ Certified Internet Webmaster (CIW)
☐ CompTIA A+
☐ CompTIA Network+
☐ Other Certifications, please list:

Number of years individual has taught Information Technology Courses (see course list above), **including the 2012-2013 school year (three or more years preferred):**
0

Please provide email addresses for the following individuals (for notification purposes):
District Administrator's E-mail:
Principal's E-mail:
Teacher's E-mail:

Notification of approval status will be sent from the Nebraska Department Of Education, Bev Newton , Bev.Newton@nebraska.gov , at (402) 471-4865

As the authorized district representative, I assure the information is accurate and complete.
Name: smartin

| Save Request |

After requests for all teachers have been submitted or waived, your district administrator can then approve the data.

Once the collection has been approved, you will no longer be able to make changes to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will re-open the collection.

NOTE: Only the person who is designated as the District/System Administrator in the CDC will see the **Approve** button in the box below the **Submit** button. The District/System Administrator can **Submit** and **Approve** the collection.