



## **4125.1: CERTIFICATE REGISTRATION, RENEWAL, OR CHANGE OF NAME**

### **Registration**

Each teacher or administrator shall register his or her certificate or permit with the District. The Superintendent or District administrator shall endorse on the certificate that it has been registered and the date of registration. No employment of a teacher or administrator shall be valid until the certificate is registered. Failure to register or maintain a certificate valid for the position for which employed shall result in loss of pay during the time the certificate is invalid.

### **Renewal**

Upon the expiration of an administrator's or teacher's certificate, it is the administrator's or teacher's responsibility to make application for its renewal. Renewal forms are available online through the Nebraska Department of Education.

### **Change of Name**

If an administrator's or teacher's name should change by marriage, divorce, or by any other circumstance, it is the administrator's or teacher's responsibility to have the name changed on his or her certificate.

### **State Reporting**

The District shall file with the Nebraska Department of Education the names of all individuals employed by the District who are required by law to hold a certificate and such other information as required by the Commissioner of Education. The Superintendent or his/her designee shall promptly transmit to the Nebraska Department of Education the name of the teacher or administrator to be employed, together with the position to which employed, if the teacher or administrator is employed after the submission of the fall personnel report. The teacher or administrator shall not be reimbursed for any services to the District after the date of receipt of any notification by the Department of Education to the District that a teacher or administrator has not been issued a certificate or given evidence of application to the Nebraska Department of Education and qualification for a certificate of permit.

**Date of Adoption**

October 7, 1974

**Date of Revision**

August 3, 1992

July 26, 1999

December 17, 2001

June 1, 2009

September 19, 2016

September 5, 2023

**Related Policies and Rules**

[4125: Certification](#)

**Legal Reference**

Nebr. Rev. Stat. § 79-804, 79-805