

OVERVIEW

Nebraska's Street and Highway Superintendent Licensing Program

Nebraska's Unique Licensing Program

- Part of 1969 Integrated Highway, Road and Street Legislation package. Other components: Highway Allocation funds; Functional Classification; Minimum Standards; One- and Six-Year Plan; Standardized Annual Report.
- Incentive-based program (*not mandatory*):
“County Engineer Model” impracticable for most Nebraska counties.
Not prescriptive as to superintendent's actual job title.
- Basic license (*Class B*): either by examination (*no prerequisites*), or by being a professional engineer (*P.E.*):
Renewed annually, no requirements.
- Advanced License (*Class A*): based on experience;
Renewed every 3 years, with evidence of professional development.

Program Components

- Board of Examiners for County Highway and City Street Superintendents administers license.
- Nebraska Department of Roads administers Incentive Funds.
- Individual becomes licensed:
May advance from basic (*Class B*) to advanced (*Class A*),
Professional development (*PDH*) required to maintain Class A.
- County or municipality appoints a licensee to manage or oversee the road or street program.
- Appointed superintendent may be:
 - a) employed by the jurisdiction, or
 - b) contracted as a consultant (*1/3 reduction to county incentive, full municipal incentive*), or
 - c) contracted through another county or municipality (*full county and municipal incentive*).
- Incentive accrues to the appointing jurisdiction (*not the licensee*):
Based on population size, level of license, and scope of involvement,
Incentive is doubled for Class A Superintendent,
Municipal incentives range from \$300 to \$8,500 annually,
County incentives range from \$4,500 to \$12,750 annually,
Incentive is reduced for each month without an appointed licensee,
Incentive is reduced 1/3 for county using consultant as superintendent,
No incentive if superintendent is not involved in full road or street program.
- Each jurisdiction annually certifies to NDOR (*by December 31*):
 - a) superintendent's name, license level, and months of year served,
 - b) whether or not superintendent was involved in full road and street program.

Class B License

- Application and \$25 fee for one license (*County Highway Superintendent or City Street Superintendent*)
- Application to attend pre-exam workshop (*offered March and September*).

- Must pass written exam (6 hrs., offered April and October), unless a P.E. (no exam –P.E.'s licensed by equivalency).
- May apply anytime for 2nd Class B license (city or county); \$25 fee.
- Each Class B license is renewable annually upon application and \$10 fee.

Class A License

- Must hold Class B license at least 2 years.
- May apply at time of, and instead of, Class B license renewal.
- \$75 fee to upgrade 1 license (county or city).
- Experience – *either*.
 - a) Appointed as employed superintendent at least 2 years in last 6 years (“employed experience”), or
 - b) At least 4 years comparable experience in last 8 years;
- Consultant superintendents and employed superintendents’ assistants may qualify under comparable experience.
- May apply anytime for 2nd Class A license (city or county): \$75 fee.
- Each Class A license is renewable every 3 years;
 - A 2nd Class A license is placed on same cycle as original Class A license.

Professional Development Hours Requirement (Class A)

- Class A license holder keeps own record of date, name, description, and allowable category of each presentation, activity or agenda item.
- At time of Class A renewal, licensee completes renewal application and attaches 1-page sheet totaling hours by allowable category:
 - 20 hours over 3-year period
 - Actual contact hours, rounded to ½ hour,
 - Grouped by allowable category of professional development.
- Main allowable categories of PDH:
 - Workshop and association meeting sessions directly related to road or street superintending (*no limit*),
 - Workshop sessions on general management subjects (*limit: 5 hours*),
 - Workshop sessions indirectly related to road or street superintending (*limit: 5 hours*),
- Licensee’s PDH records are subject to random audit by Board of Examiners.
- A pre-certification process is in development:
 - Communication and record keeping tool,
 - Allows APWA and other organizations to publicize workshop components as “qualifying for Highway/Street Superintendent PDH hours”,
 - Simplifies licensee’s documentation of validity of PDH,
 - At this time, Board of Examiners and staff are using an informal pre-certification letter process.