

## 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*).  
Applicant authorized to attend.

- 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 2<sup>nd</sup> 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 2<sup>nd</sup> Class A license (city or county): \$75 fee.
- Each Class A license is renewable every 3 years;
  - Upon application and \$50 fee;
  - A 2<sup>nd</sup> 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.