

MICROFILM DIVIDER

OMB/RECORDS MANAGEMENT DIVISION
SFN 2053 (2/85) 5M



ROLL NUMBER

DESCRIPTION

1309

2001 HOUSE EDUCATION

HB 1309

2001 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. HB1309

House Education Committee

Conference Committee

Hearing Date 2-06-01

Tape Number	Side A	Side B	Meter #
1	xx		1--5600
Committee Clerk Signature <i>Jan Gilbert</i>			

Minutes: Chair Kelsch opened the hearing on HB1309 relating to the administrative duties of school principals.

Rep. Brandenburg, Dist 26 : here to support HB1309. This would allow high school principals and elementary principals the flexibility to perform administrative duties in each others area.

Rep. Nottestad : (182) When you toss back and forth like that, you are assuming that the person has command of that area. What happens with who is responsible legally if something is signed off that posses a problem?

Rep. Brandenburg : This bill is designed to work with school boards with small enrollment that have small class sizes from 10-20 kids. Are there going to be situations when dealing with IEP's, I'm sure. I think they can be worked out with the superintendent.

Rep. Nelson : It doesn't say anything in here about school size. Do we need an amendment?

Rep. Brandenburg : Thank you for bringing that up. It is intended to allow small schools the flexibility between superintendents and principa's.

Page 2

House Education Committee

Bill/Resolution Number HB1309

Hearing Date 2-06-01

Rep. Hawken : (514) Have you talked to administrators to get their take?

Rep. Brandenburg : Some look at the opportunity to do both jobs, some do not. My constituents want this and they can't be here because of jobs, etc. So I am here for them.

Rep. Nottestad : (643) You threw out the number 100 as the size of high school involved in this, do you have numbers as to how many schools are below 100?

Rep. Brandenburg : Maybe a hundred of them. We have lots of small schools. We'll have to deal with the declining enrollment in ND. There is a shortage with individuals with the right credentials.

Rep. Nottestad : (1104) I have heard bills this year in the guise of helping small schools. Don't you think that kids in small schools deserve better?

Rep. Brandenburg : (1155) I want my kids to have the best education possible. No way am I trying to hurt the standards in the schools. I don't believe that sharing administrators that this will hurt the standards of the schools or the teachers. The other alternative is to have one superschool and have kids that have to be on the bus for hours. There are two sides to this story.

Larry Klundt, ND Council Educational Leaders : We oppose HB1309. (SEE ATTACHED) We have distributed credential materials. Please read the e-mail from Rick Diegel, Edgeley School. The issue here is qualifications. Maybe we should have additional training to make an elementary qualified to go to high school administration.

Rep. Hunsakor : Under current law, what is the minimum number of administrators a school must have?

Larry : I don't know if there is a requirement.

Jay Diede, Secondary Principal at Watford City : here opposed to HB1309. I ask myself, is this good for kids, and I get an answer to myself, no. As this bill is written, I can become an

elementary principal as soon as this bill goes into effect. I have no classroom experience to draw on whatsoever. That is bad. Experience is one of the best teachers that we have. I do not belong in an elementary school.

Sharon Mosbrucker, Mary Stark Elem. Principal : (3730) here opposed to HB1309. When looking at the bill, you have to look at quality. Do the small schools deserve the same quality as the large schools. Elementary and secondary are two different worlds.

Rep. Brusegaard : (4300) Is it really the credentials and training that is important or the experience?

Sharon : In setting up those credentials, it's the years of experience. The experience is just as important.

Gary Gronburg, ND Dept. Of Public Instruction : (+475) against HB1309. There is not one size of school that requires a full-time administrator. Let's say superintendent or principal. If Dr. Jensen wants to teach, he could do so for 1/6 th of the instructional day. Could one administrator be the administrator of a small school and do all three responsibilities. The answer is, yes. (He went on to explain all credential and time of duties per day in different size schools.) What do we do with small schools. A solution would be larger administrator unit.

Rep. Nelson : (5136) How many people do you know that hold a secondary and a secondary certificate?

Gary : I know there are some, because I issued them. Don't know exact number, maybe 24. We do not require small schools to have full-time administrators.

Chair Kelsch : Any more testimony? Hearing is closed.

2001 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. HB 1309a

House Education Committee

Conference Committee

Hearing Date 02-13-01

Tape Number	Side A	Side B	Meter #
TAPE I		x	150 to 1256
Committee Clerk Signature <i>J van Dine</i>			

Minutes: Chairman Kelsch: we will take up HB 1309.

Rep Johnson: Explained his amendments. It does this, if you have a major, minor in elementary and high school, you can be a principal in either. After I had written these amendments up I ran them by the Department and they said teachers could do this already. But they cannot.

DISCUSSION

Rep Nelson: Moved the amendment.

Rep Hanson: second.

Chairman Kelsch: we have the amendment before us, we will try a voice vote. We will take a roll call vote. The motion on the amendments fails with a vote of 6 Yes and 9 NO.

Rep Hawken: I would move a DO NOT PASS on HB 1309.

Rep Solberg: Second.

DISCUSSION

Page 2

House Education Committee

Bill/Resolution Number hb 1309

Hearing Date 02-13-01

Chairman Kelsch: We have a DO NOT PASS on HB 1309. The clerk will call the roll on a DO

NOT PASS motion on HB 1309. The motion passes with a vote of 14 YES, 1 NO and 0

ABSENT. Carrier Rep Bellew.

Date: 2/13/01
Roll Call Vote #: 1

2001 HOUSE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. ~~HB 003~~ 1309

House House Education Committee

Subcommittee on _____
or
 Conference Committee

Legislative Council Amendment Number _____

Action Taken made the amendment

Motion Made By Rep Nelson Seconded By Rep Hanson

Representatives	Yes	No	Representatives	Yes	No
Chairman-RaeAnn G. Kelsch		✓	Rep. Howard Grumbo	✓	
V. Chairman-Thomas T. Brusegaard	✓		Rep. Lyle Hanson		✓
Rep. Larry Bellew		✓	Rep. Bob Hunskor		✓
Rep. C.B. Haas		✓	Rep. Phillip Mueller	✓	
Rep. Kathy Hawken	✓		Rep. Dorvan Solberg		✓
Rep. Dennis E. Johnson	✓				
Rep. Lisa Meier		✓			
Rep. Jon O. Nelson	✓				
Rep. Darrell D. Nottestad		✓			
Rep. Laurel Thoreson		✓			

Total (Yes) 6 No 9

Absent _____

Floor Assignment _____

If the vote is on an amendment, briefly indicate intent:

Date: 2/13/01
Roll Call Vote #: 2

2001 HOUSE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. HB 1309

House House Education Committee

Subcommittee on _____

or

Conference Committee

Legislative Council Amendment Number _____

Action Taken Do Not Pass

Motion Made By Rep. Hawken Seconded By Rep. Solberg

Representatives	Yes	No	Representatives	Yes	No
Chairman-RaeAnn G. Kelsch	✓		Rep. Howard Grumbo	✓	
V. Chairman-Thomas T. Brusegaard		✓	Rep. Lyle Hanson	✓	
Rep. Larry Bellew	✓		Rep. Bob Hunskor	✓	
Rep. C.B. Haas	✓		Rep. Phillip Mueller	✓	
Rep. Kathy Hawken	✓		Rep. Dorvan Solberg	✓	
Rep. Dennis E. Johnson	✓				
Rep. Lisa Meler	✓				
Rep. Jon O. Nelson	✓				
Rep. Darrell D. Nottestad	✓				
Rep. Laurel Thoreson	✓				

Total (Yes) 14 No 1

Absent 0

Floor Assignment Rep. Bellew

If the vote is on an amendment, briefly indicate intent:

REPORT OF STANDING COMMITTEE (410)
February 13, 2001 4:18 p.m.

Module No: HR-26-3261
Carrier: Bellew
Insert LC: . Title: .

REPORT OF STANDING COMMITTEE

HB 1309: Education Committee (Rep. R. Kelsch, Chairman) recommends DO NOT PASS
(14 YEAS, 1 NAY, 0 ABSENT AND NOT VOTING). HB 1309 was placed on the
Eleventh order on the calendar.

2001 TESTIMONY

HB 1309

HB 1309

Larry Klundt

From: Rick Diegel [rdiegel@sendit.nodak.edu]
Sent: Friday, January 19, 2001 10:36 AM
To: SDT-EDLEAD@LISTSERV.NODAK.EDU
Subject: Legislation

Last year, because of a late resignation of our elementary principal, I served as both elementary and secondary principal. I am not a certified elementary principal, so the school was accredited warned for the 1999-2000 school term. I can speak from experience that it is very difficult to serve as both elementary and secondary principal. What I found is that it is possible to do both, but your school is not able to grow and improve the way that a school should. Some examples of this includes: we were interested in exploring block scheduling, but there was no time for that so it was put off, I didn't have time to do any drop in evaluations, just the required one or two. I also missed many administrative and social services meetings because of things going on in the school. It also put much more duties onto the superintendent, the secretary (calling parents about items that I should have been calling them about) and teachers (doing discipline that needed the attention of the principal).

Thankfully, this year I moved into the superintendent position and we went back to two principals. Our high school principal is also the activities director and teaches two classes and our elementary principal is also our technology coordinator.

Just my thoughts from my experience.

Rick Diegel, Edgeley School

Larry Kunda HB1309

**CHAPTER 67-11-02
Elementary Principal's Credential**

- Section
- 67-11-02-01 Credentials Required
 - 67-11-02-02 Issuing Agency
 - 67-11-02-03 Types of Credentials
 - 67-11-02-04 Approval for Educational Administration Programs
 - 67-11-02-05 Credential Standards
 - 67-11-02-06 Application Process
 - 67-11-02-07 Renewal Requirements
 - 67-11-02-08 Reconsideration
 - 67-11-02-09 Extension of the Elementary Principal Credential

67-11-02-01. Credentials required. The principal of an accredited North Dakota elementary school must hold the North Dakota elementary principal's provisional credential, level II professional credential, or level I professional credential.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-02. Issuing agency. The North Dakota elementary principal's credential issuing agency address is:

Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-03. Types of credentials.

1. A provisional credential is:
 - a. Issued as the initial credential and is valid for two years and is not renewable;
 - b. Issued upon satisfying the standards identified in subsections 1 and 2 of section 67-11-02-05; and
 - c. Issued upon completion of eight semester hours of coursework in educational leadership from a state-approved program in educational administration.

2. A level II professional credential is:
 - a. Issued for a five-year period with renewal available for principals serving elementary schools in the enrollment category one hundred or fewer students; and
 - b. Issued upon satisfying standards identified in subsections 1, 2, and 3 of section 67-11-02-05.
3. A level I professional credential is:
 - a. Issued for a five-year period with renewal available; and
 - b. Issued upon satisfying credential standards identified in subsections 1, 2, and 4 of section 67-11-02-05.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-04. Approval for educational administration programs. Whenever this chapter refers to a "state-approved program", it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide educational administration programs. Educational administration programs from other state or private colleges which meet state standards for program approval are listed in the manual on certification and preparation of education personnel in the United States and Canada published by the national association of state directors of teacher education & certification.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-05. Credential standards. The documentation on each standard must be verified within the department before any credential will be issued.

1. The applicant must hold a valid North Dakota teaching license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15-36-01 and 15-38-18 and North Dakota Administrative Code title 67.1 allowing the individual to teach at the elementary level.
2. The applicant must have at least three years of teaching or administrative experience or a combination thereof in elementary schools:
 - a. Equal to full-time equivalency, that is to equal at least five and one-half hours for a one hundred eighty-day school term.
 - b. Positions must have been stated on a professional contract.

- c. Teaching is defined as being assigned as a regular classroom teacher, kindergarten teacher, music teacher, art teacher, counselor, physical education teacher, basic skills or remedial reading teacher, special education teacher, or library media specialist, or any combination of these assignments in an elementary or middle school. Administrative experience is defined as being assigned the duties of principal of an elementary or middle school that includes any combination of kindergarten through grade eight of an approved school or as a superintendent or central office administrator of an approved kindergarten through grade twelve school.
3. The level II credential requires twenty semester hours of graduate credit in a master's degree program from a state-approved program in educational administration. Course preparation for the credential is as follows:
 - a. Leadership, planning, and organizational behavior in education.
 - b. Educational law and organizational structure of education.
 - c. Personnel, supervision, and staff development.
 - d. Curriculum, instruction, and learning theory.
 - e. Policy and educational finance.
 - f. Administration of the elementary school.
 - g. Elementary school curriculum.
4. The level I credential requires one of the following:
 - a. A master's degree in educational administration which includes coursework specific to the elementary level from a state-approved program. Course preparation must be from the following:
 - (1) Theory and practice of leadership and administration;
 - (2) Legal and political foundations of education;
 - (3) Supervision and staff development;
 - (4) Statistics, research, analysis, and writing;
 - (5) Educational foundations, curriculum, and instruction;
 - (6) Information systems for management and instruction;
 - (7) Administration of the elementary school; and
 - (8) Elementary school curriculum; or

- b. A master's degree with a major certifiable by the education standards and practices board. Twenty semester hours of credit that includes courses specific to the elementary level contained within a master's degree in educational administration from a state-approved program. Course preparation is as follows:

- (1) Leadership, planning, and organizational behavior in education;
- (2) Educational law and organizational structure of education;
- (3) Personnel, supervision, and staff development;
- (4) Curriculum, instruction, and learning theory;
- (5) Policy and educational finance;
- (6) Administration of the elementary school; and
- (7) Elementary school curriculum.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-06. Application process. The application process to obtain a credential under this chapter requires submission of:

1. An application form provided by the department of public instruction including name, social security number, date, address, telephone number, teaching certificate type and number, employment information, academic preparation, and references;
2. A photocopy of official transcripts;
3. A letter of verification for applicants attending a North Dakota College with an approved program, attesting to the completion of the academic standard required for the level of credential requested. Applicants providing a photocopy of official transcripts from an approved college in another state will have the academic standard verification made by the department of public instruction; and
4. A letter of recommendation signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-07. Renewal requirements. To renew the level I and level II professional credentials, an individual must:

1. Submit one of the following:
 - a. A photocopy of official transcripts of eight semester hours of graduate work in education, of which four semester hours are in the area of educational administration; or
 - b. A photocopy of official transcripts of four semester hours of graduate work in education and verification of attendance or participation in at least six educational conferences or workshops from the listing in this subdivision. The verification must be a signed statement by the conference or workshop sponsors, employer, or a school district business manager. Acceptable conferences or workshops are:
 - (1) North Dakota association of elementary principals state and area conferences or workshops;
 - (2) National association of elementary principals regional and national conferences or workshops;
 - (3) North Dakota association of school administrators state and area conferences or workshops;
 - (4) North central association annual and regional conferences or workshops;
 - (5) North Dakota council of educational leaders state and area conferences or workshops;
 - (6) North Dakota education association state and area conferences or workshops; or
 - (7) Department of public instruction annual conference or workshops; and
2. Submit a letter of recommendation signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-08. Reconsideration. If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and the applicant must be notified of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be submitted to the superintendent of public instruction within three weeks of the date of mailing by the department of public instruction. Late requests will not be considered. The reconsideration request must state:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-02-09. Extension of the elementary principal credential. For the initial implementation of this chapter, an exception has been included for those individuals who are contracted to a district as of February 1, 2000, and are serving with an elementary principal credential. The following criteria for extension will apply:

1. Elementary principal credentials issued or renewed prior to July 1, 1999, are extendable only for continuing employment at the individual's present district.
2. To extend an elementary principal's credential under this section, the individual must submit the information required in subsections 1 and 2 of section 67-11-02-07.

History: Effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

Jerry Klundt

CHAPTER 67-11-06

SECONDARY PRINCIPAL'S CREDENTIAL

Section

- 67-11-06-01 Credentials Required
- 67-11-06-02 Issuing Agency
- 67-11-06-03 Types of Credentials
- 67-11-06-04 Approval for Educational Administration Programs
- 67-11-06-05 Credential Standards
- 67-11-06-06 Application Process
- 67-11-06-07 Renewal Requirements
- 67-11-06-08 Reconsideration
- 67-11-06-09 Extension of the Secondary Principal Credential

67-11-06-01. *Credentials required.* The secondary principal of an accredited North Dakota school must hold the North Dakota secondary principal's provisional or professional credential.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-02. *Issuing agency.* The North Dakota secondary principal's credential issuing agency address is:

*Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440*

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-03. *Types of credentials.*

1. A provisional credential is:
 - a. Issued as the initial credential and is valid for two years and is not renewable;
 - b. Issued upon satisfying the standards identified in sections 1 and 2 of section 67-11-06-05; and

- c. Issued to a person enrolled in a state-approved program in educational leadership and who has completed eight semester hours of coursework in that area.
- 2. A level II professional credential is:
 - a. Issued for a five-year period with renewal available only for principals serving secondary schools in the enrollment category one hundred or fewer students; and
 - b. Issued upon satisfying standards identified in subsections 1, 2, and 3 of section 67-11-06-05.
 - 3. A level I professional credential is:
 - a. Issued for a five year period with renewal available; and
 - b. Issued upon satisfying credential standards identified in subsections 1, 2, and 4 of section 67-11-06-05.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-04. Approval for educational administration programs. Whenever this chapter refers to "state approved program," it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide educational administration programs. Educational administration programs from other state or private colleges which meet state standards for program approval are listed in the manual on certification and preparation of education personnel in the United States and Canada published by the national association of state directors of teacher education and certification.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

- 67-11-06-05. Credential standards.** The documentation on each standard must be verified within the department before any credential will be issued.
- 1. An applicant must hold a valid North Dakota teaching license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15-36-01 and 15-38-18 and North Dakota Administrative Code title 67.1 allowing the individual to teach at the secondary level.
 - 2. An applicant must have at least three years of teaching or administrative experience or a combination thereof in secondary schools:

- a. Equal to full-time equivalency, that is to equal at least six hours for a one hundred and eighty-day school term.
 - b. Positions must have been stated on a professional contract.
 - c. Teaching is defined as being assigned as a regular classroom teacher, music teacher, art teacher, counselor, physical education teacher, basic skills or remedial reading teacher, special education teacher, or library media specialist, or any combination of these assignments in a secondary school. Administrative experience is defined as being assigned the duties of principal of a senior high, junior high, or middle school that includes any combination of grades seven through twelve of an approved school or as a superintendent or central office administrator of an approved kindergarten through grade twelve school.
3. The level II credential requires twenty semester hours of graduate credit taken in a master's degree program from a state-approved program in educational administration. Course preparation for the credential is as follows:
- a. Leadership, planning, and organizational behavior in education.
 - b. Educational law and organizational structure of education.
 - c. Personnel, supervision, and staff development.
 - d. Curriculum, instruction, and learning theory.
 - e. Policy and educational finance.
 - f. Administration of the secondary school.
 - g. Secondary school curriculum.
4. The level I credential requires one of the following:
- a. A master's degree in educational administration from a state-approved program. Course preparation must be from the following:
 - (1) Theory and practice of leadership and administration;
 - (2) Legal and political foundations of education;
 - (3) Supervision and staff development;
 - (4) Statistics, research, analysis, and writing;
 - (5) Educational foundations, curriculum, and instruction;
 - (6) Information systems for management and instruction;
 - (7) Administration of the secondary school; and

(8) Secondary school curriculum; or

b. A master's degree with a major certifiable by the education standards and practices board in addition to twenty semester hours of credit that includes courses specific to the secondary level contained within a master's degree in educational administration from a state-approved program. Course preparation is as follows:

- (1) Leadership, planning, and organizational behavior in education;
- (2) Educational law and organizational structure of education;
- (3) Personnel, supervision, and staff development;
- (4) Curriculum, instruction, and learning theory;
- (5) Policy and educational finance;
- (6) Administration of the secondary school; and
- (7) Secondary school curriculum.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-06. *Application process.* The application process to obtain a credential under this chapter is:

1. An application form provided by the department of public instruction must be submitted, including the applicant's name, social security number, date, address, telephone number, teaching certificate type and number, employment information, academic preparation, and references;
2. A photocopy of official transcripts must be provided;
3. A letter of verification must be provided for applicants attending a North Dakota college with an approved program, attesting to the completion of the academic standard required for the level of the credential requested. Applicants providing a photocopy of official transcripts from an approved college in another state must have the academic standard verification made by the department of public instruction; and
4. A letter of recommendation must be provided signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

History: Effective February 1, 2000.
General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02
Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-07. *Renewal requirements.* To renew the level I and level II professional credentials, an individual shall:

1. Submit one of the following:
 - a. A photocopy of official transcripts of eight semester hours of graduate work in education, of which four semester hours are in the area of educational administration; or
 - b. A photocopy of official transcripts of four semester hours of graduate work in education and verification of attendance or participation in at least six educational conferences or workshops from the listing in this subdivision. The verification must be a signed statement by the conference or workshop sponsors, employer, or a school district business manager. Acceptable conferences or workshops are:
 - (1) North Dakota association of secondary school principals state and area conferences or workshops;
 - (2) National association of secondary school principals regional and national conferences or workshops;
 - (3) North Dakota council of educational leaders state and area conferences or workshops;
 - (4) American association of school administrators regional and national conferences or workshops;
 - (5) North central association annual or regional conferences or workshops; and
 - (6) Department of public instruction conferences or workshops; and
2. Submit a letter of recommendation signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

History: Effective February 1, 2000; amended effective May 16, 2000.
General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02
Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-08. Reconsideration. If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and the applicant must be notified of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be submitted to the superintendent of public instruction within three weeks of the date of mailing by the department of public instruction. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-06-09 Extension of the secondary principal credential. For the initial implementation of this chapter an exception has been included for those individuals who are contracted to a district as of February 1, 2000, and are serving with a secondary principal credential. The following criteria for extension will apply:

1. Secondary principal credentials issued or renewed prior to July 1, 1999, are extendable only for continuing employment at the individual's present district.
2. To extend a secondary principal's credential under this section, the individual must submit the information required in subsections 1 and 2 of section 67-11-06-07.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

Larry Hundt

CHAPTER 67-11-07

SUPERINTENDENT'S CREDENTIAL

Section	
67-11-07-01	Credentials Required
67-11-07-02	Issuing Agency
67-11-07-03	Types of Credentials
67-11-07-04	Approval for Educational Administration Programs
67-11-07-05	Credential Standards
67-11-07-06	Application Process
67-11-07-07	Renewal Requirements
67-11-07-08	Reconsideration

67-11-07-01. *Credentials required.* The superintendent of an accredited North Dakota school must hold the North Dakota superintendent's provisional or professional credential.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-02. *Issuing agency.* The North Dakota superintendent's credential issuing agency address is:

Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-03. *Types of credentials.*

1. The provisional credential is:

a. Issued for two years as a nonrenewable credential; and

- b. Issued to those who have a level I principal's credential but lack the coursework or the experience, or both, necessary for the professional credential as identified in section 67-11-07-05.

2. The professional credential is:

- a. Issued for five years with renewal available; and
- b. Issued upon satisfying standards identified in section 67-11-07-05.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-04. Approval for educational administration programs. Whenever this chapter refers to a "state-approved program," it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide educational administration programs. Educational administration programs from other state or private colleges which meet state standards for program approval are listed in the manual on certification and preparation of education personnel in the United States and Canada published by the national association of state directors of teacher education and certification.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-05. Credential standards. The applicant must fulfill all the following standards to obtain a credential under this chapter. The applicant must:

1. Hold a valid North Dakota teaching certificate during the life of the credential, issued by the education standards and practices board in accordance with North Dakota Century Code sections 15-36-01 and 15-38-18 and North Dakota Administrative Code title 67.1;
2. Have at least three years of teaching experience, verified in a letter of recommendation by a supervisor or employer who has firsthand knowledge of the individual's professional work;
3. Have at least two years of administrative experience comprised of at least half time as an elementary or secondary principal, a central office administrator, or an administrator of an approved school with a twelve-year program. This experience is to be

verified by a supervisor or employer who has firsthand knowledge of the individual's professional work; and

4. Have completed the requirements for the level I elementary or secondary principal credential and eight additional hours of coursework specific to the superintendency from the following content areas:
 - a. Field-based experience in the superintendency;
 - b. Seminar in the superintendency;
 - c. Advanced school law;
 - d. Advanced revenue, finance, and business management;
 - e. Facilities and facilities planning;
 - f. Policy, politics, and community relations; and
 - g. Personnel administration.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-06. Application process. The application process to obtain a credential under this chapter is:

1. **Provisional credential.** The applicant must submit:
 - a. A completed application form provided by the department of public instruction, including the applicant's name, social security number, date, address, telephone number, teaching certificate type and number, employment information, academic preparation, and references;
 - b. A photocopy of official transcripts;
 - c. A letter of verification for applicants attending a North Dakota college with an approved program, attesting to the completion of the academic standard required for the level of the credential requested. Applicants providing a photocopy of official transcripts from an approved college in another state will have the academic standard verification made by the department of public instruction; and

d. A letter of recommendation signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

2. **Professional credential.** The applicant must submit:

- a. Verification of graduate coursework by presenting a photocopy of official transcripts. Also accepted is verification of successful course completion or documentation pending transcript. If transcripts do not arrive, the credential will be revoked; and
- b. A letter of recommendation signed by a supervisor or employer verifying years of experience in teaching and administration required in section 67-11-07-05.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-07. *Renewal requirements.* The applicant for renewal of a credential issued under this chapter must:

1. Fulfill one of the following:

- a. Provide a photocopy of official transcripts showing satisfactory completion of at least eight semester hours of graduate work in education, of which four semester hours are in the area of educational administration; or
- b. Provide a photocopy of official transcripts showing completion of at least four semester hours of graduate work and verification of attendance or participation in at least six administrative educational conferences or workshops from the listing in this subdivision. The verification must be a signed statement by the conference or workshop sponsors, the employer, or a school district business manager. Acceptable conferences or workshops are:
 - (1) North Dakota association of school administrators state and area conferences or workshops;
 - (2) American association of school administrators regional and national conferences or workshops;
 - (3) North central association annual or regional conferences or workshops;

- (4) Department of public instruction conferences or workshops; and
 - (5) North Dakota council of educational leaders conferences or workshops; and
2. Provide a letter of recommendation signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-08 *Reconsideration.* If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and notify the applicant of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be submitted to the superintendent of public instruction within three weeks of the date of mailing by the department of public instruction. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction will issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11