CHAPTER 67.1-02-02 EDUCATOR'S PROFESSIONAL LICENSE

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67.1-02-02-02. Initial licenses.

- 1. Initial teacher licensure for in-state graduates or graduates of out-of-state programs requires a minimum of a four-year bachelor's degree from a teacher education program. The approved program must include North Dakota standards for teacher education program approval:
 - a. General_studies component including: liberal arts preparation in the areas of the humanities, fine arts, mathematics, natural sciences, behavioral sciences, and symbolic systems as prerequisite to entrance into the professional education program;
 - b. North Dakota recognized program area majors are printed on the application form and include content-specific majors at the secondary level, content-specific kindergarten through grade twelve majors as listed below, majors in middle level education, or majors in elementary education. Majors that are transcripted by state-approved teacher education programs using terminology not appearing on the application form must be compared to the North Dakota standards for teacher education program approval to determine whether they meet the same criteria as the listed recognized majors. Majors must include a minimum of thirty-two semester hours of coursework specific to the major beyond the introductory level. All official transcripts from all institutions of higher education must be submitted to the board.

- **(1)** The secondary content-specific major must include a minimum of four semester hours in special methods of teaching at the secondary level and special methods of teaching in the specific content area. Effective July 1, 2008, all initial secondary licensure applicants grades five through twelve in the core and non-core academic areas will need to meet or exceed the cut scores for the content test as set by the education standards and practices board. Effective July 1, 2010, all initial secondary licensure applicants grades five through twelve in the core and non-core academic areas will need to meet or exceed the cut scores for the pedagogical test as set by the education standards and practices board. For purposes of this section, English, reading and language arts, mathematics, science, foreign languages, music, visual arts, history, civics and government, geography, and economics are considered core academic areas. All other areas are considered non-core academic areas.
- The middle level major must include study of middle level (2) foundations, adolescent development, reading in the content areas at the middle level, and twenty-four semester hours of content coursework in one of the content areas of English and language arts, social studies, science, or mathematics meeting the teacher education program approval standards, and special methods of teaching at the middle level. Study of these areas must total a minimum of thirty-two semester hours, which includes at least two semester hours of special methods of teaching at the middle level and middle level classroom field experience. Effective July 1, 2008, all initial middle level licensure applicants grades five through eight in the core and non-core academic areas will need to meet or exceed the cut scores for the content test as set by the education standards and practices board. Effective July 1, 2012, all initial middle level licensure applicants grades five through eight in the core and non-core academic areas will need to meet or exceed the cut scores for the pedagogical test as set by the education standards and practices board.
- (3) The elementary major must include special methods of teaching elementary content areas with a minimum of twelve semester hours specific to teaching elementary school mathematics, science, social studies, reading, and language arts. Effective July 1, 2006, all initial elementary licensure applicants for grades one through eight restricted licenses will need to meet or exceed the cut scores as set by the education standards and practices board for the elementary test and the pedagogical test. For the school year 2005-06 and beyond, all elementary teachers new to the profession, but previously licensed, will need to complete the

- elementary test and pedagogical test during the school year. Classroom teaching experience will be accepted from all other states toward the requirements of this paragraph.
- **(4)** Prekindergarten through grade twelve preparation programs in special education, foreign language, art, music, physical education, business education, technology education, and computer education must include a minimum of four semester hours of special methods of teaching inclusive of kindergarten through grade twelve, special methods of teaching in the specific content area, and student teaching in elementary and secondary schools, grades prekindergarten through grade twelve. Effective July 1, 2006, all applicants in foreign language, art, and music will need to meet or exceed the cut scores for the content tests and the pedagogical tests grades seven through twelve as set by the education standards and practices board. Effective July 1, 2012, all initial prekindergarten through grade twelve licensure applicants grades seven through twelve in the core and non-core academic areas will need to meet or exceed the cut scores for the content test and the pedagogical test grades seven through twelve as set by the board.
- (5) The early childhood major must include study of child development, birth through age eight, and include special methods of teaching at the early childhood level. Effective July 1, 2012, all initial early childhood licensure applicants birth through grade three will need to meet or exceed the cut scores for the state identified principles of teaching and learning test and the state identified early childhood education content specific cut score as set by the-board.
- (6) Effective July 1, 2008, all applicants in special education majors or endorsements must meet or exceed the state-approved test cut scores as set by the board.
- c. The professional education component includes a minimum of twenty-two semester hours of pedagogical study of teaching and learning in addition to the program-specific major. This coursework must be from the areas of educational foundations, educational psychology, child development, teaching and learning theory, educational diagnosis and assessment, inclusive education, educational technology, classroom and behavioral management, and human relations specific to teaching. The professional education component must also include classroom professional experience prior to student teaching and a minimum of ten weeks of full-time successful participation in student teaching at appropriate grade levels. The professional education component, including student teaching, must be completed under the supervision of a teacher training institution

- approved by the education standards and practices board in North Dakota or the appropriate state, provincial, or similar jurisdictional authority for out-of-state institutions.
- d. Student teaching exception Internship. An applicant who graduated from a state-approved teacher education program, in state or out of state, prior to January 1, 1988, which did not include a minimum of ten weeks of full-time student teaching may qualify under one of the two options under this subdivision. These options are available only if the applicant has met all other requirements for licensure of the board and North Dakota Century Code sections 15.1-18-02 and 15.1-18-03, except the requirement of ten weeks of student teaching.
 - (1) The applicant must document a minimum of eight full weeks of student teaching at the appropriate level in the major field of study under the supervision of a state-approved teacher education program and document five years of successful teaching within the last ten years; or
 - (2) An applicant who can document a minimum of eight weeks of successful student teaching but cannot document a minimum of five years of successful teaching experience must either complete the additional student teaching hours or may choose to complete an internship under the supervision of a state-approved college of teacher education to fulfill the additional hours.
 - (a) The internship contact hours in the classroom must consist of classroom time blocks not less than one-half day and when added to the applicant's existing student teaching hours total a minimum of ten weeks of full-time equivalent student teaching and supervised internship experience.
 - (b) The internship must occur in a regular kindergarten through grade twelve classroom setting and allow the intern to experience the full range of curriculum and classroom operations.
 - (c) The internship must be approved by the board and transcripted through a state-approved teacher education institution.
- e. Teaching minors. A teaching minor may only be earned or added to a teaching major. An individual may not be licensed or change grade levels of licensure with only a teaching minor.

A teaching minor is defined as a minimum of sixteen semester or twenty-four quarter credit hours in a single designated academic area and the methods of teaching the content area. These sixteen semester or twenty-four quarter credit hours must be in courses for which the institution gives credit toward graduation in the major and be included in the teacher education program approval process.

2. Grade point average.

- a. An applicant must have a minimum overall grade point average of 2.50. The board will use the college-figured grade point average if all previous college coursework is on the transcript.
- b. An applicant must have a minimum grade point average (GPA) of 2.50 for all coursework required for the applicant's degree. Coursework not needed for a degree in teacher education need not be included in GPA calculations. Coursework used in any way for licensure or endorsements must be included in GPA calculations.
- 3. Acceptable translations for preparations received in foreign institutions will be requested at the applicant's expense.
- 4. Application form.
 - a. An application fee of thirty dollars must accompany an initial application form.
 - b. The completed application form, including the original signature of the applicant and recommendation by the state-approved teacher education program will be considered for licensure by the education standards and practices board.
 - c. A fee of seventy-five dollars must accompany the application for initial licensure for in-state and out-of-state graduates. An additional fee of one hundred seventy-five dollars for transcript review from out-of-state graduates must also accompany the licensure application.
 - d. The application will be kept on file at the education standards and practices board office for six months. Upon expiration of the six-month period, applicable fees will be refunded to the applicant if the license has not been issued.
- 5. All initial licenses are valid for at least two consecutive years and will expire on the applicant's birthday.

- 6. Fingerprinting. In addition to completing the licensure application process outlined in this section, an applicant applying for licensure in North Dakota for the first time after August 1, 1997, must submit to a fingerprint screening for criminal records in accordance with North Dakota Century Code section 15.1-13-14.
 - a. An applicant graduating from a North Dakota teacher preparation program may obtain the fingerprinting materials from college officials. Previous graduates and out-of-state graduates must contact the education standards and practices board directly for the fingerprinting materials. Fingerprint screening reports from other agencies are not available to the board. Applicants must complete the process with cards and release forms designating the board as the agency to receive the report.
 - b. The applicant must have the fingerprinting done by an authorized law enforcement agency such as a sheriff's office, police department, campus police, or private fingerprinting company. Both cards are to be completed with a ten-finger check. The criminal record inquiry authorization form must also be completed, including an original signature. The fingerprint cards and authorization form must be returned directly to the education standards and practices board office.
 - c. Unofficial, incomplete, altered, or damaged cards and forms will not be accepted.
 - d. The applicant is responsible for all local, state, and federal law enforcement agency fees related to the fingerprint background check.
 - e. The applicant is advised to allow a minimum of eight weeks for the fingerprint screening process. An applicant must hold a valid North Dakota license to be employed or permitted to teach in North Dakota. Individuals who have completed all requirements for the professional educator's license except final completion of the fingerprint background check may obtain a provisional license under section 67.1-02-04-04.
 - f. Fingerprint screening reports must be recent and may only be used for licensure for eighteen months from the date the report is received by the board.
- 7. Reeducation for initial licensure. Applicants who hold nonteaching degrees in content areas taught in public schools may receive initial licensure by completing the professional education requirements at a state-approved program authorized through program approval to recommend applicants for licensure in the approved program area. This reeducation may be completed at the undergraduate or graduate level. The institution with the approved program must document that the applicant's specialty area degree is equivalent to its approved program's specialty

- area requirements in subdivisions b and c of subsection 1 and recommend the applicant for licensure. Applicants applying under this section must file a completed application form as other initial applicants, comply with the fingerprint background check in subsection 9, complete all tests, and pay all applicable fees.
- 8. Preprofessional skills test. All applicants for initial licensure will need to submit either their test scores in reading, writing, and mathematics which meet or exceed the state cut score or composite score, or their ACT apire scores which meet or exceed the following: composite score of twenty-two, mathematics score of twenty-one and English language arts score of twenty-one. Documentation of the scores must be submitted with the application form. Applicants may also submit their SAT scores that meet or exceed reading scores of five hundred fort-three, mathematics scores of five hundred thirty-two and a writing score of five.
- 9. The board may issue an initial license to an individual with a documented disability, as determined by the board, which allows the individual to teach in areas where documented shortages of regularly licensed teachers exist, as determined by the board, if due to the documented disability, the individual is unable to meet all the requirements of the Praxis I, Praxis II PLT, or Praxis II content-specific test in the content area to be assigned but who is otherwise qualified to teach as determined by the board.
- 10. The board may issue a second alternative access license to an individual who is on an initial alternative access license and has attempted the content-specific test three times during the initial alternative access license period. If the applicant has attempted the Praxis II content-specific test an additional two times during the second alternative access license and provides documentation, during the third year following the applicant's receipt of the initial alternative access license they will be issued an initial license when the following requirements are met and approved by the board:
 - a. A letter from the superintendent requesting an initial license for the applicant;
 - b. A letter from the applicant acknowledging financial responsibility for observation by a content expert;
 - c. Documentation of a positive observation;
 - d. Evidence of passing the pedagogy test; and
 - e. If required, a criminal history background check as required by North Dakota Century Code section 15.1-13-14.

History: Effective July 1, 1995; amended effective October 1, 1998; October 16, 1998; April 14, 1999; June 1, 1999; March 1, 2000; August 1, 2002; July 1, 2004; April 1, 2006; July 1,

2008; July 1, 2010; April 1, 2012; July 1, 2012; October 1, 2014; January 1, 2015; April 1,

2018; October 1, 2020.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10, 15.1-13-11, 15.1-13-12, 15.1-13-14

CHAPTER 67.1-02-03 REEDUCATION

Section	
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67.1-02-03-04	Middle School Pedagogical Endorsement for Grades Five Through Eight
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67.1-02-03-07	Major Equivalency Endorsements
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67.1-02-03-09	Early Childhood Education Endorsement (50037)
67.1-02-03-10	Rural Flexibility Endorsement [Repealed]
67.1-02-03-11	Teaching Alternative Flexibility Endorsement
67.1-02-03-12	Special Education Endorsements
67.1-02-03-13	Out of Field Endorsements

67.1-02-03-02. Kindergarten endorsement.

- 1. Reeducation of elementary teachers for kindergarten schoolteaching may be accomplished by presenting a minimum of twelve semester hours of kindergarten coursework in foundations of early childhood, kindergarten methods and materials, early language and literacy, observation, and assessment for the kindergarten child. The applicant must have a minimum of one year full-time equivalent successful teaching experience in prekindergarten, kindergarten, or grade one or student teaching of four semester hours or six quarter hours or a minimum of five consecutive weeks applicable to the endorsed area. Reeducation for the kindergarten endorsement must be completed prior to or within two years of assignment to teach at the kindergarten level; or
- 2. State-approved test endorsement kindergarten. Reeducation of a licensed teacher for kindergarten schoolteaching may also be accomplished by holding a North Dakota regular educator's professional license and successful completion of the pedagogical test birth through grade three and early childhood content test

meeting or exceeding the minimum scores determined by the education standards and practices board in the content area to be taught. Reeducation for the kindergarten endorsement must be completed prior to assignment to teach in the kindergarten content area.

3. A North Dakota other state educator license kindergarten endorsement will be issued to those applicants who hold a regular (OSEL) teaching license in early childhood, elementary, middle, or secondary education from another state and have a kindergarten endorsement from another state and provide verification of two years of successful teaching of kindergarten students.

The applicant must apply online at www.nd.gov/espb using the online application ND Teach, submit official transcripts, and the review fee of seventy-five dollars.

History: Effective July 1, 1995; amended effective June 1, 1999; March 1, 2000; July 1, 2004;

April 1, 2006; October 1, 2014; April 1, 2018. **General Authority:** NDCC 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-10, 15.1-18-02

67.1-02-03-05. Bilingual education or English language development endorsement.

English language learner endorsement (24000). Reeducation for "English language learner" endorsement for any licensed teacher may be accomplished by presenting at least sixteen semester hours or twenty-four quarter hours of college coursework in all of the areas following in subsections 1 through 5.

Bilingual education endorsement (24500). Reeducation for a bilingual education endorsement for any licensed teacher may be accomplished by completing all the requirements for the English language learner endorsement in subsections 1 through 5 and meeting the additional requirements related to bilingual education in subsections 6 and 7.

- 1. Foundations. Four semester hours or six quarter hours of college coursework, including the following:
 - a. Multicultural education.
 - b. Foundations of second language instruction.
- 2. Linguistics. Six semester or nine quarter hours of college coursework, including the following areas:
 - a. Linguistics.
 - b. Psycholinguistics.

- c. Sociolinguistics.
- 3. Methods. Two semester or three quarter hours of college coursework, including methods of teaching English as a second language to students.
- 4. Assessment. Two semester hours or three quarter hours of college coursework from assessment and testing of culturally diverse students.
- 5. Field experience. Two semester or three quarter hours of college coursework in field teaching experience with limited English proficient students in a bilingual or English as a second language setting.
- 6. Methods of teaching bilingual education.
- 7. A minimum of sixteen semester hours or twenty-four quarter hours in a language other than English or documented proficiency in a language other than English.

Reeducation for the bilingual education or English language learner endorsement must be completed within two years of assignment to teach bilingual education or English as a second language. The applicant shall file a plan with the board upon becoming employed as a bilingual or English language learner teacher, outlining how the endorsement will be completed within the two-year period. The bilingual or English language learner endorsement enables the applicant to teach bilingual or English as a second language grades prekindergarten through twelve. Applicants teaching other content material must hold licensure appropriate to the teaching of that content at the assigned grade levels in compliance with North Dakota Century Code sections 15.1-18-03 and 15.1-18-02 and this article.

The applicant must complete the endorsement form and return to the board office with the official transcripts and the review fee of seventy-five dollars.

History: Effective July 1, 1995; amended effective October 1, 1998; June 1, 1999; March 1,

2000; August 1, 2002; July 1, 2004; July 1, 2008; July 1, 2012-; October 1, 2020.

General Authority: NDCC 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-10

67.1-02-03-08. Career and technical educator endorsements.

The applicant wishing to apply for the career and technical educator endorsements must be licensed by the board to teach under North Dakota Century Code section 15.1-18-02 or 15.1-18-03. Prior to applying for the career and technical educator endorsement, the applicant must be approved by the career and technical educator state supervisor of special needs and trade, technical, and health, or the state supervisor of information technology, or the state supervisor of

diversified occupations through the review of work experience or college transcripts, development of a program of study, and completion of the career and technical educator endorsement form. The form, transcripts, and review fee of seventy-five dollars should be forwarded to the board office. Applicants may apply for the career and technical educator endorsements in career and technical resource educator endorsement, career and technical basic skills educator endorsement, career and technical teacher-student mentor endorsement, diversified occupations endorsements, trade, technical, and health endorsement, or the information technology endorsement.

<u>Individuals</u> with a CTE license, who have a four-year degree, and have completed the Transition to Teaching Program may take the state approved test to qualify for a major equivalency endorsement.

History: Effective July 1, 2004; amended effective July 1, 2012. October 1, 2020.

General Authority: NDCC 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-10, 15.1-13-11, 15.1-13-14

CHAPTER 67.1-02-04 ALTERNATIVE ACCESS LICENSES

Section

67.1-02-04-01 Alternative Access Licenses for Teacher Shortages

67.1-02-04-02 Interim Licenses for Substitute Teachers

67.1-02-04-03 Interim School Counselor

67.1-02-04-04 Forty-Day Provisional Licenses

67.1-02-04-05 Out-of-State Reciprocal Licensure [Repealed]

67.1-02-04-06 Trade, Industry, Technical, and Health Occupations Interim License

67.1-02-04-07 Clinical Practice Option

67.1-02-04-08 Out-of-State Highly Qualified License [Repealed]

67.1-02-04-01. Alternative access licenses for teacher shortages.

Alternative access licenses will be issued under the following conditions:

- 1. Consideration for alternative access licenses will not be granted until after July first in any year.
- 2. Alternative access licenses may be issued only in areas where documented shortages of regularly licensed teachers exist as determined by the-board. This is a one-year license. Shortage areas must be determined by the-board based upon the ratio of regularly licensed teachers in the state who are qualified for the position to the number of schools with open positions requesting alternative access

- licensure. In cases where near shortages exist, the board must give additional consideration to whether the hiring school has made a diligent effort to attract and hire regularly licensed teachers.
- 3. The request for an alternative access license must be initiated by a school. The school board or administration must make the request in writing to the-board for consideration of an alternative access license, indicating intent to offer a contract if licensure can be arranged. The request must document that a diligent effort has been made to employ a regularly licensed teacher to fill the position. Documentation of a diligent effort to employ qualified personnel should include information on how and how long the position was advertised, whether schools of education have been contacted in search of applicants, how many qualified applicants applied, how many applicants were interviewed, whether increases in salary or other incentives were offered in an attempt to attract qualified applicants, and whether these incentives are comparable to those offered by other schools of similar size and means.
- 4. The candidate must write a letter indicating willingness to accept the position if offered and complete all of the application requirements and fees prior to receiving the alternative access license.
- 5. Complete official college or state approved alternative program transcripts must be sent to the board.
- 6. The applicant must have proficiency and hold minimum qualifications or equivalent of a content area bachelor's degree in the content area to be assigned or have held a valid licensed from the other state for a minimum of two years in the content area to be assigned and have completed the required state tests to include the test in the content area to be assigned. The applicant may apply for the forty-day provisional license prior to submitting the required state test scores results.
- Renewal of alternative access licenses will be reviewed each year and will depend upon the supply of and demand for teachers as evidenced by documented efforts to obtain a licensed person for the position. The alternate access license will be issued only once to complete all testing requirements for regular licensure.
- Renewal of the alternative access license, if permitted, is contingent upon presentation of at least one-third completion of the requirements for regular licensure as stated in section 67.1-02-02-02 and the North Dakota standards for teacher education program.
- The fee for the alternative access license is one hundred_fifty-five dollars for each year the license is issued.

- Alternative access licensure is to address documented shortage areas only.

 Alternative access licensure may not be issued to applicants who have failed to meet the deadlines or conditions of their regular licensure renewal.
- .11 Initial applicants for alternative access licensure must also submit to the fingerprint background check as stated in subsection 9 of section 67.1-02-02-02.
- Upon completion of all of the requirements for regular licensure stated in section 67.1-02-02-02, an individual holding an alternative access license may apply for a regular two-year initial license and begin accruing the eighteen months of successful teaching time required to move into the five-year cycle according to sections 67.1-02-02-02 and 67.1-02-02-04.

History: Effective July 1, 1995; amended effective October 1, 1998; October 16, 1998-April 14, 1999; June 1, 1999; March 1, 2000; July 1, 2004; April 1, 2006; July 1, 2008; July 1, 2010; April 1, 2013; October 1, 2020.

General Authority: NDCC 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-10, 15.1-13-11, 15.1-13-14

67.1-02-04-02. Interim licenses for substitute teachers.

Interim licensure may be granted for substitute teachers who hold a minimum of two years of postsecondary education (forty-eight semester hours) when a shortage of regularly licensed substitutes exists. If the applicant for the interim substitute license does not hold a bachelor's degree, the applicant may not spend more than thirty consecutive days in the same classroom as the substitute teacher. The applicant must complete all of the application requirements, fees, and submit to the fingerprint background check as stated in subsection 9 of section 67.1-02-02-02 prior to receiving the interim substitute license. The interim license fee for substitute teachers is eighty dollars for two years. The interim license is valid for a minimum of two years and will expire on the applicant's birthday.

Interim licensure may be granted for substitute teachers who hold a high school diploma or its recognized equivalent (GED) when a shortage of regularly licensed substitutes exits. If the applicant for the interim substitute license does not hold a bachelor's degree, the applicant may not spend more than thirty consecutive days in the same classroom as the substitute teachers. The applicant must submit evidence of completion of the state approved substitute training program. The applicant must have completed all of the application requirements, fees, and submit the fingerprint background check as stated in subsection 9 of section 67.1-02-02-02 prior to receiving the interim substitute license. The interim license fee for substitute teachers is eighty dollars for two years. The interim license is valid for a minimum of two years and will expire on the applicant's birthday.

History: Effective October 16, 1998-April 14, 1999; amended effective June 1, 1999; March 1,

2000; July 1, 2004; April 1, 2006; July 1, 2010; July 1, 2012; April 1, 2018.

General Authority: NDCC 15.1-13-09,15.1-13-10 **Law Implemented:** NDCC 15.1-13-10, 15.1-13-11

67.1-02-04-04. Forty-day provisional licenses.

Provisional licenses will be issued for a period of forty days under the following conditions:

- 1. Provisional licenses can only be issued to those individuals who have met all of the other requirements for a license except:
 - a. For the final clearance of the bureau of criminal investigation and the federal bureau of investigation;
 - b. Pending the receipt of official transcripts or other original, signed, or certified documents;
 - c. The awarding of the degree and the official transcripts as documented by the institution of higher education registrar; or
 - d. Pending the receipt of the official test scores for the Praxis I or the Praxis II; or
 - e. Pending the receipt of a social security card for an international applicant.
- 2. The school wishing to hire the individual has submitted to the board a letter of need and intent to hire.
- 3. The individual has submitted the completed application packet and a letter to the education standards and practices board indicating no criminal background and the intent to accept the position.
- 4. The provisional license is issued for forty days but may be renewed at the discretion of the education standards and practices board and continued request of the school.
- 5. There is a one-time fee for the provisional license of fifty-five dollars.

6. Once the criminal background investigation has been completed and all official transcripts or other original, signed, or certified documents received, the education standards and practices board may issue the license for which the individual is qualified with its respective fees and conditions.

History: Effective March 1, 2000; amended effective July 1, 2004; April 1, 2006; July 1, 2008;

July 1, 2010; July 1, 2012.; October 1, 2020.

General Authority: NDCC 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-10, 15.1-13-11, 15.1-13-13, 15.1-13-14

67.1-02-04-05. Out-of-state reciprocal licensure.

Repealed effective July 1, 2012.