

**ARTICLE 67.1-01  
GENERAL ADMINISTRATION**

Chapter  
67.1-01-01 Organization of Board

**CHAPTER 67.1-01-01  
ORGANIZATION OF BOARD**

Section  
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**67.1-01-01-01. Organization of the education standards and practices board.**

1. **History.** ~~The autonomous education standards and practices board was established by legislation in 1993. The board came into existence effective January 1, 1995, and assumed its duties on July 1, 1995. The board has its origins in the teacher professional practices commission which served in an advisory capacity to the superintendent of public instruction for teacher certification, teacher preparation program approval, and professional development.~~ The education standards and practices board consists of ten member appointed by the governor.
  
2. **Board organization.** ~~The education standards and practices board consists of ten members appointed by the governor. The board membership includes four classroom teachers from public schools, one classroom teacher from a private school, two school board members, two school administrators, and one dean of a college of education. The superintendent of public instruction or designee serves as an ex officio, nonvoting member. The administrator's professional practices board is a subset of the education standards and practices board which includes the two school administrator members, two school~~

board members, and two teacher members selected by the full board. ~~The term of office of the board members is three years, commencing on July first of the year of their appointment. Members may serve only two consecutive terms.~~

a. Officers. The officers are a chairperson, vice chairperson, and secretary, who will be the board executive director. The officers will be elected for one-year terms at the reorganization meeting, which will be the first meeting called following July first of each year.

(1) The duties of the chairperson include:

- (a) ~~Recognize members, state motions, and confine debate to the motion under discussion~~Preside at all meetings of the board;
- (b) Call for special meetings upon the request of a majority of the board in writing;
- (c) Assist the director in preparing an agenda to be sent with the announcement of the next meeting;
- (d) Designate board members to attend ~~special meetings~~conferences at board expense;
- (e) Appoint standing committees and subcommittees;
- (f) Be responsible for communicating all statements on the actions of the board in the execution of its duties; and
- (g) Perform other duties as deemed necessary by the board.

(2) The duties of the vice chairperson include:

- (a) Preside at meetings when the chairperson is absent or when called to the chair by the chairperson;
  - (b) Perform the duties of the chairperson until a new chairperson is elected in case of a vacancy in the office of the chairperson; and
  - (c) ~~Be acquainted with the duties and responsibilities of the chairperson; and~~
  - ~~(d)~~ Perform other duties as deemed necessary by the board.
- (3) The duties of the executive director include:
- (a) Record attendance of the board members;
  - (b) Keep an accurate record of all proceedings and distribute them to the members;
  - (c) Assist the chairperson in the preparation and distribution of the agenda;
  - ~~(d) Notify all board members ten days in advance of any meeting;~~
  - ~~(e)~~ Send out all mailings and notices required by the board;
  - ~~(f)~~(e) Prepare a financial statement for each regular meeting and coordinate vouchers;
  - ~~(g)~~(f) Release statements to the media, subject to board approval; and
  - ~~(h)~~(g) In the absence of the chairperson and the vice chairperson, call the meeting to order and preside while a temporary chairperson is elected.

- b. Board members. Board members will have regular and functional attendance at all regular meetings. The chairperson will recommend to the governor that board members missing three consecutive meetings be replaced. Board members will send any materials for inclusion in mailings to the chairperson and director. Members will prepare input for each regular meeting. They will file a written report with the director after attending any subcommittee meetings.

### 3. Meetings.

- a. The education standards and practices board shall hold a minimum of four meetings annually. The year, for purposes of the board, begins July first and ends the last day of June during the ensuing calendar year.
- b. The meetings shall be scheduled by the membership at large, or at the call of the chairperson, or may be held upon the request in writing by a majority of the board members. ~~The meetings may be held only after ten days' prior notice. A majority of the members constitutes a quorum that will have the authority to act upon any items of business properly placed before the board. Members should notify the secretary if unable to attend.~~
- c. Meetings will be conducted according to Robert's rules of order.

### 4 ~~Board compensation.~~ Each member of the board is entitled to receive compensation in the amount of sixty-two dollars and fifty cents per day and to reimbursement for expenses as provided by law for other state officers while attending meetings or performing duties directed by the board. A member of the board may not lose the member's regular salary and may not be required to refuse the compensation to which the member is entitled under this section for serving on the board.

- 5. Contact information.** Licensure application packets and additional information about the rules of licensure of the education standards and practices board may be obtained by writing or calling:

Education Standards and Practices Board  
2718 Gateway Avenue, Suite ~~303~~204  
Bismarck, ND 58503  
Telephone: 701-328-9641  
Fax: 701-328-9647  
<https://www.nd.gov/espb/>

~~Requests for initial application packets should be made in writing and accompanied by the thirty dollar initial application packet fee.~~

**History:** Effective July 1, 1995; amended effective October 1, 1998; June 1, 1999; March 1, 2000; August 1, 2002; July 1, 2004; April 1, 2006-July 1, 2020.

**General Authority:** NDCC 15.1-13-09, 28-32-02

**Law Implemented:** NDCC 15.1-13-02, 15.1-13-03, 15.1-13-04, 15.1-13-05, 15.1-13-06, 15.1-13-07, 15.1-13-29, 28-32-02

## **67.1-01-01-02. Duties of the education standards and practices board.**

- 1. Standards for professional ethics, performance, and practices.** The board continuously reviews the North Dakota educator's code of ethics and rules, standards, and procedures pertaining to licensure, teacher education program approval, and professional development of educators. ~~As part of the education standards and practices board, the~~ The board will solicit input from the teaching profession and representatives of school administrators, school board members, teacher educator professors, and other interested citizens. ~~The board will be responsible for the interpretation of the North Dakota educator's code of ethics with requests for interpretation being placed in writing.~~

2. **Consideration of written complaints relative to code violations.** Requests for an inquiry against any North Dakota licensed educator from any interested citizen will be heard by the board. ~~The inquiry must be requested in writing. Any educator named in an inquiry will be notified and will be informed of the procedures that will be taken pursuant to~~ procedure in North Dakota Century Code section 15.1-13-24 and herein.
  
3. **Board-initiated complaints.** The education standards and practices board may initiate proceedings against any North Dakota licensed educator for cause as stated in North Dakota Century Code sections 15.1-13-25 and 15.1-13-26 or for violations of the educator's code of ethics.
  
4. **Complaint process for violation of North Dakota Century Code section 15.1-13-25.** A complaint by a citizen against a teacher or administrator is made by submitting a completed request for inquiry form to the office of the education standards and practices board.
  - a. A patron, a professional, or a district representative may obtain the request for inquiry forms and procedural guidelines from the office of the education standards and practices board.
  
  - b. ~~The formal complaint process will begin when the requesting party returns the completed request for inquiry form to the secretary of the education standards and practices board.~~ The form must be fully completed and signed by the complainant. Supporting documentation must be included at the time the request for inquiry is submitted.
  
  - c. ~~The education standards and practices board secretary,~~ Upon receipt of the request for inquiry form, the board secretary shall transmit a copy with the supporting documentation to the affected educator by certified mail.

- d. The affected educator may submit a clear and concise an answer to the complaint within twenty working days from the day the certified mail is delivered. The answer must be sent to the ~~secretary of the education standards and practices~~ board and may include supporting documentation. If the affected educator fails to file an answer, the allegations in the complaint will be deemed admitted and the board shall proceed to a hearing pursuant to North Dakota Century Code sections 15.1-13-24 and 15.1-13-25.
- e. Upon receipt of the response ~~from the affected educator~~, or passage of the deadline for a response, the ~~education standards and practices~~ board secretary will place the request for inquiry on the agenda of the next meeting of the education standards and practices board or administrator's professional practices board for preliminary discussion.
- f. ~~At the education standards and practices board meeting, the education standards and practices~~ The board or administrator's professional practices board will review the written documents presented. No testimony will be heard at this time. Based upon the paper review, the board will determine the following:
- (1) To dismiss the case.
  - (2) To seek additional information.
  - (3) To ~~issue a warning or reprimand, or both~~ offer a settlement.
  - (4) To initiate formal disciplinary action.
- g. ~~If the application for licensure is denied, or~~ If the board determines to initiate formal disciplinary action that may result in suspension, revocation, or other appropriate disciplinary action, the applicant may request, ~~in writing, a hearing, in writing.~~ The hearing will be conducted

~~according to the Administrative Agencies Practices Act, North Dakota Century Code chapter 28-32. Parties may be represented and provide testimony at the administrative hearing.~~

h. ~~Denial and revocation of an educator's professional license for convictions of crimes against children or sexual offenses:~~

~~(1) Notwithstanding any other law, the education standards and practices board shall deny an application for a teaching license and the education standards and practices board or administrator's professional practices board shall revoke immediately the teaching license of an individual who has been found guilty of a crime against a child or a sexual offense.~~

~~(2) An individual who is denied an educator's professional license or who has had a license revoked under this section may file a request with the education standards and practices board office for a due process hearing in accordance with this section and the Administrative Agencies Practices Act, North Dakota Century Code chapter 28-32.~~

~~(3) The education standards and practices board may impose a fee against a licenseholder to reimburse the education standards and practices board for all or part of the costs of the administrative actions that result in disciplinary action against the licenseholder under this subdivision. Hearings shall be conducted pursuant to North Dakota Century Code chapter 28-32.~~

i. An educator who has had an educator's license revoked is not eligible to apply for relicensure for at least one year following the date the revocation order was signed by a board official, unless otherwise specified in the order.



**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-08, 15.1-13-24, 15.1-13-25, ~~15.1-13-26~~, 15.1-13-29

### **67.1-01-01-03. Fine for practicing without a license.**

The education standards and practices board may impose a fine against any individual without a valid license who is ~~under contract in any position requiring a valid professional educator's license~~ engaged in the profession of teaching.

1. The fine imposed will be fifty dollars per day the individual practices without a valid license, up to a total fine of two hundred fifty dollars.
2. The effective date of the fine will be the first day after the educator's license has expired or the first day practicing before obtaining a valid license.
3. The educator will have five days after notification from the board to submit to the education standards and practices board all required information for license renewal before additional disciplinary action will be taken.
4. The license will be issued upon receiving the completed application and all documentation will be submitted to the board for its review.
5. Educator license information for a suspended or revoked license will be entered into the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.

**History:** Effective March 1, 2000; amended effective August 1, 2002; July 1, 2004; July 1, 2020.

**General Authority:** NDCC 15.1-13-09, 15.1-13-17

**Law Implemented:** NDCC 15.1-13-17

**67.1-01-01-04. Late renewal fee.**

If a licensee does not file a completed renewal application, including the required supporting documentation and the renewal fee before the expiration of the license, the licensee shall pay a late renewal fee of one hundred dollars. A renewal application shall not be granted until the late renewal fee is paid. The board may waive the late renewal fee if the licensee provides proof of medical or other hardship rendering the licensee unable to meet the renewal deadline. A renewal fee is not in lieu of a disciplinary action for teaching without a license.

**History:** Effective October 1, 2014.; amended effective July 1, 2020.

**General Authority:** NDCC 15.1-13-09

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

**ARTICLE 67.1-02  
PROGRAM APPROVAL AND EDUCATOR LICENSURE**

Chapter

- 67.1-02-01 Program Approval
- 67.1-02-02 Educator's Professional License
- 67.1-02-03 Reeducation
- 67.1-02-04 Alternative Access Licenses
- 67.1-02-05 Licensure Policies
- 67.1-02-06 Other State Licenses

**CHAPTER 67.1-02-01  
PROGRAM APPROVAL**

Section

- 67.1-02-01-01 Student Teachers
- 67.1-02-01-02 Cooperating Teachers
- 67.1-02-01-03 College Supervisors
- 67.1-02-01-04 Program Approval of Teacher Education for Licensure
- 67.1-02-01-05 Program Approval Standards

**67.1-02-01-01. Student teachers.**

A student teacher is one who teaches in a regular classroom situation as part of the requirements in professional preparation.

1. All college students in education must have classroom-related preprofessional experience prior to student teaching. ~~This experience must be provided as early as possible. Formal admittance to the teacher education program includes meeting appropriate state program approval requirements.~~ A criminal background investigation including the bureau of criminal investigation and federal bureau of investigation must be completed prior to any student teaching experience.
2. The student teacher should be assigned by a college or university to a cooperating school on a full-time block. A full-time block is construed as a full day for ten consecutive weeks with exceptions documented through program approval. The student teacher must be placed in a classroom where the cooperating teacher is regularly assigned. Additional student

teaching experiences shall be determined by the training institution.

3. In the event of an emergency, the student teacher may ~~once during the student teaching semester~~ be placed as a substitute in the student teacher's regularly assigned classroom for a period of time not to exceed two consecutive days, one time.
4. Student teachers may be placed only in accredited schools.
5. Teaching experience cannot be used for a waiver of student teaching, except as specified in subdivision d of subsection 1 of section 67.1-02-02-02.
6. Student teachers may receive a stipend from the school where they have student taught.
7. A student teacher will be eligible for a forty-day provisional license upon completion of all requirements for the student teacher's bachelor's degree minus the awarding of the degree and the official transcript as documented by the institution of higher education registrar. Once the degree has been awarded and the official transcript has been received, the student teacher ~~will receive the initial two-year license~~ must complete the initial application process.

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; April 1, 2006; July 1, 2008-; July 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

### **67.1-02-01-02. Cooperating teachers.**

A cooperating teacher is the teacher in the ~~local situation~~ cooperating school who works with, helps, and advises the student teacher.

1. Every cooperating teacher must have acquired a minimum of two semester hours or three quarter hours in supervision of a student teaching course or an inservice requirement that meets

the necessary essentials in preparing cooperating teachers to supervise student teachers. Those cooperating teachers who have served prior to July 1, 1976, may have this requirement waived at the discretion of the host college and cooperating school.

2. The cooperating teacher must have at least three years of teaching experience. The cooperating teacher must have at least one year of teaching experience in the school system in which the student teacher is being supervised.
3. Before being accepted and approved as a cooperating teacher, the teacher must be recommended by the administration of the school in which student teaching is performed.
4. A cooperating teacher who cannot recommend a student teacher for teaching or licensure shall have a conference with the college supervisor and the student teacher prior to the student teaching evaluation and recommendation.

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; August 1, 2002; July 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

### **67.1-02-01-03. College supervisors.**

A college supervisor is the college faculty member who is in charge of guiding, helping, and directing the student teacher.

1. The college supervisor must have early childhood, elementary, middle level, or secondary teaching experience at the level of supervision.
2. A college supervisor, after meeting with the administration of the school in which student teaching is to be done, shall meet with the cooperating teacher and provide a copy of the state student teaching guidelines.

3. The college supervisor shall make a copy of the student teacher's file available to the cooperating teacher prior to the arrival of the student teacher. ~~Such file may contain a brief biography and general information, but may not contain any specific information that would be in violation of a student's right to privacy.~~
4. A college supervisor shall make at least two visitations during the student's teaching experience, after which the college supervisor shall hold a joint conference with the cooperating teacher and the student teacher, or provide each a written critique of the visitation.
5. ~~The teacher education program staff may provide consultation and assistance for the first year teacher in North Dakota.~~

**History:** Effective July 1, 1995; amended effective October 1, 1998; July 1, 2008-; July 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

#### **67.1-02-01-04. Program approval of teacher education for licensure.**

The ~~education standards and practices~~ board shall set procedures for and implement a system of program approval for teacher education programs for state licensure of educators. The program approval process shall include the federal requirement of identifying and reporting for title II of the Higher Education Act.

1. The ~~education standards and practices~~ board may enter into approval agreements with national accrediting agencies.
2. The procedures for program approval must be reviewed and revised at least every five years with input from state-approved institutions. Public hearings must be provided in accordance with North Dakota Century Code chapter 28-32.

3. New procedures become ~~mandatory~~effective two years after their publication by the office of the legislative council in accordance with North Dakota Century Code section 28-32-19. During the two-year transition period following publication, institutions may elect to be reviewed either under the previously published procedures or the newly published procedures.
4. ~~The education standards and practices board shall gather information through the program approval process to determine whether institutions and individual preparation programs meet the North Dakota standards for the preparation of educators for state licensure. The board shall issue decisions of approval, provisional approval, continuing approval, approval with conditions to be met, approval with probation, or denial or revocation of approval.~~
5. ~~Full text of the North Dakota procedures for program approval may be reviewed in North Dakota Administrative Code title 67.1 or at the office of the education standards and practices board.~~The standards will be the criteria used to evaluate undergraduate and graduate education programs leading to North Dakota educational licensure

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; August 1, 2002.; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-08

### **67.1-02-01-05. Program approval standards.**

~~The education standards and practices board shall adopt a set of North Dakota teacher education program approval standards.~~

1. ~~The standards will be the criteria used to evaluate undergraduate and graduate education programs leading to North Dakota educational licensure.~~
2. ~~The standards must be reviewed and revised at least every five years with input from the state-approved institutions and~~

~~prekindergarten through grade twelve educators and with consideration of recommendations from professional organizations. Public hearings must be provided in accordance with North Dakota Century Code chapter 28-32.~~

- ~~3. New standards become mandatory two years after their publication by the office of the legislative council in accordance with North Dakota Century Code section 28-32-19. During the two-year transition period following publication, institutions may elect to be reviewed either under the previously published standards or the newly published standards.~~
- ~~4. Full text of the North Dakota standards for program approval may be reviewed in North Dakota Administrative Code title 67.1 or at the office of the education standards and practices board.~~
- ~~5. Graduates successfully completing all the requirements of programs approved by the education standards and practices board must have completed the criminal background investigation including the bureau of criminal investigation and the federal bureau of investigation and be recommended by their degree granting institution for North Dakota licensure on that basis. Graduates of programs other than those approved by the North Dakota education standards and practices board are subject to meeting the same standards criteria through the review of official transcripts.~~

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; August 1, 2002; July 1, 2008; July 1, 2010-; July 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

## **CHAPTER 67.1-02-02 EDUCATOR'S PROFESSIONAL LICENSE**

- 67.1-02-02-01 Life Certificates
- 67.1-02-02-02 Initial Licenses
- 67.1-02-03-03 Distance Learning Instructor - Definition - Qualifications - Licensure [Repealed]
- 67.1-02-02-04 Two-Year and Five-Year Renewals



- 67.1-02-02-05 Professional Development for License Renewal
- 67.1-02-02-06 Denial and Appeal
- 67.1-02-02-07 Human Relations and Cultural Diversity
- 67.1-02-02-08 State Model for Inservice Education and Professional Development [Repealed]
- 67.1-02-02-09 Reentry
- 67.1-02-02-10 Substitute Teachers
- 67.1-02-02-11 Members of the Military and Military Spouses- Licensure Applications
- 67.1-02-02-12 Teaching Permits- Application of laws and rules- discipline.

**67.1-02-02-01. Life certificates.**

1. First grade and second grade professional life certificates issued prior to July 1, 1976, are valid for life. However, it is recommended that teachers show professional gain by college attendance, workshops, conferences, travel, and other professional activities.
  
2. A life license will be issued to those teachers who have been licensed to teach in North Dakota for a period of thirty years. The application for the life license must be accompanied by all requirements and fees as pursuant to the five-year renewal fee in section 67.1-02-02-04. The application for the ~~thirty-year~~ life license may be submitted six months prior to the expiration of the current license or as soon as the teacher qualifies for the thirty-year life license. Documentation of the thirty years of certification or licensure must be submitted with the application.

**History:** Effective July 1, 1995; amended effective August 1, 2002; April 1, 2006; July 1, 2008; July 1, 2010-; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10, 15.1-13-11, 15.1-13-12.1

**67.1-02-02-02. Initial licenses.**

4. 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 ~~state agency approved~~ board-approved teacher education program. The approved program must include ~~a general studies component, a North Dakota recognized program area major, and a professional pedagogy core as defined in this section and the North Dakota standards for teacher education program approval:~~

- a. ~~The general~~ 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 transcribed 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 education standards and practices 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.

- (2) The middle level major must include study of middle level 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 ~~education standards and practices~~ 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 ~~praxis-II~~state identified principles of teaching and learning test and the ~~praxis-II~~state identified early childhood education content specific cut score as set by the ~~education standards and practices~~ 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 ~~education standards and practices~~ 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 ~~education standards and practices~~ 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 ~~education standards and practices~~ board and transcribed 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 education standards and practices board will use the college-figured grade point average if all previous college coursework is on the transcript. ~~If the student has transferred from another institution, and the grade point average calculated by the institution granting the degree is only for those credits at that institution, the education standards and practices board will refigure the grade point average using all previous college coursework.~~
- 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. ~~If the student has coursework from more than one institution, the education standards and practices board will review the grade point average using the program of studies approved by the approved North Dakota teacher education institution.~~

3. ~~Verification of eligibility for home state licensure may be requested.~~
4. Acceptable translations for preparations received in foreign institutions will be requested at the applicant's expense.
- 5.4. Application form.
  - a. An application fee of ~~thirty~~thirty-five dollars must accompany ~~a request for an~~ initial application form.
  - b. ~~The original~~ 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~~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.
- 6.5. All initial licenses are valid for at least two consecutive years and will expire on the applicant's birthday.
- 7.6. 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 ~~education standards and practices~~ board. Applicants must complete the process with cards and release forms designating the ~~education standards and practices~~ 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 ~~education standards and practices~~ board.

- 8.7. 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.
- 9.8. Preprofessional skills test. On July 1, 2002, all initial applicants for licensure will be required to submit their test scores in reading, writing, and mathematics. Beginning July 1, 2003, all applicants for initial licensure will need to submit their test scores in reading, writing, and mathematics which meet or exceed the state cut score or composite score. Documentation of the scores must be submitted with the application form.
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; July 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

**67.1-02-02-03. Distance learning instruction - Definition - Qualifications - Licensure.**

Repealed effective April 1, 2012.

**67.1-02-02-04. Two-year and five-year renewals.**

**1. Two-year renewal license.**

- a. A two-year renewal license will be issued to applicants with less than eighteen months of successful contracted teaching in North Dakota who have completed all of the requirements on the application form and pay the required fee of ~~fifty~~ fifty-five dollars. Applications for renewal may only be submitted six months prior to the expiration of the current license and will expire after a minimum of two years after the applicant's birth date.
  
- b. A two-year reentry license will be issued to an applicant reentering the profession after an absence of five years who has completed all of the requirements on the application form. Prior to applying for the reentry license, the applicant must submit to a fingerprint screening for criminal records in accordance with North Dakota Century Code section 15.1-13-14. An applicant reentering the profession must complete eight semester hours of reeducation credit during the applicant's first two years of contracted employment as stated in this section and in section 67.1-02-02-09. The fee for the reentry license is ~~seventy~~ seventy-five dollars. Applications for renewal may only be submitted six months prior to the expiration of the current license and will expire after a minimum of two years on the applicant's birth date.
  
- c. A two-year reentry license will be issued to an applicant from out of state who has had an absence from the profession of more than five years, or to an applicant who cannot submit six semester hours of credit taken during each of the past two five-year periods if employed in education out of state. Such an applicant must meet the requirements of North Dakota initial licensure as stated in section 67.1-02-02-02 and must also complete the requirements for reentry education as stated in this section and in section 67.1-02-02-09. The fee for the reentry license is ~~seventy~~ seventy-five dollars. Applications for renewal may only be submitted six months prior to the expiration of the current license and will expire after a minimum of two years on the applicant's birth date.

- d. A two-year renewal license will be issued for substitute teaching to those applicants who have completed all of the requirements on the application form. A substitute teacher must maintain a valid teaching license using the two-year renewal cycle, but is not required to submit reeducation hours unless the person signs a contract. The fee for this two-year renewal is ~~fifty~~fifty-five dollars. Applications for renewal may only be submitted six months prior to the expiration of the current license and will expire after a minimum of two years on the applicant's birth date.
- e. In extraordinary circumstances, the board may waive or extend the time for completion of the reeducation credits.
- f. 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 meeting North Dakota cut scores. Contracted classroom teaching experience will be accepted from all other states toward the requirements of this subdivision. A new to the profession teacher is defined as one who has never been contracted as a kindergarten through grade 12 teacher.

## **2. Five-year renewal license.**

- a. The ~~initial~~first five-year renewal will be issued to those applicants who have successfully been contracted for eighteen months within the past five years in the state on a valid North Dakota license and who have completed all of the requirements on the application form. Applications for renewal may only be submitted six months prior to the expiration of the current license and will expire after a minimum of five years on the applicant's birth date.
  - (1) All five-year license applications must be accompanied by a fee of one hundred twenty-five dollars.

- (2) Succeeding five-year renewals require evidence of thirty teaching days of contracted service and completion of a minimum of four semester hours of reeducation credit to avoid reverting to entry status. As licenses are renewed, after July 1, 2011, six semester hours of reeducation credit will be required for the new five-year period. All reeducation credit must be documented by college transcripts.
  - (3) 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 meeting North Dakota cut scores. Contracted classroom teaching experience will be accepted from all other states toward the requirements of this paragraph. A new to the profession teacher is defined as one who has never been contracted as a kindergarten through grade 12 teacher.
- b. A renewal applicant who has completed the six semester hours of credit but has not been contracted for at least thirty days under the five-year license will revert to the two-year renewal cycle.
  - c. Probationary license. An applicant who has failed to complete the six semester hours of reeducation credit, whether the application has been contracted or not, will either not be renewed, or may agree to be placed on a two-year probationary license. Eight semester hours of reeducation semester credit must be supplied as a condition of the two-year probationary license. A second probationary license will not be issued.
  - f. In extraordinary circumstances, the board may waive or extend the time for completion of the reeducation credits.

- e. Once the requirements have been met for the probationary license, a two-year renewal license will be issued.

**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; April 1, 2018; July 1, 2020.

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

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

### **67.1-02-02-05. Professional development for license renewal.**

All professional development relicensure credit must meet the professional development requirements approved by the education standards and practices board.

1. **Licensure renewal course credits.** The following minimum requirements must be approved by the education standards and practices board or through the institutional program review process.
  - a. Instructor of record. The instructor of record must hold an advanced degree (master's or above) and provide a vita/resume that includes name; current title; current address; telephone, facsimile, and electronic mail, as appropriate; highest degree earned and field of study; related professional or work experience; topics to be addressed; and any other relevant information.
  - b. Instructor's role. The instructor of record's role is to ensure submission of the proposal form to include all identified components as described in the proposal form subdivision below; a copy of the assessment tool and an identified process for keeping attendance using the criteria identified in the evaluation plan criteria subdivision below; and issue final grades.

- c. Multispeaker event. The instructor of record is responsible for upholding quality for a multispeaker event by ensuring that at least seventy-five percent of the total instructional time must be provided by individuals with a master's degree or higher. The instructor of record is responsible for completing a matrix of presenters for these events.
- d. About presenters. The presenters are expected to provide quality graduate education experiences for participants. Presenters are encouraged to possess a master's degree or higher. A multispeaker event must have seventy-five percent of instructional time provided by individuals with a master's degree or higher. However, a bachelor's degree may be accepted based on level of experience, accomplishments, and subject matter expertise. Each presenter is required to complete a short biography or resume to provide the presenter's educational credentials and experience or training in relation to the presenter's presentation topic.
- e. Proposal form. The proposal form must include conference or course description; objectives and learner outcomes; conference or course topical outline; semester hours to be offered; all requirements and expectations (e.g., participation, attendance, assignments) for earning the credit; textbooks or other resources to be used; and evaluation plan of learner outcomes. In addition, for multispeaker events an electronic copy of the program is required; a document that includes session descriptions; and completion of the matrix of presenters specifying their educational credentials, topics to be addressed, and the length in hours and minutes of each presenter's presentations.
- f. Credit requirements. The following requirements must be communicated to the participants prior to the start of the event.
  - (1) Participants must hold a minimum of a bachelor's degree to be eligible to receive graduate credit.



- (2) Participants must attend a minimum of fifteen hours of graduate level activity per credit hour.
  - (3) Participants must complete all credit requirements of the event.
  - (4) Participants must complete a product or an application of learning.
- g. Evaluation plan criteria. One copy of the evaluation plan for determining the participant's grade must be submitted with this proposal. The evaluation plan may be formatted a number of ways but must, at a minimum, include participant verification of attendance, documenting the required fifteen clock-hours per credit (e.g., session sign-in sheet, session summary) and an assignment designed to elicit from the participants their ability to apply concepts and knowledge learned at the conference in their own teaching and work situations (e.g., lesson plan, summary paper, group project/paper). An assessment rubric is required for letter grading but not for satisfactory or unsatisfactory grading.

**2. Five-year licensure renewal.** As licenses are renewed, after July 1, 2011, six semester hours of reeducation credit will be required for the new five-year period, as documented by college transcripts, earned within the dates of the license, and contracted teaching of a minimum of thirty days. Applicants not meeting these requirements will be processed as indicated under that section.

- a. Professional development coursework submitted for renewal may be either undergraduate or graduate credit and must be either in professional education or applicable to the applicant's licensed major, minor, or endorsement areas as indicated above.
- b. Applicants who are working toward an added degree or endorsement may use coursework applicable to that

expanded area of study for renewal. In extraordinary circumstances, the board may waive or extend the time for completion of the reeducation credits.

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; July 1, 2004; April 1, 2006; July 1, 2010; July 1, 2012; October 1, 2014.

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

**Law Implemented:** NDCC 15.1-13-09, 15.1-13-10

### **67.1-02-02-06. Denial and appeal.**

The education standards and practices board may deny an application for the issuance of a license made by an applicant:

1. Who failed to comply with licensure statutes or the ~~educator's code of ethics~~rules;
2. Who failed to meet the minimum educational requirements set forth in the rules of licensure of the education standards and practices board;
3. Who has been convicted of a crime under the laws of a ~~the~~ state or the United States, or who has knowingly provided false information to the ~~education standards and practices~~ board;
4. Who is currently under license suspension; or discipline in any jurisdiction; or
5. Who has had certification or licensure revoked.

If a license application is denied by the ~~education standards and practices~~ board staff, an applicant may request, in writing, a review of the denial by the ~~education standards and practices~~ board through written documentation. In the event of denial by the ~~education standards and practices~~ board, the applicant may request a public hearing of the matter under North Dakota Century Code chapter 28-32.

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000-; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10

### **67.1-02-02-07. Human relations and cultural diversity.**

~~North Dakota education standards and practices board licensure requires coursework~~ Coursework in Native American studies, cultural diversity, strategies for creating learning environments that contribute to positive human relationships, and strategies for teaching and assessing diverse learners (e.g., universal design for learning, response to intervention, early intervention, positive behavior interventions and supports) is required. Individuals who graduate prior to September 1, 1980, are exempt from multicultural requirements under North Dakota Century Code section 15.1-13-10.

- ~~1. North Dakota graduates applying for licensure meet these requirements through completion of education standards and practices board-approved programs. Teacher preparation programs may meet these requirements through general education, specific content major, professional education requirements, or a combination thereof.~~
- ~~2. Out-of-state applicants must provide evidence documenting successful completion of the requirement to the education standards and practices board within the interim reciprocal licensure requirements in chapter 67.1-02-04.~~
- ~~3. Substitute teachers may defer completion of the requirement until a contracted position is accepted.~~
- ~~4. Individuals who graduate prior to September 1, 1980, are exempt from multicultural requirements under North Dakota Century Code section 15.1-13-10.~~

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; August 1, 2002; July 1, 2004; July 1, 2010-; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10

**67.1-02-02-08. State model for inservice education and professional development.**

Repealed effective July 1, 2012.

**67.1-02-02-09. Reentry.**

1. Prior to applying for the reentry license, the applicant must submit to a fingerprint screening for a statewide and nationwide criminal history record check in accordance with North Dakota Century Code sections 15.1-13-14 and 20-60-24.
2. An applicant who has been out of teaching for a period of more than five years must earn a total of eight semester hours or twelve quarter hours of college or university credit, as documented by college transcripts, in the area in which the teacher wishes to renew licensure during the first two years of reentry contracted service.
3. Substitute teachers are exempt from the eight semester hour requirement until the individual accepts a contracted position.
4. The fee for the two-year reentry license is seventy five dollars.
5. Reentry applicants should also refer to information in subsection 1 of section 67.1-02-02-04, regarding two-year and five-year renewals.

**History:** Effective July 1, 1995; amended effective October 1, 1998; June 1, 1999; March 1, 2000; August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2008-; July 1, 2020.

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

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

## **67.1-02-02-10. Substitute teachers.**

- 1. Qualifications.** A substitute teacher must hold a valid North Dakota educator's professional license based upon the same qualifications as a contracted teacher. A substitute teacher holding a regular license may substitute in any area requiring regular elementary or secondary licensure. An individual with a restricted license may substitute only in the individual's area of restriction.
- 2. Reeducation.** A substitute teacher who has not been under contract at any time during the person's current license does not need to submit reeducation hours to renew licensure. A substitute teacher who has been under part-time or full-time contract at any time during the person's current license, or who enters into a contract, must meet the reeducation requirements for contracted teachers.
- 3. Shortages.** Interim licensure may be granted for substitute teachers as detailed in section 67.1-02-04-02 when a shortage of regularly licensed substitutes exists.
- 4. Student teachers.** A student teacher will be eligible for a forty-day provisional license upon completion of all requirements for the student teacher's bachelor's degree minus the awarding of the degree and the official transcript as documented by the institution of higher education registrar. Once the degree has been awarded and the official transcript has been received, the student teacher will receive the initial two-year license.

**History:** Effective October 16, 1998-April 14, 1999; amended effective June 1, 1999; March 1, 2000; July 1, 2008.

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

**Law Implemented:** NDCC 15.1-13-09, 15.1-13-10

**67.1-02-02-11. Members of the Military and Military Spouses-  
Licensure Applications.**

1. A member of the military or a military spouse, upon application of licensure, shall:
  - a. Provide evidence of military status;
  - b. Complete a background check as required by section 15.1-13-15;
  - c. Be exempt from all application and licensure fees, except fees for the background check; and
  - d. Be subject to guidelines governing the license type.
2. Military personnel on active duty or deployed whose license expires while on active duty or deployed shall not incur a late fee.
3. Military personnel whose license is expired for up to six months will qualify for an other state educator license.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 15.1-13-09, 15.1-13-10, 15.1-13-17, 15.1-13-17.1, 43-51-11.1

**Law Implemented:** NDCC 15.1-13-09, 15.1-13-10, 15.1-13-17, 15.1-13-17.1, 43-51-11.1.

**67.1-02-02-12. Teaching Permits- Application of laws and rules-discipline.**

Individuals receiving a teaching permit from the board pursuant to N.D.C.C. 15.1-18-10 must comply with the following sections of the century code and administrative rules:

1. N.D.C.C. §§ 15.1-13-25 and 26;
2. 67.1-01-01-03;
3. 67.1-01-01-04;
4. 67.1-02-02-06;
5. Chapter 67.1-02-05;
6. Chapter 67.1-03-01; and

7. 67.1-04-04.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 15.1-18-10

**Law Implemented:** NDCC 15.1-18-10.

**CHAPTER 67.1-02-03  
REEDUCATION**

Section

- 67.1-02-03-01 Elementary Endorsement
- 67.1-02-03-02 Kindergarten Endorsement
- 67.1-02-03-03 Secondary Endorsement
- 67.1-02-03-04 Middle School Pedagogical Endorsement for Grades Five Through Eight
- 67.1-02-03-05 Bilingual Education or English Language Learner Endorsement
- 67.1-02-03-06 Minor Equivalency Endorsement
- 67.1-02-03-07 Major Equivalency Endorsements
- 67.1-02-03-08 Career and Technical Educator Endorsements
- 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

**67.1-02-03-01. Elementary endorsement.**

Reeducation of a licensed teacher for elementary schoolteaching may be accomplished by ~~completing~~:

1. Completing a state-approved elementary teacher education program of thirty-two semester hours, including a regular classroom student teaching experience of six quarter hours or a minimum of five consecutive weeks between kindergarten through grade eight, or ~~the~~
2. The clinical practice option described in section 67.1-02-04-07. The coursework must include special methods of teaching

elementary content areas with a minimum of twelve semester hours specific to teaching elementary school reading, language arts, mathematics, science, and social studies along with additional appropriate elementary education coursework.

~~Prior to July 1, 2006, reeducation for the elementary endorsement must be completed prior to assignment to teach at the elementary level.~~  
Effective July 1, 2006, All elementary endorsement applicants grades one through eight will need to meet or exceed the cut scores for the elementary test and the principles of learning and teaching test as set by the education standards and practices board.

A verified successful college-supervised internship with credit may be substituted for student teaching under this section. The internship option within the elementary endorsement is available only:

1. To an individual who has graduated from a state-approved teacher education program that has as part of its approved preparation a year of college-supervised internship at the elementary level; or
2. To an individual licensed by the North Dakota education standards and practices board to teach kindergarten through grade twelve in accordance with North Dakota Century Code sections 15.1-18-03 and 15.1-18-02 who has already successfully completed a minimum of five weeks of full-time student teaching at the elementary level in the individual's specialty area. The total internship contact hours in the classroom must be equivalent to a minimum of five weeks of full-time student teaching and consist of classroom time blocks not less than one-half of one day.
3. The internship must occur in a regular kindergarten through grade eight classroom setting and allow the intern to experience the full range of curriculum and classroom operations. Individuals performing elementary endorsement internships work under the supervision of licensed teachers and must not be assigned in lieu of regularly employed teachers. ~~Individuals completing the internship option who are doing so to meet the requirements for elementary principalship must not~~



~~intern with classroom teachers they would be supervising or evaluating in their role as principal. The internship must be approved by the education standards and practices board and transcribed through a state-approved teacher education institution.~~

State-approved test endorsement - elementary. Reeducation of a licensed teacher for elementary schoolteaching may also be accomplished by holding a North Dakota regular educator's professional license for two years and the successful completion of the pedagogical test grades one through six, and elementary 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 elementary endorsement must be completed prior to assignment to teach in the elementary content area.

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

4. Specialty area endorsement in art, foreign language, or music for elementary teachers grades one through eight. Elementary teachers with a major or major equivalency defined in section 67.1-02-03-01 in elementary education will be considered qualified to teach art, foreign language, or music grades one through eight. Elementary teachers with a major, minor, or minor equivalency endorsement in art, foreign language, or music will be considered qualified in art, foreign language, or music grades one through eight.
5. The applicant must apply online at [www.nd.gov/espb](http://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; August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2012; October 1, 2014; April 1, 2018; July 1, 2020.

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

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

### **67.1-02-03-02. 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.

The applicant must apply online at [www.nd.gov/espb](http://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

### **67.1-02-03-03. Secondary endorsement.**

Reeducation for secondary schoolteaching may be accomplished in one of the following ways:

1. By completing the minimum requirements for a degree in secondary education, including student teaching in grades five through twelve or the clinical practice option as described in section 67.1-02-04-07, and a North Dakota-recognized content area major.
2. An individual who already has a North Dakota-recognized education content area major meeting the state-approved teacher education standard may complete the secondary minor equivalency. ~~Endorsement. by presenting a minimum of twenty-two semester hours of secondary education professional courses for the endorsement in addition to the major or minor field. The applicant must have a minimum of one year successful teaching experience in grades five through twelve or have five weeks supervised student teaching as part of the above program or the clinical practice option as described in section 67.1-02-04-07.~~
3. An individual who has a bachelor's degree in elementary education with a transcribed recognized content minor may complete the coursework necessary for the major in the core academic areas, secondary methods coursework, and a minimum of five weeks of student teaching in grades five through twelve or the interim licensure clinical practice option under section 67.1-02-04-07.
4. An individual who has a bachelor's degree in elementary education with a transcribed recognized ~~core~~ content minor ~~may complete the praxis II test and a minimum of five weeks of student teaching in grades five through twelve or the interim licensure clinical practice under section 67.1-02-04-07~~ is licensed to teacher in the minor area in grades 5-12.
5. State-approved test endorsement - secondary. Reeducation of a licensed teacher for secondary schoolteaching may also be accomplished by holding a North Dakota regular educator's

professional license and the successful completion of the pedagogical test grades seven through twelve, and successful completion of the secondary or specialty 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 secondary endorsement must be completed prior to assignment to teach in the secondary content area. An official transcript and test scores documenting the major must be attached to the endorsement form.

The applicant must apply online at [www.nd.gov/espb](http://www.nd.gov/espb) using the online application ND Teach., submit official transcripts, and the review fee of ~~seventy-five~~eighty dollars.

**History:** Effective July 1, 1995; amended effective October 1, 1998; June 1, 1999; March 1, 2000; August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2008; October 1, 2014; April 1, 2018-; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10, 15.1-18-03

#### **67.1-02-03-04. Middle school pedagogical endorsement for grades five through eight.**

The middle school pedagogical endorsement (50517) is optional for teachers licensed for grades five through twelve to qualify for work with grades five through eight and six in the subject fields of their licensure and ~~voluntary for work with students in grades seven and eight.~~ Elementary teachers licensed to teach grades one through eight must ~~may~~ complete the middle school pedagogical endorsement (50017) to teach in grades seven and eight. A review of past coursework will be conducted and a program of study needed for completion will be established. The middle school pedagogical endorsement requires a minimum of ten semester hours, including all of the following:

1. Development of young adolescents.
2. Philosophy and curriculum (foundations) of middle school education.

3. Teaching reading and other study or learning skills in the content areas.
4. Methods or strategies of teaching in the middle grades, two semester hours minimum.
5. Reeducation for the middle level endorsement must include a twenty clock-hour field experience in grades five through eight in a school setting where middle level philosophy has been implemented, or successful teaching in grades five through eight in a school setting where middle level philosophy has been implemented.

Reeducation for the middle school endorsement must be completed within two years of application of the endorsement.

State-approved test endorsement - middle level. Reeducation of a licensed teacher for middle level schoolteaching may also be accomplished by holding a North Dakota regular educator's professional license and successful completion of the pedagogical test grades five through eight and middle level 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 middle endorsement must be completed prior to assignment to teach in the middle content area.

The applicant must apply online at [www.nd.gov/espb](http://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; August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2008; July 1, 2012; October 1, 2014; April 1, 2018-; July 1, 2020.

**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 learner 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, which involves a knowledge of ethnic groups in North Dakota and the United States, and different instructional methods to use with different ethnic and language groups.~~
  - b. ~~Foundations of second language instruction, including history, models of instruction, research, and significant laws and court decisions affecting language minority students.~~
2. Linguistics. Six semester or nine quarter hours of college coursework, including the following areas:
  - a. ~~Linguistics which involves the nature of language, organizational principles of language (phonology, morphology, syntax, and semantics), principles of language change, and development of language families.~~
  - b. ~~Psycholinguistics, which involves first and second language, oral and written acquisition processes, and learning theories.~~
  - c. ~~Sociolinguistics, which involves basic sociocultural variables in language use and language learning, types of~~

~~bilingual and multilingual educational situations, and social determinants of dialect and style.~~

3. ~~Methods. Two semester or three quarter hours of college coursework, including methods of teaching English as a second language to students, which involves an exploration of historical and current instructional approaches in teaching English as a second language, from the grammar-translation method to the natural method.~~
4. ~~Assessment. Two semester hours or three quarter hours of college coursework from assessment and testing of culturally diverse students, which involves a study of culturally appropriate assessment tools and methods of identifying and assessing limited English proficient 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, which involves an understanding of instructional programs in bilingual education, such as immersion, transitional, early entry, and late entry.~~
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 ~~education standards and practices~~ 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 ~~request~~complete the endorsement form ~~from the education standards and practices board or from [www.state.nd.us/espbf/form](http://www.state.nd.us/espbf/form)~~, complete it, 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-; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10

#### **67.1-02-03-06. Minor equivalency endorsement.**

1. Nothing in this section may be interpreted to affect the validity of minor equivalencies issued by the department of public instruction prior to September 1, 1998.
2. The applicant wishing to apply under the minor equivalency endorsement option must be licensed ~~by the education standards and practices board~~ to teach under North Dakota Century Code section 15.1-18-02 or 15.1-18-03. The minor equivalency endorsement will be issued for the same grade levels as the individual's primary licensure, the same as for minors transcribed by colleges of teacher education. Those whose primary licensure is secondary may use the endorsement to teach the new content area in grades five through twelve. Those whose primary licensure is elementary grades one through eight or middle school (grades five through eight) may use the endorsement for additional content expertise at those levels but may not use it to teach at the high school level without a complete secondary endorsement.
3. The applicant must apply for the minor equivalency online using the NDTech system, and submit transcripts and the review fee of seventy-five dollars.



- ~~4. Once the transcripts have been reviewed, if all requirements have been met, the minor equivalency endorsement will be added to the teaching license. A new teaching license will be issued.~~
- ~~5. If the requirements have not been met, the education standards and practices board will contact the applicant and notify them of the needed coursework. No additional fee will be charged when the requirements have been met and the minor equivalency endorsement is added to the teaching license.~~
- ~~6. Three levels of content area endorsements are available to be added to the existing North Dakota professional educator's license. A listing of all the minor equivalency endorsement content areas available and specific areas of study required within each equivalency can be obtained by contacting the office of the education standards and practices board.
  - a. The ME16 requires a minimum of sixteen semester hours of content-specific coursework, including the areas of study approved and required by the education standards and practices board. The ME16 will be reviewed when the applicant applies for renewal licensure. The coursework for the ME24 must be completed within five years of the application date for the ME16. If the ME24 coursework is not completed within five years, the ME16 will be removed from the license.
  - b. The ME24 requires a minimum of twenty-four semester hours of content-specific coursework, including the areas of study approved and required by the education standards and practices board. The ME24 also must include the special methods of teaching in the content area. The ME24 is considered equivalent to a full teaching minor.~~
- 7.5. All coursework for the minor equivalency endorsement must be beyond the introductory level general studies courses as defined in section 67.1-02-02-02 and be transcribed by a state approved college of teacher education program.

~~8.~~ All coursework must be transcribed by an approved college of teacher education program.

~~9.6.~~ The minor equivalency endorsement must be completed prior to contracted teaching in the content area.

~~10.7.~~ The following coursework and requirements must be completed for the specific minor equivalency:

- a. Agriculture (01005) - A total of sixteen semester hours, including three semester hours each in agriculture economics, agriculture management, animal science, plant science, and elective; six semester hours in agriculture leadership, community development, or philosophy of career and technical education; and special methods of teaching agriculture education.
- b. Art (02005) - A total of sixteen semester hours, including art history, design, drawing, painting, ceramics, and special methods of teaching art.
- c. Biology (13010) - A total of sixteen semester hours, including biology I and II, botany, zoology, genetics, general chemistry I and II, and special methods of teaching biology or science.
- d. Business (03020) - A total of sixteen semester hours, including three semester hours in keyboarding, six semester hours in accounting, three semester hours in computer technology, general business, business communication, and special methods of teaching business.
- e. Chemistry (13020) - A total of sixteen semester hours, including general chemistry I and II with labs, organic chemistry I and II with labs, analytic chemistry, and special methods of teaching chemistry or science.

- f. Composite science (13047) - A total of twenty-four semester hours with eight semester hours with labs in biology, chemistry, physics, and earth science, and special methods of teaching science.
- g. Computer science (23000) - A total of sixteen semester hours, including six semester hours a year-long sequence of structured language, two semester hours in advanced assembler language, eight semester hours in computer-related coursework, microcomputing, data structures and algorithms, operating systems, and special methods of teaching computer science.
- h. CTE health careers (07000) - Criteria to meet this endorsement is available through the department of career and technical education.
- i. CTE trade, industry, and technical (17000) - Criteria to meet this endorsement is available through the department of career and technical education.
- j. CTE diversified occupations (25000) - Coordinating techniques. Criteria to meet this endorsement is available through the department of career and technical education.
- k. CTE resource educator (26000) - Philosophy and practices of career and technical education, vocational assessment, career development, competency-based career and technical education, cooperative education, special needs teaching methods, introduction to exceptional children, mental retardation, learning disabilities, or emotional disturbance, working with at-risk students, behavior problems, classroom strategies, and other courses or workshops as approved by the career and technical education supervisor.
- l. CTE information technology (27000) - Criteria to meet this endorsement is available through the department of career and technical education.

- m. CTE basic skills educator (28000) - Philosophy and practices of career and technical education, vocational assessment, career development, competency-based career and technical education, cooperative education, special needs teaching methods, introduction to exceptional children, mental retardation, learning disabilities, or emotional disturbance, working with at-risk students, behavior problems, remedial mathematics, remedial reading, and other courses or workshops as approved by the career and technical education supervisor.
- n. CTE teacher student mentor (29000) - Criteria to meet this endorsement is available through the department of career and technical education.
- o. CTE career clusters (37000) - Criteria to meet this endorsement is available through the department of career and technical education.
- p. Drama or theater (05015) - Sixteen semester hours of drama or theater coursework.
- q. Driver education (21005) - ~~Effective August 1, 2008, requirement valid~~ Valid operator's license not suspended or revoked. Provide by January first of each year a complete abstract of the applicant's driving record for the past thirty-six months from a state driver's licensing office evidencing a satisfactory driving record free from any conviction that would constitute the basis for suspension or revocation on the instructor's operator's license, and not more than three moving traffic violations. Ten semester hours consisting of at least one course each in classroom driver and traffic education, in-car instruction, beginning driver problems, and organization and administration of safety education. Fourteen semester hours with no more than three semester hours in any one area: first aid; substance abuse education; equipment training, which may include simulator use and educational technology; classroom management; developmental

psychology covering adolescent psychology; stress management; curriculum, planning, and assessment; teaching diverse learners; and educational psychology. Field experience required for elementary or middle school teachers provided by a driver's education mentor with a minimum of three years' experience in driver's education must include three clock-hours of in-car observation and three clock-hours of in-car instruction. This field experience must be documented with a letter from the school principal and driver education mentor. The renewal of the driver's education endorsement requires two semester hours every five years of driver and traffic safety coursework. It is the responsibility of the instructor to notify the education standards and practices board of any driving offense, suspension, revocation, or cancellation of the driving license. Applicants holding a lifetime teaching license with ten years of driver's education instruction in North Dakota must complete two semester hours of reeducation every six years.

- r. Earth science (13035) - A total of sixteen semester hours, including general chemistry I and II with labs, physical geology, historical geology, astronomy, meteorology, and special methods of teaching science.
- s. Economics (15010) - A total of sixteen semester hours, including principles of macroeconomics I and II, money and banking, computer applications in economics, and methods of teaching economics or social science.
- t. English (05020) - A total of sixteen semester hours, including three semester hours of grammar and usage, six semester hours of composition, three semester hours of speech, three semester hours of developmental reading, literary analysis and criticism, nine semester hours of American and English literature, media, and special methods of teaching English.
- u. Family and consumer science (09040) - A total of sixteen semester hours, including child development and family

science, consumer education and resource management, food and nutrition, health and wellness, apparel and textiles, housing issues and interior design, and the special methods of teaching family and consumer science.

- v. Foreign languages (French 06010, German 06015, Greek 06020, Latin 06025, Spanish 06035, Chinese 06260) - Sixteen semester hours specific to the foreign language, including composition and conversational structure of the language, culture, customs, and civilization relative to the language, introduction to literature in the language, and the special methods of teaching foreign language.
- w. Geography (15015) - A total of sixteen semester hours, including physical geography, cultural geography, world geography, North American geography, and the special methods of teaching geography or social science.
- x. Government and political science (15007) - A total of sixteen semester hours, including American government, political thought, international or global politics, and the special methods of teaching social science.
- y. Health (18015) - Twenty-four semester hours in first aid, ~~cardiopulmonary resuscitation~~, and safety, nutrition, exercise physiology or fitness, personal and community health, current issues in health education, and the special methods and curriculum in school health education.
- z. History (15020) - A total of sixteen semester hours, including United States history I and II, western civilization I and II or world history I and II, and the special methods of teaching.
- aa. Library science (50065) - Twenty-four semester hours in introduction to the role of the librarian in the school library, reference, selection of materials and collection development, classification and cataloging of library materials, library administration, conducting research

following state and national library standards, current issues in school librarianship, a study of children's literature, young adult literature, and reading methods.

- bb. Marketing (04006) - A total of sixteen semester hours, including marketing, saleseconomics, promotion and advertising, management, student organizations, methods of teaching marketing or business education, philosophy of career and technical education, ~~coordinating~~ ~~techniques~~, and nine credits in any of the following: accounting, advertising, business, business technology, economics, finance, promotion, and selling.
- cc. Mathematics (11010) - A total of sixteen semester hours, including calculus, abstract algebra, geometry (axiomatic), calculus I and II, linear algebra, abstract algebra, probability and statistics, and methods of teaching mathematics.
- dd. Music composite (12010) - Twenty-four semester hours in music theory (six semester hours), music history or literature, ear training or sight singing, conducting, keyboard proficiency, and methods of elementary and secondary music teaching.
- ee. Instrumental music (12005) - A total of sixteen semester hours, including music theory, ear training or sight singing, conducting, and eight semester hours of coursework in instrumental music, keyboard proficiency, and methods of elementary and secondary music teaching.
- ff. Choral or vocal music (12015) - A total of sixteen semester hours, including music theory, ear training or sight singing, conducting, and eight semester hours of coursework in vocal music, keyboard proficiency, and methods of elementary and secondary music teaching.
- gg. Physics (13050) - A total of sixteen semester hours, including general physics I and II, modern physics, electronics, mechanics, and methods of teaching science.

- hh. Physical education (08025) - A total of sixteen semester hours, including organization and administration of physical education and health, first aid and cardiopulmonary resuscitation, prevention and care of athletic injuries, health issues, physiology of exercise, foundations or curriculum of physical education, human physiology or anatomy, physical education for exceptional children, band, and methods of teaching sports activities, games, and dance.
- ii. Physical science (13045) - A total of sixteen semester hours, including eight semester hours each in general chemistry I and II with labs, general physics I and II, and methods of teaching science.
- jj. Psychology (15030) - A total of sixteen semester hours, including introduction to psychology, development psychology, abnormal psychology, personality theory, social psychology, and methods of teaching psychology or social science.
- kk. Social studies composite (15035) - Twenty-four semester hours in United States history, world civilization, world history, American government, world geography, physical geography, introduction to sociology, economics, psychology, and methods of teaching social science.
- ll. Sociology (15040) - A total of sixteen semester hours, including introduction to sociology, introduction to anthropology, social psychology, and methods of teaching social science.
- mm. Speech (05045) - Sixteen semester hours of speech or communication coursework.
- nn. Technology education (10007) - Coursework must include sixteen semester hours from the following list: principles or foundations of technology, technology and society, impacts of technology, history of technology, engineering



design, design process, troubleshooting, invention and innovation, research and development, technology systems, modeling, i.e., three-dimensional modeling and prototyping, technology resources, and intelligent machines or robotics or automated systems. Coursework must include six semester hours from the following list: medical technology, agriculture and related biotechnologies, energy and power technologies, information and communication technologies, transportation technology, manufacturing technology, and construction technology. A minimum of three semester hours in study of methods of teaching technology education that must include curriculum and methods in standards-based instruction.

- oo. Native language endorsement (15046) - Coursework must include thirty semester hours in classroom management; theories of second language acquisition; methods of second language acquisition; introduction to the specific native language linguistic analysis I and II; native American studies I; the specific native language I, II, III, and IV; and native language history and culture.
- pp. STEM education (10300) - Coursework must include twelve semester hours in STEM (transdisciplinary coursework in science, technology, engineering, and mathematics) philosophy, STEM curriculum, STEM methods, STEM strategies, and a two-day field experience in a STEM business or industry or school-based setting.
- ~~qq. High school of business I (04007) - Coursework must include two semester hours of transcribed coursework specific to high school of business I training.~~
- ~~rr. High school of business II (04008) - Coursework must include two semester hours of transcribed coursework specific to high school of business II training.~~

- ss. Theology (50040) - Requirements needed for the theology endorsement include a letter from the nonpublic school administration and the documentation on official transcripts of the baccalaureate degree.

**History:** Effective March 1, 2000; amended effective August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2008; July 1, 2010; July 1, 2012; October 1, 2014; April 1, 2018-; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-08, 15.1-13-10, 15.1-13-11, 15.1-18-03

### **67.1-02-03-07. Major equivalency endorsements.**

1. ~~**High, objective, uniform state standard of evaluation.**~~ College transcribed majors, the major equivalency licensure options described in this section, and alternative licenses issued in compliance with chapter 67.1-02-04 will be aligned with the North Dakota standards for program approval in section 67.1-02-01-05 as the state of North Dakota criterion-based measure of assurance that all teachers are highly qualified.
2. **Core academic areas.** 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 noncore academic areas.
- 3.2. **Major equivalency endorsement.** A major equivalency endorsement is a licensure option in which an individual already licensed to teach in North Dakota may add qualifications to the license by demonstrating the individual has competency equivalent to the North Dakota program approval standards and other licensure requirements in section 67.1-02-02-02 for the new area.
  - a. The minimum number of semester hours or equivalent competency documentation for a major equivalency is thirty-two semester hours, with the exception of

composite majors, which require forty-two semester hours. Competency equivalent to a major in early childhood education, elementary education, middle level education, or secondary education academic majors must include evidence of appropriate:

- (1) Content area preparation;
- (2) Teaching methods and strategies; and
- (3) Applied experience at the appropriate grade levels, i.e., field experience, clinical practice, or student teaching.

Endorsements issued by the ~~education standards and practices~~ board may be used toward demonstration of competency.

b. North Dakota-licensed individuals who wish to add a major equivalency to an existing professional educators' license may demonstrate the new content area competency through the following options approved by the education standards and practices board:

- (1) Undergraduate or graduate, or both, coursework equivalent to a major and aligned with the North Dakota program approval standards;
- (2) An advanced degree in the major area which by itself, or in combination with other coursework, meets or exceeds the requirements for preparation in the major at the undergraduate level;
- (3) A minor or minor equivalency in the area to be taught with successful completion of a content test meeting or exceeding the minimum scores determined by the education standards and practices board;

- (4) Existing North Dakota licensure in the area with successful teaching experience and successful completion of content-based competency assessments approved by the education standards and practices board;
- (5) National board for professional teaching standards certification in the major area; or
- (6) State-approved test endorsement. Hold a valid regular North Dakota educator's professional license and pass one of the following options:
  - (a) The pedagogical test birth through grade three and the early childhood test;
  - (b) The pedagogical test grades one through six and the elementary content test;
  - (c) The middle level content test; or
  - (d) The content specific test meeting or exceeding the minimum scores determined by the education standards and practices board in the content area to be taught.

**4.3. Major equivalency endorsement - requirements.** To be considered for a major equivalency, individuals teaching in the areas of early childhood education, elementary education, middle level education, and secondary education academic areas must be licensed in accordance with the laws and administrative rules of the education standards and practices board and must meet the provisions in North Dakota Century Code chapter 15.1-18, which include holding a major or major equivalency in the core content areas in which they are teaching.

- a. Major equivalency endorsement for elementary teachers grades one through eight. ~~Beginning July 1, 2006, all~~ All elementary teachers new to the profession and all early

childhood education teachers whose licensure will include grades one through three must pass a content-based test and teaching skills test in elementary education or early childhood education, approved by the ~~education standards and practices~~ board. Elementary teachers already licensed in North Dakota prior to July 1, 2006, are considered qualified on the basis of holding a major or endorsement in elementary education or a major in early childhood education which qualifies to teach grades one through three.

- b. Major equivalency endorsement for middle level teachers grades five through eight. Individuals teaching in a middle school must meet the ~~education standards and practices~~ board grade level requirements in section 67.1-02-03-04. For a middle school content area endorsement teachers must, beginning July 1, 2006, hold a minimum equivalent of twenty-four semester hours of content area preparation and methods in the subject area specializations in which they are teaching or may demonstrate major equivalency in subject areas through options allowed in subdivision b of subsection 3.

The twenty-four semester hours of content area preparation and methods of this subdivision for the subject area specialization must include the following specific semester hour preparation as listed in the following subject areas:

- (1) Middle school English and language arts (50117).
  - (a) Three semester hours in speech or debate;
  - (b) Six semester hours in reading;
  - (c) Three semester hours in grammar;
  - (d) Three semester hours in writing and composition;

- (e) Six semester hours in literature; and
  - (f) Three semester hours in methods of teaching language and communication.
- (2) Middle school mathematics (50317). Required content must be beyond the college algebra level.
- (a) Coursework in college algebra or precalculus;
  - (b) Three semester hours in calculus;
  - (c) Geometry;
  - (d) Probability and statistics;
  - (e) Computer and instruction technology;
  - (f) Mathematics electives; and
  - (g) Methods of teaching mathematics.
- (3) Middle school science (50417).
- (a) Six semester hours in life science or biology;
  - (b) Six semester hours in earth science or geology;
  - (c) Four semester hours in physics;
  - (d) Three semester hours in chemistry; and
  - (e) Three semester hours in methods of teaching science.
- (4) Middle school social studies (50217).

- (a) Nine semester hours in North Dakota geography, North American geography, world regional geography;
  - (b) Twelve semester hours in world history, North Dakota studies or history, United States history to 1877; and
  - (c) Three semester hours in teaching social science methods.
- c. Major equivalency endorsement for secondary teachers grades five through twelve. To be considered qualified, secondary teachers must hold a major or major equivalency in the content areas in which they are teaching, and a major, major equivalency, minor, or minor equivalency in noncore areas in which they are teaching.
- d. Major equivalency endorsement for teachers in science grades five through twelve. Secondary teachers with majors in biology, chemistry, earth science, or physics (minimum of thirty-two semester hours) or physical science and other composite science degrees (minimum of forty-two semester hours) will be licensed to teach in each specific science discipline in which the individual has the minimum preparation for that specific science discipline aligned with the North Dakota standards for the areas (eight semester hours).
- e. Major equivalency endorsement for teachers in social studies grades five through twelve. Secondary teachers with majors in history (thirty-two semester hours), geography (thirty-two semester hours), civics and government (thirty-two semester hours), economics (thirty-two semester hours), or composite social studies (forty-two semester hours) will be licensed to teach in each specific social studies discipline in which the individual has a minimum number of semester hours aligned with the North Dakota standards for the area: history (eight semester hours), geography (eight semester

hours), civics and government (eight semester hours), economics (eight semester hours), psychology (four semester hours), and sociology (four semester hours).

- f. Major equivalency endorsement for English and language arts teachers grades five through twelve. Secondary teachers with majors in English and language arts (thirty-two semester hours) will be licensed to teach in additional areas of speech, journalism, or drama and theater arts if the individual has a minimum preparation of six semester hours aligned with the North Dakota standards for that specialization. Individuals who hold majors, major equivalencies, minors, or minor equivalencies in speech, journalism, or drama and theater arts will also be licensed to teach those specializations.
- g. Major equivalency endorsement for music teachers grades prekindergarten through twelve. Teachers with majors in the field of music (minimum of thirty-two semester hours) will be licensed to teach at grade levels consistent with their preparation as stated in the rules for initial licensure in section 67.1-02-02-02

**5.4. Special education licensure.** To be considered qualified in special education, the teacher will need to hold an early childhood, elementary, middle level, or secondary license, ~~at the specific level the teacher is teaching,~~ hold a bachelor's degree, demonstrate knowledge in the subject the teacher is teaching, and hold the special education endorsement, major, minor, or master's degree pursuant to the special education category the teacher is serving. Special education teachers not holding regular licensure at the level they are teaching will only be able to provide consultative services to students in grades prekindergarten through grade twelve.

Reeducation of a licensed teacher for special education schoolteaching may also be accomplished by holding a North Dakota professional educator's regular license and completion of a special education disability content test meeting or exceeding the minimum scores determined by the ~~education~~



standards and practices board in the disability area to be taught.

**History:** Effective July 1, 2004; amended effective April 1, 2006; July 1, 2008; July 1, 2012; October 1, 2014; April 1, 2018; July 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

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

The applicant wishing to apply for the career and technical educator endorsements must be licensed by the ~~education standards and practices~~ 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 ~~education standards and practices~~ 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.

**History:** Effective July 1, 2004; amended effective July 1, 2012; July 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

### **67.1-02-03-09. Early childhood education endorsement (50037).**

The birth to grade three early childhood education endorsement may be completed by an applicant with a nonteaching degree in a related field or holding a valid North Dakota educator's professional license. The

applicant must complete all requirements for initial licensure in section 67.1-02-02-02, submit a program of study from a state-approved teacher education program including thirty-two semester hours in early childhood education, twenty-two semester hours of professional education, and field experience or student teaching of ten weeks in grades prekindergarten through grade three. If the applicant has completed a previous student teaching experience of ten weeks, the reeducation early childhood student teaching experience may be five weeks.

The early childhood education coursework must include six semester hours in child development and learning; three semester hours in building family and community relations; three semester hours in observation and assessment; eighteen semester hours in methods of mathematics, science, social studies, reading, language arts, early language literacy, and play; three semester hours in administration and leadership; twenty-two semester hours in education foundations, educational psychology, teaching and learning theory, educational diagnosis and assessment, inclusive education, educational technology, classroom and behavioral management, and multicultural or native American studies specific to teaching; and field experience must include three supervised field experiences and two student teaching experiences for a minimum of ten weeks (five weeks student teaching for applicants with an existing teaching license). One student teaching experience must be in an accredited prekindergarten or kindergarten setting and the other in grade one, two, or three, and include the opportunity to work with children with special needs.

Effective July 1, 2006, all early childhood endorsement applicants will need to meet or exceed the cut scores as determined by the ~~education standards and practices~~ board for the early childhood education test and the pedagogical assessment.

Reeducation of a licensed teacher for early childhood schoolteaching may also be accomplished by holding a North Dakota professional educator's regular license and 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.

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

**History:** Effective April 1, 2006; amended effective July 1, 2008; July 1, 2012; October 1, 2014; April 1, 2018; July 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

### **67.1-02-03-10. Rural flexibility endorsement.**

Repealed effective April 1, 2018.

### **67.1-02-03-11. Teaching alternative flexibility endorsement.**

1. The applicant wishing to apply for the teaching alternative flexibility endorsement must:
  - a. Be licensed to teach by the ~~education standards and practices~~ board or approved to teach by the ~~education standards and practices~~ board;
  - b. Hold a minimum of a minor, minor equivalency, or have held a valid license from the other state for a minimum of two years in the course area or field being taught;
  - c. Provide a letter from the school district requesting this endorsement for the applicant and documenting a diligent effort has been made to employ a regularly licensed teacher to fill the position;
  - d. Submit a program of study to be completed within three years to become qualified; and
  - e. Complete the teaching alternative flexibility endorsement plan form and submit.

If the applicant under this subsection is a special education teacher, the plan of study will need to be completed in two

years and the teaching alternative flexibility endorsement will only be renewed once.

2. The applicant will:
  - a. Demonstrate successful completion of one-third of the total coursework of the program of study prior to renewal.
  - b. Pass the state-approved test within one year.

**History:** Effective April 1, 2006; amended effective July 1, 2008; 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, 15.1-13-14

### **67.1-02-03-12. Special education endorsements.**

Reeducation of a licensed teacher for special education schoolteaching may be accomplished by completing a special education disabilities content test meeting or exceeding the minimum scores determined by the ~~education standards and practices~~ board in the disability area to be taught.

1. **Early childhood special education endorsement (19037).**

The applicant wishing to apply for the early childhood special education endorsement must:

  - a. Hold a valid North Dakota educator's professional regular license in special education, early childhood education, or elementary education.
  - b. Complete a minimum of twenty-two semester hours primarily at the graduate level in the following core coursework: children with exceptional learning needs, assessment of students with disabilities or special needs or assessment of young children, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Early childhood special education coursework, including

characteristics and introduction of young children, methods and materials of young children with disabilities, assessment of young children, development of young children, including the domains of social, emotional cognition, language and literacy, and physical and adaptive must also be completed. A two semester hour early childhood special education practicum or internship must be completed.

- c. The early childhood special education endorsement enables the applicant to teach early childhood special education birth through grade three.
- d. A plan on file (formerly tutor in training) for the early childhood special education endorsement may be requested and must be completed within three years of assignment to teach early childhood special education. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the early childhood special education regardless of how many hours already transcribed in special education. Transcript review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the ~~education standards and practices~~ board upon becoming employed as an early childhood special education teacher, outlining how the endorsement will be completed within the three-year period.

**2. Emotional disturbance special education endorsement.** The applicant wishing to apply for the emotional disturbance special education endorsement must:

- a. Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education;

- b. Complete a minimum of twenty-four semester hours primarily at the graduate level in the following core coursework: exceptional children and youth, assessment of students with disabilities, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Coursework specific to emotional disturbance must also be completed, including characteristics and introduction of emotional disturbance, methods and materials of emotional disturbance, transition, inclusive settings, and assistive technology. A two semester hour practicum or internship in emotional disturbance must also be completed. Secondary prepared teachers must also complete methods in elementary reading and elementary mathematics.
- c. Have completed coursework in reading methods and mathematics methods, if prepared as a secondary teacher.
- d. A plan on file (formerly tutor in training) for the emotional disturbance special education endorsement may be requested by the administrator and must be completed within three years of assignment to teach emotional disturbance special education. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the emotional disturbance regardless of how many hours already transcribed in special education. Transcript review will be done yearly to document progress toward completion of the plan. A letter to request an extension of the plan on file must be received each year from the school administrator. The applicant shall file a plan with the ~~education standards and practices~~ board upon becoming employed as an emotional disturbance special

education teacher, outlining how the endorsement will be completed within the three-year period.

- e. As an elementary licensed grades one through eight teacher with a special education endorsement in emotional disturbance, the teacher would be qualified to:
  - (1) Teach in an elementary classroom;
  - (2) Teach or provide direct instruction to all elementary students with emotional disturbance;
  - (3) Teach or provide direct instruction to middle or high school students with emotional disturbance who are alternately assessed; or
  - (4) Consult prekindergarten through grade twelve students with emotional disturbance.
  
- f. As a middle level licensed grades five through eight teacher in English, science, mathematics, or social studies with a special education endorsement in emotional disturbance, the teacher would be qualified to:
  - (1) Teach in a middle level classroom in the specific area of licensure;
  - (2) Teach or provide direct instruction to middle level students with emotional disturbance in the specific area of licensure;
  - (3) Teach or provide direct instruction to elementary, middle, or high school students with emotional disturbance who are alternately assessed; or
  - (4) Consult prekindergarten through grade twelve students with emotional disturbance.
  
- g. As a secondary licensed grades five through twelve in the subjects of English and language arts, mathematics,

science, or social studies with a special education endorsement in emotional disturbance, the teacher would be qualified to:

- (1) Teach in a secondary level classroom in the specific area of licensure;
- (2) Teach or provide direct instruction to secondary level students with emotional disturbance in the specific area of licensure;
- (3) Teach or provide direct instruction in the specific area of licensure to middle or high school students with emotional disturbance who are alternately assessed; or
- (4) Consult prekindergarten through grade twelve students with emotional disturbance.

3. **Intellectually disabled special education endorsement.** The applicant wishing to apply for the intellectually disabled special education endorsement must:

- a. Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education.
- b. Complete a minimum of twenty semester hours at the undergraduate or graduate level in the following core coursework: exceptional children and youth, assessment of students with disabilities, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Coursework specific to intellectual disabilities must also be completed, including characteristics and introduction of intellectual disabilities, methods and materials of intellectual disabilities, transition, mental hygiene or psychology of adjustment or personality theory or abnormal psychology, and corrective reading. A two semester hour practicum or internship in intellectual



disabilities must also be completed. Secondary prepared teachers must also complete methods in elementary reading and elementary mathematics.

- c. A plan on file (formerly tutor in training) for the intellectual disabilities special education endorsement may be requested by the administrator and must be completed within three years of assignment to teach intellectual disabilities special education. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the intellectual disabilities regardless of how many hours already transcribed in special education. A letter to request an extension of the plan on file must be received each year from the school administrator. Transcript review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the education standards and practices board upon becoming employed as an intellectual disabilities special education teacher, outlining how the endorsement will be completed within the three-year period.
  
- d. Elementary licensed grades one through eight teacher with a special education endorsement in intellectual disabilities, the teacher would be qualified to:
  - (1) Teach in an elementary classroom.
  - (2) Teach or provide direct instruction to all elementary students with intellectual disabilities.
  - (3) Teach or provide direct instruction to middle or high school students with intellectual disabilities who are alternately assessed.

- (4) Consult prekindergarten through grade twelve students with intellectual disabilities.
- e. Middle level licensed grades five through eight in English, science, mathematics, or social studies with a special education endorsement in intellectual disabilities, the teacher would be qualified to:
- (1) Teach in a middle level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to middle level students with intellectual disabilities in the specific area of licensure.
  - (3) Teach or provide direct instruction to middle school or high school students with intellectual disabilities who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with intellectual disabilities.
- f. Secondary licensed grades five through twelve or grades nine through twelve in one of the subjects of English or language arts, mathematics, science, or social studies with a special education endorsement in intellectual disabilities, the teacher would be qualified to:
- (1) Teach in a secondary level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to secondary level students with intellectual disabilities in the specific area of licensure.
  - (3) Teach or provide direct instruction in the specific area of licensure to middle school or high school students with intellectual disabilities who are alternately assessed.

- (4) Consult prekindergarten through grade twelve students with intellectual disabilities.

4. **Specific learning disabilities special education endorsement.** The applicant wishing to apply for the learning disabilities special education endorsement must:
  - a. Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education.
  - b. Complete a minimum of twenty-four semester hours primarily at the graduate level in the following core coursework: exceptional children and youth, assessment of students with disabilities, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Coursework specific to specific learning disabilities must also be completed, including characteristics and introduction of specific learning disabilities, methods and materials of specific learning disabilities, transition, inclusive settings, corrective reading methods, and assistive technology. A two semester hour practicum or internship in specific learning disabilities must also be completed. Secondary prepared teachers must also complete methods in elementary reading and elementary mathematics.
  - c. Have completed coursework in reading methods and mathematics methods, if prepared as a secondary teacher.
  - d. A plan on file (formerly tutor in training) for the specific learning disabilities special education endorsement may be requested by a letter from the administrator and must be completed within three years of assignment to teach specific learning disabilities special education. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of

three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the specific learning disabilities regardless of how many hours already transcribed in special education. A letter to request an extension of the plan on file must be received each year from the school administrator. Transcript review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the ~~education standards and practices~~ board upon becoming employed as a specific learning disabilities special education teacher, outlining how the endorsement will be completed within the three-year period.

- e. Elementary licensed grades one through eight teacher with a special education endorsement in specific learning disabilities, the teacher would be qualified to:
  - (1) Teach in an elementary classroom.
  - (2) Teach or provide direct instruction to all elementary students with specific learning disabilities.
  - (3) Teach or provide direct instruction to middle or high school students with specific learning disabilities who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with specific learning disabilities.
  
- f. Middle level licensed grades five through eight teacher in English, science, mathematics, or social studies with a special education endorsement in specific learning disabilities, the teacher would be qualified to:
  - (1) Teach in a middle level classroom in the specific area of licensure.

- (2) Teach or provide direct instruction to middle level students with specific learning disabilities in the specific area of licensure.
  - (3) Teach or provide direct instruction to elementary, middle, or high school students with specific learning disabilities who are alternately assessed.
  - (4) Consult kindergarten through grade twelve students with specific learning disabilities.
- g. Secondary licensed grades five through twelve in subjects of English or language arts, mathematics, science, or social studies with a special education endorsement in specific learning disabilities:
- (1) Teach in a secondary level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to secondary level students with specific learning disabilities in the specific area of licensure.
  - (3) Teach or provide direct instruction in the specific area of licensure to middle or high school students with specific learning disabilities who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with specific learning disabilities.

**5. Special education strategist endorsement.** The applicant wishing to apply for the special education strategist endorsement must:

- a. Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education.

- b. Complete a minimum of thirty semester hours primarily at the graduate level in the following core coursework: exceptional children and youth, assessment of students with disabilities, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Coursework specific to special education strategist must also be completed, including characteristics and introduction of specific learning disabilities, intellectual disabilities, and emotional disturbance; methods and materials of intellectual disabilities, specific learning disabilities, and emotional disturbance; transition, inclusive settings, corrective reading methods, and assistive technology. Separate practicum or internship in each of specific learning disabilities, intellectual disabilities, and emotional disturbance must also be completed. Secondary prepared teachers must also complete methods in elementary reading and elementary mathematics.
- c. Have completed coursework in reading methods and mathematics methods, if prepared as a secondary teacher.
- d. A plan on file (formerly tutor in training) for the special education strategist endorsement may be requested by the administrator and must be completed within three years of assignment to teach. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the education strategist regardless of how many hours already transcribed in special education. A letter to request an extension of the plan on file must be received each year from the school administrator. Transcript review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the ~~education standards and practices board~~ upon

becoming employed as a special education strategist teacher, outlining how the endorsement will be completed within the three-year period.

- e. Elementary licensed grades one through eight teacher with a special education strategist endorsement in intellectual disabilities, specific learning disabilities, and emotional disturbance:
  - (1) Teach in an elementary classroom.
  - (2) Teach or provide direct instruction to all elementary students with intellectual disabilities, emotional disturbance, or specific learning disabilities.
  - (3) Teach or provide direct instruction to middle or high school students with intellectual disabilities, emotional disturbance, or specific learning disabilities who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with intellectual disabilities, emotional disturbance, or specific learning disabilities.
  
- f. Middle level licensed grades five through eight teacher with a special education strategist endorsement in intellectual disabilities, specific learning disabilities, and emotional disturbance:
  - (1) Teach in an elementary or a middle level classroom.
  - (2) Teach or provide direct instruction to all elementary or middle level students with intellectual disabilities, emotional disturbance, or specific learning disabilities.
  - (3) Teach or provide direct instruction to elementary, middle, or high school students with intellectual disabilities, emotional disturbance, or specific learning disabilities who are alternately assessed.

- (4) Consult prekindergarten through grade twelve students with intellectual disabilities, emotional disturbance, or specific learning disabilities.
- g. Secondary licensed grades five through twelve in subjects of English or language arts, mathematics, science, or social studies with a special education strategist endorsement in intellectual disabilities, specific learning disabilities, and emotional disturbance:
- (1) Teach in a secondary level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to all elementary students with intellectual disabilities, emotional disturbance, or specific learning disabilities.
  - (3) Teach or provide direct instruction in the specific area of licensure to middle or high school students with intellectual disabilities, emotional disturbance, or specific learning disabilities who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with intellectual disabilities, emotional disturbance, or specific learning disabilities.

**6. Gifted and talented endorsement.**

- a. The applicant wishing to apply for the gifted and talented endorsement must:
- (1) Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education.
  - (2) Complete a minimum of seventeen semester hours at the graduate level in the following coursework:



children with exceptional learning needs, assessment, consultation and collaboration, characteristics and introduction of education of gifted students, methods and materials of gifted education, and two semester hours in gifted education practicum or internship.

- (3) A plan on file (formerly tutor in training) for the gifted and talented endorsement may be requested by the administrator and must be completed within three years of assignment to teach. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the gifted and talented endorsement regardless of how many hours already transcribed in special education. A letter to request an extension of the plan on file must be received each year from the school administrator. Transcript review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the ~~education standards and practices~~ board upon becoming employed as a special education gifted and talented teacher, outlining how the endorsement will be completed within the three-year period.

b. Elementary, middle, or secondary prepared teacher with an endorsement in gifted and talented education:

- (1) Teach in the specific area of licensure.
- (2) Consult in gifted and talented programs prekindergarten through grade twelve.

## **7. Visually impaired special education endorsement.**

a. The applicant wishing to apply for the visually impaired special education endorsement must:

- (1) Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education.
- (2) Complete a minimum of twenty-two semester hours at the undergraduate or graduate level in the following core coursework: exceptional children and youth, assessment of students with disabilities, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Coursework specific to visual impairment disabilities must also be completed, including characteristics and introduction of visual impairment disabilities, methods and materials of visual impairment disabilities, assessment of students with visual impairment, orientation and mobility, communication and media with students with visual impairment, and Braille instruction. A two semester hour practicum or internship must also be completed.
- (3) A plan on file (formerly tutor in training) for the visually impaired endorsement may be requested by the administrator and must be completed within three years of assignment to teach. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the visual impairment endorsement regardless of how many hours already transcribed in special education. A letter to request an extension of the

plan on file must be received each year from the school administrator. Transcript review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the ~~education standards and practices~~ board upon becoming employed as a special education teacher, outlining how the endorsement will be completed within the three-year period.

- b. Elementary licensed with a double major in elementary education and visually impaired or elementary licensed grades one through eight or grades one through six teacher with a special education endorsement in visually impaired:
  - (1) Teach in an elementary classroom.
  - (2) Teach or provide direct instruction to all elementary students with visual impairment.
  - (3) Teach or provide direct instruction to middle or high school students with visual impairment who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with visual impairment.
  
- c. Middle level licensed grades five through eight in English, science, mathematics, or social studies teacher with a special education endorsement in visually impaired:
  - (1) Teach in a middle level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to middle level students with visual impairment in the specific area of licensure.

- (3) Teach or provide direct instruction to elementary, middle, or high school students with visual impairment who are alternately assessed.
  - (4) Consult kindergarten through grade twelve students with visual impairment.
- d. Secondary licensed grades five through twelve in core subjects of English or language arts, mathematics, science, or social studies with a special education endorsement in visually impaired:
- (1) Teach in a secondary level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to secondary level students with visual impairment in the specific area of licensure.
  - (3) Teach or provide direct instruction in the specific area of licensure to middle or high school students with visual impairment who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with visual impairment.

**8. Hearing-impaired (including deafness) special education endorsement.**

- a. The applicant wishing to apply for the hearing-impaired (including deafness) special education endorsement must:
- (1) Hold a valid North Dakota educator's professional regular license in special education or early childhood, elementary, middle, or secondary education.

- (2) Complete a minimum of twenty-eight semester hours at the undergraduate or graduate level in the following core coursework: exceptional children and youth, assessment of students with disabilities, behavior management of students with disabilities, legal aspects of special education, and consultation and collaboration. Coursework specific to deaf or hard of hearing must also be completed, including assessment of students with deaf and hard of hearing, transition, methods of teaching speech to deaf and hard of hearing children, methods of teaching language to deaf and hard of hearing children, methods of teaching reading and academic subject to deaf and hard of hearing children, characteristics of students with deaf and hard of hearing, audiology and oral rehabilitation, sign language. A two semester hour practicum or internship with children from birth to twenty-one must be completed.
- (3) The hearing-impaired (including deafness) special education endorsement may be attached to a regular education license.
- (4) A plan on file (formerly tutor in training) for the deaf or hard of hearing endorsement may be requested by the administrator and must be completed within three years of assignment to teach. The plan on file request must include a letter requesting the endorsement from the administrator, identification of the special education mentor, transcribed documentation of three semester hours of completed coursework in special education, and documentation of enrollment in an institution of higher education in two additional courses specific to the deaf and hard of hearing endorsement regardless of how many hours already transcribed in special education. A letter to request an extension of the plan on file must be received each year from the school administrator. Transcript

review will be done yearly to document progress toward completion of the plan. The applicant shall file a plan with the education standards and practices board upon becoming employed as a special education deaf or hard of hearing teacher, outlining how the endorsement will be completed within the three-year period.

- b. Elementary licensed with a double major in elementary education and hearing-impaired or elementary licensed grades one through eight teacher with a special education endorsement in hearing-impaired:
  - (1) Teach in an elementary classroom.
  - (2) Teach or provide direct instruction to all elementary students with hearing impairment.
  - (3) Teach or provide direct instruction to middle or high school students with hearing impairment who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with hearing impairment.
  
- c. Middle level licensed grades five through eight in English, science, mathematics, or social studies teacher with a special education endorsement in hearing-impaired:
  - (1) Teach in a middle level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to middle level students with hearing impairment in the specific area of licensure.
  - (3) Teach or provide direct instruction to elementary, middle, or high school students with hearing impairment who are alternately assessed.

- (4) Consult prekindergarten through grade twelve students with hearing impairment.
- d. Secondary licensed grades five through twelve in the subjects of English or language arts, mathematics, science, or social studies teacher with a special education endorsement in hearing-impaired:
- (1) Teach in a secondary level classroom in the specific area of licensure.
  - (2) Teach or provide direct instruction to secondary level students with hearing impairment in the specific area of licensure.
  - (3) Teach or provide direct instruction in the specific area of licensure to middle or high school students with hearing impairment who are alternately assessed.
  - (4) Consult prekindergarten through grade twelve students with hearing impairment.

**History:** Effective July 1, 2008; amended effective July 1, 2010; July 1, 2012; October 1, 2014; April 1, 2018; July 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

### **67.1-02-03-13. Out of Field endorsements.**

Out of field endorsements will allow a fully licensed North Dakota teacher to teach in an out of field area, excluding special education and pre-K, for a period of up to two years.

1. Consideration for out of field license endorsements will be determined each year when the board declares the shortage areas.
2. An out of field endorsement may be issued to those individuals with a regular teaching license.

3. Individuals may have up to two years for the out of field endorsement.
4. Individuals need an administrator request in writing each year
5. The state mandated test must be completed to make the endorsement permanent.
6. The cost of the endorsement shall be \$80.00.

**History:** Effective July 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

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### **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 ~~August~~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 ~~education standards and practices~~ board. This is a one-year license. Shortage areas must be determined by the ~~education standards and practices~~ 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 ~~education standards and practices~~ 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 transcripts of all ~~college work~~ must be sent to the ~~education standards and practices~~ board.
6. ~~The applicant must have proficiency and hold minimum qualifications of a content area bachelor's degree in the content area to be assigned or have held a valid license from the other state for a minimum of two years in the content area to be assigned and have completed the Praxis I, Praxis II PLT, and Praxis II content specific test in the content area to be assigned. The applicant may apply for the forty-day provisional license prior to submitting the Praxis test score results.~~

- ~~7.~~ 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.
- ~~8.~~7. 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.
- ~~9.~~8. The fee for the alternative access license is one hundred fifty five dollars for each year the license is issued.
- ~~10.~~9. 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.~~10. 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.
- ~~12.~~11. 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.; July 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 ten 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.

**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

### **67.1-02-04-03. Interim school counselor.**

~~School counselor monitoring under the seven-year option provided in North Dakota Century Code section 15.1-13-23, which took effect August 1, 1997, will be conducted as follows:~~

- ~~1. An applicant wishing to apply under the seven-year option provided in North Dakota Century Code section 15.1-13-23 must first contact the guidance and counseling office at the department of public instruction to confirm that the counseling degree the applicant currently holds is eligible. The department of public instruction counseling office will forward a letter confirming its decision to the education standards and practices board.~~
- ~~2. Eligible counselors entering through the seven-year program must complete all of the application requirements, fee, and be fingerprinted at the beginning of the process and clear the~~

~~background check under section 67.1-02-02-02 in the same manner as other initial licensure applicants.~~

- ~~3. An applicant must show documentation that the applicant has been formally admitted both:
  - ~~a. To a college or university with a state-approved teacher education program; and~~
  - ~~b. To the approved teacher education program at that institution.~~~~
- ~~4. Once formally admitted, an applicant must file with the education standards and practices board:
  - ~~a. The applicant's approved teacher education program plan; and~~
  - ~~b. A timeline showing how the applicant will complete at least one-seventh of that program each year.~~~~
- ~~5. A counselor entering through the seven-year option must complete the requirements within seven years of the counselor's first entrance into the program. A counselor in this program must submit an annual progress report to the education standards and practices board with transcripts verifying that the counselor has completed the agreed-upon one-seventh of the program requirements.~~
- ~~6. An applicant entering under the seven-year program must receive a letter of approval granting the applicant permission for employment while working toward full licensure and must make a satisfactory annual progress report to the education standards and practices board.~~
- ~~7. An applicant cannot be employed or permitted to perform the duties of a licensed school counselor until the education standards and practices board formally approves the applicant's program and timeline and issues the letter.~~

- ~~8. Individuals performing the duties of a school counselor under an education standards and practices board letter of approval must be under the supervision of a licensed teacher since they do not yet hold a regular teaching license.~~

**History:** ~~Effective March 1, 2000; amended effective August 1, 2002; July 1, 2010.~~

**General Authority:** ~~NDCC 15.1-13-09, 15.1-13-10, 15.1-13-23~~

**Law Implemented:** ~~NDCC 15.1-13-10, 15.1-13-14, 15.1-13-23~~ Repealed effective July 1, 2020.

#### **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. Consideration for provisional licenses will not be granted until after August fifteenth in any year.~~
21. 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.
32. The school wishing to hire the individual has submitted to the education standards and practices board a letter of need and intent to hire.

43. 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.
54. 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.
65. There is a one-time fee for the provisional license of ~~twenty-five~~ fifty-five dollars.
76. 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; July 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.

#### **67.1-02-04-06. Trade, industry, technical, and health occupations interim license.**

Applicants entering the profession of teaching in the areas of trade, industry, technical, and health occupations in compliance with the standards prescribed by the state board for career and technical education under North Dakota Century Code section 15-20.1-03 are issued restricted trade, industry, technical, and health occupations interim licensure by the education standards and practices board under North Dakota Century Code section 15.1-13-10. Applicants for the initial trade, industry, technical, and health occupations interim license pay the thirty dollar initial application

fee and a seventy dollar fee for the first two-year license, and must also submit to a fingerprint screening for criminal records in accordance with North Dakota Century Code section 15.1-13-14.

The trade, industry, technical, and health occupations interim license is renewable upon satisfactory completion of reeducation requirements prescribed and verified by the state board for career and technical education, submission of a completed application for renewal, positive recommendations, and payment of the license fee. Subsequent two-year or five-year renewal licenses will be issued in accordance with the renewal requirements in section 67.1-02-02-04. An applicant issued a restricted trade, industry, technical, and health occupations license may teach or substitute teach only in that licensed area and may move into a regular teaching license by completing the requirements for regular licensure under section 67.1-02-02-02.

The trade, industry, technical, and health occupations endorsement is required for those educators teaching occupational intent programs grades nine through twelve that meet the career and technical education standards or industry standards, or both. A review of past coursework and experience will be conducted and a program of studies needed for completion will be established. Reeducation for the trade, industry, technical, and health occupations endorsement must be completed prior to or within two years of assignment.

The applicant must request the endorsement form from the department of career and technical education, complete it, and return it with the official documentation, and review fee of seventy-five dollars.

**History:** Effective August 1, 2002; amended effective July 1, 2004.

**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

#### **67.1-02-04-07. Clinical practice option.**

Applicants who have entered the profession of teaching through alternative access licensure under section 67.1-02-04-01, elementary, middle, or secondary endorsement under chapter 67.1-02-03, or trade, industry, technical, and health occupations interim licensure under section

67.1-02-04-06 and are seeking to complete the requirements for regular licensure under section 67.1-02-02-02 may meet the student teaching requirement through a supervised clinical practice option meeting the following conditions:

1. The applicant requesting the clinical practice option must hold a valid regular license, alternative access license or trade, industry, technical, and health occupations interim license and be employed under contract by an approved school during the clinical practice. The clinical practice option is not intended to be used by applicants who are not under contract and would not need release time from those contracts to complete a regular student teaching experience.
2. The clinical practice option must be approved by the ~~education standards and practices~~ board before it begins as part of the applicant's program of study toward regular licensure and must be conducted under the supervision of a state-approved college of teacher education. Criteria and evaluations for successful completion of the clinical experience must parallel and meet or exceed those the college of teacher education applies to student teaching experiences and the clinical practice must be at the appropriate grade levels for the licensure sought.
3. The school employing the applicant and the applicant must submit letters to the ~~education standards and practices~~ board requesting the clinical practice option and verifying their support of the agreement.
4. The clinical practice option must require a minimum of ten weeks of close supervision (five weeks of close supervision if the applicant has already been prepared as a teacher), which includes an equitable combination of daily meetings with or observations of the applicant at the beginning of the experience, by an onsite teacher meeting the qualifications for cooperating teachers under section 67.1-02-01-02 and by the school building principal or other supervisor responsible for evaluations of teachers under North Dakota Century Code sections 15.1-15-01 and 15.1-15-04 and must include onsite visits by college supervisors which meet or exceed the



requirements for student teacher supervision under section 67.1-02-01-03.

5. The clinical practice option includes mentoring of the applicant for at least one school year (one semester if the applicant has already been prepared as a teacher) by the onsite cooperating teacher and may also include mentoring by an offsite content area specialist. The mentoring occurs outside of the applicant's regular teaching assignment time and meets or exceeds the contact that would occur in a ten-week, full-time student teaching experience.
6. Upon completion of the clinical practice option, documentation of evaluations and transcripts verifying successful completion of the clinical practice will be provided through the college of teacher education to the ~~education standards and practices~~ board.
7. Applicants holding valid alternative access licensure under section 67.1-02-04-01 or trade, industry, technical, and health occupations interim licensure under section 67.1-02-04-06 who have successfully completed all of the other requirements for regular two-year initial licensure under section 67.1-02-02-02, except for ten weeks of supervised student teaching, may use the successful clinical practice meeting the conditions of this section to fulfill the student teaching requirement.

**History:** Effective August 1, 2002; amended effective July 1, 2004; April 1, 2006; July 1, 2008; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10

#### **67.1-02-04-08. Out-of-state highly qualified license.**

Repealed effective July 1, 2012.

## **CHAPTER 67.1-02-05 LICENSURE POLICIES**

## Sections

67.1-02-05-01	Reciprocity of Suspensions and Revocations
67.1-02-05-02	Experience
67.1-02-05-03	Reserve Officers Training Corps Instructors
67.1-02-05-04	Endorsements, Added Degrees, and Restrictions
67.1-02-05-05	Foreign Transcripts and Special Needs
67.1-02-05-06	Levels of Licensure

### **67.1-02-05-01. Reciprocity of suspensions and revocations.**

North Dakota will have reciprocity for suspensions and revocations with other states during the suspension time and will determine acceptance of applicants case by case based on applicable North Dakota laws and denial procedures under section 67.1-02-02-06.

**History:** Effective July 1, 1995; amended effective October 1, 1998.

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

**Law Implemented:** NDCC 15.1-13-10, 15.1-13-25

### **67.1-02-05-02. Experience.**

Teaching experience in approved early childhood, kindergarten, elementary, middle level, secondary, and postsecondary teacher education programs and employment with the ~~education standards and practices~~ board, department of public instruction, or state board for vocational and technical education will be granted as experience for license renewal.

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; July 1, 2012.

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

**Law Implemented:** NDCC 15.1-13-10

### **67.1-02-05-03. Reserve officers training corps instructors.**

Reserve officers training corps instructors must submit verification to the ~~education standards and practices~~ board that they meet the military requirements for junior ROTC instructors, submit to the initial licensure

background check, and pay all relevant fees. An individual meeting these requirements shall receive a license with a restriction to that area.

**History:** Effective July 1, 1995; amended effective October 1, 1998; June 1, 1999; March 1, 2000; July 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

#### **67.1-02-05-04. Endorsements, added degrees, and restrictions.**

The North Dakota educator's professional license is issued as described in section 67.1-02-02-02. This license qualifies the holder for regular classroom teaching or for functioning in areas with the proper endorsements and restrictions as assigned. Degrees and endorsements in content areas of elementary, middle level, or secondary schools, educational pedagogy, or educational leadership must be obtained through regional or state-approved teacher education programs and meet North Dakota program approval standards for the content area.

- 1. Endorsements.** An individual holding a valid North Dakota teaching license may request endorsements in early childhood, kindergarten, elementary, middle school, bilingual, secondary, or content area minor equivalency endorsements or any other endorsement issued by the ~~education standards and practices~~ board. Specific requirements appear in chapter 67.1-02-03, regarding reeducation. A one-time, nonrefundable review fee of seventy-five dollars must accompany the request to add an endorsement.
- 2. New degrees.** A newly acquired major, minor, or new degree may be added between renewal periods by submitting official transcripts, a complete application form, including part six, completed by the college or university, and paying the regular renewal fee for those renewing two-year licenses or five-year licenses. An additional two-year or five-year extension, respectively, is added to the license expiration date at the time of the addition of the new major, minor, or degree.

- 3. Added qualifications on life certificates.** An individual who holds a life certificate under section 67.1-02-02-01 may add degrees or endorsements to the ~~education standards and practices~~ board licensure records by submitting official transcripts and paying the review fee pursuant to subsection 2. An official duplicate of the life certificate showing the added degree will be issued to the life certificate holder at the time of the addition. Official duplicate copies of lost life certificates or renewable licenses will be provided at a cost to the holder of twenty dollars.
  
- 4. Restricted licenses.** Programs that include a specialized rather than a regular professional education core are issued initial two-year licenses that restrict the holder to teaching in that specialty area. Applicants must submit the completed application form, original transcripts, fees, and fingerprint cards to the education standards and practices board prior to licensure.

  - a. Restricted licenses are issued to applicants with specialist or master's degrees in:

    - (1) School psychology. The prekindergarten through grade twelve school psychology restricted license will be issued to those applicants who have:

      - (a) Obtained a specialist degree in school psychology from a national association of school psychology-accredited institution; or
      - (b) Achieved the national certification of school psychologist certification. To qualify for the national certification of school psychologist license, the candidate must have successfully met the standards for training and field placement programs in school psychology, standards for the credentialing of school psychologist, standards for the provision of school psychological services, and principles of professional ethics.

- (c) Obtained a specialist degree in school psychology with the expectation of obtaining national certification within two years.
    - (d) The board of psychologist examiners shall be given, each year, a list of names of individuals with a school psychologist credential.
  - (2) School psychologist intern. A school psychologist who does not have the above school psychologist requirements 67.1-02-05-04(1)(a) and (b) may qualify for an intern license. The school psychology intern license will be issued for one year, or on an annual basis until the Specialist Degree has been completed, for applicants who have:
    - (a) Obtained a master's degree in school psychology (minimum 30 credits) from a national association of school psychology-accredited institution;
    - (b) A recommendation of the advisor of an accredited school psychology training instruction stating the applicant is eligible for enrollment in the internship program; and
    - (c) An outline of remaining coursework with specified dates for completion, including completion of a thesis or equivalent. .
- (23) Speech-language pathology. The prekindergarten through grade twelve speech-language pathology restricted license will be issued to those applicants who have a master's degree in speech-language pathology or communication disorders, one hundred hours of school-based practicum, and have graduated from a program accredited by the council on academic accreditation of the American speech

and hearing association. Applications for renewal of the bachelor level speech-language pathology license will be denied after July 1, 2010.

(34) School counseling. The prekindergarten through grade twelve professional school counseling restricted license will be issued to those applicants who have professional education coursework in educational psychology; instructional planning, methods, and assessment; classroom management; and school-based field experience or practicum and completed one of the following master's programs from a state-approved counselor education program:

- (a) Master's degree in school counseling;
- (b) Master's degree in counseling with emphasis in school counseling;
- (c) Master's degree and graduate coursework equivalent to a master's degree in school counseling; or
- (d) Master's degree in counseling and a program of study from an approved school counselor education program to complete the coursework requirements for the equivalent of a master's degree in school counseling, educational coursework in educational psychology, instructional planning, methods, and assessment, classroom management, and the school-based field experience or practicum within four years. Two 2-year licenses will be issued to those applicants while the requirements are being completed.

b. Restricted licenses are issued to applicants with baccalaureate degrees in the following areas who do not also meet qualifications for regular early childhood,

elementary, middle level, secondary, or kindergarten through grade twelve licenses as stated in section 67.1-02-02-02 that have completed the application form and submitted fees and transcripts, background investigation, and praxis II tests:

- (1) Intellectual disabilities education (19006). The intellectual disabilities prekindergarten through grade twelve restricted license will be issued to those people qualifying for a valid North Dakota teaching license in special education who hold a bachelor of science degree major in intellectual disabilities. The applicant will only provide consultative services.
- (2) Hearing-impaired education (19920). The hearing-impaired prekindergarten through grade twelve restricted license will be issued to those applicants who have a bachelor of science degree major in education of the deaf with thirty-two hours of hearing-impaired qualifying coursework. The applicant will only provide consultative services.
- (3) Visually impaired education (19945). The visually impaired prekindergarten through grade twelve restricted license will be issued to those applicants who have a bachelor of science degree with a major in visually impaired and twenty-one through twenty-three semester hours in qualifying visually impaired coursework. The applicant will only provide consultative services.
- (4) Early childhood special education (19937). The early childhood special education restricted license birth through grade three will be issued to those applicants who have a baccalaureate degree in early childhood special education. The applicant will only provide consultative services.

- (5) All other special education categories require regular early childhood, elementary, middle, or secondary qualifications.
- (6) Career and technical education. The trade, industry, technical, and health occupations restricted license will be issued to applicants holding a baccalaureate level degree in career and technical education if that degree does not include the general education or regular professional education core as required for regular licensure under section 67.1-02-02-02, and is restricted to teaching in grades seven through grade twelve.
- (7) Reserve officers training corps. The reserve officers training corps license will be issued pursuant to section 67.1-02-05-03.
- (8) Native American language instruction.
  - (a) The native American language restricted kindergarten through grade twelve license will be issued to those applicants holding a baccalaureate level degree in native American language if that degree does not include the general education or regular professional education core as required for regular licensure under section 67.1-02-02-02 and has completed a three semester hour course in classroom instruction at a tribal college or other institution of higher education.
  - (b) The native American language restricted kindergarten through grade twelve licensed will be issued to those applicants holding a baccalaureate level degree and a native American language endorsement, including three semester hours in classroom instruction.



- (9) Theological studies instruction (50040). The theological studies kindergarten through grade twelve license will be issued to those applicants holding a baccalaureate degree and is recommended for approval as an instructor of theological studies by the governing board or administration of a nonpublic school offering a theological studies course.
- c. Restricted licenses are issued to those nondegreed applicants in:
- (1) Career and technical education. Restricted licenses are issued for trade, industry, technical, and health occupations in accordance with section 67.1-02-04-06 and are restricted to teaching in grades nine through twelve.
  - (2) North Dakota American Indian language as pursuant to North Dakota Century Code section 15.1-13-22 to those applicants who display competence in North Dakota American Indian languages and culture and are recommended for licensure to teach North Dakota native languages kindergarten through grade twelve by an indigenous language board created by a tribal government in this state and have completed a three semester hour course in classroom instruction at a tribal college or other institution of higher education.
- d. Teachers with restricted licenses may teach or substitute teach only in the restricted specified area.

**History:** Effective July 1, 1995; amended effective October 1, 1998; June 1, 1999; March 1, 2000; August 1, 2002; July 1, 2004; April 1, 2006; July 1, 2008; July 1, 2010; July 1, 2012; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-08, 15.1-13-10, 15.1-13-11, 15.1-13-12.1, 15.1-13-22, 15.1-18-02, 15.1-18-03; S.L. 2001, ch. 173, § 16

### **67.1-02-05-05. Foreign transcripts and special needs.**

The content of the laws and rules for teacher licensure may be fulfilled by providing the required documentation through a third party, private foreign educational credential evaluation service that is a member of the national association of credential evaluation services, authorized by the candidate through a signed, official verification provided to the ~~education standards and practices~~ board in cases where foreign transcripts or adaptations for special needs are involved.

**History:** Effective July 1, 1995; amended effective October 1, 1998; March 1, 2000; July 1, 2008; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10

### **67.1-02-05-06. Levels of licensure.**

North Dakota professional educator's licenses are categorized into three levels, based upon educational preparation and employment experience, as follows:

1. Level I indicates that the licenseholder still has educational or employment requirements to meet before receiving the regular level II license, or that they are not currently maintaining contracted employment. The licenses in this category include the initial license, provisional license, interim emergency license, interim reciprocal license, reentry license, and the two-year renewal ~~or substitute license with less than eighteen months of contracted teaching experience. Life certificates as described in section 67.1-02-02-01 will appear as level I licenses since they do not report their status through renewals.~~
2. Level II indicates that the licenseholder has met all of the educational and employment requirements in sections 67.1-02-02-02, 67.1-02-02-04, and 67.1-02-02-07 for a regular five-year North Dakota educator's professional license, and has less than a master's degree.
3. Level III indicates that the licenseholder either:

- a. Meets all of the requirements for level II regular five-year licensure and has earned advanced degrees beyond the bachelor's level (master's, specialist, or doctoral); or
- b. Holds national board for professional teaching standards advanced licensure as stated in subsection 5 of section 67.1-02-05-04.
- c. A life license holders.

**History:** Effective August 1, 2002.; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-10

## **CHAPTER 67.1-02-06 OTHER STATE LICENSES**

### Section

- 67.1-02-06-01 Out-of-State Reciprocal Licensure
- 67.1-02-06-02 Out-of-State Highly Qualified License [Repealed]
- 67.1-02-06-03 Other State Educator License (OSEL)

### **67.1-02-06-01. Out-of-state reciprocal licensure.**

North Dakota has conditional reciprocity with other states. To receive out-of-state reciprocal licensure, an applicant must hold at least a bachelor's degree in education, which includes student teaching from an accredited university from another state, province, or similar jurisdiction, or have completed a state-approved teacher education program and submit a completed application.

1. **Out-of-state reciprocal entrance requirements.** Those who apply to the ~~education standards and practices~~ board, meet the minimum reciprocity requirements, and submit a satisfactory plan for competing the remaining North Dakota requirements will be issued a two-year out-of-state reciprocal license which has a fee of seventy dollars. The minimum reciprocity qualifications are:

- a. A four-year bachelor's degree that includes a major that meets the issuing jurisdiction's requirements in elementary education, middle level education, or a content area taught in public high school;
  - b. Completion of a professional education sequence from a state-approved teacher education program, including supervised student teaching;
  - c. Fingerprint background check as required of all initial applicants; and
  - d. Submission and education standards and practices board approval of a plan to complete all remaining requirements for full North Dakota licensure as stated in section 67.1-02-02-02. That plan will include the successful completion of the state-approved test content test in the transcribed major area of early childhood, elementary, middle level, or the core academic areas. The state-approved test must be completed within the first two-year license period.
- 2. Remaining North Dakota requirements.** An applicant will be notified of remaining requirements for full North Dakota licensure by the ~~education standards and practices~~ board. All out-of-state applicants shall submit transcripts for review by the same criteria as North Dakota applicants. The applicant must provide official copies of transcripts from all the institutions of higher education the applicant has attended. The nonrefundable fee for the transcript review process is one hundred seventy-five dollars.
- 3. Renewals.** The out-of-state reciprocal license is valid for two years and is renewable once, provided adequate progress toward completing the remaining requirements is documented and approved by the education standards and practices board. The interim reciprocal license will expire on the applicant's birthdate.

**History:** Effective July 1, 2012; amended effective April 1, 2018; July 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, 15.1-13-20, 15.1-13-21

**67.1-02-06-02. Out-of-state highly qualified license.**

Repealed effective April 1, 2018.

**67.1-02-06-03. Other state educator license (OSEL).**

North Dakota other state educator licensure will be issued to those applicants who hold a regular teaching license or certificate in early childhood, elementary, middle, or secondary education from another state and ~~requires the submission of a~~

Submit the following:

1. A. completed application pursuant to section 67.1-02-02-02 for the North Dakota professional educator's license, ~~the submission~~
2. Submission to a fingerprint screening for criminal records in accordance with North Dakota Century Code section 15.1-13-14, ~~the completion~~
3. Completion and documentation of a four-year bachelor's degree from a state-approved teacher education program in a North Dakota-recognized program area major, including the professional education sequence and a student teaching experience, submission of all fees for initial licensure pursuant to section 67.1-02-02-02, ~~and documentation~~
4. Documentation of a valid regular professional educator's license from the issuing state.

An applicant who holds a valid out of state licenses who has completed an alternate certification program will be issued an out of state license upon completion of the Praxis 1, Praxis 11 PLT, and Praxis 11 content specific test.

A license granted under this section is valid for two years if the applicant has not been licensed in another state for at least eighteen months. If the applicant received a teaching license or certificate from another state on or after January 1, 2002, and if the issuing state did not require that the individual pass a state test as a condition of licensure or certification, the board shall require that the individual, within two years from the date of the license, pass all state licensure tests normally required of applicants from this state.

In all other cases, a license granted under this section is valid for five years and is renewable if the licenseholder meets the reeducation requirements established for all five-year license renewals.

A license granted under this section must include all of the applicant's endorsements issued or recognized by the applicant's other state of licensure.

**History:** Effective July 1, 2012; amended effective October 1, 2014; July 1, 2020.

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

**Law Implemented:** NDCC 15.1-13-08, 15.1-13-10, 15.1-13-11, 15.1-13-14, 15.1-13-25, 15.1-13-26

## **ARTICLE 67.1-03 PROFESSIONAL PRACTICES**

Chapter

- 67.1-03-01 Educator's Code of Ethics
- 67.1-03-02 Fine for Practicing Without A License
- 67.1-03-03 Application Denial and Appeal

## **CHAPTER 67.1-03-01 CODE OF PROFESSIONAL CONDUCT FOR EDUCATORS**

Section

- 67.1-03-01-01 Preamble
- 67.1-03-01-02 Principle I - Commitment to the Student
- 67.1-03-01-03 Principle II - Commitment to the Profession
- 67.1-03-01-04 Principle III - Commitment to the Community

### **67.1-03-01-01. Preamble.**

The educator recognizes that education preserves and promotes the principles of democracy. The educator shares with all other citizens the responsibility for the development of educational policy. The educator acts on the belief that the quality of the services of the education profession directly influences the nation and its citizens. The educator promotes the worth and dignity of each human being and strives to help each student realize the student's potential as a worthy, effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. The educator measures success by the progress each student makes toward the realization of the student's potential as an effective citizen. The educator regards the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The educator strives to raise professional standards to improve service and achieve conditions which attract highly qualified persons to the profession.

The following code of professional conduct of the education standards and practices board governs all members of the teaching profession. A violation of this section constitutes grounds for disciplinary action which includes the issuance of a warning or reprimand or both, suspension or revocation of the license of the affected educator, or other appropriate disciplinary action.

**History:** Effective July 1, 1995; amended effective August 1, 2002.

**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

### **67.1-03-01-02. Principle I - Commitment to the student.**

In fulfilling obligations to students, the North Dakota educator:

1. Shall not, without just cause, deny the student access to varying points of view;
2. Shall not intentionally suppress or distort subject matter relevant to a student's academic program;
3. Shall protect the student from conditions detrimental to learning or to physiological or psychological well-being;

4. Shall not engage in physical abuse of a student or sexual conduct with a student and shall report to the education standards and practices board knowledge of such an act by an educator;
5. Shall not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
6. Shall not use professional relationships with a student for personal advantage or gain by soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, emotional, or physical relationship with a student;
7. Shall disclose confidential information about individuals, in accordance with state and federal laws, only when a compelling professional purpose is served or when required by law; and
8. Shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

**History:** Effective July 1, 1995; amended effective August 1, 2002; July 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

**CHAPTER 67.1-04-03  
NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS  
CERTIFICATION**

Section

67.1-04-03-01 National Board Certification

**67.1-04-03-01. National board certification.**

**1. Definitions.**

- a. "Board" means the education standards and practices board.



- b. "Certification" means national board certification as provided by the national board.
- c. "National board" means the national board for professional teaching standards.

2. **Board duties.** Based upon receiving state dollars, the board shall:

- a. Inform teachers of the national board certification program and the scholarships and services the national board provides to teachers seeking certification.
- b. Collect and review in the order received scholarship applications from individuals who are licensed to teach by the board or approved to teach by the board.
- c. Approve no more than seventeen state-funded applications per year.
- d. During each year of the biennium, reserve three of the available scholarships until October first for individuals teaching at low-performing schools. At that time, the three slots, if not filled, become available to other applicants.
- e. Require the recipient to serve during the school year as a full-time classroom teacher in a public or nonpublic school.
- f. Require the recipient to participate in mentoring developed and implemented in the employing school or district.
- g. Ensure that all scholarship recipients receive adequate information regarding level of commitment required to acquire certification.
- h. If any individual who receives a scholarship under this section does not complete the certification process within the time allotted by the board, the individual must reimburse the state an amount equal to one-half of the amount awarded to the individual as a scholarship.

3. **Recertification process.**

- a. Collect and review in the order received scholarship applications for national board recertification from individuals who are licensed to teach by the board or approved to teach by the board;
- b. Approve no more than three scholarship applications per year under this subsection;
- c. Require each recipient for a scholarship under this subsection serve during the school year as a full-time classroom teacher in a public or nonpublic school in this state; and
- d. If available, require each recipient of a scholarship under this subsection to participate in mentoring programs developed and implemented in the employing school or school district.

#### **4. Stipends.**

- a. The board shall pay to any individual who received national board certification before July 1, 2007, fifteen hundred dollars for each year the individual has maintained and continues to maintain national board certification, provided the individual continues to be employed by a school district in this state. An individual may not receive more than four thousand dollars under this subsection.
- b. At the conclusion of each school year after the individual received national board certification, the board shall pay to an individual an additional one thousand state dollars for the life of the national board certificate, if:
  - (1) The individual was employed during the school year as a full-time classroom teacher by a school district in this state.
  - (2) If available, require the participant for a scholarship under this section to participate in any efforts of the employing school district to develop and implement teacher mentoring programs.
- c. The payment provided for in this subsection is available beginning with the 2007-08 school year.
- d. As a prerequisite, the applicant must:

- (1) Have acquired a baccalaureate degree from a state-approved or accredited teacher education program;
  - (2) Hold a valid North Dakota educator's professional license;
  - (3) Have successfully completed three years of teaching at one or more elementary, middle, or secondary schools in North Dakota; and
  - (4) Currently be North Dakota kindergarten through grade twelve public or nonpublic classroom instructors.
- e. The applicant may apply for the guide to national board certification, which includes the application process by contacting the education standards and practices board, and for one-half of the application fee by submitting the completed application to the education standards and practices board by December first. Based upon availability of state funds, applications will be accepted and funded on a first-come, first-served basis. One-half of the application fees will be matched with federal dollars.
5. **Successful completion.** Upon documented successful completion, the national board for professional teaching standards certification may be added between renewal periods for a fee as pursuant to the five-year renewal fee in section 67.1-02-02-04, and additional years equivalent to the number of years left of national certification is also added to the license expiration date at the time of the addition of national board for professional teaching standards certification.
6. **Renewal.** The board recognizes the National Board Certification as fulfilling the requirement for license renewal until expiration of the National Board certificate.

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

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

**Law Implemented:** NDCC 15.1-13-08, 15.1-13-10, 15.1-13-11, 15.1-13-12.1, 15.1-13-22, 15.1-18-02,

15.1-18-03

