

CHAPTER 67-11-21 PRINCIPAL CREDENTIALS

Section	
67-11-21-01	Definitions
67-11-21-02	Credentials Required
67-11-21-03	Issuing Agency
67-11-21-04	Types of Credentials
67-11-21-05	Approval for Educational Administration Programs
67-11-21-06	Principal Credential Standards
67-11-21-07	Kindergarten Through Grade Twelve Principal Credential
67-11-21-08	Application Process
67-11-21-09	Renewal Requirements
67-11-21-10	Reconsideration

67-11-21-01. Definitions.

For the purpose of this chapter:

1. "Board" means the North Dakota education standards and practices board.
2. "Department" means the North Dakota department of public instruction.
3. "Elementary principal credential" means the credential that allows an individual to serve as a principal for any combination of grades kindergarten through eight.
4. "Secondary principal credential" means the credential that allows an individual to serve as a principal for any combination of grades five through twelve.
5. "Superintendent" means the North Dakota superintendent of public instruction.

History: Effective July 1, 2019.

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

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

67-11-21-02. Credentials required.

For purposes of school accreditation, a school may employ as an elementary principal only a person who holds an elementary principal's provisional or professional credential issued by the department. A school may employ as a secondary principal only a person who holds a secondary principal's provisional or professional credential issued by the department. The department may issue a credential under this chapter to an individual who has graduated from a program that meets the program standards approved by the department for elementary and secondary school principals as described in the North Dakota teacher education program approval standards 2000 with 2002 revisions adopted by the board effective August 1, 2002.

History: Effective July 1, 2019.

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

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

67-11-21-03. Issuing agency.

The North Dakota principal's credential issuing agency address is:

Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201

History: Effective July 1, 2019.

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

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

67-11-21-04. Types of credentials.

1. A provisional credential is:
 - a. Issued to an individual who does not meet the qualifications for a level I professional credential;
 - b. Issued as the initial credential and is valid until the end of the third school year following the year in which the provisional credential is issued and can be renewed one time for two additional school years;
 - c. Issued upon satisfying the following requirements:
 - (1) Hold a valid teaching license issued by the board.
 - (2) Have a minimum of three years documented successful teaching experience, as defined by subdivision e (elementary) or subdivision f (secondary) of subsection 2 of section 67-11-21-06.
 - (3) Demonstrate leadership competency in an educational setting.
 - (4) During the provisional credential application process, submit three letters of recommendation, one from a supervisor, and two from other professionals in the field, who have knowledge of the applicant's qualifications which must contain:
 - (a) Verification of three years documented successful teaching experience; and
 - (b) Demonstrated leadership competency.
 - (5) Provide evidence of acceptance into an educational leadership program at an accredited higher educational institution.
 - (6) Applicants receiving the provisional credential who are employed as a principal are required to enroll and participate in a formal peer-to-peer principal mentoring program for a minimum of two years upon their successful hiring as a principal.
 - d. Renewal of the provisional credential.
 - (1) The provisional credential may be renewed one time for a period of two years by meeting the following requirements:
 - (a) Submit transcripts documenting progress in enrolled educational leadership program towards master's degree, minimum of twenty credits that are included in the master's degree plan of study.
 - (b) Show evidence of participation in principal mentoring program, if employed as a principal.
 - (2) An individual issued an initial two-year provisional principal credential between July 1, 2017, and July 1, 2019, may renew that provisional credential for two more years, provided the individual meets the requirements set forth in paragraph 1. The

individual must agree to participate in two years of a formal peer-to-peer principal mentoring program if the individual has not already completed one.

- e. Upon the expiration of the two-year renewal of the provisional credential, the applicant either must qualify for and attain the level I principal credential or the individual is no longer eligible to serve as a principal.
2. A level II professional credential is:
 - a. Not issued to new applicants after July 1, 2019.
 - b. Issued to coincide with the period for which the individual is licensed to teach by the board; however, an individual holding a lifetime educator's professional license must renew the individual's credential every five years;
 - c. Renewal of the level II professional credential is available only for principals serving schools in the enrollment category one hundred or fewer students; and
 - d. Issued upon satisfying standards identified in subsections 1, 2, and 3 of section 67-11-21-06.
 3. A level I professional credential is:
 - a. Issued to coincide with the period for which the individual is licensed to teach by the board and may be renewed at the end of that period; however, an individual holding a lifetime educator's professional license must renew the individual's credential every five years; and
 - b. Issued upon satisfying credential standards identified in subsections 1, 2, and 4 of section 67-11-21-06.
 4. The provisional credential, the level II professional credential, and the level I professional credential are valid only if the individual holding the credential also holds a valid North Dakota educator's professional license to teach during the period for which the credential has been issued. An elementary principal credential is valid only if the individual is licensed to teach at the elementary level, and a secondary credential is valid only if the individual is licensed to teach at the secondary level.
 5. If a level I professional credential issued under this chapter will expire within twelve months of issuance because the educator's professional license will expire within twelve months of the issuance of the new level I professional credential, the level I professional credential will be issued for a period coinciding with the period of licensure of the succeeding educator's professional license.

History: Effective July 1, 2019.

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

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

67-11-21-05. Approval for educational administration programs.

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

History: Effective July 1, 2019.

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

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

67-11-21-06. Principal credential standards.

The documentation on each standard must be verified within the department before any credential will be issued.

1. An applicant must hold a valid North Dakota educator's professional license issued by the board in accordance with North Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1.
2. An applicant must have at least three years of teaching or administrative experience or a combination thereof:
 - a. Equal to full-time equivalency as stated in North Dakota Century Code section 15.1-06-04.
 - b. Positions must have been stated on a professional contract.
 - c. Teaching is defined as being assigned as a regular classroom teacher, music teacher, art teacher, counselor, physical education teacher, basic skills or remedial reading teacher, special education teacher, or library media specialist, or any combination of these assignments.
 - d. Administrative experience is defined as being assigned the duties of principal that includes any combination of an approved school or as a superintendent or central office administrator of an approved kindergarten through grade twelve school.
 - e. Applicants for the elementary principal credential must fulfill the requirements of this subsection in any combination of grades kindergarten through eight.
 - f. Applicants for the secondary principal credential must fulfill the requirements of this subsection in any combination of grades five through twelve.
3. The level II credential requires twenty semester hours of graduate credit taken in a master's degree program from a state-approved program in educational administration. Course preparation for the credential is as follows:
 - a. Leadership, planning, and organizational behavior in education.
 - b. Educational law and organizational structure of education.
 - c. Personnel, supervision, and staff development.
 - d. Curriculum, instruction, and learning theory.
 - e. Policy and educational finance.
 - f. Administration of the secondary school.
 - g. Secondary school curriculum.
4. The level I credential requires one of the following:
 - a. A master's degree in educational administration from a state-approved program. Course preparation for the credential must be aligned to the standards listed below:

- (1) Mission, vision, and improvement.
 - (2) Ethics and professional norms.
 - (3) Equity, inclusiveness, and cultural responsiveness.
 - (4) Learning and instruction.
 - (5) Community and external leadership.
 - (6) Operations and management.
 - (7) Building professional capacity.
 - (8) Internship. The internship standard must be specific to the grade level of the credential being applied for. The internship for the elementary credential is specific to the elementary school and must be completed through a field experience in grades kindergarten through eight. The internship for the secondary credential is specific to the secondary school and must be completed through a field experience in grades five through twelve. These field experiences must take place under the supervision of the university through which the individual's program is being completed. Individuals interested in obtaining the kindergarten through grade twelve principal credential must complete a separate field experience at both the elementary and secondary level.
- b. A master's degree with a major certifiable by the board in addition to twenty semester hours of credit from a state-approved program that includes courses specific to all standards listed in subdivision a.

History: Effective July 1, 2019.

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

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

67-11-21-07. Kindergarten through grade twelve principal credential.

A kindergarten through grade twelve principal credential may be issued to any individual who meets the requirements of both the elementary principal credential and the secondary principal credential. Individuals who hold this credential may serve as a principal for any combination of kindergarten through grade twelve.

History: Effective July 1, 2019.

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

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

67-11-21-08. Application process.

The application process to obtain a credential under this chapter requires submission of:

1. A completed application, including the applicant's name, social security number, date, address, telephone number, educator's professional license type and number, employment information, academic preparation, and references;
2. A copy of official transcripts;
3. A letter of verification must be provided for applicants attending a North Dakota college with an approved educational leadership program, attesting to the completion of the academic standard required for the level of the credential requested. Applicants providing a copy of

official transcripts from an approved college in another state must have the academic standard verification made by the department; and

4. Three letters of recommendation must be provided, one from a supervisor, and two from other professionals in the field, who have first-hand knowledge of the individual's professional work, experience, and service.

History: Effective July 1, 2019.

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

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

67-11-21-09. Renewal requirements.

To renew the level I and level II professional credentials, an individual shall submit one of the following:

1. A copy of official transcripts of eight semester hours of graduate work in education acquired after the date of the original credentialing or last renewal, of which four semester hours are in the area of educational administration; or
2. A copy of official transcripts of six semester hours of graduate work in education acquired after the date of the original credentialing or last renewal and verification of attendance or participation in at least six educational conferences or workshops from the listing in this subsection. The verification must be a signed statement by the conference or workshop sponsors, employer, or a school district business manager. Acceptable conferences or workshops are:
 - a. North Dakota association of elementary school principals state and area conferences or workshops;
 - b. National association of elementary school principals regional and national conferences or workshops;
 - c. North Dakota association of secondary school principals state and area conferences or workshops;
 - d. National association of secondary school principals regional and national conferences or workshops;
 - e. North Dakota council of educational leaders state and area conferences or workshops;
 - f. American association of school administrators regional and national conferences or workshops;
 - g. North Dakota association of school administrators state and area conferences or workshops;
 - h. Accreditation annual or regional conferences or workshops;
 - i. Department of public instruction conferences or workshops;
 - j. North Dakota united sponsored state and area conferences or workshops;
 - k. North Dakota school boards association sponsored state and area conferences or workshops;
 - l. Other educational workshops approved by the superintendent.

History: Effective July 1, 2019.

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

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

67-11-21-10. Reconsideration.

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

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis. The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective July 1, 2019.

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

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