

UND College of Education and Human Development

HOW TO APPLY FOR A FIRST TIME LICENSE IN NORTH DAKOTA

Website: www.state.nd.us/esp/

FEES: \$100 Application Fee paid online with credit card.

Timeline: The verification of your program will not be completed until your degree is posted. Graduation is May 13th, but grades are not due until May 16th. Degrees earned (B.S.E.D.) in the College of Education and Human Development can take up to several weeks (1-4) to get the degrees posted. This can be done only after all grades are posted, correspondence courses completed, all study abroad/transfer work received, and all degree requirements are met. Degrees earned in other Colleges (B.A./B.S.) are not under our control and can take a month to get posted. If you are under a time constraint check with your College as to when they will get your degree posted. Once ESPB has your license application, all materials and your background investigation is cleared, it should take 2-6 weeks to get your license.

Transcript Requirements: If you have any transfer coursework you will need to have a copy of that schools transcript for your license application. ESPB will not accept a copy that you print off the computer.

UND Transcripts - You must have an **official transcript with a degree posted on it**. You should fill out a transcript request form (Campus Connection) and have it sent to: North Dakota ESPB, 2718 Gateway Avenue, Suite 303, Bismarck, ND 58503-0585. If you are having the transcript sent directly to you, make sure you leave it in the sealed envelope. For information on transcript ordering see: <http://www.und.edu/dept/registrar/trans/requestonline.htm> or www.getmytranscript.com. When ordering online make sure to select "North Dakota Education Standards and Practices Board" as recipient.

Required Tests: **Praxis I:** Academic Skills Assessments (PPST) **or** Praxis Core Academic Skills for Educators (Core) tests.
Praxis II: Principles of Learning and Teaching (PLT)
Praxis II: Subject Assessments and Specialty Area Tests

Testing requirements: <http://www.ets.org/praxis/nd/requirements/>

NOTE: If you have not taken or passed the required PRAXIS II test you cannot be recommended for a teaching license.

North Dakota Interim Substitute Teaching License

Any student teacher is eligible for an interim substitute teaching license. Before applying for your regular teaching license you can apply first for the interim substitute teaching license. You will just need to fill out the online application, submit a copy of your transcripts and have a letter from a North Dakota school principal or school administrator requesting that you be granted the license. After you are issued your substitute license and once your degree is posted then you would go back online and apply for your regular teaching license.



At the ESPB homepage click on the ND Teach button on the ESPB homepage.

Online application site: <https://secure.apps.nd.gov/dpi/ndteach/Login.aspx>

Once you begin the online application you will be sent an automatic notification that you need to submit fingerprints, test scores and university recommendation. Your fingerprint background check is on file at ESPB and is valid for 18 months since it was processed for your student teaching. So you do not have to resubmit them. Your test scores should be on file if you selected ESPB as a score recipient if they do not have them let me know and we will forward the copy from your file. Your university recommendation will be completed once your degree is posted after graduation.

ND ESPB Contact Information

North Dakota Education Standards and Practices Board
2718 Gateway Avenue
Suite 303
Bismarck, ND 58503-0585
(701) 328-9641 espbinfo@nd.gov

UND Teacher Certification Contact Information

Teacher Certification
College of Education and Human Development
231 Centennial DR Stop 7189
Grand Forks, ND 58202-7189
(701) 777-4097 eric.tweton@und.edu

Helpful Links

Certification in all 50 States: <http://www.uky.edu/Education/TEP/usacert.html>

Updated February 28, 2017