



# STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands ---- *Public School System*

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## COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS STATE BOARD OF EDUCATION

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### RESOLUTION NO. 2026-001

**A RESOLUTION OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS (CNMI) STATE BOARD OF EDUCATION (BOARD) ADOPTING STANDARD OPERATING PROCEDURES (SOPs) CONTAINED IN EXHIBIT A AND ESTABLISHING THEIR BINDING EFFECT ON THE PUBLIC SCHOOL SYSTEM (PSS) AND ITS STAFF.**

**WHEREAS**, the State Board of Education ("Board") is responsible for establishing policies and procedures governing the Public School System ("PSS") in accordance with applicable laws; and

**WHEREAS**, the Board recognizes the need for clear and consistent SOPs to ensure effective governance, operational efficiency, and compliance with established educational policies and standards; and

**WHEREAS**, the Board has reviewed the SOPs contained in Exhibit A and finds them to be in the best interest of PSS, its staff, and students; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the SOPs as set forth in Exhibit A and upon the adoption of this Resolution, the SOPs shall be in full effect and binding on PSS and its staff; and

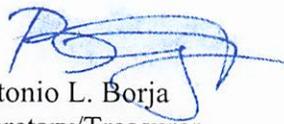
**BE IT FURTHER RESOLVED**, that any changes, modifications, or deviations from the adopted SOPs must be presented to the Board for approval through formal amendment procedures.

Adopted by the State Board of Education on this **15th** day of **January, 2026**.

### CERTIFICATION

We, the undersigned members of the Board, do hereby certify that the foregoing Resolution was duly adopted by the Board at a meeting held on **January 15, 2026**, with a quorum present and voting.

  
Maisie B. Tenorio  
Chairperson  
State Board of Education

  
Antonio L. Borja  
Secretary/Treasurer  
State Board of Education



**CNMI  
PSS**

COMMONWEALTH OF THE  
NORTHERN MARIANA ISLANDS  
PUBLIC SCHOOL SYSTEM

**BOARD OF EDUCATION  
CERTIFICATION AND LICENSURE  
OFFICE**

**STANDARD OPERATING PROCEDURES**

Standard operating procedures (SOPs) can be defined as formal, written guidelines or instructions established by an organization that specify in detail how to properly accomplish and achieve its goals while ensuring compliance with regulations. An SOP is critical to the organization's effective and efficient operations and requires continuous improvement or revisions on an "as needed" basis. The SOP documents the step-by-step procedures for each office's operations and processes, and serves to fulfill the following purposes:

- To be used as a reference tool for on-the-job training, leaves of absence, fill-ins during vacation, or staff turnover.
- Ensure legality and compliance with SBOE Regulations.
- Ensure consistency and uniformity in the execution of procedures for the various processes within each office.
- Ensure transparency and accountability.

This SOP was reviewed and approved by the Chairperson of CNMI State Board of Education (SBOE). Any amendments made to this document will require the review and approval of the Chairperson of CNMI State Board of Education prior to its adoption and implementation.

**SOP Reference Information:**

SOP Version No.: 01

Prepared By:

  
 Elohn Deleon Guerrero  
 Certification & Licensure Officer

Approved By:

  
 Maisie B. Tenorio  
 Chairperson, State Board of Education

Date:

01/15/2024

Approval Date:

01.15.26

**Revision History:**

Revision Date:	Section(s) Revised:	Revised By:

## Table of Contents

<b>List of Abbreviations and Acronyms:</b> .....	<b>7</b>
<b>1. Certification Application Management (Initial, Renewal, Re-application, and Additional Endorsement)</b> .....	<b>8</b>
1.1 Reference to SBOE Regulation and Applicable Laws .....	8
1.2 Purpose .....	8
1.3 Receipt of Certification Application.....	8
1.3.1 Complete Applications Received .....	8
1.3.2 Incomplete Applications Received .....	8
1.4 Renewal of Certifications .....	9
1.5 Multiple Endorsements Applied .....	9
1.5 Certification Application Assessment.....	9
1.6 Disposition of Application.....	10
1.7 Certification Application Management Flowchart .....	10
<b>2. Types of Certification and Requirements .....</b>	<b>11</b>
2.1 Reference to SBOE Regulation and Applicable Laws .....	11
2.2 Certification Types and Required Supporting Documents .....	11
2.2.1 Background Check (Fingerprinting).....	11
2.2.2 Classroom Teacher.....	12
2.2.3 Career & Technical Education (CTE) Instructor .....	15
2.2.4 Early Childhood Education Pre-Kindergarten (ECE-PK) Instructor .....	18
2.2.5 Early Childhood Education Infants & Toddlers (ECE-IT) Instructor .....	21
2.2.6 Chamorro Language & Heritage Studies / Carolinian Language & Heritage Studies Instructor.....	24
2.2.7 School Counselor.....	27
2.2.8 School Librarian .....	29
2.2.9 School Administrator .....	31
2.3 Course Requirements.....	32
2.3.1 Classroom Teacher Certification .....	32
2.3.1.a. Basic II.....	32
2.3.1.b. Standard .....	32
2.3.2 Career and Technical Education .....	33
2.3.2.a. Instructor II .....	33
2.3.2.b. Specialized.....	34
2.3.3 Early Childhood Education Pre-Kindergarten.....	34

2.3.3.a. Instructor II .....	34
2.3.3.b. Specialized.....	34
2.3.4 Early Childhood Education Infants & Toddlers .....	34
2.3.4.a. Instructor II .....	34
2.3.4.b. Specialized.....	35
2.3.5 Chamorro Carolinian Language & Heritage Studies.....	35
2.3.5.a. Instructor II .....	35
2.3.5.b. Specialized.....	35
2.3.6 School Counselor.....	35
2.3.6.a. Basic II.....	35
2.3.6.b. Standard.....	36
2.3.7 School Librarian .....	36
2.3.7.a. Basic II.....	36
2.3.7.b. Standard.....	36
2.3.8 School Administrators .....	36
2.3.8.a. Professional.....	36
<b>3. Assessment of Applications.....</b>	<b>37</b>
3.1 Reference to SBOE Regulation and Applicable Laws .....	37
3.2 Purpose .....	37
3.3 Course Evaluation .....	37
3.4 Assessment of Professional Development Hours .....	37
3.5 Application Status Update .....	37
3.6 Assessment of Applications Flowchart.....	38
<b>4. Establishing the Applicant's Official File.....</b>	<b>39</b>
4.1 Reference to SBOE Regulation and Applicable Laws .....	39
4.2 Purpose .....	39
4.3 Establishing the Applicant's Official Digital File.....	39
4.4 Establishing the Certificate Number .....	39
4.5 Establishing the Applicant's Official File Flowchart .....	40
<b>5. Preparing Certification Reports.....</b>	<b>41</b>
5.1 Reference to SBOE Regulation and Applicable Laws .....	41
5.2 Purpose .....	41
5.3 Preparation of Certification Reports.....	41
5.3.1 Fund Certification.....	41

5.3.2 Report Preparation.....	41
5.4 Preparing Certification Reports Flowchart.....	43
<b>6. Preparation of Official Certificates.....</b>	<b>44</b>
6.1 Reference to SBOE Regulation and Applicable Laws .....	44
6.2 Purpose .....	44
6.3 Printing of Official Certificates .....	44
6.4 Preparation of Official Certificates Flowchart .....	45
<b>7. Distribution of Official Certificates .....</b>	<b>46</b>
7.1 Reference to SBOE Regulation and Applicable Laws .....	46
7.2 Purpose .....	46
7.3 Electronic Distribution Procedure .....	46
7.4 Physical Distribution Procedure .....	46
7.5 Distribution of Official Certificates Flowchart .....	47
<b>8. Certification Decision and Revocation and Suspension of Certificates.....</b>	<b>48</b>
8.1 Reference to SBOE Regulation and Applicable Laws .....	48
8.2 Purpose .....	48
8.3 Certification Decision and FBI Background Check.....	48
8.4 Revocation and Suspension Procedures .....	49
8.4.1 Certification Denial, Suspension, and Revocation Hearing .....	50
8.4.2 Evidence .....	51
8.4.3 Decision.....	51
8.5 Certification Decision and Revocation and Suspension of Certificates Flowchart.....	52
<b>9. Refunds .....</b>	<b>53</b>
9.1 Reference to SBOE Regulation and Applicable Laws .....	53
9.2 Purpose .....	53
9.3 Procedure for Refunds .....	53
9.3 Refunds Flowchart.....	54
<b>10. Title II Reporting .....</b>	<b>55</b>
10.1 Reference to SBOE Regulation and/or Applicable Law .....	55
10.2 Purpose .....	55

10.3 Title II Reporting Procedures .....	55
10.4 Title II Reporting Flowchart.....	56
<b>11. PRAXIS .....</b>	<b>57</b>
11.1 Reference to SBOE Regulation and/or Applicable Law.....	57
11.2 Purpose .....	57
11.3 Procedures to Adopt, Change, or Drop PRAXIS Tests.....	57
11.3.1 Adopting a PRAXIS Test.....	57
11.3.2 Changing a PRAXIS Test Passing Score.....	57
11.3.3 Dropping a PRAXIS Test .....	58
11.3.4 Test Requirement Change Form .....	58
11.4 Flowchart for Adopting, Changing, or Dropping PRAXIS Tests.....	58
<b>12. Tyler ERP System .....</b>	<b>59</b>
12.1 Reference to SBOE Regulation and/or Applicable Law .....	59
12.2 Purpose .....	59
12.3 Procedure for Entry into the Tyler ERP System.....	59
12.4 Entry into the Tyler ERP System Flowchart.....	60
<b>Appendix 1: Certification Checklists and Application .....</b>	<b>61</b>
Appendix 1.1 Checklists.....	61
Appendix 1.2 Application.....	69
<b>Appendix 2: Additional Endorsement Application.....</b>	<b>78</b>
<b>Appendix 3: Course Evaluation Form.....</b>	<b>80</b>
<b>Appendix 4: Master Log Sheet Template.....</b>	<b>95</b>
<b>Appendix 5: Detailed CLO Report Template .....</b>	<b>96</b>
<b>Appendix 6: CLO Report Template.....</b>	<b>97</b>
<b>Appendix 7: Memorandum for Refund .....</b>	<b>98</b>

## List of Abbreviations and Acronyms:

<b><u>Abbreviation</u></b>	<b><u>Definition</u></b>
<b>CLO</b>	Certification and Licensure Officer
<b>CNMI</b>	Commonwealth of the Northern Mariana Islands
<b>COE</b>	Commissioner of Education
<b>DPS</b>	Department of Public Safety
<b>EEO</b>	Equal Employment Opportunity
<b>ETS</b>	Educational Testing Service
<b>FBI</b>	Federal Bureau of Investigation
<b>FIN</b>	PSS Department of Finance
<b>FPA</b>	Fiscal, Personnel, and Administration Committee
<b>FPO</b>	PSS Federal Programs Office
<b>HRO</b>	Human Resources Office
<b>IHE</b>	Institution of Higher Education
<b>PD</b>	Professional Development
<b>PSS</b>	Public School System
<b>SBOE</b>	State Board of Education
<b>SIT</b>	State Infrastructure Technology
<b>Tyler</b>	Tyler ERP Computer System

# 1. Certification Application Management (Initial, Renewal, Re-application, and Additional Endorsement)

## 1.1 Reference to SBOE Regulation and Applicable Laws

NMIAC § 60-30.2-220 Eligibility for All Five Certifications

NMIAC § 60-30.2-235 Renewal or Re-application

## 1.2 Purpose

The purpose of this section is to document the process for Certification Application Management as part of the certification process for all initial applications, renewal or re-application for previously certified applicants, and additional endorsements.

## 1.3 Receipt of Certification Application

Each applicant must submit a Completed Application to the State Board of Education Office (SBOE) Certification and Licensure Office via in-person or through email. A checklist of required supporting documents to be included with the application must be attached to the application (See Appendix 1 for a sample of the required checklist and the certification application).

The Certification and Licensure Officer (CLO) will indicate the date the application was received then begin the initial review to ensure that the application is complete. The CLO may waive the submission of documents if they remain on file and require no updating (e.g., college transcripts).

### 1.3.1 Complete Applications Received

1. The CLO will indicate the application received date.
2. The CLO will begin reviewing and assessing the application. See Sections 4 to 7 of this document for further processing details.

### 1.3.2 Incomplete Applications Received

1. Should the applicant submit an incomplete application, the CLO will provide a status update informing the applicant of any pending requirements.
2. All incomplete applications will not be processed.

3. The incomplete application will be held for thirty (30) days, allowing the applicant a thirty (30) day time frame to submit all pending requirements.
4. It is the applicant's responsibility to provide these documents on or before the expiration of the current certificate.
5. Documents will be shredded after thirty (30) days.
6. The payment for the certification processing fee will not be refunded unless the applicant requests a refund within sixty (60) calendar days.
7. Upon submission of pending documents, the CLO will begin reviewing and assessing the application. See Sections 4 to 7 of this document for further processing details.

## 1.4 Renewal of Certifications

At least sixty (60) calendar days prior to the certification expiration date, employee(s) must submit a completed application for renewal, or the employee(s) will be required to reapply and resubmit all documents.

## 1.5 Multiple Endorsements Applied

If an applicant applies to be endorsed for more than one content area, an application for an Additional Endorsement must be submitted (See Appendix 2 for a sample of the Additional Endorsement Application).

1. Applicants must submit to the CLO the following:
  - a. Signed and completed additional endorsement certification application form;
  - b. Praxis Test Taker Report listing the Praxis Name and Qualifying Score;
  - c. PSS Treasury payment receipt of processing fee per endorsement.

## 1.5 Certification Application Assessment

It is important that all applications are reviewed correctly and properly certified for the certification level and endorsement the applicant is eligible for. It is also important to be consistent in practice when dealing with applicants, ensuring compliance with SBOE Regulations, and avoiding Equal Employment Opportunity (EEO) complaints.

For all completed applications, the CLO will use an evaluation form for certain certification types (See Appendix 3 for a sample of the Evaluation Form). The only certification applications that require such evaluation form are as follows:

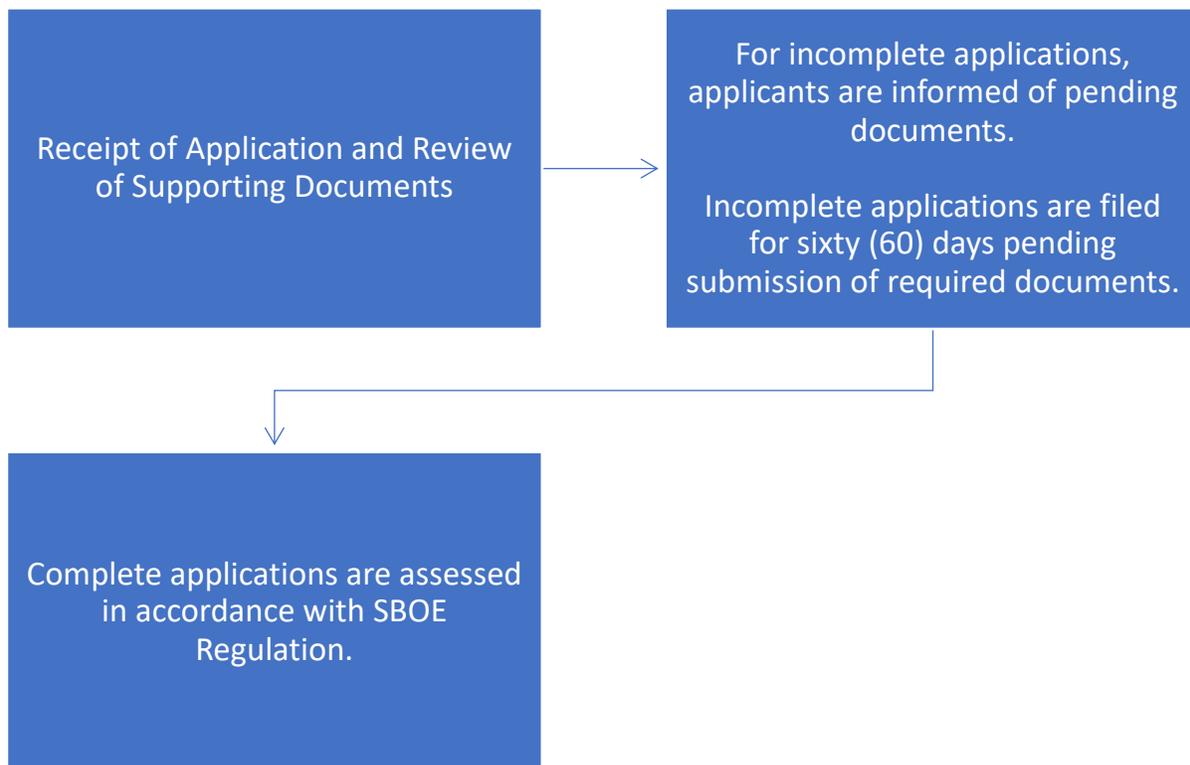
1. For Highly Qualified Classroom Teachers, School Counselors, and School Librarians:
  - a. Basic II Certification

- b. Standard Certification
- 2. For Highly Qualified Instructor positions:
  - a. Specialized Certification
  - b. Instructor II Certification
- 3. For School Administrators:
  - a. Professional Certification

## 1.6 Disposition of Application

The CLO will scan all applications received for future reference and dispose of invalid applications using an industrial shredder after review.

## 1.7 Certification Application Management Flowchart



## 2. Types of Certification and Requirements

### 2.1 Reference to SBOE Regulation and Applicable Laws

NMIAC § 60-30.2-225 Types of Certification and Requirements

NMIAC § 60-30.2-227 Types of Certification and Requirements: Alternative Levels

NMIAC § 60-30.3-701 Education

NMIAC § 60-30.3-702 Core Knowledge Examination

NMIAC § 60-30.3-705 Term

### 2.2 Certification Types and Required Supporting Documents

The purpose of this section is to document the types of certifications and requirements.

The CLO has the authority to issue various certifications for teachers, counselors, librarians, administrators, and instructors. Each category consists of different levels of certification such as, but not limited to, Basic I, Basic II, Standard, and Professional. Below is a listing of each category, applicable certification levels, and requirements.

**Note:** Boxes marked with a check mark indicate required documents that must be submitted.

All processing fee payments must be made at the CNMI PSS Finance Office.

#### 2.2.1 Background Check (Fingerprinting)

\*The CNMI Certification and Licensure Office requires fingerprint processing for the following:

1. First-time applicants applying for certification;
2. Applicants who have left and are returning to the Commonwealth of the Northern Mariana Islands (CNMI) Public School System (PSS) after two (2) years;
3. Off-island applicants.

All applicants requiring fingerprint submissions must have the “Certificate of Fingerprint Submission” form (included in the Certification Application) certified by the CNMI Department of Public Safety (DPS). The certified form must be attached upon submission of the complete Certification Application.

## 2.2.2 Classroom Teacher

<b>BASIC I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree or higher	✓	
	Proof of Passing Praxis II in the content area	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>BASIC II</b> Valid for Three (3) Years — Renewable		Initial	Renewal
	Met Basic I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$60 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Basic II courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>STANDARD</b> Valid for Five (5) Years — Renewable		Initial	Renewal
	Met Basic II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$100 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Standard courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>PROFESSIONAL</b> Valid for Ten (10) Years — Renewable		Initial	Renewal
	Met Standard Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$200 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Master's degree or higher in the field of education or in a specialized field area such as: 1. Secondary education masters in specialized content area 2. Special education 3. Early childhood education 4. Counseling 5. Education: administration and supervision 6. Other specialized area in education  <u>FOR SPECIAL EDUCATION ENDORSEMENT:</u> Official transcript reflecting completion of a Master's degree or higher in the field of special education or in a specialized field area such as: 1. Audiology 2. Speech language pathology 3. Physical therapy 4. Occupational therapy 5. Deaf and hard of hearing 6. Education psychologist.	✓	
	Current membership of Professional Education Association	✓	✓
	Employment Verification of ten (10) cumulative years of instructional experience	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

### 2.2.3 Career & Technical Education (CTE) Instructor

<b>BASIC I (INSTRUCTOR)</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>SPECIALIZED</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Met Basic I (Instructor) Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Specialized courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	✓	

### *Alternative Certification*

<b>INSTRUCTOR I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)		
	High School Diploma or Equivalent	✓	
	Official transcript reflecting 3-24 college credits	✓	
	Verification of Employment reflecting 2 years of related work experience	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>INSTRUCTOR II</b> Valid for Four (4) Years — Renewable		Initial	Renewal
	Met Instructor I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$80 (processing fee per certification)	✓	✓
	High School Diploma or equivalent and four (4) years of teaching experience	✓	
	<b>OR</b>		
	Official transcript reflecting completion of an AA Degree or higher and Verification of Employment reflecting 2 years of teaching experience	✓	
	Official transcript or certificate of completion of specific Instructor II courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓	

<b>INSTRUCTOR III</b> Valid for Six (6) Years — Renewable		Initial	Renewal
	Met Instructor II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$120 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's degree or higher and Verification of Employment reflecting six (6) years of relevant teaching experience.	✓	
	<b>OR</b>		
	State/National Industry Certification related to and aligned with the CTE content, verified by original or notarized copy and Verification of Employment reflecting (6) years of relevant teaching experience.	✓	
	<b>OR</b>		
	Verification of Employment reflecting ten (10) years of industry experience and or teaching experience related to and aligned with the CTE content.	✓	
Current recommendation letter from a Supervisor/ Principal	✓	✓	
Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓		
Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓	

## 2.2.4 Early Childhood Education Pre-Kindergarten (ECE-PK) Instructor

<b>BASIC I (INSTRUCTOR)</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>SPECIALIZED</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Met Basic I (Instructor) Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Specialized courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	✓

***Alternative Certification***

<b>INSTRUCTOR I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	High School Diploma or equivalent, Official transcript reflecting twenty-four (24) college credits, and proof of passing Praxis II in Early Childhood  <b>OR</b> High School Diploma or equivalent, proof of passing Praxis I, Verification of Employment reflecting two (2) years of Teacher Aide experience	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>INSTRUCTOR II</b> Valid for Four (4) Years — Renewable		Initial	Renewal
	Met Instructor I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$80 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of an AA Degree or higher, Verification of Employment reflecting two (2) years of related work experience, and Proof of Passing Praxis II in Early Childhood  <b>OR</b> Possess Infant Toddler Child Development Associates (CDA) credential or coursework equivalent, Verification of Employment reflecting one (1) year of related work experience, and proof of passing Praxis II in Early Childhood	✓	
	Official transcript or certificate of completion of specific Instructor II courses	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓	

<b>INSTRUCTOR III</b> Valid for Six (6) Years — Renewable		Initial	Renewal
	Met Instructor II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$120 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree	✓	
	Verification of Employment reflecting six (6) years of relevant teaching experience	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

## 2.2.5 Early Childhood Education Infants & Toddlers (ECE-IT) Instructor

<b>BASIC I (INSTRUCTOR)</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>SPECIALIZED</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Met Basic I (Instructor) Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript or completion of specific Specialized courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	✓	

***Alternative Certification***

<b>INSTRUCTOR I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	High School Diploma or Equivalent	✓	
	Official transcript reflecting twenty-four (24) college credits	✓	
	Verification of Employment reflecting one (1) year of related work experience	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>INSTRUCTOR II</b> Valid for Four (4) Years — Renewable		Initial	Renewal
	Met Instructor I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$80 (processing fee per certification)	✓	✓
	Proof of Passing Praxis II in Early Childhood	✓	
	Official transcript reflecting completion of an AA Degree or higher and Verification of Employment reflecting two (2) years of related work experience	✓	
	<b>OR</b>		
	Possess Infant Toddler Child Development Associates (CDA) credential or coursework equivalent, and Verification of Employment reflecting one (1) year of related work experience	✓	
	Official transcript or certificate of completion of specific Instructor II courses		
	Current recommendation letter from a Supervisor/ Principal		✓
Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓		
Proof of completion of one hundred twenty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓	

<b>INSTRUCTOR III</b> Valid for Six (6) Years — Renewable		Initial	Renewal
	Met Instructor II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$120 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree or higher	✓	
	Verification of Employment reflecting six (6) years of relevant teaching experience	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of one hundred twenty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

2.2.6 Chamorro Language & Heritage Studies / Carolinian Language & Heritage Studies Instructor

<b>BASIC I (INSTRUCTOR)</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>SPECIALIZED</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Met Basic I (Instructor) Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript or completion of specific Specialized courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓

***Alternative Certification***

<b>INSTRUCTOR I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	High School Diploma or Equivalent, Official transcript reflecting 3-24 college credits, and Verification of Employment reflecting two (2) years of related work experience <b>OR</b> High School Diploma or equivalent, certification from PSS Board appointed Advisory Panel, and Verification of Employment reflecting three (3) years of related content experience <b>OR</b> High School Diploma or equivalent, certification from PSS Board appointed Advisory Panel, and professional portfolio in Chamorro or Carolinian content	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>INSTRUCTOR II</b> Valid for Four (4) Years — Renewable		Initial	Renewal
	Met Instructor I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$80 (processing fee per certification)	✓	✓
	High School Diploma or equivalent, Verification of Employment reflecting five (5) years of related teaching experience, and Chamorro or Carolinian Content Knowledge Test (CCLHS Test) <b>OR</b> Official transcript reflecting completion of an AA Degree or higher and Verification of Employment reflecting three (3) years of related teaching experience, and Chamorro or Carolinian Content Knowledge Test (CCLHS Test)	✓	
	Official transcript or completion of specific Instructor II courses	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓	

<b>INSTRUCTOR III</b> Valid for Six (6) Years — Renewable		Initial	Renewal
	Met Instructor II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$120 (processing fee per certification)	✓	✓
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree or higher	✓	
	Verification of Employment reflecting six (6) years of relevant teaching experience	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

## 2.2.7 School Counselor

<b>BASIC I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree or higher	✓	
	Proof of Passing Praxis II in content area	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>BASIC II</b> Valid for Three (3) Years — Renewable		Initial	Renewal
	Met Basic I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$60 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Basic II courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>STANDARD</b> Valid for Five (5) Years — Renewable		Initial	Renewal
	Met Basic II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$100 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Standard courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>PROFESSIONAL</b> Valid for Ten (10) Years — Renewable		Initial	Renewal
	Met Standard Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$200 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Master's degree or higher in the field of education or in a specialized field area such as: 1. Secondary education masters in specialized content area 2. Special education 3. Early childhood education 4. Counseling 5. Education: administration and supervision 6. Other specialized area in education	✓	
	Current membership of Professional Education Association	✓	✓
	Employment Verification of ten (10) cumulative years of instructional experience	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

## 2.2.8 School Librarian

<b>BASIC I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree or higher	✓	
	Proof of Passing Praxis II in content area	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>BASIC II</b> Valid for Three (3) Years — Renewable		Initial	Renewal
	Met Basic I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$60 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Basic II courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>STANDARD</b> Valid for Five (5) Years — Renewable		Initial	Renewal
	Met Basic II Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$100 (processing fee per certification)	✓	✓
	Official transcript or certificate of completion of specific Standard courses	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>PROFESSIONAL</b> Valid for Ten (10) Years — Renewable		Initial	Renewal
	Met Standard Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$200 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Master's degree or higher in the field of education or in a specialized field area such as: 1. Secondary education masters in specialized content area 2. Special education 3. Early childhood education 4. Counseling 5. Education: administration and supervision 6. Other specialized area in education	✓	
	Current membership of Professional Education Association	✓	✓
	Employment Verification of ten (10) cumulative years of instructional experience	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

## 2.2.9 School Administrator

<b>BASIC I</b> Valid for Two (2) Years — Renewable		Initial	Renewal
	Signed and Completed Certification Application Form	✓	✓
	Valid government-issued photo identification	✓	
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$40 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Bachelor's Degree or higher	✓	
	Proof of Passing Praxis II in content area	✓	
	Current recommendation letter from a Supervisor/ Principal		✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

<b>PROFESSIONAL</b> Valid for Ten (10) Years — Renewable		Initial	Renewal
	Met Basic I Requirements	✓	
	Signed and Completed Certification Application Form	✓	✓
	Fingerprint Submission*	✓	
	Police Clearance (valid for one (1) year)	✓	✓
	Payment receipt of \$200 (processing fee per certification)	✓	✓
	Official transcript reflecting completion of a Master's degree or higher in the field of education or in a specialized field area such as: 1. Secondary education masters in specialized content area 2. Special education 3. Early childhood education 4. Counseling 5. Education: administration and supervision 6. Other specialized area in education	✓	
	Current membership of Professional Education Association	✓	✓
	Employment Verification of ten (10) cumulative years of instructional experience	✓	
	Official transcript or certificate of completion of specific Professional (Administrator) course	✓	
	Current recommendation letter from a Supervisor/ Principal	✓	✓
	Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses	✓	
	Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/SBOE and or equivalent university or college courses		✓

## 2.3 Course Requirements

### 2.3.1 Classroom Teacher Certification

#### 2.3.1.a. *Basic II*

1. Multicultural Education/Teaching Linguistically Diverse Students
2. Teaching Reading
3. Inclusive Practice for Students with Learning Disability
4. Instructional Strategies/Classroom Management
5. Internship or Mentoring Program
6. Computer Technology

#### 2.3.1.b. *Standard*

##### i. Elementary Education Endorsement

1. Instructional Technology
2. NMI History/Pacific Institute
3. Reading Diagnostic
4. Tests &Measurements
5. Language Arts Methods
6. Math Methods
7. Science Methods
8. Social Studies Methods
9. Curriculum in Early Childhood Education

##### ii. Special Education Endorsement

1. Instructional Technology
2. NMI History/Pacific Institute
3. Reading Diagnostic
4. Tests and Measurements
5. Student Evaluation for Special Education
6. Behavioral Modification in the Classroom
7. Modification and Adaptation of Curriculum for Special Education Students
8. Medical Implications of Special Education Students in the Classroom
9. Current Issues in Special Education

##### iii. Early Childhood Special Education Endorsement

1. Instructional Technology
2. NMI History/Pacific Institute
3. Reading Diagnostic
4. Tests & Measurements
5. Philosophical, Historical and Legal Foundations of Early Childhood
6. Intervention and Special Education

7. Health, Safety and Medical Aspects of Children with Special Needs
8. Fundamentals Child Growth and Development
9. Partnerships and Families
10. Evaluation and Assessment
11. Program Implementation in Natural Environments

iv. **Early Childhood Education Endorsement**

1. Instructional Technology
2. NMI History/Pacific Institute
3. Reading Diagnostic
4. Curriculum in Early Childhood Education
5. Guiding and Nurturing Young Children
6. Education for Parenthood
7. Safety, Health and First Aid for Young Children
8. Administration in Early Childhood Education
9. Introduction to Exceptional Individual

v. **Secondary Education Endorsement (for Junior and Senior High School Teachers)**

1. Instructional Technology
2. NMI History/Pacific Institute
3. Reading Diagnostic
4. Tests and Measurements
5. Methods in Content Area
6. Three (3) Courses in Content Area (9 credits)

vi. **Chamorro/Carolinian Language & Heritage Studies Endorsement**

1. Instructional Technology
2. NMI History/Pacific Institute
3. Reading Diagnostic
4. Evaluation and Assessment in Bilingual
5. Historical and Philosophical Foundation of Bilingual
6. First and Second Language Acquisition
7. Chamorro and Carolinian Orthography

## 2.3.2 Career and Technical Education

### 2.3.2.a. *Instructor II*

1. Introduction to Teaching
2. Classroom Management
3. Instruction in Planning and Assessment for Diverse Classrooms
4. Multicultural Education / Teaching Linguistically Diverse Students
5. Instructional Technology

6. Instructional Strategies
7. Inclusive Practices for Students with Special Needs

#### *2.3.2.b. Specialized*

1. Computer Technology
2. Instructional Strategies and Classroom Management
3. Instruction in Teaching Linguistically Diverse Students
4. Instruction in Planning and Assessment
5. Occupational Competency as approved by PSS

### 2.3.3 Early Childhood Education Pre-Kindergarten

#### *2.3.3.a. Instructor II*

1. Introduction to Teaching
2. Classroom Management
3. Instruction in Planning and Assessment for Diverse Classrooms
4. Multicultural Education/ Teaching Linguistically Diverse Students
5. Instructional Technology
6. Instructional Strategies
7. Inclusive Practices for Students with Special Needs

#### *2.3.3.b. Specialized*

1. Computer Technology
2. Curriculum in Early Childhood Education
3. Education for Parenthood
4. Guiding and Nurturing
5. Safety and First Aid for Young Children
6. Administration in Early Childhood Education
7. Introduction to Exceptional Individuals

### 2.3.4 Early Childhood Education Infants & Toddlers

#### *2.3.4.a. Instructor II*

1. Managing Health and Safety
2. Toddlers and Preschoolers
3. Infant in Child Care
4. Toddler in Child Care
5. Child Development and Guidance
6. Parents and Child Care
7. The Early Childhood Professional
8. Observing, Recording, and Assessing Children's Development
9. Principles of Child Development and Learning

**NOTE:** Coursework equivalent to a major relating to early childhood education includes

but is not limited to courses that focus on child development, early childhood education and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics, science, and children's literature. Such courses may be offered in various departments such as Education, Home Economics, Music, Art, Library Science, Physical Education and Recreation, Psychology, Family Studies, and others.

#### *2.3.4.b. Specialized*

1. Computer Technology
2. Curriculum in Early Childhood Education
3. Education for Parenthood
4. Guiding and Nurturing
5. Safety and First Aid for Young Children
6. Administration in Early Childhood Education
7. Introduction to Exceptional Individuals

### 2.3.5 Chamorro Carolinian Language & Heritage Studies

#### *2.3.5.a. Instructor II*

1. Introduction to Teaching
2. Classroom Management
3. Instruction in Planning and Assessment for Diverse Classrooms
4. Multicultural Education / Teaching Linguistically Diverse Students
5. Chamorro or Carolinian Orthography
6. Instructional Technology
7. First and Second Language Acquisition
8. Inclusive Practices for Students with Special Needs

#### *2.3.5.b. Specialized*

1. Computer Technology
2. Instruction in Teaching Linguistically Diverse Students
3. Instruction in Chamorro/Carolinian Language Arts
4. Instruction in Planning and Assessment for Diverse Classrooms
5. Instruction for Students with Disabilities
6. Instruction in Lesson Planning and Classroom Management
7. Chamorro or Carolinian Orthography

### 2.3.6 School Counselor

#### *2.3.6.a. Basic II*

1. Computer Technology
2. Test and Measurements
3. Introduction to Counseling

4. Issues and Philosophies of Culturally Diverse Schools
5. Multicultural Counseling
6. Counseling Process: Theory
7. Counseling Process: Practice

#### *2.3.6.b. Standard*

1. Instructional Technology
2. NMI History/Pacific Institute
3. Dynamics of Individual Behavior
4. Individual and Group Assessment
5. Group Counseling
6. Prevention & Outreach
7. Career Counseling and Placement

### 2.3.7 School Librarian

#### *2.3.7.a. Basic II*

1. Multicultural Education/Teaching Linguistically Diverse Students
2. Teaching Reading
3. Inclusive Practice for Students with Learning Disability
4. Instructional Strategies/Classroom Management
5. Internship or Mentoring Program
6. Computer Technology

#### *2.3.7.b. Standard*

1. Instructional Technology
2. NMI History/Pacific Institute
3. School Library Administration
4. Selection, Evaluation, and Access of School Library Materials
5. Children's Literature or Young Adult Literature
6. School Library Material and the Curriculum
7. Technology and the School Library

### 2.3.8 School Administrators

#### *2.3.8.a. Professional*

1. Introduction to School Administration
2. Instructional Supervision and Evaluation (Clinical Supervision)
3. School Law/Education Law
4. School Personnel
5. School Finance
6. Instructional Leadership and Supervision Seminar
7. Facilitative Leadership Seminar

## 3. Assessment of Applications

### 3.1 Reference to SBOE Regulation and Applicable Laws

§ 60-30.2-225 Types of Certification and Requirements

§ 60-30.2-227 Types of Certification and Requirements: Alternative Levels

§ 60-30.2-230 Burden of Proof

### 3.2 Purpose

The purpose of this section is to document the assessment process for initial applications, renewal or re-application of previously certified applicants, and additional endorsements.

### 3.3 Course Evaluation

All Official Transcript and Certificate of Course Completion submissions will be evaluated to ensure compliance with SBOE Regulations. The CLO will verify courses stated in the respective document submission to ensure alignment with the SBOE course requirements. Professional judgement is used when conducting course evaluations.

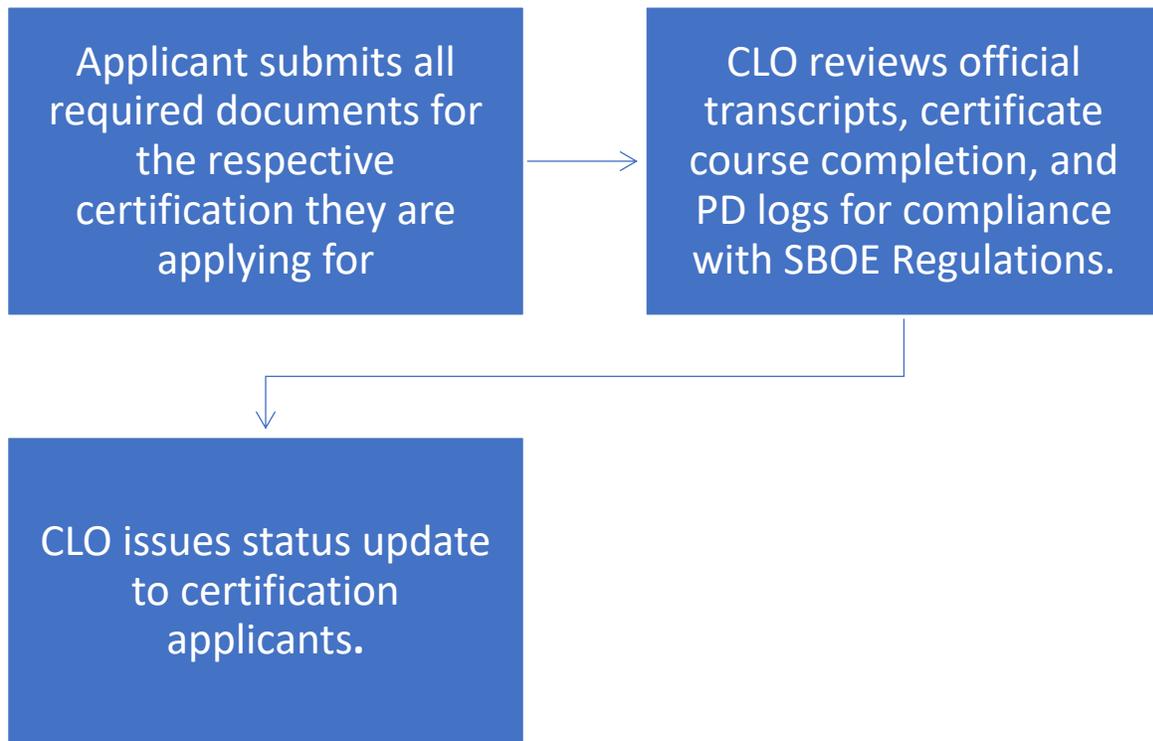
### 3.4 Assessment of Professional Development Hours

All professional development (PD) log submissions will be reviewed to ensure compliance with SBOE Regulations. The CLO will calculate hours reported on the PD log to ensure alignment with the SBOE PD requirements. Professional judgement is used when reviewing PD logs.

### 3.5 Application Status Update

1. If the CLO identifies incomplete courses, the CLO will provide a status update informing the applicant of any pending course(s) via email.
2. If the CLO identifies incomplete PD hours, the CLO will provide a status update informing the applicant of any pending PD hour(s) via email.
3. If the CLO deems that all required courses and PD hours have been met, the CLO will be provided a status update informing the applicant that the applicant will be recommended to the FPA Committee or the SBOE for ratification.

### 3.6 Assessment of Applications Flowchart



## 4. Establishing the Applicant's Official File

### 4.1 Reference to SBOE Regulation and Applicable Laws

No SBOE Regulations to reference.

### 4.2 Purpose

To document the process of establishing a certification applicant's official file within the Certification and Licensure Office.

### 4.3 Establishing the Applicant's Official Digital File

Upon receipt of an applicant's complete application, the CLO will conduct the following procedures:

1. The CLO will create a digital folder on the CLO's hard drive with the following format:

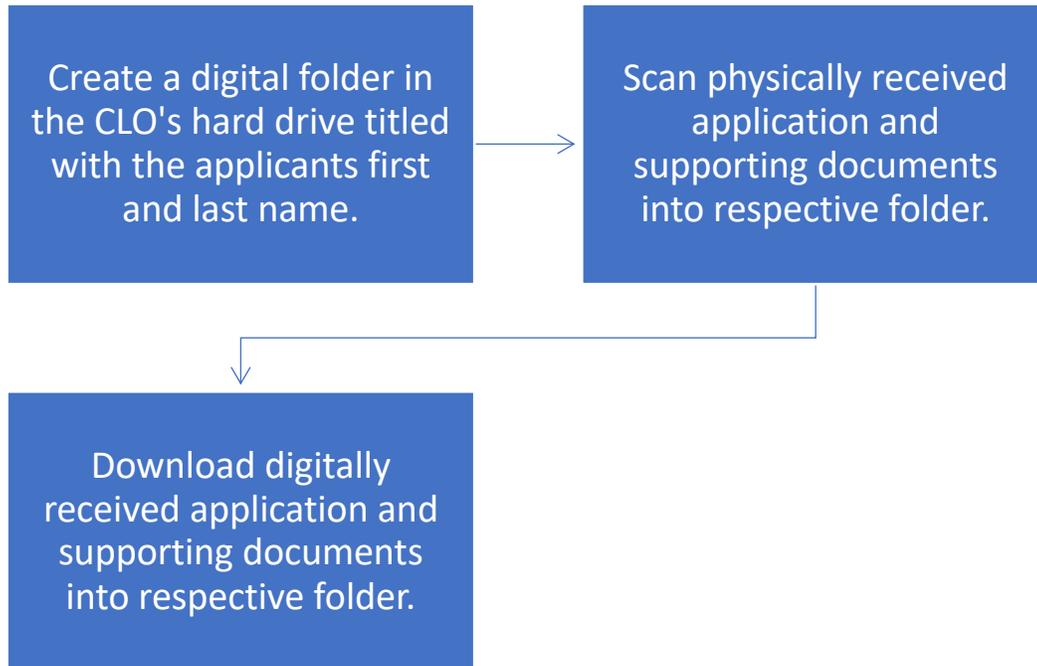
*Applicant's Last Name, First Name MI*

2. The digitally received application and supporting documents will be downloaded into the respective folder. The physically received application and supporting documents will be scanned and saved into the respective folder.

### 4.4 Establishing the Certificate Number

The information from the completed application will be entered into a Master Log Sheet within the Google Sheets database. The certificate numbers are prepopulated on the Master Log Sheet. The applicant will be assigned the certificate number in the order each application is entered. (See Appendix 4 for a sample of the Master Log Sheet).

## 4.5 Establishing the Applicant's Official File Flowchart



## 5. Preparing Certification Reports

### 5.1 Reference to SBOE Regulation and Applicable Laws

SBOE Bylaws Article X Committees Section 3. A.

NMIAC § 60-30.2-240 Certification Decision

### 5.2 Purpose

To document the procedures pertaining to the preparation of CLO reports to the Fiscal, Personnel, and Administration (FPA) Committee and ratification by the full SBOE.

### 5.3 Preparation of Certification Reports

#### 5.3.1 Fund Certification

1. The CLO will input the applicant's certification information onto a sheet titled "Detailed CLO Report" shared with Human Resources Office (HRO), Department of Finance (FIN), and Federal Programs Office (FPO) (See Appendix 5 for a sample of the Detailed CLO Report).
2. HRO will input the applicant's salary, proposed salary, and funding source onto the shared sheet.
3. FIN will certify all proposed salaries that are locally funded.
4. FPO will certify all proposed salaries that are federally funded.
5. The Detailed CLO Report is certified and signed by each of the respective department heads (CLO, FIN, and FPO).

#### 5.3.2 Report Preparation

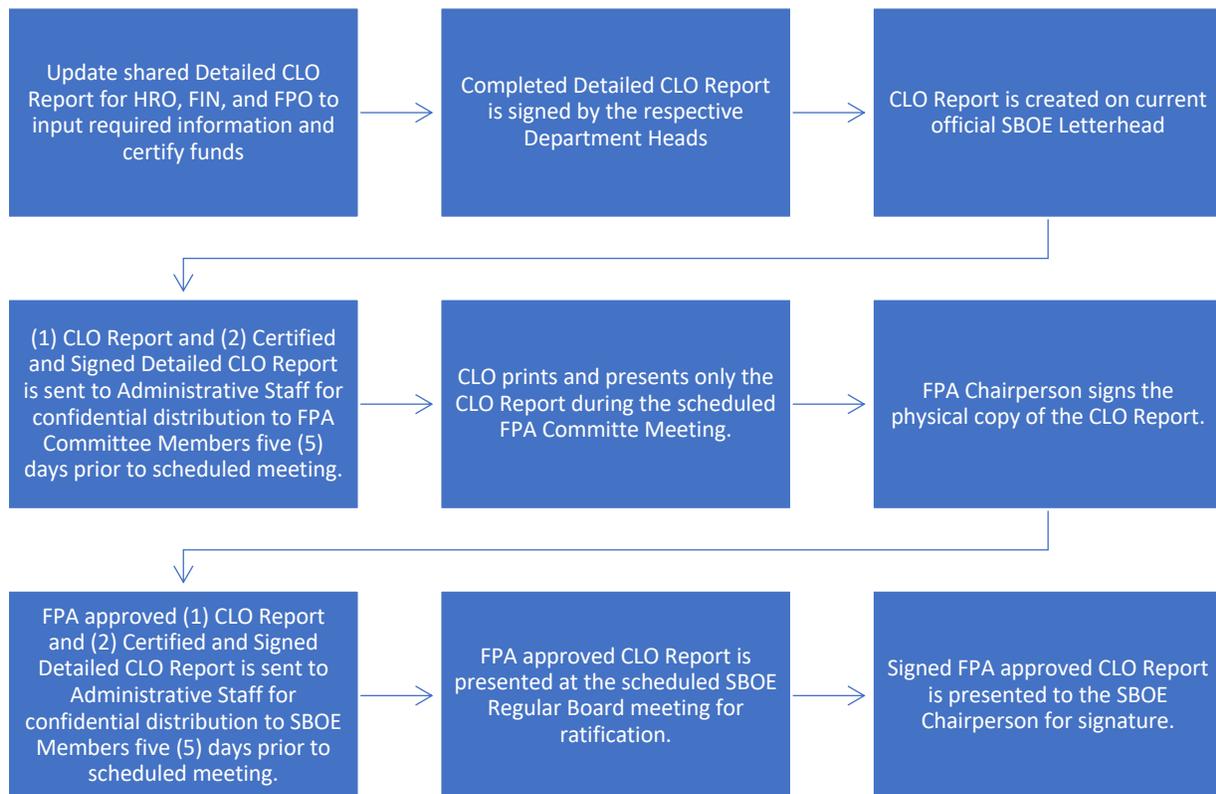
All eligible applicants are compiled onto a CLO Report for approval by the FPA Committee and ratification by the full SBOE. These reports are normally presented during the FPA Committee meeting, but may also be presented at the Regular Board Meeting. The CLO Reports consists of all applicants, their assigned duty stations, and the types of certifications each applicant is eligible for.

1. The CLO will create a report on the current official SBOE letterhead, listing all recommended applicants and assigned locations (See Appendix 6 for a sample of the Certification Report).
2. The CLO will send the following reports to the SBOE administrative staff at least five (5) business days prior to the scheduled FPA committee meeting to allow ample time for FPA

Committee Members to review. These reports are to remain confidential and is only remitted to the FPA Committee Members for review.

- a. **CLO Report** – consisting of recommended applicants and assigned locations
  - b. **Certified and Signed Detailed CLO Report** – consisting of recommended applicants, certification types, current salary, proposed salary adjustments (if any), and funding source (local vs federal).
3. The CLO will print and present the CLO Report at the scheduled FPA committee meeting for approval.
4. Once approved by the FPA committee, the FPA Chairperson will be presented the physical report for signature.
5. The CLO will send the following ***FPA approved CLO reports*** to the SBOE administrative staff at least five (5) business days prior to the scheduled SBOE Regular Board Meeting allow ample time for SBOE Members to review. These reports are to remain confidential and is only remitted to the SBOE Members for review.
  - a. **CLO Report** – consisting of recommended applicants and assigned locations
  - b. **Certified and Signed Detailed CLO Report** – consisting of recommended applicants, certification types, current salary, proposed salary adjustments (if any), and funding source (local vs federal).
6. The CLO will present the FPA approved CLO Report at the scheduled Regular Board Meeting for ratification by the full SBOE.
7. Once ratified by the SBOE, the signed FPA approved CLO Report will be presented to the SBOE Chairperson for signature.

## 5.4 Preparing Certification Reports Flowchart



## 6. Preparation of Official Certificates

### 6.1 Reference to SBOE Regulation and Applicable Laws

No SBOE Regulations to reference.

### 6.2 Purpose

The purpose of this section is to document the procedures for printing official certificates for ratified applicants.

### 6.3 Printing of Official Certificates

Once the FPA/SBOE has approved the CLO Report, the CLO will use the BULK PDF software to prepare all certificates at once for applicants who were listed on the approved CLO Report.

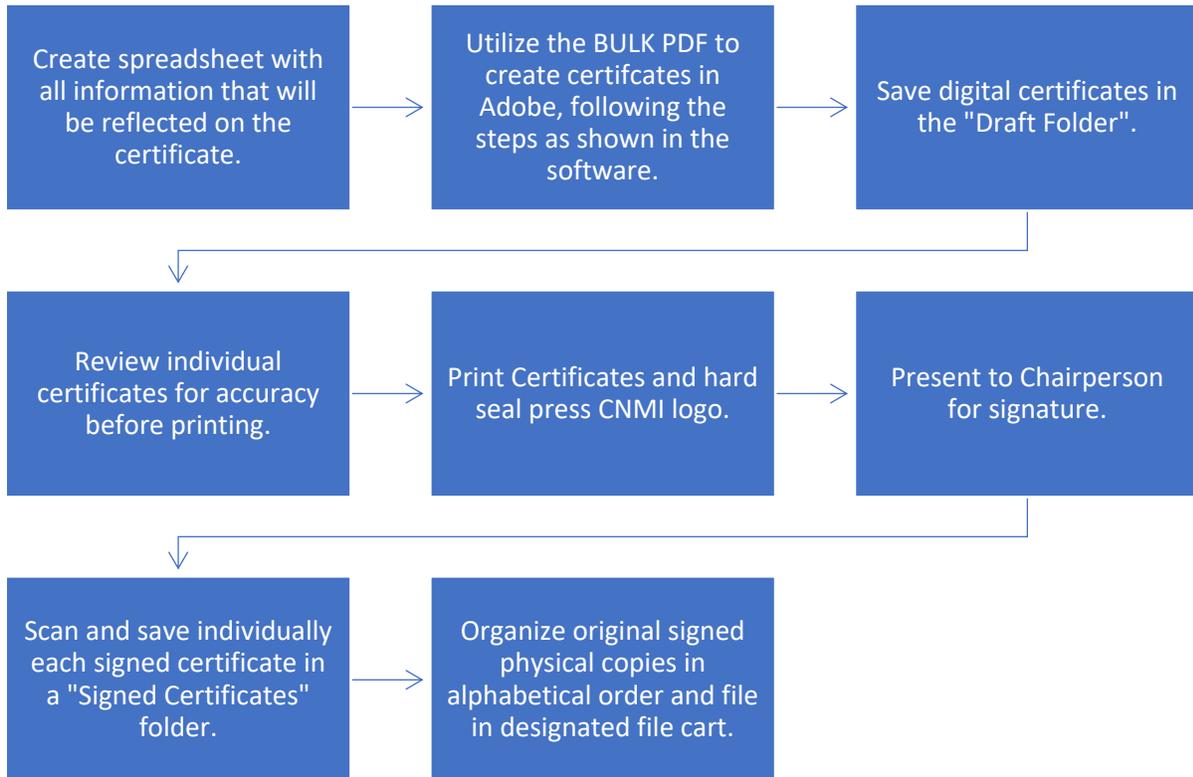
1. The CLO will create a spreadsheet listing with the document title mirroring the CLO Report Number, containing the following information:
  - a. All approved applicants (First name, MI, and Last name)
  - b. Certificate Type
  - c. Endorsement
  - d. Effective Date
  - e. Expiration Date
  - f. Certificate Number
2. The CLO will follow the steps as shown in the BULK PDF software
3. Digital certificates created by the BULK PDF software are saved in bulk onto the “Draft Certificate” folder stored on the CLO’s hard drive.
4. Digital certificates are reviewed individually for accuracy before printing.
5. Official Certificates are printed in color and on cardstock.
6. The CLO will hard-press the official seal on the bottom center of each Official Certificate.
7. The CLO will present the Official Certificates to the Chairperson for signature.
8. Signed certificates are scanned and saved individually onto the “Signed Certificates” folder stored on the CLO’s hard drive. Individual certificates are saved with the following document title format for mail merging purposes:

Applicant’s: *Last Name, First Name MI – Certification Type Certification Number*

*Example: Doe, John J. – Standard 2025004*

9. Original signed physical copies are sorted in alphabetical order and stored in the CLO's "Certificates for Pick Up" file cart.

## 6.4 Preparation of Official Certificates Flowchart



## 7. Distribution of Official Certificates

### 7.1 Reference to SBOE Regulation and Applicable Laws

No SBOE Regulations to reference.

### 7.2 Purpose

The purpose of this section is to document the procedures for distributing all signed official certificates to each respective applicant in digital and physical form.

### 7.3 Electronic Distribution Procedure

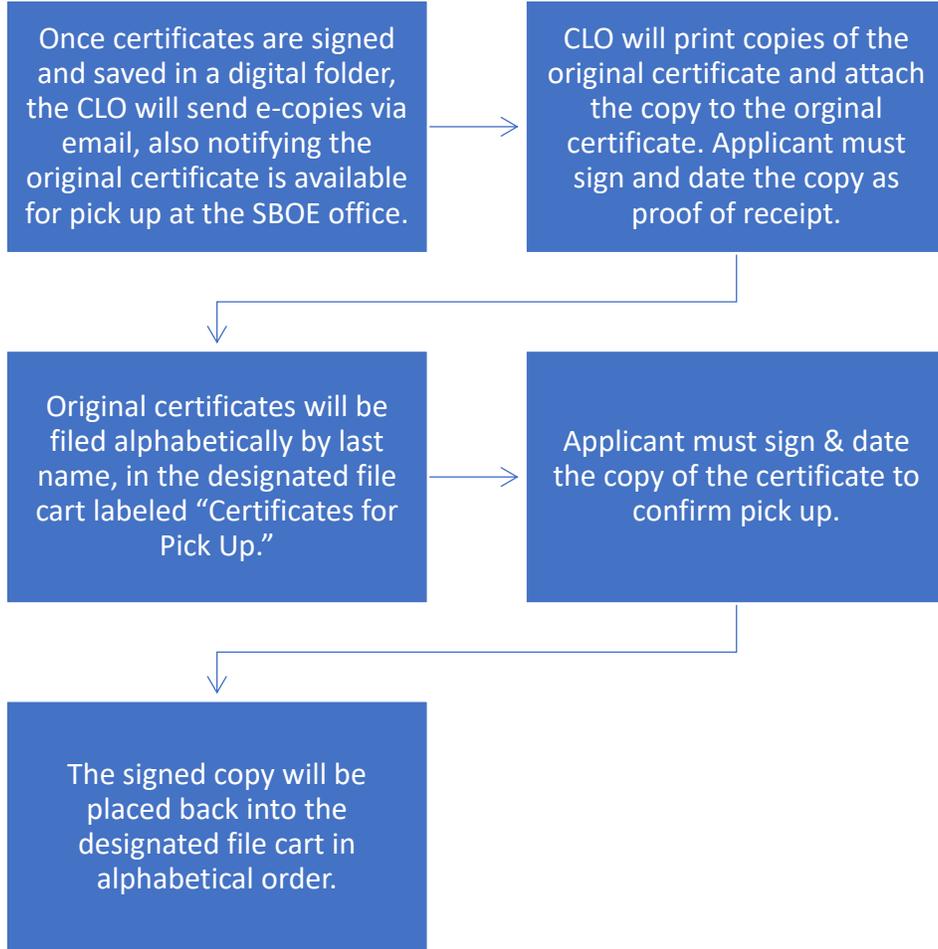
All signed certificates are scanned and saved electronically into the respective applicants' official digital file. The CLO will then:

1. Using the Google Gmail Mail Merge feature, the CLO will send all certificates via email to each respective applicant.
2. The email content will contain notification for all applicants that their official certificate is available for pick up at the SBOE Office.

### 7.4 Physical Distribution Procedure

1. Original certificates will be filed alphabetically by last name, in the designated file cart labeled "Certificates for Pick Up."
2. A printed copy of the certificates is attached to the original.
3. Applicant must sign & date a copy of the certificate to confirm pick up.
4. The signed copy will be placed back into the designated file cart.

## 7.5 Distribution of Official Certificates Flowchart



## 8. Certification Decision and Revocation and Suspension of Certificates

The CLO shall have the authority to suspend or revoke any certificate, whether Basic I, Specialized, Basic II, Instructor I, Instructor II, Instructor III, Standard, or Professional, upon receipt of evidence that suspension or revocation is necessary.

The CLO must revoke any certificate when the holder:

1. Has committed a material deception or fraud on his/her application for employment with the CNMI PSS or on his/her application for certification; or
2. Has been convicted of any felony indicating an unfitness to teach or a crime of moral turpitude.

### 8.1 Reference to SBOE Regulation and Applicable Laws

NMIAC § 60-30.2-240 Certification Decision

NMIAC § 60-30.2-245 Revocation & Suspension of Certificates and Appeals

NMIAC § 60-30.3-710 Revocation / Suspension

1 CMC § 9109 Administrative Procedure: Conduct of Hearings

1 CMC § 9110 Administrative Procedure: Issuance of Orders and Decisions Upon Hearing

### 8.2 Purpose

The purpose of this section is to document the process for revocation and suspension of certificates and appeals.

### 8.3 Certification Decision and FBI Background Check

The CLO will review the applicant's application form and Federal Bureau of Investigation (FBI) background check to determine any reasons for denial of application and or mandatory revocation or suspension, such as:

1. Material deception or fraud on the certification application;
2. Has been convicted of any felony, indicating an unfitness to teach or a crime of moral turpitude. These offenses include, but are not limited to:
  - a. Violent felonies in which an individual threatens to cause, attempts to cause, or causes serious bodily injury;
  - b. Sexually violent offenses as defined by CNMI law;
  - c. Criminal sex offense against a minor as defined by CNMI law;

- d. Child abuse or neglect as defined by CNMI law or similar offenses in other jurisdictions;
  - e. Violations of the CNMI Minor Children Firearms Control Act or similar offenses in other jurisdictions;
  - f. Distribution to persons under 18 as defined by CNMI law or similar offenses in other jurisdictions;
  - g. Criminal histories may be evaluated based on the nature and severity of the incident; the identity of the victim; the length of time since the incident; whether any specific pattern of criminal behavior exists; and specific efforts the individual has made towards rehabilitation.
3. In the case of a denial of a certification by the CLO the decision shall be placed in writing. It shall give written notice of the reasons for denial by citing the requirement(s) not met and explaining the evidence against the applicant.
    - a. The denial of any application may be appealed to the SBOE pursuant to the hearing procedures set forth herein.

## 8.4 Revocation and Suspension Procedures

The CLO, in consultation with the Commissioner of Education (COE) and the SBOE Legal Counsel, may suspend or revoke a certificate, if appropriate, upon the following grounds:

1. Section 8.3.2.a-g above;
2. Immoral conduct;
3. Unprofessional conduct;
4. Incompetence;
5. Defiance of and refusal to obey the policies, rules, regulations and laws governing the duties of PSS certified personnel; and
6. Substantial evidence of the commission (evidence of conviction not necessary) of a crime of moral turpitude or a felony indicating an unfitness to teach.

The CLO shall receive the complaint twenty (20) days prior to any suspension or revocation action pursuant to 3 CMC § 1183(e). The complaint shall give written notice of the charges by:

1. Citing any regulation violated, or any misconduct of the applicant/certificate holder;
2. Explaining the evidence against the applicant/certificate holder;
3. Stating the proposed sanction; and
4. Informing the applicant/certificate holder of the opportunity for a formal hearing.

The CLO may not suspend or revoke a certification until a hearing, if requested by the certificate holder, has reached a final judgment. If a hearing is not requested by the certificate holder, the certification will automatically be considered suspended or revoked.

If the COE finds that public health, safety, or welfare imperatively requires it, the emergency summary suspension of a certificate may be ordered. The COE must submit in writing to the CLO the reasons supporting the summary suspension of the certificate. If approved by the CLO, the certificate will be immediately suspended pending proceedings for revocation.

#### 8.4.1 Certification Denial, Suspension, and Revocation Hearing

The applicant/certificate holder shall be provided with an opportunity to have a formal hearing regarding any denial, suspension, or revocation of a certificate. The hearing will be held before the SBOE's standing FPA committee, and the majority of the FPA Committee at the hearing will make any suspension decision.

The applicant/certificate holder must request a formal hearing in writing within ten (10) days of the receipt of his/her complaint or notice of the denial of the certificate. The request shall be addressed to the SBOE Chairperson.

1. The PSS legal counsel shall represent the CLO in presenting a complaint for revocation or suspension and in presenting the evidence supporting the denial of a certificate.
2. The applicant/certificate holder is entitled to retain counsel at his or her own expense or to represent him or herself in the proceeding.
3. The SBOE Chairperson shall schedule a hearing date within forty-five (45) days of the applicant/certificate holder's request for a hearing. The date shall be set with due regard for the need of PSS to take action on the suspension or revocation and for the need of the employee to have sufficient time to adequately prepare a defense. The hearing shall not be scheduled for a date earlier than twenty (20) days after providing notice of the proposed action.
4. The Chairperson shall provide a date for the exchange of witness lists and documents intended to be introduced at the hearing. The Chairperson may also hold a pre-hearing conference to accomplish one or more of the following tasks:
  - a. Decide the issues for the hearing;
  - b. Stipulate as to uncontested facts;
  - c. Estimate the length of the hearing;
  - d. Mark exhibits; or
  - e. Determine the admissibility of contested evidence.
5. The hearing shall commence with a reading of the complaint or the decision of the COE/designee or the CLO.
  - a. Each side shall be permitted to make an opening statement. The PSS legal counsel shall present evidence to support the findings of the COE/designee, subject to cross-examination.
  - b. The applicant/certificate holder may present evidence to rebut the charges or findings, subject to cross-examination. Each side may present rebuttal evidence.

- c. After all the evidence has been presented, a closing argument may be offered on behalf of the COE/designee or the CLO. The applicant/certificate holder may then present a closing argument, followed by the final summation on behalf of the COE/designee or the CLO.
  - d. Proceedings hereunder shall be conducted consistent with the requirements of 1 CMC § 9109.
  - e. A recording shall be made of the proceeding to serve as the official record.
6. The COE/designee or the CLO shall have the burden of proving the charge or decision by a preponderance of the evidence.

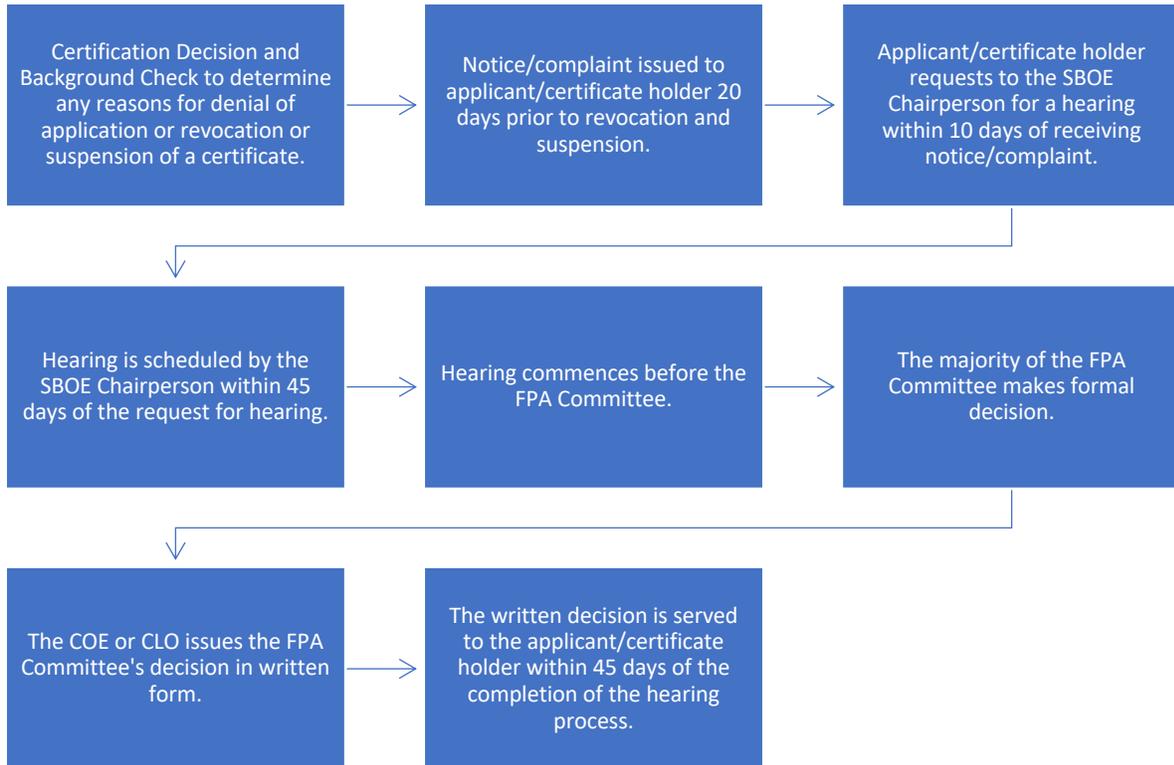
#### 8.4.2 Evidence

1. The formal rules of evidence do not apply. Any relevant evidence of probative value is admissible, with only the weight assigned to it affected by its nature.
2. A notary shall administer oaths to witnesses.
3. Hearsay evidence shall be admissible and may constitute sufficient evidence if relevant and probative, of a kind that responsible persons are accustomed to relying upon in serious affairs, and such that a reasonable mind would accept the evidence as adequate to support a conclusion of ultimate fact.
4. Where suspension, revocation, or the denial of a certificate depends upon the proof of the commission of a crime, proof need only be by substantial evidence and not proof beyond a reasonable doubt. An acquittal on criminal charges is not a bar to a certificate's denial, suspension, or revocation. A certified copy of a conviction shall constitute prima facie evidence of the commission of the crime, which may be rebutted by a substantial showing of circumstances tending to disprove its commission.

#### 8.4.3 Decision

1. The decision-making process must comply with 1 CMC § 9110.
2. The attorney for the COE/designee shall not participate in the private deliberations of the SBOE.
3. The COE or the CLO shall issue a written decision with findings of fact and conclusions of law, and the reasons or bases for them, on all the material issues of fact and law presented on the record and an appropriate order invoking or denying a sanction, or in the case of a review, affirming or reversing a certification decision.
4. The written decision and order shall be served on the employee/applicant within forty-five (45) days of the completion of the hearing process.

## 8.5 Certification Decision and Revocation and Suspension of Certificates Flowchart



## 9. Refunds

Applicants who submitted payment but are not eligible for certification may request a refund within sixty (60) calendar days of the ineligibility notification date

### 9.1 Reference to SBOE Regulation and Applicable Laws

NMIAC § 60-30.2-235 Renewal or Re-application

### 9.2 Purpose

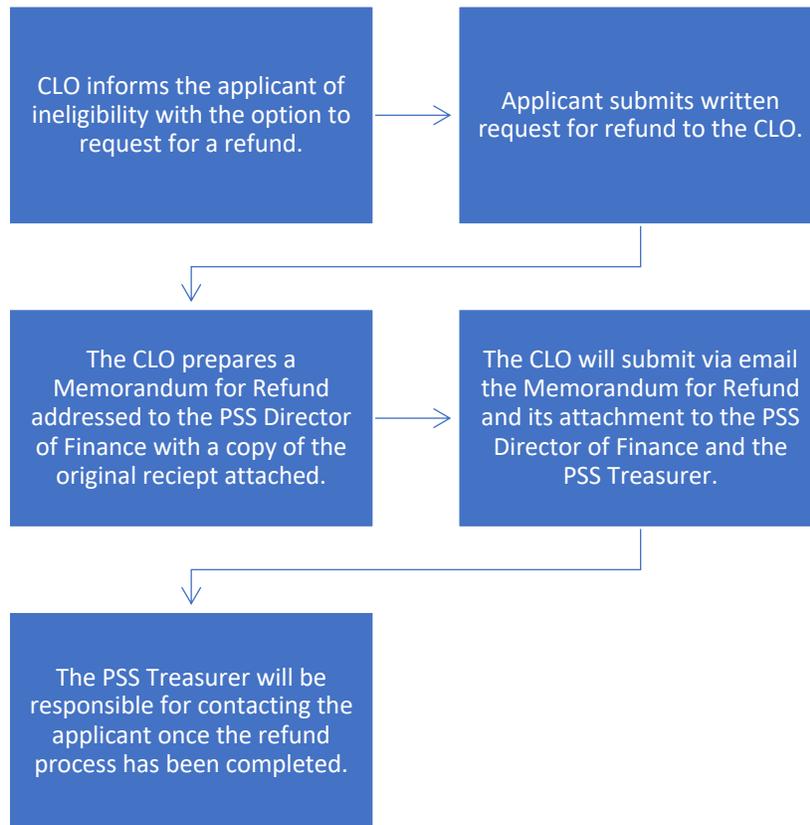
The purpose of this section is to document the process for refunds of payments made towards certification applications within the respective timeframe allowed.

### 9.3 Procedure for Refunds

If an applicant does not meet the certification requirements applied for, the CLO will notify the applicant of his/her ineligibility. The applicant has the option to request for a refund within sixty (60) calendar days from receipt of the CLO's notice.

1. The applicant may be refunded only if a request to cancel the application is sent within sixty (60) calendar days of the CLO's written notice. The request must be addressed in writing to the CLO.
2. The CLO will submit a Memorandum for Refund addressed to the PSS Director of Finance requesting that the refund be processed on behalf of the applicant, in the amount that was paid (See Appendix 7 for a sample template of the Memorandum for Refund).
3. The CLO will attach a copy of the original receipt to the Memorandum for Refund and submit via email to the PSS Treasurer and PSS Director of Finance.
4. The PSS Treasurer will be responsible for contacting the applicant, informing the applicant once the refund process has been completed.

### 9.3 Refunds Flowchart



## 10. Title II Reporting

### 10.1 Reference to SBOE Regulation and/or Applicable Law

Sections 205 through 208 of Title II of the Higher Education Act (HEA), as amended in 2008 (PL 110-315)

### 10.2 Purpose

The purpose of this section is to document the process for Title II Reporting.

The CLO is the State Coordinator for Title II reporting. State Coordinators must work closely with the Institution of Higher Education's (IHE) contact person to complete the report every October for the Fiscal Year, October 1 – September 30.

Sections 205 through 208 of Title II of the Higher Education Act (HEA), as amended in 2008 (PL 110-315), call for accountability for programs that prepare teachers. Section 205 of Title II requires reports from each IHE that conducts a traditional teacher preparation program or an alternative route to state certification or licensure program and that enrolls students receiving federal assistance under HEA (e.g., Title IV). In addition, states must be able to report on alternative routes to teacher certification or licensure that are operated by entities that are not institutions of higher education, referred to as Alternate Route Organizations (ARO).

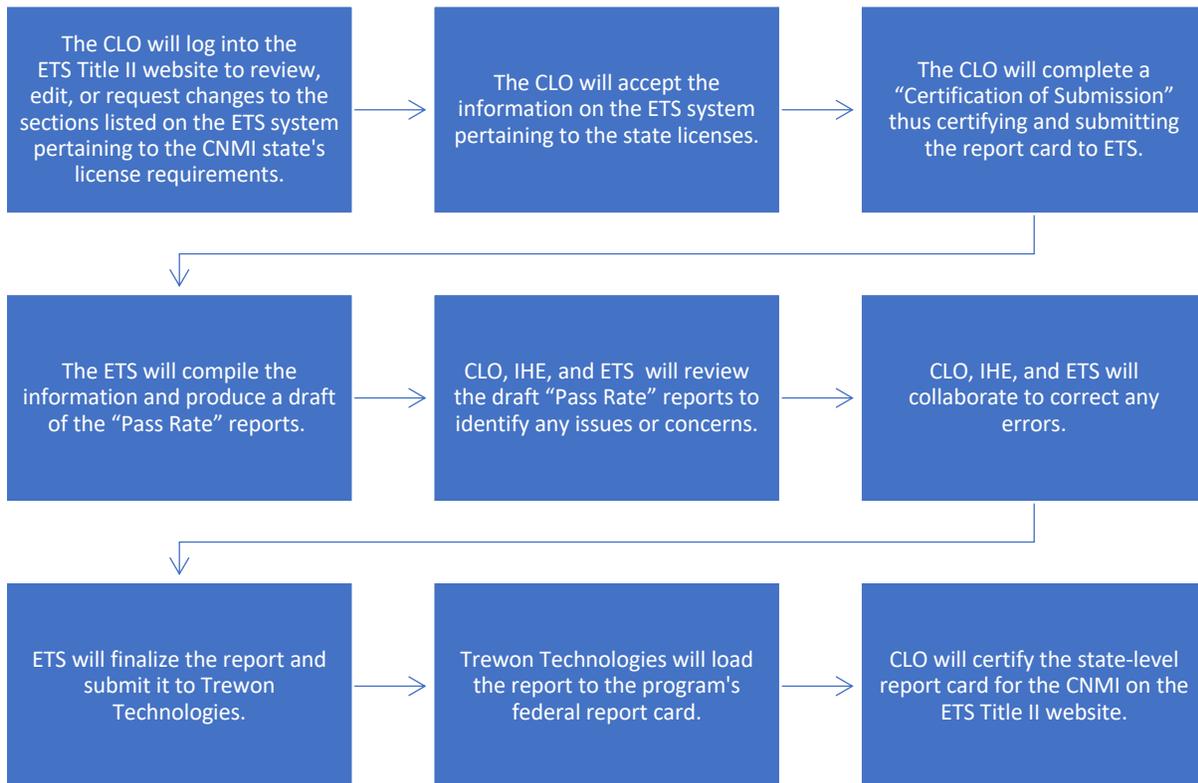
In accordance with Section 205(a)(3) of the Higher Education Act, the Secretary of Education may impose a fine not to exceed \$27,500 for failure to provide the required information by the established deadline.

### 10.3 Title II Reporting Procedures

1. The CLO will log into the Educational Testing Services (ETS) Title II website. All new users must create an account.
2. The CLO will review, edit, or request changes to the sections listed on the ETS system pertaining to the CNMI state's license requirements.
3. The CLO will accept the information on the ETS system pertaining to the state licenses.
4. It is the responsibility of the IHE-designated person to enter all student data on the ETS website.
5. The CLO will complete a "Certification of Submission" thus certifying and submitting the report card to ETS.
6. The ETS will compile the information and produce a draft "Pass Rate" reports.
7. The CLO, IHE, and ETS will review the draft "Pass Rate" reports to identify any issues or concerns.

8. CLO, IHE, and ETS will work together to correct any errors.
9. ETS will finalize the report and submit it to Trewon Technologies.
10. Trewon Technologies will load the report to the program's federal report card.
11. The CLO will certify the state-level report card for the CNMI on the ETS Title II website.

## 10.4 Title II Reporting Flowchart



# 11. PRAXIS

All teachers, school counselors, school administrators, librarians, and certain instructors shall submit proof to the CLO that he or she has received a passing grade on the PRAXIS core knowledge examinations.

## 11.1 Reference to SBOE Regulation and/or Applicable Law

NMIAC § 60-30.2-140 PRAXIS

## 11.2 Purpose

The purpose of this section is to document the process of adopting, changing, or dropping PRAXIS tests.

## 11.3 Procedures to Adopt, Change, or Drop PRAXIS Tests

Prior to requesting to adopt, change, or drop a PRAXIS test, the following information must be readily available and accessible:

### 11.3.1 Adopting a PRAXIS Test

Information necessary when requesting to adopt a Praxis test from PRAXIS,

1. The Test Name and Code for adoption.
2. The date the test will be made available to test takers.
3. The category to be used for the licensure when listing on the PRAXIS website.
4. The passing score the CNMI will require.
5. Confirmation of reviewing the test design and content.
6. Whether or not a standard-setting study was conducted.
7. The title of the test that the new test will replace.
8. The last date the old test will be required.
9. The date PRAXIS ETS should change the state's information on the PRAXIS website.

### 11.3.2 Changing a PRAXIS Test Passing Score

Information necessary when requesting to change the score for a PRAXIS test,

1. The new passing score.

2. The date the new passing score will be required.
3. The date PRAXIS ETS should change the state's information on the PRAXIS website.

### 11.3.3 Dropping a PRAXIS Test

Information necessary to discontinue a PRAXIS test,

1. The last date the test will be required.
2. Whether the test will be used for any other licensure area.
3. The date PRAXIS ETS should change the state's information on the PRAXIS website

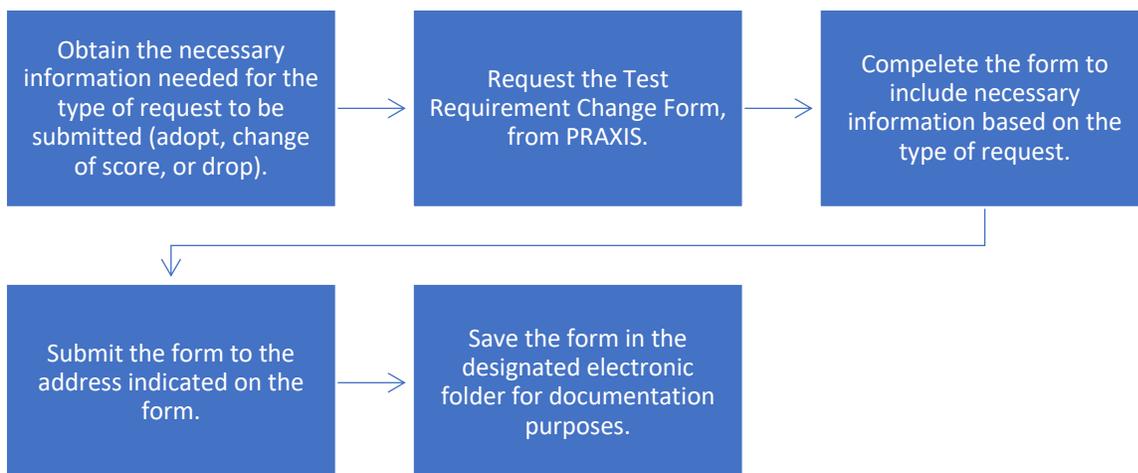
### 11.3.4 Test Requirement Change Form

The CLO will request for a “Test Requirement Change Form” and apply the required information based on the type of request (adopt, change, or drop).

The completed form is then submitted to the appropriate address listed on the “Test Requirement Change Form”.

The CLO will save the “Test Requirement Change Form” in an electronic folder on the CLO’s hard drive for documentation purposes.

## 11.4 Flowchart for Adopting, Changing, or Dropping PRAXIS Tests



## 12. Tyler ERP System

### 12.1 Reference to SBOE Regulation and/or Applicable Law

No SBOE Regulations to reference.

### 12.2 Purpose

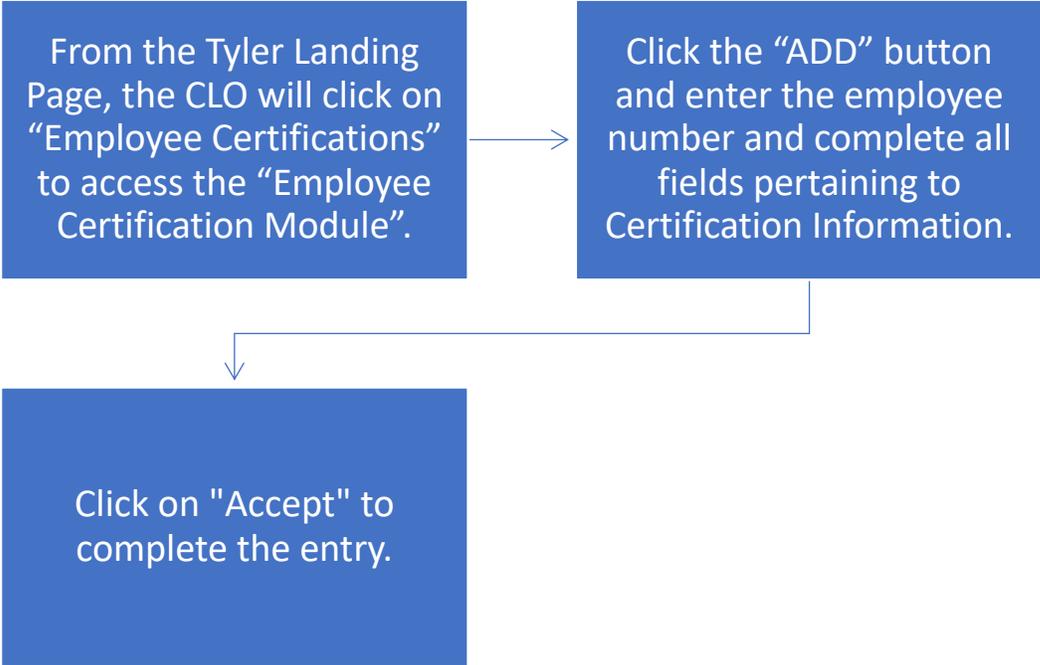
This procedure only applies to active PSS employees and is intended to document the procedures for entry of certification information into the Tyler ERP System (Tyler).

### 12.3 Procedure for Entry into the Tyler ERP System

Before logging into the Tyler, the CLO will request access through the PSS State Infrastructure Technology (SIT) office.

1. From the Tyler Landing Page, the CLO will click on “Employee Certifications” to access the “Employee Certification Module”.
2. Once on the “Employee Certification Module”, the CLO will perform the following steps:
  - a. Click the “ADD” button
  - b. Enter the following information
    - i. Employee Identification
      1. Employee Number
      2. All other fields will auto-populate
    - ii. Certification Information
      1. Certification Type (ex, Basic I, Basic II, Standard, etc.)
      2. Area (ex, Classroom Teacher, School Administrator, etc.)
      3. Level (Initial or Renewal)
      4. Certificate Number
      5. Effective Date
      6. Expiration Date
  - c. Click on “Accept” to complete the entry

## 12.4 Entry into the Tyler ERP System Flowchart



# Appendix 1: Certification Checklists and Application

## Appendix 1.1 Checklists



### STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands — *Public School System*

PO Box 501370 Saipan, MP 96950 • Tel. 670 237-3027 • E-mail: [bos.admin@cnmips.org](mailto:bos.admin@cnmips.org)



#### CLASSROOM TEACHER Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

Endorsement: \_\_\_\_\_  
(Content area based on Praxis II)

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan

#### **BASIC I** Initial Renewal

*Valid for Two (2) Years – Renewable*

- Signed and completed certification application form
- One (1) passport size photo (*for first-time applicant only*)
- Background check:
  - o Fingerprint submission (see page 8 for details)
  - o Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Bachelor's degree or higher
- Proof of passing Praxis II in content area
- Current recommendation letter from a supervisor or principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

#### **BASIC II** Initial Renewal

*Valid for Three (3) Years – Renewable*

- Met Basic I Requirements
- Signed and completed certification application form
- Background check:
  - o Fingerprint submission (see page 8 for details)
  - o Police clearance (valid for one (1) year)
- Payment receipt of \$60.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Basic II courses
- Current recommendation letter from a supervisor or principal
- Professional development:
  - o *For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - o *For Renewal:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **STANDARD** Initial Renewal

*Valid for Five (5) Years – Renewable*

- Met Basic II Requirements
- Signed and completed certification application form
- Background check:
  - o Fingerprint submission (see page 8 for details)
  - o Police clearance (valid for one (1) year)
- Payment receipt of \$100.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Standard courses
- Current recommendation letter from a supervisor or principal
- Professional development:
  - o *For Initial:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - o *For Renewal:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **PROFESSIONAL** Initial Renewal

*Valid for Ten (10) Years – Renewable*

- Met Standard Requirements
- Signed and completed certification application form
- Background check:
  - o Fingerprint submission (see page 8 for details)
  - o Police clearance (valid for one (1) year)
- Payment receipt of \$200.00 (processing fee per certification)
- Master's degree or higher
- Employment verification of ten (10) cumulative years of instructional experience
- Current membership of professional education association
- Current recommendation letter from a supervisor or principal
- Professional development:
  - o *For Initial:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - o *For Renewal:* Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



# STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands — Public School System

PO Box 501370 Saipan, MP 96950 • 670-664-3711 • E-mail: [boe.admin@cnmips.gov](mailto:boe.admin@cnmips.gov)



## CAREER & TECHNICAL EDUCATION (CTE) INSTRUCTOR Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

Endorsement: \_\_\_\_\_

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan

### Alternative Certification

#### **BASIC I (INSTRUCTOR)** Initial Renewal

Valid for Two (2) Years – Renewable

- Signed and completed certification application form
- One (1) passport size photo (for first-time applicant only)
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (For Renewal Only)

#### **SPECIALIZED** Initial Renewal

Valid for Two (2) Years – Renewable

- Met Basic I (Instructor) Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (only if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Specialized courses
- Current recommendation letter from a supervisor/principal
- Proof of completion of one hundred twenty (120) hours of seminars, workshops or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **INSTRUCTOR I** Initial Renewal

Valid for Two (2) Years – Renewable

- Signed and completed certification application form
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- High School Diploma or Equivalent
- 3-24 college credits
- 2 years of related work experience
- \*Must provide employment verification for teaching experience*
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (For Renewal Only)

#### **INSTRUCTOR II** Initial Renewal

Valid for Four (4) Years – Renewable

- Met Instructor I Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (only if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$80.00 (processing fee per certification)
- Education and experience:
  - High School Diploma or equivalent and four (4) years of teaching experience; **OR:**
  - AA Degree and two (2) years of teaching experience
- \*Must provide employment verification for teaching experience*
- Official transcript or certificate of completion of specific Instructor II courses
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Professional development:
  - For Initial: Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal: Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **INSTRUCTOR III** Initial Renewal

Valid for Six (6) Years – Renewable

- Met Instructor II Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (only if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$120.00 (processing fee per certification)
- Education and experience:
  - Bachelor's degree and six (6) years of relevant teaching experience; **OR:**
  - State/National Industry certification related to and aligned with the CTE content, verified by original or notarized copy and six (6) years of relevant teaching experience; **OR:**
  - Ten (10) years of verifiable industry experience and/or teaching experience related to and aligned with the CTE content
- \*Must provide employment verification for teaching experience*
- Current recommendation letter from a supervisor/principal
- Professional development:
  - For Initial: Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal: Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



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## EARLY CHILDHOOD EDUCATION PRE-KINDERGARTEN (ECE-PK) INSTRUCTOR Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

*Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan*

### Alternative Certification

#### **BASIC I (INSTRUCTOR)** Initial Renewal *Valid for Two (2) Years – Renewable*

- Signed and completed certification application form
- One (1) passport size photo (for first-time applicant only)
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (For Renewal Only)

#### **SPECIALIZED** Initial Renewal *Valid for Two (2) Years – Renewable*

- Met Basic I (Instructor) Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (only if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Specialized courses
- Current recommendation letter from a supervisor/principal
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **INSTRUCTOR I** Initial Renewal *Valid for Two (2) Years – Renewable*

- Signed and completed certification application form
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Education and experience:
  - High School Diploma or equivalent, twenty-four (24) college credits, and proof of passing Praxis II in Early Childhood; **OR:**
  - High School Diploma or equivalent, proof of passing Praxis I, and at least two (2) years of Teacher Aide experience  
*\*Must provide employment verification for teaching experience*
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (For Renewal Only)

#### **INSTRUCTOR II** Initial Renewal *Valid for Four (4) Years – Renewable*

- Met Instructor I Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint Submission (only if re-entering the system after two (2) years)
  - Police Clearance (valid for one (1) year)
- Payment receipt of \$80.00 (processing fee per certification)
- AA degree
- Proof of passing Praxis II in Early Childhood
- Two (2) years of related work experience  
*\*Must provide employment verification for teaching experience*
- Official transcript or certificate of completion of specific Instructor II courses
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Professional development:
  - For Initial: Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal: Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **INSTRUCTOR III** Initial Renewal *Valid for Six (6) Years – Renewable*

- Met Instructor II Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint Submission (only if re-entering the system after two (2) years)
  - Police Clearance (valid for one (1) year)
- Payment receipt of \$120.00 (processing fee per certification)
- Bachelor's degree
- Six (6) years of relevant teaching experience  
*\*Must provide employment verification for teaching experience*
- Current recommendation letter from a supervisor/principal (For Renewal Only)
- Professional development:
  - For Initial: Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal: Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



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## EARLY CHILDHOOD EDUCATION INFANTS & TODDLERS (ECE-IT) INSTRUCTOR Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan

### Alternative Certification

- BASIC I (INSTRUCTOR)**     Initial     Renewal  
Valid for Two (2) Years – Renewable
- Signed and completed certification application form
  - One (1) passport size photo (for first-time applicant only)
  - Fingerprint submission (valid for one (1) year)
  - Police clearance (valid for one (1) year)
  - Payment receipt of \$40.00 (processing fee per certification)
  - Official college transcript
  - Current recommendation letter from a supervisor/principal (For Renewal Only)
  - Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (For Renewal Only)

- SPECIALIZED**     Initial     Renewal  
Valid for Two (2) Years – Renewable
- Met Basic I (Instructor) Requirements
  - Signed and completed certification application form
  - Background check:
    - Fingerprint submission (only if re-entering the system after two (2) years)
    - Police clearance (valid for one (1) year)
  - Payment receipt of \$40.00 (processing fee per certification)
  - Official transcript or certificate of completion of specific Specialized courses
  - Current recommendation letter from a supervisor/principal
  - Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

- INSTRUCTOR I**     Initial     Renewal  
Valid for Two (2) Years – Renewable
- Signed and completed certification application form
  - Fingerprint submission (valid for one (1) year)
  - Police clearance (valid for one (1) year)
  - Payment receipt of \$40.00 (processing fee per certification)
  - High School Diploma or Equivalent
  - Twenty-four (24) college credits
  - One (1) year of related work experience
  - \*Must provide employment verification for teaching experience*
  - Current recommendation letter from a supervisor/principal (For Renewal Only)
  - Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (For Renewal Only)

- INSTRUCTOR II**     Initial     Renewal  
Valid for Four (4) Years – Renewable
- Met Instructor I Requirements
  - Signed and completed certification application form
  - Background check:
    - Fingerprint Submission (only if re-entering the system after two (2) years)
    - Police Clearance (valid for one (1) year)
  - Payment receipt of \$80.00 (processing fee per certification)
  - Proof of Passing Praxis II in Early Childhood
  - Education and experience:
    - AA degree and two (2) years of related work experience; **OR:**
    - Possess Infant Toddler Child Development Associates (CDA) credential or coursework equivalent, and one (1) year of related work experience
  - \*Must provide employment verification for teaching experience*
  - Official transcript or certificate of completion of specific Instructor II courses
  - Current recommendation letter from a supervisor/principal (For Renewal Only)
  - Professional development:
    - For Initial: Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
    - For Renewal: Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

- INSTRUCTOR III**     Initial     Renewal  
Valid for Six (6) Years – Renewable
- Met Instructor II Requirements
  - Signed and completed certification application form
  - Background check:
    - Fingerprint Submission (only if re-entering the system after two (2) years)
    - Police Clearance (valid for one (1) year)
  - Payment receipt of \$120.00 (processing fee per certification)
  - Bachelor's degree
  - Six (6) years of relevant teaching experience
  - \*Must provide employment verification for teaching experience*
  - Current recommendation letter from a supervisor/principal (For Renewal Only)
  - Professional development:
    - For Initial: Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
    - For Renewal: Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



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## CHAMORRO CAROLINIAN LANGUAGE & HERITAGE STUDIES (CCLHS) INSTRUCTOR Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

Endorsement: Chamorro Language & Heritage Studies / Carolinian Language & Heritage Studies *(Please underline or circle one)*

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

*Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan*

### BASIC I (INSTRUCTOR) Initial Renewal Valid for Two (2) Years – Renewable

- Signed and completed certification application form
- One (1) passport size photo *(for first-time applicant only)*
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Current recommendation letter from a supervisor/principal *(For Renewal Only)*
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses *(For Renewal Only)*

### SPECIALIZED Initial Renewal Valid for Two (2) Years – Renewable

- Met Basic I (Instructor) Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (only if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Specialized courses
- Current recommendation letter from a supervisor/ principal
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

### Alternative Certification

#### INSTRUCTOR I Initial Renewal Valid for Two (2) Years – Renewable

- Signed and completed certification application form
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Education and experience:
  - High School Diploma or equivalent, three to twenty-four (3-24) college credits, and two (2) years of related work experience; **OR:**
  - High School Diploma or equivalent, certification from PSS Board appointed Advisory Panel, and three (3) years of related content experience; **OR:**
  - High School Diploma or equivalent, certification from PSS Board appointed Advisory Panel, and professional portfolio in Chamorro or Carolinian content *\*Must provide employment verification for teaching experience*
- Current recommendation letter from a supervisor/principal *(For Renewal Only)*
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses *(For Renewal Only)*

#### INSTRUCTOR II Initial Renewal Valid for Four (4) Years – Renewable

- Met Instructor I Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint Submission (only if re-entering the system after two (2) years)
  - Police Clearance (valid for one (1) year)
- Payment receipt of \$80.00 (processing fee per certification)
- Education and experience:
  - High School Diploma or equivalent, five (5) years of related teaching experience, and Chamorro or Carolinian Content Knowledge Test (CCLHS Test); **OR:**
  - AA Degree, three (3) years of teaching experience, and Chamorro or Carolinian Content Knowledge Test (CCLHS Test) *\*Must provide employment verification for teaching experience*
- Official transcript or certificate of completion of specific Instructor II courses
- Current recommendation letter from a supervisor/principal *(For Renewal Only)*
- Professional development:
  - For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### INSTRUCTOR III Initial Renewal Valid for Six (6) Years – Renewable

- Met Instructor II Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint Submission (only if re-entering the system after two (2) years)
  - Police Clearance (valid for one (1) year)
- Payment receipt of \$120.00 (processing fee per certification)
- Bachelor's degree
- Six (6) years of relevant teaching experience *\*Must provide employment verification for teaching experience*
- Current recommendation letter from a supervisor/ principal *(For Renewal Only)*
- Professional development:
  - For Initial:* Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



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## SCHOOL COUNSELOR Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

### \*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\*

*Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan*

#### **BASIC I**    Initial    Renewal

*Valid for Two (2) Years – Renewable*

- Signed and completed certification application form
- One (1) passport size photo (*for first-time applicant only*)
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Bachelor's degree or higher
- Proof of passing Praxis II in content area
- Current recommendation letter from a supervisor or principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

#### **BASIC II**    Initial    Renewal

*Valid for Three (3) Years – Renewable*

- Met Basic I Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$60.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Basic II courses
- Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **STANDARD**    Initial    Renewal

*Valid for Five (5) Years – Renewable*

- Met Basic II Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$100.00 (processing fee per certification)
- Official transcript or certificate of completion of specific courses
  - Standard*
  - Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

#### **PROFESSIONAL**    Initial    Renewal

*Valid for Ten (10) Years – Renewable*

- Met Standard Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$200.00 (processing fee per certification)
- Master's degree or higher
- Employment verification of ten (10) cumulative years of instructional experience
- Current membership of professional education association
- Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



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## SCHOOL LIBRARIAN Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

*Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan*

### **BASIC I**    Initial    Renewal

*Valid for Two (2) Years – Renewable*

- Signed and completed certification application form
- One (1) passport size photo (*for first-time applicant only*)
- Fingerprint submission (valid for one (1) year)
- Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Bachelor's degree or higher
- Proof of passing Praxis II in content area
- Current recommendation letter from a supervisor or principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

### **BASIC II**    Initial    Renewal

*Valid for Three (3) Years – Renewable*

- Met Basic I Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$60.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Basic II courses
- Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

### **STANDARD**    Initial    Renewal

*Valid for Five (5) Years – Renewable*

- Met Basic II Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$100.00 (processing fee per certification)
- Official transcript or certificate of completion of specific Standard courses
- Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

### **PROFESSIONAL**    Initial    Renewal

*Valid for Ten (10) Years – Renewable*

- Met Standard Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$200.00 (processing fee per certification)
- Master's degree or higher
- Employment verification of ten (10) cumulative years of instructional experience
- Current membership of professional education association
- Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses



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## SCHOOL ADMINISTRATOR Certification Application Checklist

Last Name, First Name, M.I.: \_\_\_\_\_

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***

Certification Payments: CNMI PSS Finance Office, Building 1204, Capitol Hill, Saipan

### **BASIC I**   Initial   Renewal

*Valid for Two (2) Years – Renewable*

- Signed and completed certification application form
- One (1) passport size photo (*for first-time applicant only*)
- Background check:
  - Fingerprint submission (see page 8 for details)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official college transcript
- Bachelor's degree or higher
- Proof of passing Praxis II in content area
- Current recommendation letter from a supervisor or principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

### **PROFESSIONAL**   Initial   Renewal

*Valid for Ten (10) Years – Renewable*

- Met Basic I Requirements
- Signed and completed certification application form
- Background check:
  - Fingerprint submission (if re-entering the system after two (2) years)
  - Police clearance (valid for one (1) year)
- Payment receipt of \$200.00 (processing fee per certification)
- Master's degree or higher
- Employment verification of ten (10) cumulative years of instructional experience
- Official transcript or certificate of completion of specific Professional (Administrator) courses
- Current membership of professional education association
- Current recommendation letter from a supervisor or principal
- Professional development:
  - For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
  - For Renewal:* Proof of completion of six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

## Appendix 1.2 Application

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
BOARD OF EDUCATION  
Certification and Licensure Office  
Building 1241, Capitol Hill  
P.O. Box 501370  
SAIPAN, MP 96950

Please note that we do not maintain pending files and we do not match pieces of an application that arrive separately. Make sure that everything is submitted together.

**SECTION 1: PERSONAL INFORMATION**

Type or print, using black ink, all information required on the application. Use your full legal name. You must also list all former names, including your maiden name. If your address changes before you get your certificate, be sure to notify us in writing of the change and include your full name and social security number in correspondence. This information should be identical to the information that you previously provided on the fingerprint cards.

**SECTION 2: CHARACTER AND FITNESS**

Read the questions carefully before you answer them. If you answer "yes" to any question, you must submit a full explanation and your application will be referred to staff working with the Certification Committee for evaluation of your fitness to teach, or competence to perform other duties which would be authorized by the certificate.

*NOTE:* Information that you provide is subject to investigation of your moral character and true identity by means of review of information, reports, records, and other data from any agency or department of the Commonwealth or any other justification when secured by the Certification Committee for such purposes.

**SECTION 3: OATH, AFFIDAVIT, AND RELEASE**

Every person applying for a certificate must complete the "Oath And Affidavit" without alternation, and sign his or her full legal name as printed at the top of page 3 of the attached application. If you do not sign the attached "Oath and Affidavit" your application will be rejected.

## APPLICATION FOR CNMI TEACHING CERTIFICATE

### SECTION I. PERSONAL INFORMATION (PLEASE PRINT OR TYPE USING BLACK INK)

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Full Legal Name:

\_\_\_\_\_ Home Phone ( \_\_\_\_\_ )  
First Middle Last

Former Name(s):

\_\_\_\_\_ Work Phone ( \_\_\_\_\_ )  
First Middle Last

Assigned School  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box Number City State Zip Code

Email address \_\_\_\_\_  
*(Must be current email address. Certification updates will be sent via email only.)*

**PLEASE CHECK MARK WHICH CERTIFICATE YOU ARE APPLYING FOR:**

#### CLASSROOM TEACHER:

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> BASIC I      | <input type="checkbox"/> INITIAL <i>(first time)</i> |
| <input type="checkbox"/> BASIC II     | <input type="checkbox"/> RENEWAL                     |
| <input type="checkbox"/> STANDARD     |  |
| <input type="checkbox"/> PROFESSIONAL |  |

*Attach passport size photo here (for first-time applicants)*

## SECTION 2. CHARACTER AND FITNESS

Answer each question by checking the yes or no box. If you answer yes to any question please attach a full explanation of your answer.

1. Have you ever held a C.N.M.I Basic Teaching certificate before?  Yes  No
2. Have you ever held or do you presently hold a credential or license authorizing you to teach in public schools in another state?  
*If you answered Yes you must complete "Verification of Good Standing" forms for each jurisdiction you have been credentialed or licensed in and return it with this application.*  Yes  No
3. Have you ever been convicted of any felony or misdemeanor offense, including pleading no contendere, in the CNMI or in any other state or place?  
*If you answered Yes you must complete the "Criminal Conviction" forms for each conviction and return it with this application.*  Yes  No
4. Are you addicted to the use of alcohol?  Yes  No
5. Are you addicted to the use of any narcotics or drugs?  Yes  No
6. Have you ever had *any application* for a credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing school service or teaching, suspended, revoked, voided, denied, and/or otherwise for cause in any state or other place?  Yes  No
7. Have you ever had *any application* for a credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing school service or teaching denied and/or rejected for cause in any state or other place?  Yes  No
8. Have you been dismissed, resigned from, entered into a settlement agreement, or otherwise left school employment to avoid investigation for alleged misconduct and/or dismissal in any state or other place?  Yes  No
9. Are you now the subject of any inquiry, review, or investigation by a teacher-licensing agency in connection with any alleged misconduct, or is any disciplinary action now pending against you in any school district or before any teacher licensing agency or court in any state or other place; or is any adverse action now pending against any credential you hold, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing school service or teaching, before any teacher licensing agency or court in a state or other place?  Yes  No

10. Do you currently have any outstanding criminal charges pending against you in any state or place?  Yes  No  
*If you answered Yes you must complete the "Criminal Conviction" form for each pending criminal charge and Return it with his application.*
11. Have you ever had any disciplinary action, (including an action that was stayed by the licensing agency) taken against any professional or vocational license in any state or place?  Yes  No
12. Have you ever been a member of the armed forces?  Yes  No
13. If you answered yes to #12, were you discharged honorably?  Yes  No  
*If you answered other than honorably you must submit complete documentation as to the circumstances of your discharge.*

### SECTION 3. OATH, AFFIDAVIT, AND RELEASE

"By my signature placed below, I promise that the information provided in this application is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for certification and may result in disciplinary action being taken against me, including the possible termination of my employment, civil penalties, and criminal prosecution. By signing this form I authorize the Certification and Licensure Office to investigate all aspects of the Statements contained in it and the accompanying documents. I understand that this investigation will include obtaining a record of arrests and dispositions from the Federal Bureau of Investigation and the Commonwealth Department of Public Safety, a record of prior certification actions through the National Association of the State Directors of Teacher Education and Certification Clearinghouse, may include contacting past employers, co-workers, acquaintances, and state certification personnel regarding my previous personal and employment history, and also medical personnel regarding my physical examination and pertinent medical records.

By signing this form I further consent to the release of any and all information from any of the above mentioned agencies and individuals to the Commonwealth of the Northern Mariana Islands Board of Education Certification and Licensure Office and the Public School System for the purposes of ascertaining my fitness to teach, moral character and true identity."

Date \_\_\_\_\_ Village/City \_\_\_\_\_

Signature \_\_\_\_\_

**VERIFICATION OF GOOD STANDING  
(CREDENTIAL (S) HELD IN OTHER STATES)**

**SECTION A:** *To be completed by the applicant and included with the application. Do not send this form to the state(s) where you have been certified or credentialed. The Committee will request the information.*

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Applicant's Full Legal Name:**

\_\_\_\_\_ Home Phone ( \_\_\_\_\_ )  
First Middle Last

**Former Name(s):**

\_\_\_\_\_ Work Phone ( \_\_\_\_\_ )  
First Middle Last

**Mailing Address:** \_\_\_\_\_  
P.O. Box Number City State Zip Code

State \_\_\_\_\_ Type of Credential \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I hereby authorize the above-mentioned state(s) to release any information concerning my certification to the Commonwealth of the Northern Mariana Islands Board of Education Certified Committee and the Public School System.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**SECTION B:** *To be completed by the state credentialing office.*

1. Is this individual the subject of any inquiry, review or investigate in connection with alleged misconduct?  Yes  No
2. Is this person currently, or has this person ever been, subject to any type of disciplinary or adverse action against any credential held by this individual authorizing school teaching or service?  Yes  No
3. Has this individual ever had any credentials authorizing school teaching or service reprovod, suspended, revoked, voided, denied, and/or otherwise rejected for cause?  Yes  No
4. Are you aware of any information, which indicates that, this employee left employment to avoid dismissal?  Yes  No

Agency: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

**CERTIFICATE OF FINGERPRINT SUBMISSION**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Applicant's complete name

Appeared before me, provided proper identification, and submitted two complete and appropriate sets of fingerprints for the purposes of a national criminal background check pursuant to CNMI Public Law 10-62.

DPS Finger printer (Print Name) \_\_\_\_\_  
Last First MI

DPS Finger printer (Signature) \_\_\_\_\_

**\*\*Required Department of Public Safety stamp or seal below.**



## CRIMINAL CONVICTION FORM

(To be completed only if you answered "Yes" to questions 3 or 11 of the application.)  
If you checked "yes to questions 3 and/or 11 of the application you *must provide* the documents listed below, and *fully complete* the reverse side of this form for each conviction. You may use a photocopy of this form if you have more than one conviction to report.

*The following documentation is required before your file can be reviewed:*

### Conviction of a Crime

1. Certified copy of the complete investigation or arrest report(s) from the investigation or arresting law enforcing agency.
2. Certified copy of the court documents showing the charges filed against you, including the criminal complaint or information.
3. Certified copies of the complete court papers dockets showing the plea you entered, sentencing, and verification that the conditions of probation were satisfied.

\*Note: If any of these records have been purged, an original statement verifying that fact must be received from the court, law enforcement agency, on official letterhead

### Alcohol or Drug Offense

1. All information listed above under "Conviction of a Crime."
2. Certified copies of the certificate(s) of completion for each rehabilitation program attended.
3. Letter(s) from program counselor(s), on official letterhead, verifying successful completion, indicating the type of treatment received, the duration, and the status of your rehabilitation at the time of completion.
4. Printout of Department of Motor Vehicles Record.

\*Note: If any of these records have been purged, an original statement verifying that fact must be received from the court, law enforcement agency, on official letterhead

### Optional Information

You may also wish to submit acceptable, document evidence of rehabilitation. Example of such rehabilitation evidence includes:

- Recent, dated letter from applicant describing rehabilitative efforts or changes in life to future problems;
- Letters on official letterhead from professional counselors, instructors, employers, probation or parole officers;
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol/drug abuse;
- Proof of community work, schooling, or other self improvement efforts;
- Certified court order expunging record or certificate of rehabilitation.

**CRIMINAL CONVICTION**

Complete a separate form for each conviction or pending charge.  
(You may photocopy this form.)

Conviction or Outstanding Charges (indicate which): \_\_\_\_\_

Date of Offense: \_\_\_\_\_

Name and Address of Arresting/Investigating Agency (Police or Sheriff's Office): \_\_\_\_\_

Plea and Conditions of Probation, if any: \_\_\_\_\_

Details of the incident: \_\_\_\_\_

(You may attach further documentation and explanation of the incident if you wish)

I declare under penalty of perjury that the foregoing, including any attachments, is true and correct. I authorize the above listed courts and law enforcement agencies to release any information concerning me to the Commonwealth of the Northern Mariana Islands Board Of Education Certification Committee and the Public School System.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Appendix 2: Additional Endorsement Application



## STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands — *Public School System*

PO Box 501370 Saipan, MP 96950 • Tel. 670 237-3027 • E-mail: [boe.admin@cnmipss.org](mailto:boe.admin@cnmipss.org)



### Application for Additional Endorsement

Teacher Certification – CNMI Certification & Licensure Office

#### PERSONAL INFORMATION

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the CNMI Certification & Licensure Office. All name changes must be supported with a photocopy of the legal document verifying the change.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Highest Educational Degree: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

#### ADDING AN ENDORSEMENT

An applicant may only add a teaching endorsement to the following types of Teacher certificates:

- Basic I (2-year) teaching certificate
- Basic II (3-year) teaching certificate
- Standard (5-year) teaching certificate – upon completion of specific Standard certification courses
- Professional (10-year) teaching certificate

List the requested endorsements, content or specialty area(s), and grade level(s) below:

Requested Endorsement	Grade Level(s)	Praxis Content Area	
		Test Code	Score
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



# STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands — *Public School System*

PO Box 501370 Saipan, MP 96950 • Tel. 670 237-3027 • E-mail: [boe.admin@cnmipss.org](mailto:boe.admin@cnmipss.org)



## FEE SCHEDULE

The cost to add endorsements is \$25.00 per endorsement.  
You may pay with cash or check (payable to CNMI Public School System) at the CNMI PSS Finance Office, Building 1204, located in Capitol Hill, Saipan.

A copy of the payment receipt must be submitted with this application form.

## CHECKLIST

- Completed & Signed Endorsement Application Form
- Praxis Score Report
- Payment Receipt

## SIGNATURE

I certify that the information provided on this application is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** If an item is missing or incomplete, your packet will be returned unprocessed to the address you provide in the personal information section of your application. If you would like your original documents returned, you must include a self-addressed stamped envelope with your complete packet. We recommend that you send your completed packets to the CNMI Certification & Licensure Office using one of the many tracking options that are available.

## MAIL YOUR APPLICATION

The application and supporting documents must be mailed to the CNMI Certification & Licensure Office at the following address:

CNMI Board of Education  
Certification & Licensure Office  
P.O. Box 501370  
Saipan, MP 96950-1370

Photocopies, scanned, or faxed applications will not be accepted.

## CONTACT INFORMATION

If you have questions, please use the following information to contact the CNMI Certification & Licensure Office:

Contact Person: Elohn S. Deleon Guerrero, Certification & Licensure Officer  
Email: [boe.certification@cnmipss.org](mailto:boe.certification@cnmipss.org) Phone: (670)664-3711

# Appendix 3: Course Evaluation Form

Applicant's Name:		
<b>BASIC II CLASSROOM TEACHER &amp; SCHOOL LIBRARIAN COURSE REQUIREMENTS</b>		
Required Courses	Course Description	Applicant's Qualification
Multicultural Education/Teaching Linguistically Diverse Students	This course introduces teachers-in-training to the educational aspects of teaching in a multicultural classroom environment. This course provides an overview of the historical foundations, relevant theories, and social and political aspects that have influenced education in the CNMI. In addition to informing teachers-in-training about the laws that impact education in the CNMI, this course endeavors to create awareness, respect, and appreciation of the various cultures in the CNMI as well as to enhance the teacher-in-training's understanding of the influence that culture has on the educational process and of cultural influences on behavior as they relate to the educational process. This course endeavors to create awareness of patterns of thinking and behavior that contribute to stereotyping, prejudices, and difficulties in intercultural contact. Teaching Linguistically Diverse Students: This course provides students with theories, methodology, approaches, and practices necessary for effective teaching of students who are English Language Learners (ELL). It assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing <u>integrated ESL/ELL lessons that are engaging, entertaining, and appropriate.</u>	
Teaching Reading	This course surveys the field of children's literature and assists in the selection and presentation of developmentally appropriate literature for children, based on an understanding of how the reading process develops. It presents a study of the history and development of children's literature, examines its value to the literacy process, and defines criteria for the selection and utilization of children's books and closely related materials. Students become familiar with authors, illustrators, and publishers of noteworthy children's books and learn how to integrate literature into thematic units.	
Inclusive Practices for Students with Learning Disability	This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk for failure, gifted and talented, linguistically or culturally diverse, and having a disability. The Individuals with Disabilities Education Act requires the inclusion of all students with a disability in the least restrictive environment to the greatest extent possible. This course provides a framework for collaboration and the team approach. The students will have the skills for general education that teachers should pose to adapt technology. The course defines several categories of students with disabilities and teaches methods and strategies for educating students in the categories previously mentioned above.	
Instructional Strategies/Classroom Management	This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus.	
Internship/Mentoring Program	Student Teaching is the opportunity for teacher education candidates to participate in an experiential learning setting where they can begin to utilize the skills, strategies, and knowledge they learned during their teacher preparation program. Students enrolled in this course experience first hand all the many facets of teaching in an elementary or middle school setting. This course provides a full-time practice teaching experience for teachers at all levels who already have baccalaureate degrees or higher in areas outside of education, who are already working full-time in a regular classroom, and who need a practicum course for certification or to enhance their teaching abilities, methods, and strategies.	
Computer Technology	This course covers basic knowledge of PC hardware--including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool.	
Evaluated by:		
Elohn S. Deleon Guerrero, Certification and Licensure Officer		Date

Applicant's Name:

**BASIC II SCHOOL COUNSELOR COURSE REQUIREMENTS**

Required Courses	Course Description	Equivalent Course
Tests and Measurements	This course provides students with educational theories and approaches to assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment.	
Introduction to Counseling	This course investigates the legal and ethical aspects of school counseling. Examines planning, designing, implementing, and evaluating a comprehensive and developmental guidance and counseling program that includes students, teachers, administrators, parents, and community members. Examines state and national counseling program models and required competencies.	
Issues and Philosophies of Culturally Diverse Schools	This course is designed to assist students in developing an understanding of race/ethnicity, gender, disability, age, and sexual orientation. This course emphasizes the recognition of cultural myths and stereotypes. Case studies and illustrations for helping persons from culturally diverse backgrounds are	
Multicultural Counseling	A study of major issues of cross-cultural counseling. The impact of diversity (within and between group differences) is examined.	
Counseling Process: Theory	This course is an advanced study of the major theories in the field of counseling, as well as an exploration of the historical perspectives and philosophies upon which they are based.	
Counseling Process: Process	This course provides an intensive practice-focused preparation to enable students to begin their counselling placements	
Computer Technology	This course covers basic knowledge of PC hardware—including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool.	

Evaluated by:

Elohn S. Deleon Guerrero, Certification and Licensure Officer

Date

Applicant's Name: \_\_\_\_\_

**STANDARD CERTIFICATE: CCLHS ENDORSEMENT REQUIREMENTS**

Required Courses	Course Description	Applicant's Qualification
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. OR This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
NMI History/Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Reading Diagnostic	This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities.	
Evaluation and Assessment in Bilingual	This course provides students with educational theories and approaches to assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment - specifically in Bilingual.	
Historical and Philisophical Foundation of Bilingual	This course examines bilingualism/biculturalism and includes the sociological, psychological, linguistic, cultural, and educational aspects.	
First and Second Language Acquisition	The course surveys curriculum selection and evaluation and analyzes various methods of curriculum modification. It focuses on the selection of existing second language materials, and development of original materials for use in a second language or bilingual/bicultural classroom	
Chamorro or Carolinian Orthography	This is the study of the structure of the language which provides valuable information for second language and bilingual teachers.	

Evaluated by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Elohn S. Deleon Guerrero, Certification and Licensure Officer Date \_\_\_\_\_

APPLICANT:		
<b>STANDARD CERTIFICATE: CCLHS W/SPECIALIZED EDUCATION ENDORSEMENT REQUIREMENTS</b>		
Required Courses	Course Description	Applicant's Qualification
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. OR This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
NMI History/Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Reading Diagnostic	This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities.	
Evaluated by:		
Elohn S. Deleon Guerrero, Certification and Licensure Officer		Date

Applicant's Name:

STANDARD CERTIFICATE: EARLY CHILDHOOD EDUCATION ENDORSEMENT REQUIREMENTS		
Required Courses	Course Description	Applicant's Qualification
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. OR This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the	
NMI History/Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Reading Diagnostic	This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities.	
Curriculum in Early Childhood Education	This is a required course for the Early Childhood certificate. This course introduces students to theories, methods, techniques, and activities which promote learning through creative expression in children during their earlychildhood years. Content areas covered include developmentally appropriate practices, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities in the classroom.	
Guiding and Nurturing Young Children	This course is required for the Early Childhood certificate. It is designed to acquaint students with skills and techniques for nurturing, guiding, and directing the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning for prevention of problems.	
Education for Parenthood	This is a required course for the Early Childhood certificate. This course is designed to provide students with a systematic approach to the study of parentchild relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and guardians and their children as well as individuals who will be parents.	
Safety, Health and First Aid for Young Children	This course is required for the Early Childhood certificate. This course is an introductory study of methods for establishing a healthy and safe environment for the young child. Included are a basic understanding of a child's nutritional needs and their relationship to growth and development, training and methods of cardiopulmonary resuscitation (CPR) for the adult and child, standard first aid, identification and handling of suspected child abuse, and recognition of and procedures for dealing with communicable disease and illness.	
Administration in Early Childhood Education	This course is required for the Early Childhood Certificate. This course examines the management and operation of an early childhood program or school. This course is designed to acquaint the student with practices and policies in the management of schools and institutions caring for the development of children in early childhood. Emphasis is placed on effective interpersonal relationships and communication skills of the teacher, coordinator, and director or principal of a school or program.	
Introduction to Exceptional Individual	This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk or with disabilities. This course provides an introductory survey of the possible effects of a disabling condition on a student's learning and performance, strategies and techniques to facilitate successful inclusion, and collaboration with special educators and families in order to meet the needs of the student	
Evaluated by:		
Elohn Deleon Guerrero, Certification and Licensure Officer		Date

APPLICANT:		
<b>STANDARD CERTIFICATE: ELEMENTARY EDUCATION ENDORSEMENT REQUIREMENTS</b>		
Required Courses	Course Description	Applicant's Qualification
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. OR This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
NMI History/Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Reading Diagnostic	This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities.	
Tests & Measurements	This course provides students with educational theories and approaches to assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment.	
Language Arts Methods	This is a language arts methods course that focuses on the ways that children learn to listen, speak, read, and write. Students learn approaches to teaching the language arts, including process approaches, phonetic integration, and whole language methodologies. This course provides students with theories, methods, and activities appropriate for integrating the language arts into thematic classroom units. Students learn detailed procedures for implementing exciting and effective language arts curricula in elementary classrooms.	
Math Methods	This course provides teachers-in-training with a conceptual understanding of mathematics, a broad knowledge of basic mathematical skills, and ideas and methods that generate enthusiasm for learning and teaching mathematics. This course introduces current mathematics standards as developed by the National Council for Teachers of Mathematics (NCTM) and the CNMI Public School System's Standards and benchmarks. Emphasis is placed on problem solving and active student participation.	
Science Methods	This course provides the skills, concepts, and content needed to teach science to elementary school children in ways that make science personally relevant. This course provides the teacher-in-training with experience in planning, developing, and conducting interdisciplinary science investigations. Concepts covered include project planning, presentation strategies, group management, and the inquiry process.	
Social Studies Methods	This course puts theory into practice by providing teachers-in-training with the necessary methodology, strategies, and techniques for fostering and encouraging a standards-based, performance driven developmental process across the social studies curriculum. This course also assists students in learning research techniques, including using modern technology and how to organize subject-matter principles based upon social studies curriculum standards	
Curriculum in Early Childhood Education	This is a required course for the Early Childhood certificate. This course introduces students to theories, methods, techniques, and activities which promote learning through creative expression in children during their early childhood years. Content areas covered include developmentally appropriate practices, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities in the classroom.	
Evaluated by:		
Elohn S. Deleon Guerrero, Certification and Licensure Officer		Date

Applicant's Name:

**STANDARD SCHOOL COUNSELOR COURSE REQUIREMENTS**

Course	Description	Equivalent Course
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
NMI History/ Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Dynamics of Individual Behavior	The major methods used in counseling individuals are examined with a focus on their effectiveness and applicability to different individual needs. The relationship between specific theories and their counseling applications are examined in detail. Case study approaches are combined with counseling practices to demonstrate developing strategies working with individuals.	
Individual and Group Assessment	In line with the American School Counselor Association (ASCA) National Model, this course is designed to equip school counselors with the knowledge, skills, and attitudes necessary to make data-based decisions that can systematically improve student outcomes in the academic, career/college, and social/emotional/behavioral domains. This course specifically teaches counselors how to select, use, interpret, and store individual and group school-based assessments. Over the course of 5 weeks, students will learn about the history of testing and assessment; best practices in school-based assessment; the types of assessment that school counselors can use and why; and barriers to assessment. Overall, this course aims to help school counselors engage in ethical, legal, and culturally competent practice as it relates to the selection, use, interpretation, and storage of individual and group school-based assessments.	
Group Counseling	A study of small group theory, research, and procedures. Explores group membership and leadership behavior.	
Prevention and Outreach	This course presents crisis intervention and emergency management strategies used in the counseling profession. Learners examine crisis intervention skills applicable to school, mental health, and other counseling settings and explore other related topics, including working with situational crises, developing crisis intervention and prevention plans, assessing suicide and other risks, and creating and implementing emergency management plans.	
Career Counseling and Placement	This course has three main focuses. The first is to introduce students to the field of career development and career counseling. Students will explore different theories of career development and learn how these theories apply to the career development of children, youth and adults throughout the lifespan. A second purpose of the course is to apply these principles to the practice of vocational and career counseling, including critical activities such as decision making, vocational assessment, job development, job seeking skills, and worksite analysis all under the framework of career/employment support services. Knowledge of labor markets, including supply and demand side concepts will be highlighted as a useful resource for conceptualizing vocational and career counseling services. Uses of sources of occupational information and labor market trends will be included. Thirdly, the course will also introduce students to a variety of assessment instruments, including some now available on-line. They will experience first-hand what is like to take these vocationally oriented tests, and to deal with the results. Updated legal and regulatory trends impacting in the area of vocational and career counseling will also be explored.	

Evaluated by:

Elohn S. Deleon Guerrero, Certification and Licensure Officer

Date

Applicant's Name:

**STANDARD SCHOOL LIBRARIAN COURSE REQUIREMENTS**

Course	Description	Equivalent Course
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the	
NMI History/ Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
School Library Administration	This is an introduction to school library media center philosophy, organization, administration and the role of the supervision of the center. The course examines the role of the librarian and the principal-teacher-student relationship.	
Evaluation and Access of School Library Material	This course covers intellectual, administrative, and practical aspects of building, maintaining and evaluating school library collections. Topics include the writing and implementation of collection policies, community analysis and the needs of library users, strategies of selection and evaluation, analysis and evaluation of current reviewing media, school library standards, censorship, acquisitions procedures and management, library cooperation, copyright, contemporary publishing, and use of computers in acquisitions.	
Children Literature or Young Adult Literature	This course surveys the field of children's literature and assists in the selection and presentation of developmentally appropriate literature for children, based on an understanding of how the reading process develops. This course presents a study of the history and development of children's literature, examines its value to the literacy process, and defines criteria for the selection and utilization of children's books and closely related materials. Students become familiar with authors, illustrators, and publishers of noteworthy children's books and learn how to integrate literature into thematic units.	
School Library Material and Curriculum	This course introduces the purpose, theory and principles of cataloging and classification using Dewey Decimal Classification and Sears Subject Headings. It includes construction of a main catalog for the school library, including audiovisual materials and processing materials from acquisition to circulation	
Technology and the School Library	This course is a survey of multimedia resources that supports examines policies and criteria for the selection, evaluation, acquisition, organization and maintenance of non-print media acquisition, organization and maintenance of nonprint media collections and electronic resources in school library media center.	

Evaluated by:

Elohn S. Deleon Guerrero, Certification and Licensure Officer

Date

Applicant's Name:

**STANDARD CERTIFICATE: SECONDARY EDUCATION ENDORSEMENT REQUIREMENTS**

Required Courses	Course Description	Applicant's Qualification
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. OR This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
NMI History/Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Reading Diagnostic	This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities.	
Tests & Measurements	This course provides students with educational theories and approaches to assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment.	
Methods in Content Area	This course is a methods course specifically geared to your specialized field.	
Three (3) Courses in Content Area (9 credits)	This course may vary on your specific field. You must complete three (3) content courses in your area of expertise.	

Evaluated by:

Elohn S. Deleon Guerrero, Certification and Licensure Officer

Date

APPLICANT: \_\_\_\_\_

**STANDARD CERTIFICATE: SPECIAL EDUCATION ENDORSEMENT REQUIREMENTS**

Required Courses	Course Description	Applicant's Qualification
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. OR This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
NMI History/Pacific Institute	This course offers an overview of Northern Marianas history in its global context from prehistoric times up to the Covenant and the Constitution establishing the CNMI.	
Reading Diagnostic	This course provides the strategies, skills, and techniques necessary to assess and recognize reading levels, diagnose reading difficulties, and determine and carry out actions to address these problems. This course utilizes observations and hands-on practices to provide teachers-in-training with both theoretical and practical experience in enhancing student reading abilities.	
Tests & Measurements	This course provides students with educational theories and approaches to assessing and evaluating student abilities and performance as well as the effectiveness of their own planning and instruction. Specific subjects covered include giving and interpreting standardized tests, pre-assessments in content areas, learning styles and intelligences, products, processes, and progress. This course also covers the translation of assessment into letter grades, motivating students using self-assessment, and professionally interpreting all forms of assessment.	
Student Evaluation for Special Education	This is an assessment course for determining the present levels of educational performance of student with or without disabilities. The course addresses preplacement assessments, determination of eligibility for special education programs, assessing daily progress in meeting learning goals and objectives and reevaluation strategies of students with disabilities.	
Behavioral Modification in the Classroom	This course gives greater depth and insight that is required for student practitioners preparing to work in Special Education and Rehabilitation and Human Services. This Course serves as an introductory to classroom behaviors and management. Students will be given a base of understanding through a historical overview. Upon this foundation students will then be introduced to the concepts of measurement, methodology, and structure. The course provides a study of basic principles of each of these in order to give students a complete appreciation and understanding of the challenges they will face in the classroom. Finally, the course will teach procedures to establish new behavior, to use applied behavior analysis, and to decrease undesirable. The course uses a precise, stepby-step, scientific approach to explain human behavior. Case studies and examples illustrate key principles.	
Modification and Adaptation of Curriculum for Special Education Students	This course addresses a fundamental element of the IEP, the adaptation of the school and classroom to accommodate exceptionalities. The modification application addresses changing curriculum to enable the special education student to participate meaningfully in the general education classroom. In-depth discussion will address the realities of "least restrictive environment."	
Medical Implication of Special Education Students in the Classroom	This course provides prospective special educators with a functional knowledge of common medical conditions and diseases frequently associated with persons with disabilities.	
Current Issues in Special Education	The purpose of this course is to make teachers-in-training aware of special education law and development, make sure they know the latest requirements for providing FAPE to students with disabilities, assist students in research of the laws and help students understand how legal requirements are the driving force behind nearly all current issues relating to special education.	

Evaluated by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Elohn S. Deleon Guerrero, Certification and Licensure Officer Date \_\_\_\_\_

Applicant:

**CTE, CCLHS, ECE-IT INSTRUCTOR II COURSE REQUIREMENTS**

Required Course	Description	Applicant's Qualification
Introduction to Teaching	This course is designed to introduce students to the fundamental theories and practices of teaching. Students examine a variety of teaching strategies, discuss ways to address individual differences and needs, and learn how to write student learning outcomes and lesson plans. A required observation in schools provides students with the opportunity to view practicing teachers and to reflect upon topics discussed in class. The student is expected to spend 30 hours per semester in a variety of classroom settings.	
Instructional Strategies/ Classroom Management	This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus.	
Instruction in Planning and Assessment for Diverse Classrooms	This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus.	
Multicultural Education/ Teaching Linguistically Diverse Classrooms	This course introduces teachers-in-training to the educational aspects of teaching in a multicultural classroom environment. This course provides an overview of the historical foundations, relevant theories, and social and political aspects that have influenced education in the CNMI. In addition to informing teachers-in-training about the laws that impact education in the CNMI, this course endeavors to create awareness, respect, and appreciation of the various cultures in the CNMI as well as to enhance the teacher-in-training's understanding of the influence that culture has on the educational process and of cultural influences on behavior as they relate to the educational process. This course endeavors to create awareness of patterns of thinking and behavior that contribute to stereotyping, prejudices, and difficulties in intercultural contact. Teaching Linguistically Diverse Students: This course provides students with theories, methodology, approaches, and practices necessary for effective teaching of students who are English Language Learners (ELL). It assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing integrated ESL/ELL lessons that are engaging, entertaining, and appropriate.	
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.	
Inclusive Practices for Students with Special Needs	This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk for failure, gifted and talented, linguistically or culturally diverse, and having a disability. The Individuals with Disabilities Education Act requires the inclusion of all students with a disability in the least restrictive environment to the greatest extent possible. This course provides a framework for collaboration and the team approach. The students will have the skills for general education that teachers should possess to adapt technology. The course defines several categories of students with disabilities and teaches methods and strategies for educating students in the categories previously mentioned above.	

Evaluated by:


Elohn S. Deleon Guerrero, Certification and Licensure Officer

Date

<b>Applicant:</b>		
<b>EARLY CHILDHOOD EDUCATION INFANTS &amp; TODDLERS - INSTRUCTOR II CERTIFICATE COURSE REQUIREMENTS</b>		
<b>Required Course</b>		<b>Applicant's Qualification</b>
Managing Health and Safety		
Toddlers and Preschoolers		
Infant in Child Care		
Toddler in Child Care		
Child Development and Guidance		
Parents and Child Care		
Observing, Recording, and Assessing Children's Development		
Principles of Child Development and Learning		
Evaluated by:		
Elohn S. Deleon Guerrero, Certification and Licensure Officer		Date

**Applicant's Name:**

<b>CCLHS SPECIALIZED CERTIFICATE: COURSE REQUIREMENTS</b>		
<b>Required Courses</b>	<b>Course Description</b>	<b>Applicant's Qualification</b>
Computer Technology	An introduction to technology tools and implementation in teaching and learning processes. Students learn to evaluate technology use in education, explore theories behind education and educational tools, experience teaching and learning techniques, and create hands-on and useful technologies for use in life as a future educator	
Instruction in Teaching Linguistically Diverse Students	This course provides students with theories, methodology, approaches, and practices necessary for effective teaching of students who are English Language Learners (ELL). This course assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing integrated ESL/ELL lessons that are engaging, entertaining, and appropriate.	
Instruction in Chamorro/Carolinian Language Arts	This course examines bilingualism/biculturalism and includes the sociological, psychological, linguistic, cultural, and educational aspects as well as the grammatical writing of the Chamorro and Carolinian language.	
Instruction in Planning and Assessment for Diverse Classrooms	This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus.	
Instruction for Students with Disabilities	This course provides a research-based overview of early childhood education and care as well as a new awareness of the strengths, challenges, and concerns facing the system—both now and in the years to come. This course provides the student with a clear and concise historical background, data and findings on the current state of the field, and reflections and insights on future directions.	
Instruction in Lesson Planning and Classroom Management	This course provides a research-based overview of early childhood education and care as well as a new awareness of the strengths, challenges, and concerns facing the system—both now and in the years to come. This course provides the student with a clear and concise historical background, data and findings on the current state of the field, and reflections and insights on future directions.	
Chamorro or Carolinian Orthography	This is the study of the structure of the language which provides valuable information for second language and bilingual teachers.	
Evaluated by:		
Elohn S. Deleon Guerrero, Certification and Licensure Officer		Date

Applicant:

CAREER AND TECHNICAL EDUCATION SPECIALIZED CERTIFICATE COURSE REQUIREMENTS		
Required Course	Description	Applicant's Qualification
Computer Technology	This course covers basic knowledge of PC hardware—including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool.	
Instructional Strategies and Classroom Management	This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus.	
Instruction in Teaching Linguistically Diverse Students	This course provides students with theories, methodology, approaches, and practices necessary for effective teaching of students who are English Language Learners (ELL). This course assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing integrated ESL/ELL lessons that are engaging, entertaining, and appropriate.	
Instruction in Planning and Assessment	<i>(See Instructional Strategies/Classroom Management course description)</i>	
Occupational Competency as approved by PSS		
Evaluated by:		

Elohn S. Deleon Guerrero, Certification and Licensure Officer

Date

Applicant:

EARLY CHILDHOOD EDUCATION SPECIALIZED CERTIFICATE COURSE REQUIREMENTS		
Required Course	Description	Applicant's Qualification
Computer Technology	This course covers basic knowledge of PC hardware—including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool.	
Curriculum in Early Childhood Education	This is a required course for the Early Childhood certificate. This course introduces students to theories, methods, techniques, and activities which promote learning through creative expression in children during their early childhood years. Content areas covered include developmentally appropriate practices, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative, and creative activities in the classroom.	
Education for Parenthood	This is a required course for the Early Childhood certificate. This course is designed to provide students with a systematic approach to the study of parent-child relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and guardians and their children as well as individuals who will be parents.	
Guiding and Nurturing	This course is required for the Early Childhood certificate. It is designed to acquaint students with skills and techniques for nurturing, guiding, and directing the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning for prevention of problems.	
Safety, Health, and First Aid for Young Children	This course is required for the Early Childhood certificate. This course is an introductory study of methods for establishing a healthy and safe environment for the young child. Included are a basic understanding of a child's nutritional needs and their relationship to growth and development, training and methods of cardiopulmonary resuscitation (CPR) for the adult and child, standard first aid, identification and handling of suspected child abuse, and recognition of and procedures for dealing with communicable disease and illness.	
Administration in Early Childhood Education	This course is required for the Early Childhood Certificate. This course examines the management and operation of an early childhood program or school. This course is designed to acquaint the student with practices and policies in the management of schools and institutions caring for the development of children in early childhood. Emphasis is placed on effective interpersonal relationships and communication skills of the teacher, coordinator, and director or principal of a school or program.	
Introduction to Exceptional Individuals	This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk or with disabilities. This course provides an introductory survey of the possible effects of a disabling condition on a student's learning and performance, strategies and techniques to facilitate successful inclusion, and collaboration with special educators and families in order to meet the needs of the student within the general education setting.	
Evaluated by:		

Elohn S. Deleon Guerrero. Certification and Licensure Officer

Date

Applicant:

PROFESSIONAL SCHOOL ADMINISTRATOR CERTIFICATE REQUIREMENTS		
Required Courses	Course Description	Applicant's Qualification
Introduction to School Administration	Introduction to the organization and direction of public and private schools to prospective administrators and supervisors.	
Instructional Supervision and Evaluation (Clinical Supervision)	This course is designed for the practicing administrator and for the master's degree candidates who will be certified as school site administrators. The focus is on the professional and personal development as an administrator through the use of contemporary clinical supervision techniques. The use of various observation instruments, the analysis of data and skills in conferencing are emphasized. Discussion will also center on the role of the evaluator in the legal aspects of teacher evaluation. Some attention is given to <u>teacher participation on clinical educator teams which assist colleagues.</u>	
School Law/Education Law	This course is a general overview of school law at the territorial (state) and national levels as it affects the organization, general policies and practices of public education. Emphasis is placed on constitutional rights of students and employees within the school system and the related ramifications these pose for	
School Personnel	Focuses on the responsibilities of administrators in improving the total educational program through effective administration of all personnel within the educational organization. Includes study of concerns relative to selection, assignment, development and retention of personnel.	
School Finance	School business management, budgeting process, salary, scheduling, cost accounting and purchasing procedures. Principles and practices of school financing, past, present and future, on both national and local levels are considered.	
Instructional Leadership and Supervision Seminar	Emphasizes issues affecting the professional teacher and staff . Students practice Interpersonal and technical skills to assist them in working with others and in improving the quality of classroom instruction. The course explores principles of change, trends and models of staff development, issues related to sharing leadership among teachers and administrators, and the development of a professional culture in schools.	
Facilitative Leadership Seminar (or Balanced Leadership)	This course presents an overview of the fundamental competencies of facilitative leadership and their relationship to guiding organizational change. Practical skills and approaches are studied such as: individual behavior, change techniques, influence methods and management approaches. An integrated approach is emphasized that connects the critical leadership characteristics with facilitative leadership competencies	

Evaluated by:

Elohn S. Deleon Guerrero  
Certification & Licensure Officer

Date





# Appendix 6: CLO Report Template



## STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands ---- *Public School System*  
P.O. Box 501370 Saipan, MP 96950 • Tel. 670 664-9711 • E-mail: [boe.admin@cnmipss.org](mailto:boe.admin@cnmipss.org)



### MEMORANDUM

January 1, 2025

#### Voting Members

~~Aschumar Kodep~~  
~~Osumoro Judong~~  
Chairperson

Anthony  
Dela Cruz Barcinas  
Vice-Chairperson

Antonio L. Borja  
Secretary/Treasurer

Andrew L. Orsini  
Member

Maisie B. Tenorio  
Member

#### Non-Voting Members

Dora B. Miura, PhD  
Teacher Representative

John S. Blanco  
Non-Public School Rep.

Vinnie Juan Q. Sablan  
Student Representative

CLO REPORT NO. \_\_\_\_\_

TO : Chairperson, State Board of Education

CC : \_\_\_\_\_  
Chairperson, Fiscal, Personnel and Administration Committee

FROM : Certification and Licensure Officer

SUBJECT : Recommendations for Educator Licensing

The Certification and Licensure Office would like to recommend the following qualified candidates for educator certification to the CNMI State Board of Education (BOE) for its approval. The \_\_\_\_\_ (# of candidates) candidates have submitted and completed all required documents to the Certification and Licensure Office:

#### Basic I:

1. Last Name, First Name, MI : Assigned Location/Unassigned

#### Basic II:

1. Last Name, First Name, MI : Assigned Location/Unassigned

#### Standard:

1. Last Name, First Name, MI : Assigned Location/Unassigned

#### Professional:

1. Last Name, First Name, MI : Assigned Location/Unassigned

# Appendix 7: Memorandum for Refund



## STATE BOARD OF EDUCATION

Commonwealth of the Northern Mariana Islands ---- *Public School System*  
PO Box 501370 Saipan, MP 96950 . Tel. 670 664-3711 . E-mail: boe.admin@cnmpss.org



### Voting Members

~~Aschumar Kodep~~  
~~Ogunoro Juidone~~  
Chairperson

Anthony  
Dela Cruz Barcinas  
Vice-Chairperson

Antonio L. Borja  
Secretary/Treasurer

Andrew L. Orsini  
Member

Maisie B. Tenorio  
Member

### Non-Voting Members

Dora B. Miura, PhD  
Teacher Representative

John S. Blanco  
Non-Public School Rep.

Vinnie Juan Q. Sablan  
Student Representative

### MEMORANDUM

January 1, 2025

**TO :** \_\_\_\_\_  
PSS Director of Finance

**FROM :** \_\_\_\_\_  
BOE Certification and Licensure Officer

**SUBJECT :** Refund for  
\_\_\_\_\_

Dear Director \_\_\_\_\_,

This is to kindly request a refund in the amount of \$\_\_\_\_\_ on behalf of Mr./Ms. \_\_\_\_\_.

Mr./Ms. \_\_\_\_\_ applied for a \_\_\_\_\_ (certification type) certificate with a payment of \$\_\_\_\_\_. The \_\_\_\_\_ (certification type) certificate requirement of \_\_\_\_\_ (requirement) has not been met.

Attached is the original receipt # \_\_\_\_\_ for your reference. Should you have any questions, please contact me at (670) 664-3711.

Sincerely,

Certification and Licensure Officer Name