



**CNMI PUBLIC SCHOOL SYSTEM  
DISTANCE EDUCATION PROGRAM**

**ETEACHER APPLICATION**

Cover Page

**LIST OF DOCUMENTS TO ATTACH TO THIS APPLICATION**

**DISTANCE EDUCATION ETEACHER ELIGIBILITY DOCUMENTS:**

1.  Verification of PSS Employment
2.  Verification of Valid CNMI State Board of Education Teaching Certificate
3.  Verification of Distance Education Professional Development
4.  Pass PRAXIS I & Pass PRAXIS II Content Knowledge Test (“Pass” means meeting CNMI cut score or higher).

**REQUIRED UPON REQUEST:**

5.  eTeacher Memorandum of Agreement (upon hire)

Applications will be kept for 60 days.  
To expedite a review of your eTeacher application, you must submit the above required documents.  
We will **NOT PROCESS** any incomplete applications.

**PSS use only**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

Date Received: \_\_\_\_\_



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
 STATE BOARD OF EDUCATION  
 PUBLIC SCHOOL SYSTEM  
 P.O. BOX 501370  
 SAIPAN, MP 96950



**POLICY OF NONDISCRIMINATION**

Public School System (“PSS”) is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including a person’s sex, sexual orientation, race, color, religion, national origin, age, disability, or retaliation for the exercise of any these rights. In reading and answering the following inquiries, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any information that is not job-related.

This application will be given complete consideration, but its receipt does not imply that you will be employed. This is an application, not a contract. Please fill it out completely and do not alter it.

***APPLICATION FOR ETEACHER EMPLOYMENT***

**PERSONAL DATA**

Full Name \_\_\_\_\_ PSS Employee # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

**Online Course(s) Applying for:** \_\_\_\_\_

Online Term:    Fall    Spring    Summer    Other

**PSS EMPLOYMENT DATA**

|   |                                       |
|---|---------------------------------------|
| Name of school or department              | Position Title                        |
| Supervisor (Name, phone number and email) | Dates of Employment      From      To |

**EDUCATIONAL DATA**

| SCHOOLS ATTENDED   | NAME OF SCHOOL and LOCATION | DID YOU GRADUATE?<br>YES      NO | DEGREE/<br>DIPLOMA/<br>CERTIFICATE |
|--|-----------------------------|----------------------------------|------------------------------------|
| COLLEGE OR UNIVERSITY  |                             |                                  |                                    |
| GRADUATE SCHOOL  |                             |                                  |                                    |
| ADDITIONAL JOB-RELATED SEMINARS, SHORT COURSES, WORKSHOPS, OR OTHER EDUCATIONAL EXPERIENCES: |                             |                                  |                                    |
|  |                             |                                  |                                    |

**PRAXIS DATA**

|  |           |  |
|--|-----------|--|
| <i>Pass means meeting CNMI cut score or higher</i> |           |  |
| <b>PRAXIS I</b>                                    |           | Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>PRAXIS II</b>                                   |           |  |
| Test Code  | Test Name |  |
|  |           | Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |           | Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |           | Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |           | Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-related personal information) that you think may be relevant to a decision to hire you.

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**IMPORTANT**

***Representation That Application Is Filled Out Truthfully:***

By my signature placed below, I confirm 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 employment, and may be justification for my dismissal from employment if discovered at a later date.

|             |                  |
|-------------|------------------|
| Date: _____ | Signature: _____ |
|-------------|------------------|

**THIS IS AN APPLICATION—NOT A CONTRACT. I UNDERSTAND THAT THIS APPLICATION DOES NOT, BY ITSELF, CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS SUBJECT TO THE TERMS AND CONDITIONS OF THE ETEACHER MEMORANDUM OF AGREEMENT AND THE RULES AND REGULATIONS OF THE PUBLIC SCHOOL SYSTEM.**

|             |                  |
|-------------|------------------|
| Date: _____ | Signature: _____ |
|-------------|------------------|

**Full Name** \_\_\_\_\_ **PSS Employee #** \_\_\_\_\_

**\*\*\*\*\*VERIFICATION OF HUMAN RESOURCES OFFICE\*\*\*\*\***

Human Resources Office hereby confirms that this eTeacher applicant has a PSS employment contract.

Present Position Title: \_\_\_\_\_ Assigned School/Department: \_\_\_\_\_

Contract Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Employment Category:  Non-certified       Certified

Dated: \_\_\_\_\_

PSS HRO Staff

**\*\*\*\*\*VERIFICATION OF CERTIFICATION & LICENSURE OFFICE\*\*\*\*\***

Certification and Licensure Office hereby confirms that this eTeacher applicant has a certificate to teach.

Certification Type: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Endorsement/Teaching Assignment: \_\_\_\_\_

Dated: \_\_\_\_\_

BOE Certification Staff

**\*\*VERIFICATION OF DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT\*\***

Distance Education trainer hereby confirms that this eTeacher applicant has attended distance education professional development:

PD Attendance dates: \_\_\_\_\_

Dated: \_\_\_\_\_

Distance Education trainer

## **FOR YOUR INFORMATION**

### ***About the Program***

The Instructional Technology (IT) Program in the Office of Student and Support Services (SSS) has established a Distance Education (DE) Program with the goal of converting existing secondary courses to an *asynchronous online mode*. We believe that this online course delivery format will best serve the increasingly diverse learning needs of students enrolled in one of our secondary campuses.

The online course delivery format will benefit CNMI Public School System (PSS) students in meeting graduation requirements through high quality, standards-aligned, internet-delivered secondary courses. This online course delivery format helps to close the gap between the way students learn and the way students live. The format will equip our students to thrive in the complex life and work environment of the 21st Century. Additionally, providing the asynchronous online course format will assist to maximize student success, improve learning outcomes, and expand learning opportunities without being limited by time, space, scheduling conflicts and the funding issues faced at PSS. The DE program will address traditional student achievement issues, ensure 21<sup>st</sup> century teaching/learning in a digital world, and support 21<sup>st</sup> century staff, as well as, provide options for equal access of courses to students from all our secondary schools.

Only courses listed in the CNMI PSS Course catalog for graduation requirements and elective courses that have been approved by the Associate Commissioner of Instructional Support (ACIS) will be considered. Courses proposed for conversion must have enrollments that justify their redesign to the online mode and the concomitant investment of resources and personnel time. The DE Program will provide a pay differential per semester to the eTeacher and/or program for course development and support. The eTeacher and department commit to offering the course during either a fall, spring or summer semester. The course must be completely developed and adhere to iNACOL's Online Course Quality Guidelines before it is offered.

### **Proposed Pay Differential**

The DE Program will provide an after school pay differential per credit year of up to \$6,750 (or \$225 per student per year; equivalent to \$112.50 per student per semester) for courses being offered with the minimum 10 students, maximum of 30 students unless otherwise agreed upon. This is subject to change, approval, or budget. Provided on time submission of documents (e.g. syllabus, course evaluations and quarterly grade reports), pay differentials are to be released by the PSS Finance office on regular PSS paydays.

### ***When am I employed exactly?***

If your application process continues to proceed favorably you will submit an eTeacher Memorandum of Agreement. You are to sign it, keep a copy and return the original. However, teaching the online course you applied for is conditioned upon: approval of online course syllabus, approval of online course development, and meeting the minimum online student enrollment.

### ***What about licensing?***

You must have a valid CNMI State Board of Education Teaching Certificate for the duration of the online semester/year. You may contact Ms. Teresa Sablan at (670) 237-3010 or by e-mail at [teresa.sablan@cnmipss.org](mailto:teresa.sablan@cnmipss.org) if you have any questions.