



# SCHOOL ADMINISTRATORS

CNMI State Board of Education  
Certification Flowchart

**CNMI State Board of Education  
Certification and Licensure Office**

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## BASIC I

**Valid for Two (2) Years — Non-Renewable**

- Signed and Completed Certification Application Form
- Fingerprint Submission (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Teaching Certificate (if any)
- Proof of Bachelor's degree or higher
- Proof of Passing Praxis II in content area

## Professional

**Valid for Four (4) Years — Renewable**

- Met Basic I Requirements
- Signed and Completed Certification Application Form
- Background Check:
  - o Fingerprint Submission (if re-entering the system after two (2) years)
  - o Police Clearance (valid for one (1) year)
- Medical Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Recommendation Letter from a Supervisor/Principal, a Colleague, and a Parent or Former Student
- Master's degree or higher in the following fields:
  - Secondary Education Masters in Specialized content area
  - Special Education
  - Early Childhood Education
  - Counseling
  - Education: Administration and Supervision
  - Other specialized area in Education
- Current membership of Professional Education Association
- Official Transcript or Certificate of Completion of specific Professional (Administrator) courses:
  - Introduction to School Administration
  - Instructional Supervision and Evaluation (Clinical Supervision)
  - School Law/Education Law
  - School Personnel
  - School Finance
  - Instructional Leadership and Supervision Seminar
  - Facilitative Leadership Seminar
- Proof of Passing Praxis II in content area
- 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)