



SCHOOL LIBRARIANS

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
- Proof of Praxis equivalent test scores (if applicable)

*Praxis equivalent test may be accepted for a Basic I certificate. However Praxis II test must be taken and passed for a Basic II certificate.

BASIC II

Valid for Two (3) Years — Non-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
- Bachelor's degree or higher
- Official Transcript or Certification of Completion of specific Basic II courses:
 - Multicultural Education/Teaching Linguistically Diverse Students
 - Teaching Reading
 - Inclusive Practice for Students with Learning Disability
 - Instructional Strategies/Classroom Management
 - Internship or Mentoring Program
 - Computer Technology
- Proof of Passing Praxis II in content area

Standard With Endorsement

Valid for Five (5) Years — Renewable

Met Basic II 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
 Official Transcript or Certification of Completion of specific Standard courses:
 Instructional Technology
 NMI History/ Pacific Institute
 School Library Administration: Selection Evaluation and Access of School Library Materials
 Children Literature or Young Adult Literature
 School Library Material and the Curriculum
 Technology and the School Library

Proof of Passing Praxis II in content area
 Proof of completion of sixty (60) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (for Renewal Only)

Professional

Valid for Ten (10) Years — Renewable

Met Standard 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
 Proof of Passing Praxis II in content area
 Proof of completion of sixty (60) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (for Renewal Only)

Standard Without Endorsement *(Renewal Only)*

Valid for Five (5) Years — Renewable

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 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
 Proof of Passing Praxis II in content area
 Proof of completion of sixty (60) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses