



CAREER AND TECHNICAL EDUCATION

CNMI State Board of Education
Certification Flowchart

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

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Certification and Licensure Officer

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CNMI State Board of Education Certification and Licensure Office

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INSTRUCTOR I

Valid for Two (2) Years — Renewable

- Fingerprint Submission (valid for one (1) year)
- Police Clearance (valid for one (1) year)
- Payment receipt of \$35 (processing fee per certification)
- 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 and or equivalent university or college courses **(For Renewal Only)**

INSTRUCTOR II

Valid for Four (4) Years — Renewable

- Met Instructor 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)
 - Payment receipt of \$35.00 (processing fee per certification)
 - High School Diploma or Equivalent
 - 4+ years teaching experience
- OR**
- AA Degree
 - 2+ years of teaching experience
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- Official Transcript or Certificate of Completion in required courses for Career Technical Education:
 - Introduction to Teaching
 - Classroom Management
 - Instruction in Planning and Assessment for Diverse Classrooms
 - Multicultural Education
 - Instructional Technology
 - Instructional Strategies
 - Inclusive Practices for Students with Special Needs
 - 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 Only)**

INSTRUCTOR III

Valid for Six (6) Years — Renewable

- Met Instructor 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)
 - Payment receipt of \$35.00 (processing fee per certification)
 - Bachelor's degree or higher
 - 6+ years relevant teaching experience
- OR**
- State/National Industry certification related to and aligned with the CTE content, verified by original or notarized copy
 - 6+ years relevant teaching experience
- OR**
- 10+ years of verifiable industry experience and/or teaching experience related to and aligned with the CTE content
 - 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 **(For Renewal Only)**