



SCHOOL ADMINISTRATORS

CNMI State Board of Education
Certification Flowchart

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

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Certification and Licensure Officer

Tel: (670) 237-3051
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Saipan, MP 96950

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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)
- Police Clearance (valid for one (1) year)
- Payment receipt of \$35.00 (processing fee per certification)
- Official College Transcript
- 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)
- 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 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)