



# SCHOOL LIBRARIANS

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  
email: [boe.certification@cnmipss.org](mailto:boe.certification@cnmipss.org)  
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## **CNMI State Board of Education Certification and Licensure Office**

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Saipan, MP 96950

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[www.cnmipss.org](http://www.cnmipss.org)

## Basic I

**Valid for Two (2) Years — 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
- 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/BOE and or equivalent university or college courses (**For Renewal Only**)

## Basic II

**Valid for Three (3) 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
- 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 completion of one hundred eighty (180) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (**For Renewal Only**)

## Standard

**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)
- 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 completion of three hundred (300) 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)
- 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 Professional 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 completion of three hundred (300) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (**For Renewal Only**)