



RENEWAL OF NORTH DAKOTA EDUCATOR'S PROFESSIONAL LICENSE
 NORTH DAKOTA EDUCATION STANDARDS AND PRACTICES BOARD
 SFN 58416 (11-2011)

Date License Issued (ESPB use only)

ND Educator's Professional License Number

Social Security Number (no dashes)

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or

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Last Name, First Name, MI				Maiden Name			
Address							
City				State	Zip Code (9-digit)	ND College Student ID	
Home Telephone Number	Work Telephone Number	Date of Birth	Email Address				
Name of High School You Graduated From			Year Graduated From High School	High School City		High School State	

Check appropriate box. Complete **entire** application. Submit check, money order, or credit card payable to ESPB. If using credit card, complete the payment page. Submit completed Record of Education form (SFN 58417) if adding a new degree, major, and/or minor from a North Dakota college or university. **Can be renewed six months prior to the expiration date.**

- \$50 Two Year License – for those who have completed less than 18 months of contracted K-12 teaching in ND; for those who have met all requirements of their Interim Reciprocal Plan; **or** to substitute teach.
- \$70 Out of State Reciprocal License – 2 year. Submit updated Interim Reciprocal Plan form (SFN 53996) and/or transcripts documenting completed coursework.
- \$70 Re-entry License – 2 year. For those whose license has been expired for more than 5 years. Submit 8 semester hours in the first 2 years of **contracted** K-12 teaching in ND. Contact ESPB to request fingerprint packet.
- \$125 First Five Year License. For those who have completed 18 months of contracted K-12 teaching in ND.
- \$125 Subsequent Five Year License. Applicant must have completed 30+ days of contracted K-12 teaching in ND in the last 5 years. Submit copy of transcript(s) for required semester hours completed in the last 5 years (no grade reports or credit slips).
- \$50 Out of State Highly Qualified License – 2 year.
- \$125 Out of State Highly Qualified License – 5 year. For those who have completed 18 months of contracted K-12 teaching in ND. **Subsequent 5 year renewals:** Applicant must have completed 30+ days of contracted K-12 teaching in ND in the last 5 years. Submit copy of transcript(s) for required semester hours completed in the last 5 years (no grade reports or credit slips).
- \$70 Other State Educator License – 2 year. For those who have less than 18 months of contracted K-12 teaching in ND.
- \$175 Other State Educator License – 5 year. For those who have completed 18 months of contracted K-12 teaching in ND. **Subsequent 5 year renewals:** Applicant must have completed 30+ days of contracted K-12 teaching in ND in the last 5 years. Submit copy of transcript(s) for required semester hours completed in the last 5 years (no grade reports or credit slips).

Other

- \$50 Degree added – 2 year extension. Submit completed Record of Education form (SFN 58417) **and** official transcript(s).
- \$125 Degree added – 5 year extension. Submit completed Record of Education form (SFN 58417) **and** official transcript(s).
- \$50 Degree added – Life License.
- \$150 Alternative Access License – 1 year. Submit a letter from your administrator requesting this license and documentation of completion of 1/3 of your program of study.
- \$150 Interim School Counselor License – 1 year. Submit a letter from your administrator requesting this license.
- \$40 Interim Substitute License – 1 year. Submit a letter from your administrator requesting this license.
- \$50 Probationary License – 2 year. **Eight** semester hours are required by expiration date of license.
- \$125 National Board for Professional Teaching Standards (NBPTS) License. Submit a copy of NBPTS Certificate.
- \$125 Thirty Years of Teaching Life License. Submit documentation of 30 years of licensure in ND or submit a letter from your administrator verifying 30 years of licensure in ND. If applicant is currently on a 5 year license, submit copy of transcript(s) for required semester hours completed since last license renewal.

Part 1 **Must be completed by all applicants.** Please check “yes” or “no” for each question.

1	Are you legally eligible to work in the United States? You must have a valid United States Social Security number to be eligible for a North Dakota license.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Are you able to provide documentation of your eligibility to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Were you ever arrested, charged, or convicted of a misdemeanor/felony other than minor traffic offenses? If yes , attach your signed and dated letter of explanation and submit copies of court records.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Have you ever been dismissed (fired) from any teaching job, resigned at the request of your employer, or while charges against you or an investigation of your behavior were pending? You must answer “yes” even if the matter was later resolved with any form of settlement or severance agreement regardless of its terms. If yes , attach your signed and dated letter of explanation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you presently being investigated by your current or any previous employer or by any licensing, certification, or other regulatory body for any alleged misconduct or other alleged grounds for discipline? If yes , attach your signed and dated letter of explanation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you ever had a license denied, suspended, or revoked in any state, or have you in any way been sanctioned by a licensing, certification, or other regulatory agency or body? If yes , attach your signed and dated letter of explanation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	If you graduated in teacher education after September 1, 1980, have you completed a course in Native American studies and Multicultural education? If applicant has graduated prior to September 1, 1980, please write “n/a”.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part 2 **Contracted teachers:** List the current and last two places of contracted education employment. **Substitute teachers:** Indicate substitute teaching only. **New graduates** please mark n/a.

K-12 School Name		K-12 School City and State	
Grade/Subject	Dates inclusive (mm/yy to mm/yy):	Years of employment:	
Immediate Supervisor	<input type="checkbox"/> Contracted	<input type="checkbox"/> Substitute	<input type="checkbox"/> N/A
K-12 School Name		K-12 School City and State	
Grade/Subject	Dates inclusive (mm/yy to mm/yy):	Years of employment:	
Immediate Supervisor	<input type="checkbox"/> Contracted	<input type="checkbox"/> Substitute	<input type="checkbox"/> N/A
K-12 School Name		K-12 School City and State	
Grade/Subject	Dates inclusive (mm/yy to mm/yy):	Years of employment:	
Immediate Supervisor	<input type="checkbox"/> Contracted	<input type="checkbox"/> Substitute	<input type="checkbox"/> N/A

Part 3 I declare under the penalty of perjury that the information furnished herein is to the best of my knowledge and belief, true, correct, and complete. I understand that knowingly providing false information may be grounds for denial of licensure. **ESPB is authorized to release Social Security Numbers to the BCI and the FBI.**

Your signature must be **original** and dated in the last six months.

Applicant Signature	Date
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Return **original** form to: Education Standards and Practices Board, 2718 Gateway Avenue, Suite 303, Bismarck ND 58503-0585, (701) 328-9641
www.nd.gov/espb

Payment/Credit Card Information

This documentation will be destroyed upon completion of processing.

Type of Payment <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Check		Amount \$
Name as it appears on credit card		
Credit Card Number	3 digit CVV number (on back of card)	Expiration Date
Billing Address of credit card (if different than the mailing address)		