

Title I Credential Step-by-Step Guide For Applicants

You must have a valid North Dakota Educator's License to apply for a Title I Credential.

Please be aware that Title I Credentials are not required to teach Title I classes in North Dakota.

[Login at NDTeach](#)

Four options will display if you log into ND Teach for the first time.

Select the correct option for your situation.

- I already have a North Dakota educator's license.
- I am applying for my initial North Dakota educator's license.
- I have been asked to provide information for an application.
- I am applying for a paraprofessional certificate that does not require a North Dakota educator's license.

First Time Login

Thank you for logging in! To complete your initial registration, please select an option below.

-  I already have a North Dakota educator's license
-  I am applying for my initial North Dakota educator's license
-  I have been asked to provide information for an application
-  I am applying for a paraprofessional certificate that does not require a North Dakota educator's license

When arriving at the My Summary page, under Applications, select Title I from the drop-down menu to start a new application for a Title I Credential.

<< [My Summary](#)

[My Summary](#)

Applications

Credential/Paraprofessional Certificate:

Title I  

Applications:

Enter your personal information, including your social security number, name in the order of last name, first name, and middle initial, maiden name, address line 1, address line 2, city, state, zip code, country, date of birth, home phone, work phone, and email address.

Educator

Jacalyn Hendrickson (profile) (sign out)
Lic. No. 00000004
Expires: September 13, 1977 (renew)

<< My Summary Print Help

My Summary

North Dakota Login: j.l.hendrickson

ARLENE C GIBSON

Social Security Number: 001-20-8125 ###-##-####

Name (Last, First, MI): GIBSON, ARLENE C

Maiden Name:

Address: 5050 State Avenue North

City State, Zip Code: Bismarck ND 58503

Country: USA

Date of Birth: 1/1/1990 MM/DD/YYYY

Home Phone: 701-258-2020 ###-###-####

Work Phone: 701-258-3030 ###-###-####

Email Address: jlhendrickson@nd.gov

Education Semester Hours:

Active Qualifications (Begin Application)

ND Educator License License Number: 00000004
PI Limited Issued: 1/1/1976 Expires: 9/13/1977
(Renew License)

Education:
- Elementary Education (I) (Major)

Quick Navigation

- Qualifications
- Comments
- Payment Summary
- Praxis Scores
- Record of Education

Select all credential types for which you are applying.

The Title I Credential types are:

- Math Credential Elementary (Grades K-8)
- Math Credential Secondary (Grades 5-12)
- Reading Credential Elementary (Grades K-8)
- Secondary Generalist Credential (Grades 5 – 12)
- Title I Coordinator Credential

Educator

Jacalyn Hendrickson (profile) (sign out)
Lic. No. 00000004
Expires: September 13, 1977 (renew)

<< My Summary Print Help

Title I Credential(s) Application

GIBSON, ARLENE C
5050 State Avenue North Bismarck, ND 58503 Phone: (H) 701-258-2020 (W) 701-258-3030 Email: jlhendrickson@nd.gov
DOB: 01/01/1990 License Number: 000000004

Application Selection

Only one Title I Credential Application is required to be completed. All credential types selected will be processed through this one application. Note: Do not submit a paper application.

Select all credential types for which you are applying:

Math Credential Elementary (Grades K-8):

Math Credential Secondary (Grades 5-12):

Reading Credential Elementary (Grades K-8):

Secondary Generalist Credential (Grades 5-12):

Title I Coordinator Credential:

Application Summary

Title I Credential(s)
Application ID: 0137974
Status: Pending
Last Worked On: 8/30/2022

Sections

- 1. Personal Information
- 2. Application Selection
- 3. School Information
- 4. Signature

DPI, Title I Office (for Credentials)
Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440
Phone: (701) 328-2958
Alt. Phone: Toll-Free: 1-888-605-1951
Website: https://www.nd.gov/dpi/educators/credentials-and-certificates

The next step in the Title I Credential Application is a radial button question asking, "Are you currently employed by a school?" Select "Yes" or "No"

If you answered "Yes," enter all requested school Information, including school name, school address line 1, school address line 2, school city, school state, school zip code, school phone, position at school, school superintendent name, and grade levels served at school.

If you answered "No," select Next to move to the next screen.

The screenshot shows the 'Title I Credential(s) Application' form. On the left, a sidebar identifies the user as Jacalyn Hendrickson (profile, sign out) with license number 00000004, expiring on September 13, 1977. The main content area is titled 'Title I Credential(s) Application' and includes a 'Print' and 'Help' icon. The user's name is GIBSON, ARLENE C, with address 5050 State Avenue North Bismarck, ND 58503 3030, email jhendrickson@nd.gov, phone (H) 701-258-2020 (W) 701-258-3030, and license number 00000004. The 'School Information' section asks 'Are you currently employed by a school?' with radio buttons for 'Yes' and 'No' (selected). Below are input fields for School Name, School Address Line 1, School Address Line 2, School City, School State (dropdown), School Zip, School Phone (with a mask ###-###-####), Position at School, School Superintendent Name, and Grade Levels Served at School. At the bottom are 'Back', 'Save', and 'Next' buttons. On the right, an 'Application Summary' box shows the application ID 0137974, status 'Pending', and last worked on 8/30/2022. It lists sections: 1. Personal Information, 2. Application Selection, 3. School Information, and 4. Signature. Below this is the 'DPI, Title I Office (for Credentials)' contact information: Department of Public Instruction, 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440, Phone: (701) 328-2958, Alt. Phone: Toll-Free: 1-888-605-1951, Website: https://www.nd.gov/dpi/educators/credentials-and-certificates.

Sign the Application by typing your name into the Typed Signature field. The next field is the Date Signed field, and you should enter the date in MM/DD/YYYY format.

Select the "Sign Application" button to submit the application for review.

The screenshot shows the 'Title I Credential(s) Application' form at the 'Signature' step. The sidebar and top navigation are the same as in the previous screenshot. The main content area is titled 'Title I Credential(s) Application' and includes a 'Print' and 'Help' icon. The user's name is GIBSON, ARLENE C, with address 5050 State Avenue North Bismarck, ND 58503 3030, email jhendrickson@nd.gov, phone (H) 701-258-2020 (W) 701-258-3030, and license number 00000004. The 'Signature' section asks 'Sign and date the credential application.' and includes a warning icon and text: 'By clicking the button below to sign the application, the application will proceed to processing.' Below this are input fields for 'Typed Signature' (with the value 'arlene gibson') and 'Date Signed' (with the value '08/30/2022' and a mask MM/DD/YYYY). At the bottom is a 'Sign Application' button. On the right, the 'Application Summary' box is the same as in the previous screenshot. Below this is the 'DPI, Title I Office (for Credentials)' contact information: Department of Public Instruction, 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440, Phone: (701) 328-2958, Alt. Phone: Toll-Free: 1-888-605-1951, Website: https://www.nd.gov/dpi/educators/credentials-and-certificates.

Once your application is signed and completed, you will be given an Application ID.

Educator
 Jacalyn Hendrickson (profile) (sign out)
 Lic. No. 00000004
 Expires: September 13, 1977 (renew)

<< My Summary Print Help

My Summary

Education:
 - Elementary Education () (Major)
 << [View Full Qualifications & History](#)

Restrictions:

[Begin New Application](#)

Current Applications

ID	Applicant	Type	Status	Submitted Date	Assigned To	Last Worked On
0137974	GIBSON, ARLENE C	Title I Credential(s)	Submitted	8/30/2022		8/30/2022

<< [View All Applications](#)

Comments

Payment Summary (History)

Alert Preferences

Praxis Scores

Record of Education

After submitting your application, the application Summary page will show “Incomplete” under “To Do Items”.

North Dakota nd.gov Official Portal for North Dakota State Government
 Tuesday, August 30, 2022

ND Teach Education First, Education That Lasts
 Teachers, Educators, and Administrators Central Hub

To Do Item: Mail a copy of official undergraduate and graduate transcripts to - Department of Public Instruction, Title I office, 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505

Educator
 Jacalyn Hendrickson (profile) (sign out)
 Lic. No. 00000004
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<< My Summary Print Help

Application Summary

GIBSON, ARLENE C
 5050 State Avenue North Bismarck, ND 58503 Phone: (H) 701-258-2020 (W) 701-258-3030
 Email: jhendrickson@nd.gov
 DOB: 01/01/1990 License Number: 000000004

Title I Credential(s) (Mailing Tracking Page)

Title I Credential(s)
 Application ID: 0137974
 Submitted: 8/30/2022
 Status: Submitted
 Last Worked On: 8/30/2022
 Auto Cancel Date: 2/28/2023

Sections

- 1. Personal Information
- 2. Application Selection
- 3. School Information
- 4. Signature

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 Phone: (701) 328-2958
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 Website: <https://www.nd.gov/dpi/educators/credentials-and-certificates>

To Do Items

Applicant Responsible:	Incomplete (1)	Complete (0)
DPI Responsible:	Incomplete (0)	Complete (0)

Payment Details

Balance: \$0.00
 << [View Payment History](#)

Comments

No comments have been added

Click the “Incomplete” link to review the information needed for your application and follow the instructions provided. It is now possible to upload your transcript.

Click on the button labeled Choose File. Upload the transcript or files needed for your application.

Below is a question with radial buttons asking, “Is this file a transcript?” Select “Yes” or “No”

All applicants must submit a copy of official college transcripts. Use the upload feature for providing transcripts.

Provide a copy of transcripts or passing score from a state approved assessment Close

Attach a file

Choose the file you'd like to include for this To Do Item and click "Upload". Once you have attached all the files you need, click "Close" to return to the application.

Choose File No file chosen

Is this file a transcript? Yes No

Upload

Uploaded files

These files are currently attached to your application and will be subject to review upon submitting the application.

File name	Actions
North Dakota State University transcript.docx	✕
Valley City State University transcript.docx	✕

Once you have completed the “To Do Items”, your status under “To Do Item Status” will change to “Completed”.

Document Name	Application	To Do Item Status	Date Uploaded
transcript.pdf	First time educator license	Completed	10/20/2022
Continuing Hours.pdf	School Counselor Credential	Not Completed	8/20/2023

After the application and all the requested documentation (To Do Items) have been submitted, the North Dakota Department of Public Instruction (NDDPI) will review it.

If the NDDPI approves your application, you will receive a confirmation email that includes PDF versions of the credential(s).

If you did not receive your confirmation email, you can contact the NDDPI and request that the email be sent again. You should also be able to print the credential out yourself by selecting “PDF” under “Printed Credentials.”

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

School Year: 2022-2023 edit | Tuesday, August 30, 2022

Third party validations - 7
There are 23 disabled school rules.

DPI Admin Quick Search: (advanced search)

Jacalyn Hendrickson (profile) (sign out)

>>> My Summary

Credentials & Certificates

>>> Application Search
- Incomplete Application Summary

>>> Start New Application

>>> Third-Party Management

Personnel

>>> ESPB Search

>>> Requested Changes

Reports

>>> Approval

>>> Title I

Administration

>>> Application Configuration

>>> To Do Item Configuration

>>> Plan of Study Template Configuration

>>> Codes

>>> Print Queue & Errors

<<< Incomplete Application Summary << Application Summary << Application To Do Item << Issue Qualification

Application Summary

GIBSON, ARLENE C
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DOB: 01/01/1990 License Number: 000000004

Title I Credential(s) (Mailing Tracking Page)

Title I Credential(s)
Application ID: [0137974](#)
Submitted: 8/30/2022
Status: Issued Last Worked On: 8/30/2022
Auto Cancel Date: 2/28/2023
Completed: 8/30/2022

To Do Items

Applicant Responsible:	Incomplete (0)	Complete (1)
DPI Responsible:	Incomplete (0)	Complete (0)

Comments
No comments have been added

Printed Credentials

Message Name	Credential Level	Error Message	Download PDF
Title I Credential for ARLENE GIBSON	TICC		PDF

Quick Admin
Comment (Internal Staff Only):
Staff Only

[Add New To Do Item](#)

Application Summary
Title I Credential(s)
Application ID: [0137974](#)
Submitted: 8/30/2022
Status: Issued
Last Worked On: 8/30/2022
Auto Cancel Date: 2/28/2023
Completed: 8/30/2022

Sections

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ND Department of Public Instruction, ND Education Standards and Practices Board

To check the status of your application, log into ND Teach to review the application summary and to-do items.

For questions or assistance, send an email to dpicredtitle@nd.gov.

You can also contact NDDPI at (701) 328-2958