

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 is a navigation menu with options like 'My Summary', 'My Applications', 'Begin New Application', and 'Title I Credential(s)'. The main content area is titled 'Title I Credential(s) Application' and includes the following information:

- Applicant:** GIBSON, ARLENE C, 5050 State Avenue North Bismarck, ND 58503, Phone: (H) 701-258-2020 (W) 701-258-3030, Email: jlhendrickson@nd.gov, License Number: 000000004
- Question:** Are you currently employed by a school? (Radio buttons for Yes and No, with No selected)
- Form Fields:** School Name, School Address Line 1, School Address Line 2, School City, School State (dropdown), School Zip, School Phone (with format ###-###-####), Position at School, School Superintendent Name, Grade Levels Served at School.
- Buttons:** Back, Save, Next
- Application Summary (Yellow Box):** 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

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 navigation menu and applicant information are the same as in the previous screenshot. The main content area is titled 'Title I Credential(s) Application' and includes the following information:

- Section:** Signature
- Instruction:** Sign and date the credential application.
- Warning:** By clicking the button below to sign the application, the application will proceed to processing.
- Form Fields:** Typed Signature (filled with 'arlene gibson'), Date Signed (filled with '08/30/2022', with format MM/DD/YYYY shown below).
- Buttons:** Sign Application
- Application Summary (Yellow Box):** Same as the previous screenshot.
- DPI, Title I Office (for Credentials):** Same as the previous screenshot.

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

The screenshot shows the 'My Summary' page for an educator. On the left is a navigation menu with options like 'My Summary', 'My Applications', 'Begin New Application', and 'Title I Credential(s)'. The main content area includes:

- Education:** Elementary Education () (Major) with a link to 'View Full Qualifications & History'.
- Restrictions:** A 'Begin New Application' button.
- Current Applications:** A table with columns: ID, Applicant, Type, Status, Submitted Date, Assigned To, Last Worked On. One application is listed: ID 0137974, Applicant GIBSON, ARLENE C, Type Title I Credential(s), Status Submitted, Submitted Date 8/30/2022, Assigned To, Last Worked On 8/30/2022.
- Comments:** A section for adding or viewing comments.
- Payment Summary:** A link to view payment history.
- Alert Preferences:** A link to manage alerts.
- Praxis Scores:** A link to view scores.
- Record of Education:** A link to view the education record.

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

This screenshot shows the 'Application Summary' page for the same educator. It provides more detailed information:

- Applicant Information:** GIBSON, ARLENE C, 5050 State Avenue North Bismarck, ND 58503. Phone: (H) 701-258-2020 (W) 701-258-3030. Email: jlhendrickson@nd.gov. License Number: 000000004.
- 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.
- To Do Items:** A table showing the status of various tasks:

Applicant Responsible:	Incomplete (1)	Complete (0)
DPI Responsible:	Incomplete (0)	Complete (0)
- Payment Details:** Balance: \$0.00, with a link to 'View Payment History'.
- Comments:** No comments have been added.
- Application Summary (Yellow Box):** 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 include: 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

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
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

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

[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

- 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
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Website:
<https://www.nd.gov/dpi/educators/credentials-and-certificates>

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