

Special Education Technician Paraprofessional Application in NDTeach

Create a New ND Login Account and Complete the Create Your Account form:

NOTE:

This step is not necessary if you already have an NDTeach account.

First Time Login

Log into your NDTeach account.

Click "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**

Complete all information in this section and click Register.

First Time Login

I am applying for a paraprofessional certificate that does not require a North Dakota educator's license

If you do not currently have a North Dakota educator's license and will be applying for a paraprofessional certificate which does not require a North Dakota educator's license, fill out the initial registration information and click "Register" to proceed.

Para Tester

Name (Last, First, MI): Nord Para

Maiden Name:

Address: Address 1

City State, Zip Code: Bismarck ND 58501

Country: United States

Date of Birth: 01/11/1999 MM/DD/YYYY

Home Phone: 701-555-5555 AAA-AAA-AAAA

Work Phone: AAA-AAA-AAAA

Email Address: Inord@nd.gov

Register

[Back](#)

My Summary

Note: Social Security Numbers are NOT required for SLPP Paraprofessional applications, so you do not need to complete that field.

Verify all other information is correct; update if necessary and click Save.

Click Begin New Application.

My Summary

North Dakota Login: Test1Paralbor

Para Nord

Social Security Number:

Name (Last, First, MI): Nord Para

Maiden Name:

Address: Address 1

City State, Zip Code: Bismarck ND 58501

Country: United States

Date of Birth: 01/11/1999 MM/DD/YYYY

Home Phone: 701-555-5555 AAA-AAA-AAAA

Work Phone: AAA-AAA-AAAA

Email Address: Inord@nd.gov

Education Semester:

Save

Quick Navigation

- Qualifications
- Settings
- Documents Summary
- Track Log
- Board of Education

[Print License](#)

Active Qualifications

No qualifications are currently active. [View the applications in process for pending qualifications.](#)

[View Full Qualifications & History](#)

Begin New Application

Current Applications

No applications found.

[View All Applications](#)

Documents

No documents found.

Comments

No comments found.

Select Application Type

Click Special Ed Tech Paraprofessional Certificate

<< Select Application Type

Select Application Type

➔ Renew License - ESPB Responsible

➔ Add Endorsement - ESPB Responsible

➔ Add or Renew Credential - DPI Responsible

Teaching Permit - A teaching permit is to address documented shortage areas only. The request for a teaching permit must be initiated by a school. The applicant must have proficiency and hold minimum qualifications of four thousand hours over five years of relevant work experience in the subject area to be taught, or possess a certificate, license, or degree in the subject area to be taught. This documentation must be submitted to the Education Standards and Practices Board.

➔ Speech Language Pathology Paraprofessional Certificate

➔ Title I Paraprofessional Certificate

➔ Special Education Paraprofessional Certificate

➔ **Special Ed Tech Paraprofessional Certificate**

Create Application

Click Create Application

<< Create Application

Create Application

You have selected to create the following application:

Speech Language Pathology Paraprofessional Certificate

Click the Create Application button to begin the application process.

Create Application

<< [Back](#)

Sections

Personal Information

Verify your information; make changes if necessary. When complete, click Next:

Special Ed Tech Paraprofessional Certificate Application

Cline, Christie
 123 9th Street NW Mandan, ND 58555 Phone: (H) 701-222-4444 Email: bbanks@nexusinnovations.com
 DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

Personal Information

Last Name: Cline
 First Name: Christie
 Middle Initial:
 Maiden Name:
 Address Line 1: 123 9th Street NW
 Address Line 2:
 City: Mandan
 State: ND
 Zip Code: 58555
 Email Address: bbanks@nexusinnovations.com
 Home Phone: 701-222-4444

Application Summary
 Special Ed Tech Paraprofessional Certificate
 Application ID: 0138221
 Status: Pending
 Last Worked On: 10/6/2023

Sections
 1. Personal Information
 2. School Information
 3. To Do Items
 4. Signature
 Actions
 Cancel

DPI, Office of Specially Designed Services (for Paraprofessionals)
 Special Education Office, Department of Public Instruction 600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440
 Phone: (701) 328-2277
 Website: https://www.nd.gov/dpi/educators/credentials-and-certificates/paraprofessional-certificates

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School Information

Select Yes or No if you are currently employed by a School. If yes, complete the following and then click Next.

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 DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

School Information

Are you currently employed by a school? Yes No

School Address Line 1:
 School Address Line 2:
 School City:
 School State:
 School Zip:
 School Phone:
 Position at School:
 School Superintendent Name:

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If Yes, you must click "I understand I can upload files after my application has been submitted" (this step is required).

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 DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

To Do Items

The following actions are required. You can upload one or more files for each of the items by clicking "Attachments" below.

I understand I can upload files after my application has been submitted.

To Do Item	Status	Attachments
Provide a complete set of transcripts (official or unofficial accepted)	Not Completed	Attachments

Application Summary
 Special Ed Tech Paraprofessional Certificate
 Application ID: 0138221
 Status: Pending
 Last Worked On: 10/6/2023

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Note: If you do not click "I understand I can upload files after my application has been submitted", the error message highlighted in red is displayed at the top of the page. Once you click the checkbox beside "I understand I can upload files after my application has been submitted", the error message will disappear.

Special Ed Tech Paraprofessional Certificate Application

Application section is not complete. Please verify all information has been entered.

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I understand I can upload files after my application has been submitted.

To Do Item	Status	Attachments
Provide a complete set of transcripts (official or unofficial accepted)	Not Completed	Attachments

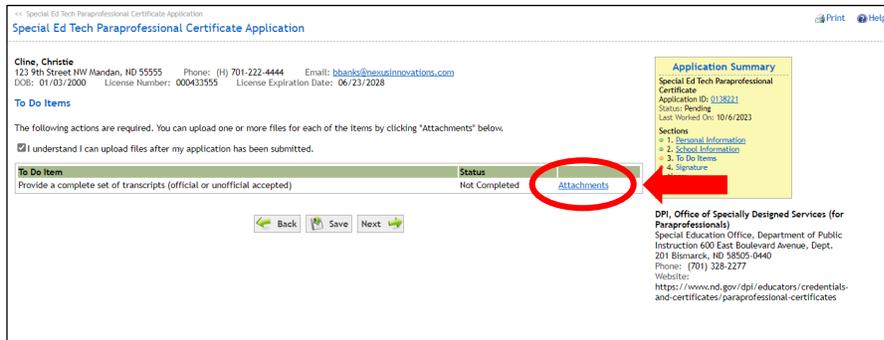
Application Summary
 Special Ed Tech Paraprofessional Certificate
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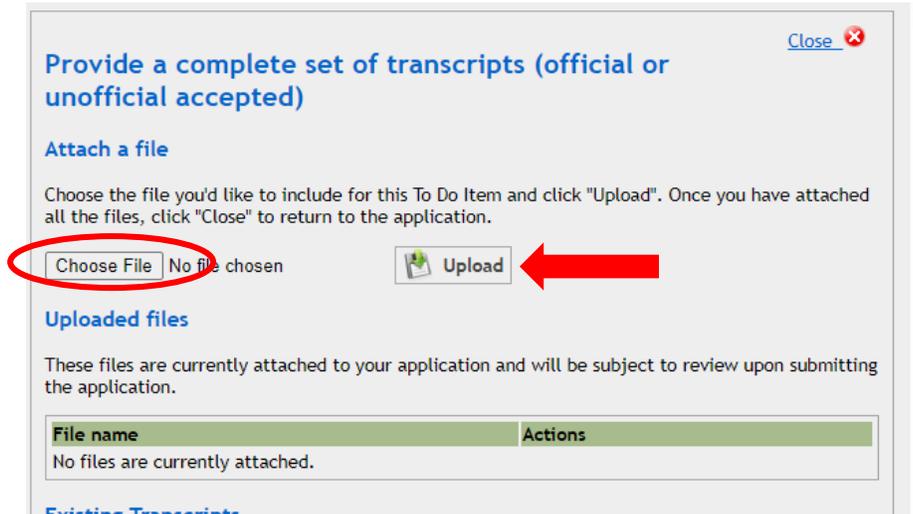
To do items: Click attachments to upload transcripts.



To Do Items – Attachments

Click Choose File and select the file you wish to upload. You can upload multiple files, but they must be uploaded one at a time.

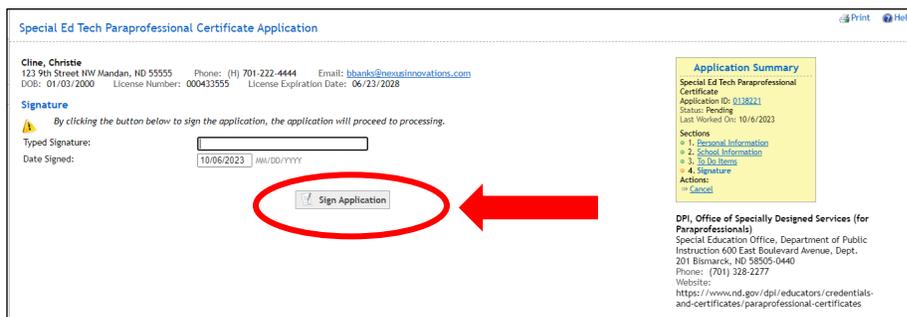
Click "Upload"



Signature

Sign your application by typing your name and clicking Sign Application.

This step also submits your application for review by NDDPI.



You can log out of your application and log in to your NDTech account to finish or upload additional documentation later.

Click on Special Ed Tech Paraprofessional Certificate in the left panel, and it will bring up your My Summary page.

Under Current Applications, you see applications and the status of each.

Click on the ID number of the application you want to complete, and it will return you to your application.

Application Summary

If you have started an application but haven't completed it, you can go to the Application Summary and click on any of the sections listed to upload attachments, revise, or review your application.

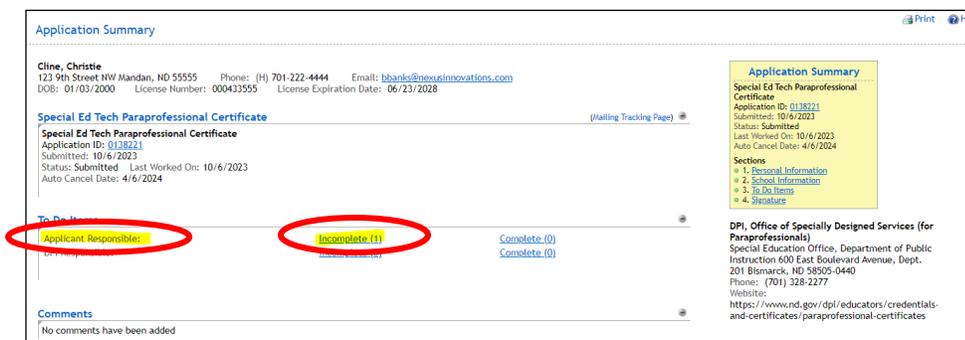
To upload attachments, click on To Do Items, which takes you to the screen to click Attachments and upload any necessary documents.



Application Summary – Applicant Responsible and DPI Responsible

Please note the To Do Items list Applicant Responsible and DPI Responsible information.

If Applicant Responsible shows *Incomplete (1)* status, please note this simply is an indicator that information has been submitted but NDDPI still needs to review and approve the application.



If you click on the Incomplete item, you see a description of the item that needs to be submitted:

Application Summary

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 DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

Special Ed Tech Paraprofessional Certificate
 Application ID: [0138221](#)
 Submitted: 10/6/2023
 Status: Submitted Last Worked On: 10/6/2023
 Auto Cancel Date: 4/6/2024

To Do Items

To Do	Responsible	Status
provide a complete set of transcripts (official or unofficial accepted)	Applicant	Incomplete

Comments
 No comments have been added

Application Summary
 Special Ed Tech Paraprofessional Certificate
 Application ID: [0138221](#)
 Submitted: 10/6/2023
 Status: Submitted
 Last Worked On: 10/6/2023
 Auto Cancel Date: 4/6/2024

Sections

- 1. Personal Information
- 2. School Information
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If you click on the hyperlinked description, you will be instructed to click on the “To Do Items” in the yellow box to the right:

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 Application ID: [0138221](#)
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To Do Items

To Do	Responsible	Status
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Actions

Cancel

You have the option to cancel your application by clicking Cancel:

Application Summary

Special Ed Tech Paraprofessional Certificate
 Application ID: [0138221](#)
 Status: Pending
 Last Worked On: 10/6/2023

Sections

- 1. Personal Information
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Actions:

- >> [Cancel](#)

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Click Cancel again to confirm:

Cancel

Cancel
 Cancels the application. The application must go through a cancellation approval by the issuing agency.

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 DOB: 01/03/2000 License Number: 000433555 License Expiration Date: 06/23/2028

Click "Cancel" to confirm status change.

Application Summary
 Special Ed Tech Paraprofessional Certificate
 Application ID: [0138221](#)
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