

## NDTeach Online Administrative Credential Application Process

You must have your professional educator's license from ESPB prior to applying for an administrative credential.

After you have been issued a license from ESPB, you will need to complete the following steps:

1. Submit an online administrative credential by clicking on the NDTeach link:  
<https://secure.apps.nd.gov/dpi/ndteach/Login.aspx>

Once you are logged in, on the left-hand side of the screen:

- Select "Begin New Application"
  - Select "Add or Renew Credential" (DPI responsibility)
  - Select the type of credential for which you are applying
  - Click on "Create Application"
  - From this point forward it will be self-explanatory.
2. Submit to DPI a copy of the college transcript which lists all completed coursework and the date on which the education degree was granted. The transcript does not need to be official.
  3. For Credential Renewal Purposes:

Colleges Transcripts: Submit a copy of the college transcript(s) which list all completed coursework from the credential issue date to present to DPI.

Workshops: Administrative workshop attendance can be obtained by contacting NDCEL at 701-258-3022 for a list of workshop attendance from the credential issue date to present to DPI. AdvancEd workshops can be obtained by calling 888-413-3669 Ext. 5754 for a list of workshop attendance from the credential issue date to present to DPI. Renewal requirements are stated in the letter from DPI that accompanies your Administrative Credential certificate.

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