



Name (Last, First, MI)			<b>or</b>
Address			
City	State	Zip Code (9-digit)	
Home Telephone Number	Work Telephone Number	Email Address	

Two levels of content area endorsements are available to be added to existing North Dakota educational licensure. The Minor Equivalency (ME) 16 level requires a minimum of 16 semester hours (SH) of content-specific coursework beyond the introductory level. The ME 24 level requires a minimum of 24 SH of content-specific coursework beyond the introductory level including special methods of teaching in the content area and is considered equivalent to a full teaching minor. All coursework must be verified through official transcripts from a state-approved college of teacher education. **The ME 16 level is issued for a maximum period of five years and is not renewable. Individuals who wish to continue to be endorsed in the area after the five-year limit must obtain the remaining requirements to complete the ME 24 level.** Please note the ME 16 is not available in some content areas.

### Vocational Marketing/Distributive Education

<b>ME 16 requirement: minimum of 16 SH</b>	<b>Content Completed</b>	<b># SH</b>	<b>Content Needed</b>	<b># SH</b>
Marketing				
Sales Promotion				
Management				
Plan-on-File Start Date: (ESPB use only)		Plan-on-File Expiration Date: (ESPB use only)		

**ME 24 requirement: minimum of 24 SH**

Marketing				
Retailing or Management				
Student Organizations (Professional Training Techniques)				
Methods of Teaching Marketing Education and/or Business Education				
Philosophy of Career and Technical Education (Vocational Education)				
Coordinating Techniques				
9 credits in any of these related areas:				
Accounting				
Advertising				
Business				
Business Technology				
Economics				
Finance				
Promotion				
Selling				
	<b>Total SH</b>		<b>Total SH</b>	



**Please sign below and attach all transcripts along with the \$75.00 minor equivalency review fee.**

Signature of Applicant	Date
ESPB Reviewed By	Date
Executive Director, ESPB	Date

In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code (NDCC) 43-50-02. The individual's social security number is used by the Education Standards and Practices Board (ESPB) as an identification number for file control purposes, background checks, and recordkeeping. ESPB does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age or disability as required by various state and federal laws.

## PAYMENT/CREDIT CARD INFORMATION

This documentation will be destroyed upon completion of processing.

Type of Payment	Amount
Name as it Appears on Credit Card	\$
Credit Card Account Number	Expiration Date

**Please remember to sign form.**

**Submit completed form to:** Education Standards and Practices Board  
2718 Gateway Ave, Suite 303  
Bismarck, ND 58503-0585  
(701) 328-9641 Office  
(701) 328-9647 Fax