



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

Endorsement Process Rules of Licensure: NDAC 67.1-02-03-11

Prerequisite:

- a. Hold a valid North Dakota Educator's Professional License.
- b. Be highly qualified in a core academic content area. Core academic content areas include English, Reading and Language Arts, Math, Science, Foreign Languages, Civics and Government, Economics, Music, Visual Arts, History or Geography.
- c. Hold a minimum of a minor or minor equivalency in the course area or field.
- d. Have not taught the content area as a new or veteran teacher, or have not taught the content area since 2002.
- e. Provide a letter requesting this endorsement from an administrator in a district.
- f. Submit a program of study to be completed within three years of assignment to become highly qualified. This endorsement will be renewed yearly upon successful completion of one-third of the program of study.

Exception: If the applicant is a special education teacher, the plan of study will need to be completed within two years and this endorsement will only be renewed once.

Reeducation Plan: Work with an approved college of education to complete this form. List the coursework in your educational plan and return a copy of the form to ESPB for approval.

Endorsement Request and Verification: Once you have finished the requirements, request the endorsement be added to your license by returning this form to ESPB along with your official transcripts and verification of experience. If you have completed a new major, attach official transcripts documenting the content area major.

Fees: If you wish to add this endorsement between renewals, a non-refundable fee of \$75 must be enclosed. There is no additional fee to add this endorsement at your normal license renewal time.

Program of Study

Signature of Applicant		Date		
ESPB Reviewed By		Date		
Executive Director, ESPB		Date		
License Code	License Type	Level of Equivalency 20	Level of Preparation	Restriction
Plan-on-File Start Date		Plan-on-File Expiration Date	Plan-on-File Effective Date	

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

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.