

Teaching Authorization

Allows a student teacher to be the Teacher of Record while student teaching when a school is unable to find a fully qualified teacher. This is now available for all school years (ND Administrative Code 67.1-02-01-06).

Step 1.

The college must agree the student teacher is a good candidate for the Teaching Authorization. The college writes a letter recommending the student teacher for the Teaching Authorization and verifies all coursework is complete with only student teaching remaining. This signed and dated electronic letter is given to the student teacher.

Step 2.

The K-12 school formulates a plan of support to ensure the student teacher is set up for success. They must outline their supports and name a collaborating teacher who is spearheading the support. The letter should also include how they tried to hire a fully licensed teacher and were not able to do so. This signed and dated electronic letter is given to the student teacher.

Step 3.

The student teacher contacts ESPB to request the application for the Teaching Authorization be started in their NDTeach account.

Step 4.

The student teacher uploads: college letter of support, K-12 school request and support plan letter that includes the name of collaborating teacher, a transcript showing all coursework for degree is complete, a copy of their Mandated Reporter Training certificate, and a copy of a positive field experience evaluation that shows the applicant's name, name of their evaluator, and name of the course that included the field experience evaluation.

Step 5.

ESPB process application for the Teaching Authorization, making sure the background check is complete and all documents are uploaded, then issues the Teaching Authorization.

All steps should be completed prior to the start of the school year or semester.