



North Dakota State Board for Career and Technical Education

Secondary Licensing & Certification Policy

Approved Date: 4/28/2025

[ND State Board for CTE Board Members](#)

[ND Department of Career and Technical Education](#)

It is the policy of the North Dakota State Board for Career and Technical Education not to discriminate in its educational programs, activities, or employment policies as required by Final Regulation implementing Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

The Board policy 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. Equal education opportunity is a priority of the North Dakota State Board for Career and Technical Education.

ND DEPARTMENT OF CAREER AND TECHNICAL EDUCATION LICENSURE OPTIONS

- Administration
- Agricultural Education
- Business Education
- Career Advisors
- Career Development
- Career Resource Network
- Curriculum and Standards
- Educational Equity
- Family and Consumer Sciences Education
- Information Technology Education
- Marketing Education
- Special Populations – CTE
- Technology & Engineering Education
- Trade, Industry, Technical, and Health Sciences Education
 - Includes the program areas of: Automated Manufacturing, Auto Collision, Auto Technology, Aviation Technology, Building Trades, Commercial Art, Culinary Arts, Diesel Technology, Drafting Technology, Electronics Technology, Facilities Maintenance, Graphic Arts, Health Sciences, Heavy Equipment Operations, Machine Tooling, Power Sports, Video Production Technology, and Welding Technology.
- Work-based Learning

All applicants must follow relevant rules and fee structures, as required by the Education Standards and Practices Board.

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Administration

Secondary

1. Valid North Dakota Educator's Professional License or a CTE License.
2. Equivalent of three years of teaching experience in a secondary career and technical education program or other related career and technical education support services recognized by the Department of Career and Technical Education.
3. A master's degree* with a major concentration in a career and technical education area, secondary administration, or other related areas.
*May be granted a provisional if enrolled and scheduled to complete master's degree program within two years.
4. Successful completion of the following courses or recognized equivalents:
 - a. Philosophy of Career and Technical Education
 - b. Administration and Management in CTE
 - c. Secondary school curriculum design, instruction and learning.

Successful completion of three of the following recognized course equivalents:

- a. Leadership, Administration, and Organization in Secondary Schools
 - b. Educational Law
 - c. Educational Finance and Policy
 - d. Personnel, Supervision, and Staff Development in Secondary Schools
 - e. Education for Special Populations
5. A provisional credential may be granted not to exceed a two-year period as long as there is demonstrated progress being made in provision #4.

Two additional one-year provisional may be granted following the initial two-year provisional.

Five-Year Renewal

1. A minimum of four (4) semester hours of related graduate coursework in education (transcript required).
2. Attendance at ten workshops and conferences from the following list: (verification – personal log showing title and dates of attendance)
 - a. Professional Development Conference
 - b. State-called career and technical education director's meetings
 - c. North Dakota Council of Educational Leaders state or area meetings
 - d. Special topic seminars and meetings sponsored or endorsed by the Department of Career and Technical Education or the Department of Public Instruction including leadership development.

Agricultural, Business, Family & Consumer Sciences, Marketing and Technology & Engineering Education

Secondary Initial Licensure

Initial licenses are issued to first-time applicants who have met all the requirements for licensure based on the type of license they are applying for.

1. Traditional (Two-Year)
 - a) Issued to an applicant that has earned a bachelor's degree with a major, major equivalency, minor, or minor equivalency (as accepted by ESPB) in Agricultural Education, Business Education, Family & Consumer Sciences Education, Marketing Education or Technology & Engineering Education (referred to as relevant content area) from an approved institution and meets the ND standards and Praxis test score requirements.
2. Collegiate License – CTE Recommended (Two-Year)
 - a) Individual must have a relevant minimum bachelor's degree in the area to be taught.
 - b) Individual must have 5 years of full-time teaching experience or its equivalent (90 semester credit hours) at an accredited institution of higher education in the academic subject for which licensure is sought as determined by the Department of North Dakota Department of Career & Technical Education.

- c) After issuance of the initial Collegiate License – CTE Recommended, individuals must show evidence of completion of Native American competencies, cultural diversity, strategies for creating learning environments that contribute to positive human relationships, and strategies for teaching and assessing diverse learners and mental health competency. This must be completed by the end of the initial license period before a regular or CTE regular license will be issued.
 - d) Must pass all Praxis exams for the desired content area to measure content knowledge in first year of teaching.
3. Alternate Access License – ESPB Issued (One-Year)
- a) Individual must have an employment offer from a school to begin the Alternative Licensing process.
 - b) July 1 is the earliest start date for the Alternative Licensure process.
 - c) Consideration will be given to designated teacher shortage areas as determined by ESPB.
 - d) Candidates must have a relevant bachelor's degree in the area to be taught. If the degree is not within the area being taught, at least 30 credits in the content area or closely related area to be considered. Based on a transcript review and a minimum 2.5 GPA.
 - e) Upon issuance of the Alternative Access License, a plan of study will be created by the North Dakota Education Standards and Practices Board for that content area to be completed by the individual prior to receiving their initial license. The individual should be working on their Plan of Study to show progress in the first year.
 - f) Must pass all Praxis exams to measure content knowledge in first year of teaching.
 - g) The Alternate Access License is issued for a year at a time, for up to three years. It is the expectation that the teacher on an Alternate Access License works with a college to complete the courses for a regular education license or completes American Board. Progress on coursework must be made each year to renew. The school must also request the renewal each year. If the person chooses to complete American Board, it must be completed in the first year on an Alternate Access License.
4. CTE Alternative Access License – CTE Recommended (One-Year)
- a) Individual must have an employment offer from a school to begin the Alternative Licensing process.
 - b) July 1 is the earliest start date for the CTE Alternative Licensure process.
 - c) Consideration will be given to designated teacher shortage areas determined by ESPB.
 - d) Candidates must have a relevant bachelor's degree in the area to be taught as determined by the CTE State Supervisor for that content area. Based on a transcript review and a minimum 2.5 GPA.
 - Work experience – consideration will be given when determining the relevance of bachelor's degree.
 - e) Upon issuance of the CTE Alternative Access License, a plan of study will be created by the CTE State Supervisor for that content area to be completed by the individual prior to receiving their regular CTE License. Please see the section on CTE Licensure Pathways for Alternative Licensing for additional information.
 - f) Must pass all Praxis exams to measure content knowledge in first year of teaching.
 - g) A CTE Alternative Licensed teacher will be issued a maximum of two, one-year provisional licenses. To receive the second year of a provisional license, a letter of recommendation must be received from the school's Superintendent or Area Center Director.

Secondary Teaching Permit

1. Teaching Permit (One-year)
- a) Individual must have an employment offer from a school to begin the Teacher Permit process.
 - b) Consideration for teaching permits will not be granted until after August 1 and will be given to designated teacher shortage areas determined by ESPB.
 - c) Requests for a teaching permit must be initiated by a school in writing to the Education Standards and Practices Board for consideration of a teaching permit.
 - d) Candidates must have proficiency and hold minimum qualifications of four thousand (4,000) 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.
 - e) A teaching permit is to address documented shortage areas only. Teaching permits may not be issued to applicants who have failed to meet the deadlines or conditions of their regular licensure renewal.
 - f) Upon issuance of the CTE Alternative Access License, a plan of study (including the State Mentorship program) will be created by the CTE State Supervisor for that content area to be completed by the individual prior to receiving their initial license. Please see the section on CTE Licensure Pathways for Alternative Licensing for additional information.

Endorsements

1. PRAXIS Testing Option
 - a) Must hold a valid North Dakota Regular Educator Professional License.
 - b) Must successfully complete the PRAXIS subject area assessment, meeting or exceeding the minimum scores determined by ESPB.
 - c) Upon successful completion of the PRAXIS subject area assessment the individual is encouraged to participate in and successfully complete a one-year content area mentorship with an approved content specialist teacher. Mentorship will include a developed checklist of topics, including safety which is a key element in lab classes.
2. Out-of-Field
 - a) Must hold a valid North Dakota Regular Educator Professional License (excludes Alternative Access Licenses).
 - b) Endorsement is valid for one year. This endorsement can be renewed at the school's request for an additional 1 year – 2 years total.
3. Minor Equivalency
 - a) Must hold a valid North Dakota Regular Educator Professional License.
 - b) Two levels of content area endorsements:
 - i. ME 16 (Business Ed, Marketing Ed, Family & Consumer Sciences Ed) – Requires a minimum of 16 semester hours of content-specific coursework beyond the introductory level. The ME 16 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.
 - ii. ME 24 (Agriculture Ed, Business Ed, Family & Consumer Sciences Ed, Marketing Ed, Technology & Engineering Ed) – Requires a minimum of 24 semester hours 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. [Link to Minor Equivalency Forms \(ESPB Website\)](#)
4. CTE Content Endorsement
 - a) Must hold a valid North Dakota Regular Educator Professional License.
 - b) Available in the following program Areas: Information Technology Ed, Health Sciences Ed, Trade/Industry & Technical Ed.
 - c) Candidates must show evidence of courses taken, training, certificates obtained or relevant industry experience (minimum of 4,000 hours in the last 5 years) for content-specific endorsements.

Alternative Pathways for Initial, 5-Year Regular, or CTE 5-Year Regular Licensure

Initial (next license after Alternate Access), Regular or CTE Regular Licenses are issued to individuals who have met all of the requirements for a license based on the type of license they are applying for.

1. Traditional Education Program – Undergraduate or Graduate Level
 - a) Individual successfully completes an education program, Undergraduate or Graduate level, within their content field. [Link to North Dakota State Approved Teacher Preparation Programs](#)
2. Completion of an approved plan of study
 - a) Individual completes a personalized plan of study which may include, but not limited to, any combination of the following components as determined by the Department of North Dakota Department of Career & Technical Education:
 - i. Teacher Licensure Option (TLO) (Ag and FCS only) – Undergraduate or Graduate Level [Link to AG TLO Program \(NDSU Website\)](#) [Link to FCS TLO Program \(NDSU Website\)](#)
 - ii. Practitioner Preparation (P2) Program (Ag and FCS only) – Undergraduate or Graduate Level [Link to AG P2 Program \(NDSU Website\)](#) [Link to FCS P2 Program \(NDSU Website\)](#)
 - iii. Clinical Practice (minimum of 15 semester hours of an approved program). [Link to VCSU Clinical Practice Program \(Transition to Teaching\)](#)
 - iv. Mentorship Program (this may be built into one of the above programs or taken separately) [Link to ND Rise Program \(ND ESPB Website\)](#)
 - v. Additional coursework may be required in the case of deficient content areas as determined by the content area's Program Area Department of Career & Technical Education's State Supervisor.
 - vi. Praxis Exams where available. [Link to North Dakota Praxis Requirements \(Praxis Website\)](#)

Five-Year Renewal

1. Teacher License - The renewal of the five-year license requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the certification period. This is in accordance with the North Dakota Teaching License Renewal Requirement.
2. Additional Content-Specific Endorsement – For endorsements that expire, a minimum of 2 credits or 30 hours within the endorsed content area is required within the dates of the certification period.

CTE Certified Instructor for funded programs

1. Must hold a valid secondary teaching license issued by the North Dakota Education Standards and Practices Board to teach Agricultural Education, Business Education, Family & Consumer Sciences Education, Marketing Education, or Technology & Engineering Education courses.
2. Completion of CTE application for a relevant content area Certificate. A copy of all teaching licenses/certificates, and transcripts of all college courses completed must be submitted with the application.
3. Must complete two courses within three years of granting a provisional certification or verify that they have been previously completed in a teacher prep program:
 - a) A history/philosophy of Career and Technical Education course
 - b) A managing Career and Technical Student Organizations course
4. Provisional career and technical education certification may be granted for up to three years for a candidate to meet the requirements.

Career Advisors

Secondary License or Endorsement

1. To receive a Regular North Dakota Career Advisor Credential or Endorsement, a person must meet all of the following requirements:
 - a. Hold a baccalaureate degree from an accredited institution of higher education;
 - b. Have at least a five-year employment history;
 - c. Complete the Career Advisor Training provided by the North Dakota Department of Career and Technical Education; and
 - d. After completing the training, career advisors must obtain and maintain a Global Career Development Facilitator credential issued by the [Center for Credentialing and Education](#) OR a Certified Career Services Provider credential from the [National Career Development Association](#) For more information about these credentials, please visit their websites.
2. To receive a *Provisional North Dakota Career Advisor Credential, a person must:
 - a. Hold a baccalaureate degree from an accredited institution of higher education;
 - b. Have at least a five-year employment history;
 - c. Provide the Department of Career and Technical Education with a plan for completing requirements c & d for a Regular Career Advisor Credential.

*The Provisional North Dakota Career Advisor Credential is a one-time, two-year credential.

Application Process

- a. To apply for a North Dakota Career Advisor Credential, complete the Application for Career and Technical Education Certification ([SFN 61262](#)) located on the [Career and Technical Education website](#), include a copy of your training certificate and global credential when sending the application form.

Five-Year Renewal

1. The renewal of the five-year credential requires verification of continued global credentialing from the Center for Credentialing and Education. To renew a North Dakota Career Advisor Credential, complete and submit the Renewal Application for Career and Technical Education Certification ([SFN 51688](#)) along with a copy of current Global Career Development Facilitator credential.

Career Development

Secondary Credential

1. To receive a Regular Career Development Credential from CTE, a career development counselor must have a master's degree with a major in guidance and counseling and meet all of the following requirements:
 - a. Hold a North Dakota Educator's Professional License; or hold or be approved to hold a North Dakota Educator's Professional License in School Counseling by the [Education Standards and Practices Board](#).
 - b. Hold, or be eligible to hold one of the following credentials from the North Dakota Department of Public Instruction: a [North Dakota Professional School Counselor Credential or a written plan of study](#) (approved by DPI).
 - c. Have had at least one year's occupational experience at wage earning pursuits other than education; or complete Career Advisor Training as provided by the Department of Career and Technical Education*.
 - d. Have earned three (3) semester hours of credit in History and Philosophy of Career and Technical Education.
 - e. Have completed a minimum of four (4) semester hours of credit in other applicable courses as approved by the CTE Career Development State Supervisor. Such courses could include:
 - i. Career education
 - ii. Theories of career development
 - iii. Career Resource Network Workshops
 - iv. Career Advisor Training*
 - f. A provisional license may be granted for up to four years (with progress made on an annual basis) for a candidate to meet the requirements of d and e.

*Career Advisor Training can only be used to fulfill one requirement.

Application Process

1. To apply for a Career Development Credential, complete the Application for Career and Technical Education Certification ([SFN 61262](#)) located on the [Career and Technical Education website](#).

Five-Year Renewal

1. The successful renewal of the five-year credential requires a career development counselor to maintain their North Dakota Educator's Professional License and Counselors Credential. Half of the credits earned during the renewal must be Career Development related such as the CTE Professional Development Conference or other approved workshops (i.e. CRN Workshops). To renew a Career Development Credential, complete the Renewal Application for Career and Technical Education Certification ([SFN 51688](#)).

Health Sciences, Information Technology and Trade, Industry & Technical Education

Secondary Initial Licensure

1. CTE Initial – CTE Recommended (Two-Year)
 - a) Individual must have an employment offer from a school to begin the CTE Licensing process.
 - b) Individuals (Information Technology and Trade, Industry & Technical Education) must hold a high school diploma or its equivalent.
 - c) Individuals (Health Sciences) must be graduates of an accredited school in an appropriate health sciences area acceptable to the Department of Career & Technical Education
 - d) Individuals must have a minimum of four years (8,000 hours) of progressive work experience in the occupation being taught within the past eight years.
 - i. Credit for up to two years (4,000 hours) will be given to those completing an approved specialized postsecondary training program within the past five years.
 - ii. Successful passage of an approved competency examination may be substituted for one year (2,000) of work experience.
 - iii. Individuals who have earned two or more semester hours of instruction in an approved specialized secondary program within the last five years could receive credit towards work experience.
 - e) In occupations governed by a licensing agency or board, individuals shall hold a current valid license/certificate at the time of initial licensure.

2. Collegiate License – CTE Recommended (Two-Year)
 - a) Individual must have a relevant minimum bachelor's degree in the area to be taught.
 - b) Individual must have 5 years of full-time teaching experience or its equivalent (90 semester credit hours) at an accredited institution of higher education in the academic subject for which licensure is sought as determined by the Department of North Dakota Department of Career & Technical Education.
 - c) After issuance of the initial Collegiate License – CTE Recommended, individuals must show evidence completion of Native American competencies, cultural diversity, strategies for creating learning environments that contribute to positive human relationships, and strategies for teaching and assessing diverse learners and mental health competency. This must be completed by the end of the initial license period before a regular or CTE regular license will be issued.
3. Industry Educator License – CTE Recommended (Two-Year)
 - a) Individual must have a relevant industry-recognized educator license in the content area.
 - b) Individual must have 5 years of industry teaching experience.
 - c) After issuance of the initial CTE License, individuals must show evidence of completion of Native American competencies, cultural diversity, strategies for creating learning environments that contribute to positive human relationships, and strategies for teaching and assessing diverse learners and mental health competency. This must be completed by the end of the initial license period before a regular or CTE regular license will be issued.

CTE Licensure Pathway for CTE Licensing

1. Clinical Practice and Mentorship Program
 - a) Individuals must complete a minimum of 15 semester hours of an approved Clinical Practice and Mentorship Program. [Link to VCSU Clinical Practice Program \(Transition to Teaching\)](#)

Five-Year Renewal

1. CTE License - The renewal of the five-year license CTE License requires verification of a minimum of six (6) semester hours of college or university credit earned AND participation in sixty (60) hours of Professional Development related to the content area being taught within the dates of the certification period.
2. Additional Content-Specific Endorsements – For endorsements that expire, a minimum of 2 credits or 30 hours within the endorsed content area is required within the dates of the certification period.

CTE Certified Instructor for funded programs

1. Must hold a valid secondary teaching license issued by the North Dakota Education Standards and Practices Board to teach Health Sciences Education, Information Technology Education, or Trade, Industry and Technical Education courses.
2. Completion of CTE application for a relevant content area Certificate. A copy of all teaching licenses/certificates, and transcripts of all college courses completed must be submitted with the application.
3. Must complete two courses within three years of granting a provisional certification or verify that they have been previously completed in a teacher prep program:
 - a) A history/philosophy of Career and Technical Education course
 - b) A managing Career and Technical Student Organizations course
4. Provisional career and technical education certification may be granted for up to three years for a candidate to meet the requirements.

Special Populations - CTE

Career and Technical Education Resource Educator (CTRE)

1. Each instructor must hold a valid North Dakota Educator's Professional License.
2. Licensed special education teacher with a minimum of six (6) semester hours credit from the following:
 - a. Philosophy of Career and Technical Education
 - b. Career and Technical Education Assessment
 - c. Occupational Analysis
 - d. Career Development
 - e. Organization of Part-time Cooperative Programs
 - f. Career Education

- g. Competency Based Career and Technical Education, or
 - h. Other courses or workshops as approved by the Department of Career and Technical Education
3. Certified career and technical education instructor with a minimum of six (6) semester hours credit from the following:
 - a. Special Populations Teaching Methods
 - b. Counseling the Disadvantaged
 - c. Behavior Management
 - d. Introduction to Exceptional Children, Cognitive Disabilities, Emotional Disturbance, etc., or
 - e. Other courses or workshops as approved by the Department of Career and Technical Education
 4. Certified career development counselor with a minimum of six (6) semester hours credit from the following:
 - a. Special Populations Teaching Methods
 - b. Counseling the Disadvantaged
 - c. Behavior Management
 - d. Introduction to Exceptional Children, Cognitive Disabilities, Emotional Disturbance, etc., or
 - e. Other courses or workshops as approved by the Department of Career and Technical Education

Career and Technical Education Basic Skills Educator (CTBSE)

1. Each instructor must hold a valid North Dakota Educator's Professional License.
2. Certified secondary education teacher or postsecondary instructor with a major or minor in English or Mathematics, and with two (2) semester hours credit in philosophy of career and technical education and four (4) semester hours from the following curricular areas:
 - a. Remedial Reading
 - b. Introduction to Exceptional Children, Cognitive Disabilities, Emotional Disturbance, etc.
 - c. Career Development
 - d. Remedial Mathematics
 - e. Career Education
 - f. Competency Based Career and Technical Education
 - g. Other courses or workshops as approved by the Department of Career and Technical Education

Career and Technical Education Special Populations Tutor or Aide

1. Minimum of one-year occupational experience in the career and technical education area, or
2. One year completion of approved career and technical education program in the career and technical education area, or
3. Determination and documentation by the employing agency or institution that competencies required by the written job description are met.

Career and Technical Education Special Populations Support Person

1. Minimum occupational experience and minimum training requirements will be determined by the Department of Career and Technical Education on the basis of the job description submitted by the local education agency or postsecondary educational institution.

Provisional

1. Teachers holding a valid North Dakota license in a discipline other than special education, Career Development Counseling, Career and Technical Education, English or mathematics, seeking to earn a
2. CTBSE endorsement must provide documentation of:
 - a. Successful completion of two (2) semester hours of college or university coursework in Philosophy of Career and Technical Education.
 - b. Successful completion of four (4) semester hours of accredited college or university coursework pertaining to special population student services. Related coursework includes but is not limited to: exceptional children and youth, assessment of students with disabilities, behavior management, cognitive disabilities, transition, corrective reading, and assistive technologies.
 - c. Successful coursework towards an earned minor in English or mathematics at an accredited college or university.
3. Provisional certification as a CTBSE may be granted upon approval of an instructional plan to earn the required credits. Such provisional certification may be renewed annually with verified documentation of progress towards fulfillment of the instructional plan.

Five-Year Renewal

1. Licensed CTE special populations personnel with the CTRE, CTBSE, or Mentor endorsement will earn six (6) semester hours as required by ESPB for renewal of the North Dakota Teaching License. To renew a CTE Special Populations Credential, complete [SFN 51688](#), per the instructions. Documentation of attendance at the CTE Professional Development Conference, the ND Special Needs Educators' Conference, or credits earned at accredited colleges or universities related to provision of services to special populations will be accepted.

Work-based Learning Coordinator

Provisional Endorsement

The Provisional North Dakota Work-based Learning Coordinator Endorsement is a one-time, two-year endorsement. To receive a Provisional Work-based Learning Coordinator Endorsement, individuals must:

1. Hold a bachelor's degree from an accredited institution of higher education.
 - a. NDCTE reserves the right to approve applicants without a bachelor's degree through a formal appeal process.
2. Have at least a five-year employment history.
3. Complete the application for a Regular Work-based Learning Coordinator Endorsement through the North Dakota Department of Career and Technical Education on the ESPB Site.
4. Complete the NDCTE Work-based Learning Coordinator Training.
5. Provide the Department of Career and Technical Education with a plan for completing the requirements for the Work-based Learning Coordinator Endorsement.

Five-Year Renewal

1. At the end of the 2-year provisional period, WBL Coordinators can renew their endorsement if they have followed the guidelines established by NDCTE and documented the WBL Program impact.
2. The WBL Coordinators will complete and submit the NDCTE WBL Program Impact Surveys twice each year and attend monthly WBL Professional Development and Collaboration Meetings. WBL Coordinators will apply for the WBL Coordinator Endorsement Renewal on the ESPB Website. [Renewal Application for Career and Technical Education Certification \(SFN 51688\)](#).