



**POSTSECONDARY TEACHER CREDENTIAL  
TRADE, INDUSTRY, TECHNICAL & HEALTH SCIENCE EDUCATION  
Department of Career and Technical Education**  
(Revised 5/2016)

Forms and additional information can be found on our website at: <https://www.cte.nd.gov/teacher-licensing>  
If you have any questions, please feel free to contact us at (701) 328-3165 or lruff@nd.gov

Scan and email documents to: [lruff@nd.gov](mailto:lruff@nd.gov)

Or

Mail documentation to: Department of CTE  
Attn: TITH Supervisor  
600 E. Boulevard Ave. Dept. 270  
Bismarck, ND 58505-0610

## **New Applicant Checklist**

To receive a 2-year provisional or a 5-year regular credential from CTE, please complete the following:

	Postsecondary Credential Application (SFN 61264) <b>Make sure all signature are included</b>
	Send copies of transcripts verifying college degrees and/or credits earned.
	Send copies of current training/certification/license required for the occupational field you teach (Ex: ASE, NATEF, Nursing, etc.)

If you have a Masters in education, you will receive a 5-year regular credential.

If you do not have a Masters in education, you will receive a 2-year provisional credential which will allow time for you to complete the required training to gain classroom management skills and other valuable new educator information. Valley City State University offers a Clinical Practice course that is sponsored by the Department of CTE.

The above credential will be sent to you via email to the address you list on the application form.

Please keep in mind that you will need to provide the following when your credential expires:

- If you received a 5-year regular you must complete 120 clock hours of in-service related to your occupational area.
- If you received a 2-year provisional you must complete an approved clinical practice program.

## **Renewal Applicant Checklist**

To receive a 5-year regular credential from CTE, please complete the following:

	Postsecondary Credential Renewal Application (SFN 61265) <b>Make sure all signature are included</b>
	If you currently have a 2-year provisional credential, send verification showing that you completed an approved clinical practice program.

The above credential will be sent to you via email to the address you list on the application form.

Please keep in mind that you will need to provide the following when your credential expires:

- 120 clock hours of in-service related to your occupational area.