



**SECONDARY TEACHER LICENSURE**  
**TRADE, INDUSTRY, TECHNICAL & HEALTH SCIENCE EDUCATION**  
**Department of Career & Technical Education**

(Revised 05/2024)

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) 328-3178 or [tmbecker@nd.gov](mailto:tmbecker@nd.gov).

**New Applicant Checklist**

There is a 2-step process to receive a North Dakota CTE Initial Teaching License. You need to apply with Education Standards & Practices Board (ESPB) and also apply with North Dakota Department of Career & Technical Education. They are two separate agencies.

To receive an initial 2-year teaching license with a CTE Endorsement you must have first been offered a teaching position and then complete the following:

<b>With ESPB</b>	
	Online application at: <a href="http://www.nd.gov/espb">www.nd.gov/espb</a> (You will log in using your ND State Login. If you do not have one, click "Register Now" to obtain one.)
	Fingerprint Kit
	Pay Appropriate Fees

<b>With CTE</b>	
	Application for Secondary Teaching License Application ( <a href="#">SFN 61262</a> ).
	Upload copies of current trainings/certification/license required for the occupational field you teach in (Ex.: ASE, Nursing, etc.) to the application.
	Upload copies of college transcripts. Unofficial copies are sufficient if it shows correct amount of credits.
	Occupational Work Experience Verification Form ( <a href="#">SFN 50986</a> ). <i>Within the last 8 years verify 8,000 hours of work experience in the occupational field you teach. Applicant completed top portion of the form and your previous employer(s) complete the bottom.</i>

All first-time applicants receive an initial 2-year license which will allow time to complete the required training to gain classroom management skills and other valuable new educator information. Valley City State University offers a Transition to Teaching course that is sponsored by the North Dakota Department of Career & Technical Education that will fulfill this requirement. Through our partnership with VCSU, credit hours are offered at a reduced cost, but the cost of this program is your responsibility.

*Please contact Dr. Amber Aberle via email at [amber.r.aberle@vcsu.edu](mailto:amber.r.aberle@vcsu.edu) or via office number (701) 845-7192 to enroll.*

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

- Verification that you have completed Transition to Teaching (Clinical Practice and Edu 250 Course)
- Verify 18 months of consecutive full-time teaching.

For teachers teaching in schools where your program is approved by and receives funds from North Dakota Department of Career & Technical Education, the following courses (or course equivalent) must be completed within the first three years of teaching. This is NOT a requirement for teacher licensure, but will be required for continued program approval at your school.

- History and Philosophy of CTE
- Managing Student Organizations (CTSO)



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**Renewal Application Checklist**

There is a 2-step process to renew your CTE Initial teaching license to a CTE 5-year teaching license. You need to apply with Education Standards & Practices Board (ESPB) and apply with North Dakota Department of Career & Technical Education. We are two separate agencies.

To receive a CTE 5-year teaching license with a CTE Endorsement, please complete the following:

<b>With ESPB</b>	
	Online application at: <a href="http://www.nd.gov/espb">www.nd.gov/espb</a> (You will log in using your ND State Login. If you do not have one, click "Register Now" to obtain one.)
	Pay Appropriate Fees

<b>With CTE</b>	
	Secondary Teaching License Renewal Application ( <a href="#">SFN 51688</a> )
	<b>First 5-year Renewal (only):</b> Upload copy of a college transcript showing completion of the Transition to Teaching (Clinical Practice) and Edu 250 (Intro to Education) Course. An unofficial copy is sufficient if it shows correct amounts of credits
	<b>Subsequent Renewals (only):</b> Upload copies of current training/certification/license required for the occupational field you teach showing the needed 64 hours professional development (Ex.: ASE, Nursing, etc.) to the application.
	<b>Subsequent Renewals (only):</b> Upload copy of your college transcript showing 6 semester credits. An unofficial copy is sufficient if it shows correct amounts of credit hours.

Your CTE teaching license can be viewed on the [ESPB Educator Search page](#).

Please keep in mind that you will need to provide the following when your 5-year license expires:

- Verify 64 hours of professional development
- Verify 6 college credits