



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

(Revised 12/2024)

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.

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:

With ESPB	
	Online application at: www.nd.gov/espb (You will log in using your ND State Login. If you do not have one, click "Register Now" to obtain one.)
	ESPB Background Check www.nd.gov/espb/licensure/background-checks
	Pay Appropriate Fees

With CTE	
	Application for Secondary Teaching License Application (SFN 61262).
	Upload copies of current training/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 (SFN 50986). <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 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:

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

With CTE	
	Secondary Teaching License Renewal Application (SFN 51688)
	First Renewal (moving from Initial 2-year to CTE 5-year only): 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 the required credit hours.
	Subsequent Renewals (only): 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.
	Subsequent Renewals (only): Upload copies of your college transcript(s) showing 6 semester credits. An unofficial copy is sufficient if it the required 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