

Licensure Instructions

STEP 1:

Go to www.nd.gov/espb.

STEP 2:

Click on the ND Teach Apply Online Box

North Dakota nd.gov Official Portal for North Dakota State Government

ESPB EDUCATION STANDARDS and PRACTICES BOARD

ASSURING HIGHLY QUALIFIED PROFESSIONAL EDUCATORS FOR NORTH DAKOTA STUDENTS

Contact Us - » [Print Friendly Version](#) Search GO

Education Standards and Practices Board

Please apply online for your initial license or to renew your license using this link.

North Dakota Teacher Support System

ND Teach
APPLY ONLINE

ND Public Teacher Lookup
[Educator Search](#)

2718 Gateway Avenue
Suite 303
Bismarck, ND 58503-0565
(701) 328-9641 - Phone
(701) 328-9647 - Fax
espbinfo@nd.gov

[ESPB Map](#)

[Top](#) [Back](#) [Print Friendly Version](#)

Disclaimer - [Privacy Policy](#) - [Security Policy](#) W3C AA - W3C CSS - W3C XHTML

STEP 3:

Click on [Register Now!](#)

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Wednesday, July 24, 2013

[ND Education Login](#) [Print](#) [Help](#)

North Dakota *login*

Already Registered - [Not sure?](#)

North Dakota Login:

Password:

[Forgot Login](#)
[Forgot Password](#)
[Update your account](#)

For assistance with this North Dakota Login, contact the [Service Desk](#).

New to North Dakota Online Services?

» [Register Now!](#)


Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

STEP 4:

Fill in your personal account details and make sure to check **I AGREE**.

North Dakota nd.gov Official Portal for North Dakota State Government 

North Dakota login

Registration
Steps: [Account Details](#) | [Confirmation](#) | [Print Profile](#)

Personal Account Details

Personal accounts should only be used for online services related to you personally such as North Dakota Game and Fish, Child Support Enforcement Parent Access, etc.

Login Details

*North Dakota Login:
*Password:
*Confirm Password:
*Email:
*Confirm Email:

North Dakota Login Requirements:

- at least 3 characters long
- cannot be an existing ID

Password Requirements:

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

Personal Details

*Name: First MI Last Suffix
*Address 1:
Address 2:
Address 3:
*City, State, Zip: (555554444)
*Country: (United States of America)
*Telephone: (22233334444) Ext.:

Security Questions

*Question 1:
*Answer 1:
*Question 2:
*Answer 2:

Security questions

- used to verify your identity
- used to reset forgotten passwords

Terms of Use:

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the Terms of Use governing the use of your North Dakota Login.

- You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you may reset your password online. You understand that you have sole responsibility for the security of your password.
- You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify North Dakota Login Support of any unauthorized use of your North Dakota Login or password or any other breach of security.
- You agree to utilize your North Dakota Login for North Dakota Online Services related to personal use. You agree to create a separate North Dakota Login to access your business information or business services such as North Dakota Tax Department Webfile, Department of Transportation Contractor Sign-in or other business use North Dakota Online Services.


I Agree

For assistance with this online service, contact the [Service Desk](#).

North Dakota login

STEP 5:

Confirm your Email Address-go to your email to see if you have received an email from itdhelp@nd.gov.

North Dakota nd.gov Official Portal for North Dakota State Government 

North Dakota login

Registration
Steps: [Account Details](#) | [Confirmation](#) | [Print Profile](#)

Confirm Your Email Address

Your North Dakota Login account has been created. You need to confirm your email address to activate your account.

How to Confirm Your Email Address

Step 1: Go to Your Email.
We sent an email to connie.teets@minotstateu.edu

Step 2: Click On the Link.
Click on the **ACTIVATE ACCOUNT** link in the email, you will be returned the North Dakota Login registration.

You will be receiving an email from itdhelp@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker.



Protect Your Password

- You should never give your North Dakota Login password to anyone, including the Service Desk representatives.
- State of North Dakota will never ask you to send your password via email.

For assistance with this online service, contact the [Service Desk](#).

North Dakota login

[Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#)

 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.
 Will open a new window (pop-up).

W3C WAI AA, CSS, XHTML Compliant | Copyright 2008. All Rights Reserved. The State of North Dakota.

STEP 6:

You should receive the message below and you need to click on the link to [ACTIVATE ACCOUNT](#).

Thank you for registering for your State of North Dakota Login ID.

The registration process requires the confirmation of your email address. To confirm your email address, simply click on the following link:

ACTIVATE ACCOUNT:

<http://www.nd.gov/link/76130c12635af1350073417edc263198>

If you are unable to click on the link, please copy and paste the link into your browser window. If you received this email message by mistake, or do not wish to activate your membership, please do not click on this message.

Your State of North Dakota Login ID is: cteets112361

If you need assistance, please contact Login Support using the following link:

<http://www.nd.gov/link/34a66ac08f6926f4710c47eef1310f43>

STEP 7:

Account Activation Confirmation screen, click [Return to Login](#).

The screenshot shows the 'Account Activation Confirmation' page. At the top, it says 'North Dakota login' and 'nd.gov Official Portal for North Dakota State Government'. The main heading is 'Registration' followed by 'Account Activation Confirmation'. The text reads: 'You successfully activated the North Dakota Login for cteets112361. You may now login into the North Dakota Online Services.' Below this is a 'Return to Login' button. A note says: 'For assistance with this online service, contact the Service Desk.' At the bottom right, there are links for 'Disclaimer', 'Privacy Policy', and 'Security Policy'. A footer note states: 'We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. Will open a new window (pop-up). W3C WAI AA, CSS, XHTML Compliant | Copyright 2008. All Rights Reserved. The State of North Dakota.'

STEP 8:

Login.

The screenshot shows the 'ND Education Login' page. At the top, it says 'North Dakota login' and 'nd.gov Official Portal for North Dakota State Government'. The main heading is 'ND Teach' followed by 'Education First, Education That Lasts' and 'Teachers, Educators, and Administrators Central Hub'. The date 'Wednesday, July 24, 2013' is shown in the top right. Below the heading is the 'ND Education Login' section. It has a 'Print' and 'Help' button. The login area is divided into two sections: 'Already Registered - Not sure?' and 'New to North Dakota Online Services?'. The 'Already Registered' section has fields for 'North Dakota Login:' and 'Password:', a 'Log In' button, and links for 'Forgot Login', 'Forgot Password', and 'Update your account'. The 'New to North Dakota Online Services?' section has a 'Register Now!' link, a 'Benefits of North Dakota Login' section with two bullet points, and a 'Need help? Read through the FAQ.' link. A note at the bottom says: 'For assistance with this North Dakota Login, contact the Service Desk.'

STEP 9:

First Time Login screen. Click on the second box; I am applying for my initial North Dakota educator's license.

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Wednesday, July 24, 2013

Connie Teets (sign out) First Time Login Print Help

Thank you for logging in! To complete your initial registration, please select an option below.

I already have a North Dakota educator's license

I am applying for my initial North Dakota educator's license

I have been asked to provide information for an application

STEP 10:

First Time Login screen continued. Click YES because you should have submitted your fingerprints for your background check and therefore, ESPB entered you into their system.

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Wednesday, July 24, 2013

Connie Teets (sign out) First Time Login Print Help

[I am applying for my initial North Dakota educator's license](#)

Have you previously submitted any paperwork to ESPB?

Yes

No

[Back](#)

STEP 11:

First Time Login screen continued. Enter your DOB and your Social Security Number and click Register.

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Wednesday, July 24, 2013

Connie Teets (sign out) First Time Login Print Help

[I have previously submitted paperwork to ESPB](#)

Please enter your date of birth and Social Security Number. All inputs on this website are encrypted to keep your information safe.

Date of Birth: MM/DD/YYYY

Social Security Number: ###-##-####

[Back](#)

STEP 12:

My Summary page, verify your information and click [Save](#). Click on [Begin New Application](#).

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota
Wednesday, July 24, 2013

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Educator

Connie Teets [\(profile\)](#) [\(sign out\)](#)
Lic. No.

My Summary [Third-Party Application Requests](#)

My Applications [View all](#)

[Begin New Application](#)

<< My Summary
My Summary Print Help

North Dakota Login: cteets1123

Connie Teets

Social Security Number: ###-##-#### *

Name (Last, First, MI):
Teets
Connie

Maiden Name:

Address: 500 University Ave W

City State, Zip Code: Minot ND 58701

Country: US

Date of Birth: >>>>>>>> MM/DD/YYYY *

Home Phone: 701-858-3838 ###-###-####

Work Phone: ###-###-####

Email Address: connie.teets@minotstateu.edu

Education Semester Hours:

Quick Navigation

- [Qualifications](#)
- [Comments](#)
- [Payment Summary](#)
- [Praxis Scores](#)
- [Record of Education](#)

Active Qualifications (Begin Application)

No qualifications are currently on file. View the applications in process for pending qualifications.

Restrictions:

Current Applications

No applications found.

[View All Applications](#)

Comments +

Payment Summary (History) +

Alert Preferences +

Praxis Scores +

Record of Education +

STEP 13:

Select Application Type. Click [Initial Educator's License](#).

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota
Wednesday, July 24, 2013

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Educator

Connie Teets [\(profile\)](#) [\(sign out\)](#)
Lic. No.

My Summary [Third-Party Application Requests](#)

My Applications [View all](#)

[Begin New Application](#)

<< Select Application Type
Select Application Type Print Help

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

Choose from one of the following options:

STEP 14:

Select Application Type. Click [Initial Educator's License](#) box.

North Dakota Official Portal for North Dakota State Government North Dakota
Wednesday, July 24, 2013

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Educator

Connie Teets (profile) (sign out)
Lic. No.

My Summary
- Third-Party Application Requests

My Applications [View all](#)

Begin New Application

<< Select Application Type
Select Application Type Print Help

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

What type of educator's license do you wish to apply for?

-
-
-
-

[Back](#)

STEP 15:

Select Application Type continued. Click [Yes](#).

North Dakota Official Portal for North Dakota State Government North Dakota
Wednesday, July 24, 2013

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Educator

Connie Teets (profile) (sign out)
Lic. No.

My Summary
- Third-Party Application Requests

My Applications [View all](#)

Begin New Application

<< Select Application Type
Select Application Type Print Help

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

Did you earn your teaching degree from a North Dakota college or university?

-
-

[Back](#)

STEP 16:

Create Application. Click [Create Application](#).

North Dakota Official Portal for North Dakota State Government North Dakota
Wednesday, July 24, 2013

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Educator

Connie Teets (profile) (sign out)
Lic. No.

My Summary
- Third-Party Application Requests

My Applications [View all](#)

Begin New Application

<< Create Application
Create Application Print Help

You have selected to create the following application:
Initial In-State Educator's License

Click the Create Application button to begin the application process.

[Back](#)

STEP 17:

Initial In-State Educator's License Application. Fill out any missing information, click on Save, and go to Next.

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota
EDUCATORS
Wednesday, July 24, 2013

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Educator

Connie Teets ([profile](#)) ([sign out](#))
Lic. No.

» [My Summary](#)
- [Third-Party Application Requests](#)

[My Applications](#) [View all](#)

» [Begin New Application](#)

[Print](#) [Help](#)

Initial In-State Educator's License Application

Teets, Connie
500 University Ave W Minot, ND 58701 Phone: (H) 701-858-3838
Email: connie.teets@minotstateu.edu
DOB: 11/23/1961 License Number:

Personal Information

First Name:

Last Name:

Middle Initial:

Maiden Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Home Phone: ###-###-####

Work Phone: ###-###-####

Date of Birth: MM/DD/YYYY

Email Address:

High School Attended:

High School City:

High School State:

[← Back](#) [Save](#) [Next →](#)

Application Summary

Initial In-State Educator's License
Application ID: [0024583](#)
Status: Pending
Last Worked On: 7/24/2013

Sections

- 1. [Personal Information](#)
- 2. [Eligibility](#)
- 3. [Work History](#)
- 4. [Record of Education](#)
- 5. [Oath of Affirmation](#)
- 6. [Payment Authorization](#)

Actions:
» [Cancel](#)

ESPB
Education Standards and Practices
Board 2718 Gateway Ave, Suite
303 Bismarck, ND 58503-0585
Phone: (701) 328-9641
Website: www.nd.gov/esp

STEP 18:

Answer all the questions regarding eligibility and click on next.

Initial In-State Educator's License Application

[Print](#)

Eligibility

Please check "yes" or "no" for each question.

Are you legally eligible to work in the United States? You must have a valid United States Social Security number to be eligible for a license. Yes No

Are you able to provide documentation of eligibility to work in the United States? Yes No

Were you ever arrested, charged or convicted of a misdemeanor or felony other than minor traffic offenses? If yes, enter your explanation. Please submit copies of all court documents, police records, and probation completion documents to ESPB. Yes No

Have you ever been dismissed (fired) from any teaching job, resigned at the request of your employer, or while charges against you or an investigation of your behavior were pending? You must answer "yes" even if the matter was later resolved with any form of settlement or severance agreement regardless of its terms. If YES, enter your explanation. Yes No

Are you presently being investigated by your current or any previous employer or by any licensing, certification or other regulatory body for any alleged misconduct or other alleged grounds for discipline? If YES, enter your explanation. Yes No

Have you ever had a license denied, suspended or revoked in any state, or have you in any way been sanctioned by a licensing, certification or other regulatory agency or body? If YES, enter your explanation. Yes No

If you graduated in teacher education after September 1, 1980, have you completed a course in Native American studies and Multicultural education? If you graduated prior to September 1, 1980, please select "N/A." Yes No N/A

Status: Pending
Last Worked On: 7/25/2013

Sections

- 1. [Personal Information](#)
- 2. [Eligibility](#)
- 3. [Work History](#)
- 4. [Record of Education](#)
- 5. [Oath of Affirmation](#)
- 6. [Payment Authorization](#)

Actions:

[Cancel](#)

ESPB

Education Standards and Practices
Board 2718 Gateway Ave, Suite
303 Bismarck, ND 58503-0585
Phone: (701) 328-9641
Website: www.nd.gov/esp

STEP 19:

Work history, you will answer no unless you have your substitute teaching license and have worked in a school before, then you will fill in that school information. Click on Next.

Work History

List the current and last two places of contracted education employment. Substitute teachers should indicate that they have been subbing only. New graduates do not need to complete this section.

Are you or have you had previous contracted education employment? Yes No

K-12 School Name and City:

Grade/Subject:

STEP 20:

Record of Education, drop down boxes will come up; First is the State, ND; Second is the College, Minot State University; and then the Registrar, and it should have the contact person who does that at our college (it is not the actual registrar listed here). Save and Next.

Record of Education

Complete the Record of Education information for the college/s where you have earned your transcribed education degree/s. You will need to request official transcripts to be sent to the Education Standards and Practices Board from your college/university using your university's transcript request process.

Please provide the name of your college Registrar or teacher certification officer to supply your education information and/or verify your internship time.

State: [North Dakota](#)

College: [Minot State University](#)

Registrar: Erica Sundahl

Name: Erica Sundahl

Position: Transcript Records Specialist

Email: erica.sundahl@minotstateu.edu

Phone: 701-858-3349

Address: Erica Sundahl, 500 University Ave W, Minot ND 58707

Message to accompany request email (optional):

[« Add Another Record of Education](#)



STEP 21:

Oath of Affirmation, read, Type your name, the City is Minot, and the current date. Click on Sign Application.

Oath of Affirmation

I declare under penalty of perjury that the information furnished herein is to the best of my knowledge and belief, true, correct and complete. I understand that knowingly providing false information may be grounds for denial of licensure. ESPB is authorized to release Social Security Numbers to the BCI and the FBI.

NDCC 15.1-13-15 requires that each person applying for a North Dakota teacher's license for the first time must subscribe to the oath of affirmation below.

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of North Dakota, and I will faithfully discharge the duties of my position, according to the best of my ability.

 By clicking the button below to sign the application, the application will proceed to processing.

Typed Signature:

City:

Date Signed: MM/DD/YYYY



STEP 22:


Once you signed the application you will go to the payment page. You must create authorization and submit application in order for it to be in place.

This authorization is for the following:

1. \$30.00 for Application Fee (Nonrefundable)
2. \$70.00 for Licensing Fee

Credit Card Information

Name on Card:	<input type="text"/>
Billing Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="--"/>
Zip:	<input type="text"/>
Credit Card Number:	<input type="text"/> MasterCard or Visa accepted
Security Code:	<input type="text"/> 3 digit CVV number (on back of card)
Expiration:	<input type="text"/> MM/YYYY
Authorization Amount:	\$100.00

 **Create Authorization and Submit Application**

By clicking this button you are authorizing ESPB to charge up to \$100.00 as services are rendered for the items listed above.

STEP 23:

If you have a Kindergarten Endorsement, Middle School Endorsement, or Title I Credential, you will need to click on 'Begin a New Application' and follow the instructions below.

STEP 24:

Click on Add endorsement to application in progress.


<< [Select Application Type](#)


[Select Application Type](#)


[Print](#) [Help](#)


This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

Choose from one of the following options:

 [Initial Educator's License](#)

 [You can have only one active license application at a time.](#)

 [Apply for a credential \(DPI Responsibility\)](#)

 [Add endorsement to application in progress](#)

STEP 25:

Click on whatever you are applying for and follow the same steps as we will show you for the Middle School endorsement.

<< Select Application Type

Select Application Type

Print Help

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

Choose an endorsement application to add to the current license application.

➔ Career and Technical Education (CTE)

➔ General

➔ Major Equivalency

➔ Middle School

➔ Minor Equivalency

➔ Special Education

<< Back

STEP 26:

Make sure that you have clicked on the right endorsement or credential and then click on 'Continue with Middle School Pedagogical Endorsement'.

<< Select Application Type

Select Application Type

Print Help

This wizard will walk you through a series of questions to help determine the type of application. Click on the answer for each question. Once the application type is determined, you will be brought to the first page of the application.

Select the endorsement and click the continue button.

Endorsement: Middle School Pedagogical Endorsement

➔ Continue with Middle School Pedagogical Endorsement

<< Back

STEP 27:

Now you will verify that you want to create an application for what you have selected, in this case the Middle School Pedagogical Endorsement, click on 'Create Application'.

<< Select Application Type

Create Application

Print Help

You have selected to create the following application:

Middle School Pedagogical Endorsement

Click the Create Application button to begin the application process.

➔ Create Application

<< Back

STEP 28:

You will then fill out your personal information as this is a separate application and if you have another endorsement or credential to add you do this all again. Once you have paid for it and submitted it then you are good to go.

STEP 29:

There will be a To Do List on the side bar on the right side of your screen. It will say that they need your fingerprints, but if you are student teaching, you have this done and this list will get updated. It will say that you need an official transcript, this you must do once your degree is posted (for your substitute license you can send one now as is). If you have any questions regarding this you can send an email to ESPB at espbinfo@nd.gov. You are responsible for sending your passing Praxis scores or PLT scores to ESPB. You can save your scores as a pdf document and then email them directly to espbinfo@nd.gov. Continue to check your To Do List until you have completed all of them.