

The alternative access program helps people with degrees obtain licensure in their teaching field while teaching in a full-time paid position.

The following are steps to getting set up with Minot State to complete this program.

1. Read about North Dakota's alternative access license (<https://www.nd.gov/espblicensure/license-information/types-licenses>) and then call Mari Riehl or Amy Bigelow at ESPB (ND licensing agency) with any questions about the process.
2. The school that wants to hire the teacher should inform ESPB about the hire.
3. The (future/current) teacher sends information (such as transcripts) to ESPB to ensure that the qualifications for licensure are met. The teacher will need to complete a background check through ESPB at that time. Our office has the paperwork for this or you may obtain them through ESPB.
4. The teacher should complete the top part of the Plan of Study form and return it to Deb Ringham Deborah.ringham@minotstateu.edu.
5. Apply (or re-apply) to Minot State and have your official transcripts sent. Please apply as a transfer student at the undergraduate level and declare the degree that you will ultimately get as licensure (art education, music education, business education, etc.)
6. Once the transcripts have posted at MSU, Deb will send the form to appropriate people in teacher education and the department to complete the list of courses.
7. We will sign it and send it to ESPB and copy you.
8. Once you get your alternative access license you will need to post it in Student Learning and Licensure.
9. The advisor in the department will help you plan your courses. We highly recommend that you take 6 credits of ED 497 in your first two semesters. This will ensure that a university supervisor can observe you and give you feedback three times each semester. Depending on the location of the school, this may be a combination of in person and videoconferencing.