Licensure Instructions

STEP 1:
Go to [www.nd.gov/espb](http://www.nd.gov/espb).

STEP 2:
Click on the ND Teach Apply Online Box

STEP 3:
Click on Register Now!
STEP 4:

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

STEP 5:

Confirm your Email Address-go to your email to see if you have received an email from [itdhelp@nd.gov](mailto:itdhelp@nd.gov).

For assistance with this online service, contact the [Service Desk](mailto:servicedesk@nd.gov).
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/7610c12635ef1f5073417e26319b

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 mentor 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/34a66ac0b6925e7f1c47eef1310f43

STEP 7:
Account Activation Confirmation screen, click Return to Login.

STEP 8:
Login.
STEP 9:
First Time Login screen. Click on the second box; I am applying for my initial North Dakota educator's license.

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.

STEP 11:
First Time Login screen continued. Enter your DOB and your Social Security Number and click Register.
STEP 12: My Summary page, verify your information and click Save. Click on Begin New Application.

STEP 13: Select Application Type. Click Initial Educator's License.
STEP 14:
Select Application Type. Click Initial Educator’s License box.

STEP 15:
Select Application Type continued. Click Yes.

STEP 16:
Create Application. Click Create Application.
STEP 17: Initial In-State Educator’s License Application. Fill out any missing information, click on Save, and go to Next.
STEP 18:

Answer all the questions regarding eligibility and click on next.

**Initial In-State Educator’s License Application**

**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.

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.

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.

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.

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.”

**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.
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 transcripted 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
Phone: 701-858-3149
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: Minot
Date Signed: 07/25/2013 AM/DM/YYYY

Sign Application
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:
Billing Address:

City:
State:
Zip:
Credit Card Number:
Security Code:
Expiration:

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.
STEP 25:
Click on whatever you are applying for and follow the same steps as we will show you for the Middle School endorsement.

STEP 26:
Make sure that you have clicked on the right endorsement or credential and then click on ‘Continue with Middle School Pedagogical Endorsement.

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’.
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.