

## CHAPTER 67-11-06 SECONDARY PRINCIPAL'S CREDENTIAL

Section	
67-11-06-01	Credentials Required
67-11-06-02	Issuing Agency
67-11-06-03	Types of Credentials
67-11-06-04	Approval for Educational Administration Programs
67-11-06-05	Credential Standards
67-11-06-06	Application Process
67-11-06-07	Renewal Requirements
67-11-06-08	Reconsideration
67-11-06-09	Extension of the Secondary Principal Credential

### **67-11-06-01. Credentials required.**

For purposes of school accreditation, a school may employ as a secondary principal only a person who holds a secondary principal's provisional or professional credential issued by the department. The department may issue a credential under this chapter to an individual who has graduated from a program that meets the program standards approved by the department for elementary school principals as described in the North Dakota teacher education program approval standards 2000 with 2002 revisions adopted by the education standards and practices board effective August 1, 2002.

**History:** Effective February 1, 2000; amended effective November 1, 2002; November 18, 2002.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

### **67-11-06-02. Issuing agency.**

The North Dakota secondary principal's credential issuing agency address is:

Superintendent of Public Instruction  
Department of Public Instruction  
600 East Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

**History:** Effective February 1, 2000.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

### **67-11-06-03. Types of credentials.**

1. A provisional credential is:
  - a. Issued to an individual that does not meet the qualifications for a level I or level II professional credential and is employed as a secondary principal;
  - b. Issued as the initial credential and is valid until the end of the second school year following the year in which the provisional credential is issued and is not renewable;
  - c. Issued upon satisfying the standards identified in subsections 1 and 2 of section 67-11-06-05; and
  - d. Issued to a person enrolled in a state-approved program in educational leadership and who has completed eight semester hours of coursework in that area.
2. A level II professional credential is:

- a. Issued to coincide with the period for which the individual is licensed to teach by the North Dakota education standards and practices board; however, an individual holding a lifetime educator's professional license must renew the individual's credential every five years;
  - b. Renewal of the level II professional credential is available only for principals serving secondary schools in the enrollment category one hundred or fewer students; and
  - c. Issued upon satisfying standards identified in subsections 1, 2, and 3 of section 67-11-06-05.
3. A level I professional credential is:
- a. Issued to coincide with the period for which the individual is licensed to teach by the North Dakota education standards and practices board and may be renewed at the end of that period; however, an individual holding a lifetime educator's professional license must renew the individual's credential every five years; and
  - b. Issued upon satisfying credential standards identified in subsections 1, 2, and 4 of section 67-11-06-05.
4. The provisional credential, the level II professional credential, and the level I professional credential are valid only if the individual holding the credential also holds a valid North Dakota educator's professional license to teach at the secondary level during the period for which the credential has been issued.
5. If a level I or level II professional credential issued under this chapter will expire within twelve months of issuance because the educator's professional license will expire within twelve months of the issuance of the new level I or level II professional credential, the level I or level II professional credential will be issued for a period coinciding with the period of licensure of the succeeding educator's professional license.

**History:** Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

**67-11-06-04. Approval for educational administration programs.**

Whenever this chapter refers to "state-approved program", it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide educational administration programs. Educational administration programs from other state or private colleges which meet state standards for program approval are listed in the manual on certification and preparation of education personnel in the United States and Canada published by the national association of state directors of teacher education and certification.

**History:** Effective February 1, 2000.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

**67-11-06-05. Credential standards.**

The documentation on each standard must be verified within the department before any credential will be issued.

- 1. An applicant must hold a valid North Dakota educator's professional license issued by the education standards and practices board in accordance with North Dakota Century Code

sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1 allowing the individual to teach at the secondary level.

2. An applicant must have at least three years of teaching or administrative experience or a combination thereof in secondary schools:
  - a. Equal to full-time equivalency, that is to equal at least six hours for a one hundred eighty-day school term.
  - b. Positions must have been stated on a professional contract.
  - c. Teaching is defined as being assigned as a regular classroom teacher, music teacher, art teacher, counselor, physical education teacher, basic skills or remedial reading teacher, special education teacher, or library media specialist, or any combination of these assignments in a secondary school. Administrative experience is defined as being assigned the duties of principal of a senior high, junior high, or middle school that includes any combination of grades seven through twelve of an approved school or as a superintendent or central office administrator of an approved kindergarten through grade twelve school.
3. The level II credential requires twenty semester hours of graduate credit taken in a master's degree program from a state-approved program in educational administration. Course preparation for the credential is as follows:
  - a. Leadership, planning, and organizational behavior in education.
  - b. Educational law and organizational structure of education.
  - c. Personnel, supervision, and staff development.
  - d. Curriculum, instruction, and learning theory.
  - e. Policy and educational finance.
  - f. Administration of the secondary school.
  - g. Secondary school curriculum.
4. The level I credential requires one of the following:
  - a. A master's degree in educational administration from a state-approved program. Course preparation must be from the following:
    - (1) Theory and practice of leadership and administration;
    - (2) Legal and political foundations of education;
    - (3) Supervision and staff development;
    - (4) Statistics, research, analysis, and writing;
    - (5) Educational foundations, curriculum, and instruction;
    - (6) Information systems for management and instruction;
    - (7) Administration of the secondary school; and
    - (8) Secondary school curriculum; or

- b. A master's degree with a major certifiable by the education standards and practices board in addition to twenty semester hours of credit that includes courses specific to the secondary level contained within a master's degree in educational administration from a state-approved program. Course preparation is as follows:
  - (1) Leadership, planning, and organizational behavior in education;
  - (2) Educational law and organizational structure of education;
  - (3) Personnel, supervision, and staff development;
  - (4) Curriculum, instruction, and learning theory;
  - (5) Policy and educational finance;
  - (6) Administration of the secondary school; and
  - (7) Secondary school curriculum.

**History:** Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

#### **67-11-06-06. Application process.**

The application process to obtain a credential under this chapter requires submission of:

1. A completed form SFN 51300, including the applicant's name, social security number, date, address, telephone number, educator's professional license type and number, employment information, academic preparation, and references;
2. A copy of official transcripts;
3. A letter of verification must be provided for applicants attending a North Dakota college with an approved program, attesting to the completion of the academic standard required for the level of the credential requested. Applicants providing a copy of official transcripts from an approved college in another state must have the academic standard verification made by the department of public instruction; and
4. A letter of recommendation must be provided signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

**History:** Effective February 1, 2000; amended effective November 1, 2002.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

#### **67-11-06-07. Renewal requirements.**

To renew the level I and level II professional credentials, an individual shall submit one of the following:

1. A copy of official transcripts of eight semester hours of graduate work in education acquired after the date of the original credentialing or last renewal, of which four semester hours are in the area of educational administration; or
2. A copy of official transcripts of four semester hours of graduate work in education acquired after the date of the original credentialing or last renewal and verification of attendance or participation in at least six educational conferences or workshops from the listing in this

subsection. The verification must be a signed statement by the conference or workshop sponsors, employer, or a school district business manager. Acceptable conferences or workshops are:

- a. North Dakota association of secondary school principals state and area conferences or workshops;
- b. National association of secondary school principals regional and national conferences or workshops;
- c. North Dakota council of educational leaders state and area conferences or workshops;
- d. American association of school administrators regional and national conferences or workshops;
- e. North central association annual or regional conferences or workshops; and
- f. Department of public instruction conferences or workshops.

**History:** Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

#### **67-11-06-08. Reconsideration.**

If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and the applicant must be notified of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be in writing and must be received by the superintendent of public instruction within three weeks of the date of mailing by the department of public instruction. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

**History:** Effective February 1, 2000; amended effective November 1, 2002.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11

#### **67-11-06-09. Extension of the secondary principal credential.**

For the initial implementation of this chapter an exception has been included for those individuals who are contracted to a district as of February 1, 2000, and are serving with a secondary principal credential. The following criteria for extension will apply:

1. Secondary principal credentials issued or renewed prior to July 1, 1999, are extendable only for continuing employment at the individual's present district.
2. To extend a secondary principal's credential under this section, the individual must submit the information required in subsections 1 and 2 of section 67-11-06-07.

**History:** Effective February 1, 2000; amended effective May 16, 2000.

**General Authority:** NDCC 15.1-02-04, 15.1-02-11, 28-32-02

**Law Implemented:** NDCC 15.1-02-04, 15.1-02-11