

Instructor III

Alternative Certification

Valid for Six (6) Years — Renewable

- Met Instructor II Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (only if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Payment receipt of \$120.00 (processing fee per certification)
- Education and Experience:
 - o Bachelor's degree and six (6) years of relevant teaching experience; **OR:**
 - o State/National Industry Certification related to and aligned with the CTE content, verified by original and notarized copy and six (6) years of relevant teaching experience; **OR:**
 - o Ten (10) years of verifiable industry experience and/or teaching experience related to and aligned with the CTE content

**Must provide employment verification for teaching experience*
- Current Recommendation from a Supervisor/Principal
- Professional Development:
 - o *For Initial:* Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
 - o *For Renewal:* Proof of completion of three hundred sixty (360) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

www.cnmipss.org

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**CNMI State Board of Education
Certification and Licensure Office**



CAREER AND TECHNICAL EDUCATION

CNMI State Board of Education
Certification Flowchart

**CNMI State Board of Education
Certification and Licensure Office**

Jessica H. Estrada
Certification and Licensure Officer

Tel: (670) 237-3051
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Basic I Instructor

Valid for Two (2) Years — Renewable

- Signed and Completed Certification Application Form
- One (1) Passport Size Photo (*For First-time Applicant Only*)
- Fingerprint Submission (valid for one (1) year)**
- Police Clearance (valid for one (1) year)
- Payment receipt of \$40 (processing fee per certification)
- Official College Transcript
- Current recommendation letter from a Supervisor/ Principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

**The CNMI Certification and Licensure Office requires fingerprint processing for the following:

1. First-time applicants applying for certification;
2. Applicants who have left and are returning to the CNMI Public School System (PSS) after two (2) years;
3. Off-island applicants

Specialized

Valid for Two (2) Years — Renewable

- Met Basic I (Instructor) Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (only if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Payment receipt of \$40.00 (processing fee per certification)
- Official Transcript or Certificate of Completion of specific Specialized courses:

Vocational Education:

- Computer Technology
- Instructional Strategies and Classroom Management
- Instruction in Teaching Linguistically Diverse Students
- Instruction in Planning and Assessment
- Occupational Competency as approved by PSS

- Current Recommendation Letter from a Supervisor/ Principal
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

Instructor I Alternative Certification

Valid for Two (2) Years — Renewable

- Signed and Completed Certification Application Form
- Fingerprint Submission (valid for one (1) year)
- Police Clearance (valid for one (1) year)
- Payment receipt of \$40 (processing fee per certification)
- High School Diploma or Equivalent
- 3-24 College Credits
- 2 years of related work experience
**Must provide employment verification for teaching experience*
- Current Recommendation Letter from a Supervisor/ Principal (*For Renewal Only*)
- Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses (*For Renewal Only*)

CTE COURSE REQUIREMENTS	
Required Courses	Course Description
Computer Technology	This course covers basic knowledge of PC hardware—including the system unit, local area networks, and the Internet. This course provides students with practical skills in using the Windows operating system and in using common PC application programs, including a word processor, a spreadsheet, a presentation program, and a database program. This course also teaches students how to use the Internet for communication and research and introduces them to creating Web pages. This course emphasizes using the PC as a multiple applications tool.
Instructional Strategies and Classroom Management	This course provides students with theories, approaches, methods, and activities necessary for designing a cohesive, cooperative classroom. Students examine a variety of curriculum models, discuss ways to accommodate alternative learning styles, and investigate methods of developing cooperative lessons, group and independent projects, and thematic learning experiences. Students examine the concepts of limits, control, safety, trust, and acceptance in the classroom. Students also research and discuss strategic reinforcement, intervention, and disciplining techniques, and practice a variety of content-specific activities for enhancing instructional focus.
Instruction in Teaching Linguistically Diverse Students	This course provides students with theories, methodology, approaches, and practices necessary for effective teaching of students who are English Language Learners (ELL). This course assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing integrated ESL/ELL lessons that are engaging, entertaining, and appropriate.
Instruction in Planning and Assessment for Diverse Classroom	(See Instructional Strategies/Classroom Management course description)
Occupational Competency as approved by PS	-
Introduction to Teaching	This course is designed to introduce students to the fundamental theories and practices of teaching. Students examine a variety of teaching strategies discuss ways to address individual differences and needs, and learn how to write student learning outcomes and lesson plans. A required observation in schools provides students with the opportunity to view practicing teachers and to reflect upon topics discussed in class. The student is expected to spend 30 hours per semester in a variety of classroom settings.
Multicultural Education/ Teaching Linguistically Diverse Students	This course introduces teachers-in-training to the educational aspects of teaching in a multicultural classroom environment. This course provides an overview of the historical foundations, relevant theories, and social and political aspects that have influenced education in the CNMI. In addition to informing teachers-in-training about the laws that impact education in the CNMI, this course endeavors to create awareness, respect, and appreciation of the various cultures in the CNMI as well as to enhance the teacher-in-training's understanding of the influence that culture has on the educational process and of cultural influences on behavior as they relate to the educational process. This course endeavors to create awareness of patterns of thinking and behavior that contribute to stereotyping, prejudices, and difficulties in intercultural contact. Teaching Linguistically Diverse Students: This course provides students with theories, methodology, approaches, and practices necessary for effective teaching of students who are English Language Learners (ELL). It assists students in understanding English language learners, offers experience in how a second language is effectively taught and learned, and gives students practice in developing integrated ESL/ELL lessons that are engaging, entertaining, and appropriate.
Instructional Technology	This course introduces students to computer technology needed to teach at the elementary level. Topics include technology projects using audio, video, communications, and interactive multimedia. This course provides educators and education majors with a hands-on introduction to the use of Macintosh computers and computer applications. This course introduces them to the Macintosh operating system, to common computer terminology, and to common computer application skills including word processing, databases, spreadsheets, multimedia, and the Internet. Emphasis is placed on the practical use of these skills in the educational setting.
Inclusive Practices for Students with Special Needs	This course provides an overview of legal provisions, characteristics, and classroom strategies for students considered at-risk for failure, gifted and talented, linguistically or culturally diverse, and having a disability. The Individuals with Disabilities Education Act requires the inclusion of all students with a disability in the least restrictive environment to the greatest extent possible. This course provides a framework for collaboration and the team approach. The students will have the skills for general education that teachers should possess to adapt technology. The course defines several categories of students with disabilities and teaches methods and strategies for educating students in the categories previously mentioned above.

Instructor II Alternative Certification

Valid for Four (4) Years — Renewable

- Met Instructor I Requirements
- Signed and Completed Certification Application Form
- Background Check:
 - o Fingerprint Submission (only if re-entering the system after two (2) years)
 - o Police Clearance (valid for one (1) year)
- Payment receipt of \$80.00 (processing fee per certification)
- Education and Experience:
 - o High School Diploma or equivalent and four (4) years of teaching experience; **OR:**
 - o AA Degree and two (2) years of teaching experience
**Must provide employment verification for teaching experience*
- Payment receipt of \$35.00 (processing fee per certification)
- Official Transcript or Certificate of Completion in required courses for Career Technical Education:
 - Introduction to Teaching
 - Classroom Management
 - Instruction in Planning and Assessment for Diverse Classrooms
 - Multicultural Education / Teaching Linguistically Diverse Students
 - Instructional Technology
 - Instructional Strategies
 - Inclusive Practices for Students with Special Needs
- Current Recommendation Letter from a Supervisor/ Principal (*For Renewal Only*)
- Professional Development:
 - o *For Initial:* Proof of completion of one hundred twenty (120) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses
 - o *For Renewal:* Proof of completion of two hundred forty (240) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

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