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)
- ☐ Bachelor's degree
- ☐ Six (6) years of relevant teaching experience
- *Must provide employment verification for teaching experience*
- ☐ Current Recommendation Letter from a Supervisor/ Principal (For Renewal Only)
- ☐ 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

CCLHS INSTRUCTOR II COURSE REQUIREMENTS

Required Courses	Course Description
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 teacheres and to reflect upon topics discussed in class. The student is expected to spend 30 hours per semester in a variety of classroom settings.
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 Planning and Assessment for Diverse Classroom	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.
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.
Chamorro or Carolinian Orthography	This is the study of the structure of the language which provides valuable information for second language and bilingual teachers.
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.
First and Second Language Acquisition	The course surveys curriculum selection and evaluation andanalyzes various methods of curriculum modification. It focuses on the selection of existing second language materials, and development of original materials for use in a second language or bilingual/bicultural classroom
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 poses 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.

CNMI State Board of Education
Certification and Licensure Office

PO Box 501370
Saipan, MP 96950
Tel: (670) 664-3711
Email: boe.certification@cnmipss.org

www.cnmipss.org

CHAMORRO CAROLINIAN LANGUAGE & HERITAGE STUDIES

CNMI State Board of Education Certification Flowchart

CNMI State Board of Education Certification and Licensure Office

Elohn S. Deleon Guerrero
Certification and Licensure Officer

Tel: (670) 664-3711
email: boe.certification@cnmipss.org

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) certificate
- ❑ 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:

Chamorro/Carolinian Language & Heritage Studies:
- ▪ Computer Technology
- ▪ Instruction in Teaching Linguistically Diverse Students
- ▪ Instruction in Chamorro/Carolinian Language Arts
- ▪ Instruction in Planning and Assessment for Diverse Classrooms
- ▪ Instruction for Students with Disabilities
- ▪ Instruction in Lesson Planning and Classroom Management
- ▪ Chamorro or Carolinian Orthography

- ❑ 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 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 $40.00 (processing fee per certification
- ❑ Education and Experience:
  o High School Diploma or equivalent, three to twenty-four (3-24) college credits, and two (2) years of related work experience**; OR:**
  o High School Diploma or equivalent, certification from PSS Board appointed Advisory Panel, and three (3) years of related content experience**;OR:**
  o High School Diploma or equivalent, certification from PSS Board appointed Advisory Panel, and professional portfolio in Chamorro or Carolinian content

  *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 santioned by PSS/BOE and or equivalent university or college courses *(For Renewal Only)*

CCLHS SPECIALIZED 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.
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 Chamorro/Carolinian Language Arts	This course examines bilingualism/biculturalism and includes the sociological, psychological, linguistic, cultural, and educational aspects.
Instruction in Planning and Assessment for Diverse Classroom	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 for Students with Disabilities	This course provides a research-based overview of early childhood education and care as well as a new awareness of the strengths, challenges, and concerns facing the system—both now and in the years to come. This course provides the student with a clear and concise historical background, data and findings on the current state of the field, and reflections and insights on future directions.
Instruction in Lesson Planning 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.
Chamorro or Carolinian Orthography	This is the study of the structure of the language which provides valuable information for second language and bilingual teachers.

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, five (5) years of related teaching experience, and Chamorro or Carolinian Content Knowledge Test (CCLHS Test)**; OR:**
  o AA degree, three (3) years of teaching experience, and Chamorro or Carolinian Content Knowledge Test (CCLHS Test)

  *Must provide employment verification for teaching experience

- ❑ Official Transcript or Certificate of Completion of specific Instructor II courses:
  - ▪ Introduction to Teaching
  - ▪ Classroom Management
  - ▪ Instruction in Planning and Assessment for Diverse Classrooms
  - ▪ Multicultural Education/ Teaching Linguistically Diverse Students
  - ▪ Chamorro or Carolinian Orthography
  - ▪ Instructional Technology
  - ▪ First and Second Language Acquisition
  - ▪ 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