



# SCHOOL ADMINISTRATORS

CNMI State Board of Education  
Certification Flowchart

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

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Certification and Licensure Office**

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## Basic I

Valid for Two (2) Years — Non-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 \$40.00 (processing fee per certification)
- Official College Transcript
- Bachelor's degree or higher
- Proof of Passing Praxis II in content area

## Professional

Valid for Ten (10) Years — Renewable

- Met Basic I Requirements
- Signed and Completed Certification Application Form
- Background Check:
  - o Fingerprint Submission (if re-entering the system after two (2) years)
  - o Police Clearance (valid for one (1) year)
- Payment receipt of \$200.00 (processing fee per certification)
- Master's degree or higher in the following fields:
  - Secondary Education Masters in Specialized content area
  - Special Education
  - Early Childhood Education
  - Counseling
  - Education: Administration and Supervision
  - Other specialized area in Education
- Employment verification of ten (10) cumulative years of instructional experience
- Official Transcript or Certificate of Completion of specific Professional (Administrator) courses:
  - Introduction to School Administration
  - Instructional Supervision and Evaluation (Clinical Supervision)
  - School Law/Education Law
  - School Personnel
  - School Finance
  - Instructional Leadership and Supervision Seminar
  - Facilitative Leadership Seminar
- Current membership of Professional Education Association
- Current recommendation Letter from a Supervisor/Principal
- 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 six hundred (600) hours of seminars, workshops, or in-service training as sanctioned by PSS/BOE and or equivalent university or college courses

PROFESSIONAL SCHOOL ADMINISTRATOR COURSE REQUIREMENTS	
Required Courses	Course Description
Introduction to School Administration	Introduction to the organization and direction of public and private schools to prospective administrators and supervisors.
Instructional Supervision and Evaluation (Clinical Supervision)	This course is designed for the practicing administrator and for the master's degree candidates who will be certified as school site administrators. The focus is on the professional and personal development as an administrator through the use of contemporary clinical supervision techniques. The use of various observation instruments, the analysis of data and skills in conferencing are emphasized. Discussion will also center on the role of the evaluator in the legal aspects of teacher evaluation. Some attention is given to teacher participation on clinical educator teams which assist colleagues.
School Law/Education Law	This course is a general overview of school law at the territorial (state) and national levels as it affects the organization, general policies and practices of public education. Emphasis is placed on constitutional rights of students and employees within the school system and the related ramifications these pose for administrators.
School Personnel	Focuses on the responsibilities of administrators in improving the total educational program through effective administration of all personnel within the educational organization. Includes study of concerns relative to selection, assignment, development and retention of personnel.
School Finance	School business management, budgeting process, salary, scheduling, cost accounting and purchasing procedures. Principles and practices of school financing, past, present and future, on both national and local levels are considered.
Instructional Leadership and Supervision Seminar	Emphasizes issues affecting the professional teacher and staff. Students practice interpersonal and technical skills to assist them in working with others and in improving the quality of classroom instruction. The course explores principles of change, trends and models of staff development, issues related to sharing leadership among teachers and administrators, and the development of a professional culture in schools.
Facilitative Leadership Seminar	This course presents an overview of the fundamental competencies of facilitative leadership and their relationship to guiding organizational change. Practical skills and approaches are studied such as: individual behavior, change techniques, influence methods and management approaches. An integrated approach is emphasized that connects the critical leadership characteristics with facilitative leadership competencies