

PROCEDURES AND GUIDELINES

# TOOLKIT

for

NORTH DAKOTA'S MAJOR EQUIVALENCY TEACHER REQUIREMENTS

for

***NO CHILD LEFT BEHIND ACT (NCLB)  
2001***

Janet Placek Welk, Executive Director  
Education Standards and Practices Board  
600 E. Blvd, Dept. 202  
Bismarck ND 58505-0080  
[www.state.nd.us/esp](http://www.state.nd.us/esp)

North Dakota State Grant for Teacher Quality  
Title II Higher Education Act  
Office of the Governor  
600 E. Blvd  
Bismarck ND 58505

4<sup>th</sup> Edition  
May 24, 2004



## **NORTH DAKOTA'S DEFINITIONS OF HIGHLY QUALIFIED:**

### **A. Elementary teacher:**

**Major equivalency endorsement for elementary teachers grades 1-6:** In addition to all ND teacher licensure requirements (administrative rule 67.1-02-02-02), beginning July 1, 2006:

1. **New elementary and early childhood:** All new elementary teachers and all new early childhood education teachers whose licensure will include grades 1-3 must pass a content based test and teaching skills test approved by the Education Standards and Practices Board in elementary education.
2. **Not new elementary and early childhood:** Elementary teachers already licensed in North Dakota prior to July 1, 2006, are considered highly qualified on the basis of holding a major or an endorsement in elementary education or a major in early childhood education which qualifies them to teach grades 1-3.
3. **Specialty area major equivalency endorsement in art, foreign language, or music for elementary teachers grades 1-6:** Elementary teachers with a major or major equivalency, as defined in subsections 1 and 2 above, will be considered highly qualified to teach art, foreign language, or music in grades 1-6. Elementary teachers with a minor or minor equivalency endorsement in art, foreign language, or music will be considered highly qualified in art, foreign language, or music in grades 1-6.

### **B. Middle school teacher:**

**Major equivalency endorsement for middle school teachers grades 5-8:** In addition to all ND teacher licensure requirements (administrative rule 67.1-02-02-02), beginning July 1, 2006:

1. **New middle school:** New teachers in a middle school must meet the Education Standards and Practices Board grade level requirements for a middle school endorsement form (SFN 50160) of 10 SH. New teachers must complete a content test in the initial licensure area. (See page 8.) In addition, they must hold a minimum equivalent of 24 SH of content area preparation (See SFN 53951, 53952, 53953, or 53954 from our website [www.state.nd.us/espb](http://www.state.nd.us/espb)) including methods in the subject area specialization from a state-approved teacher education program, or they must demonstrate a major equivalency in their subject area through the options described below:
  - a) Undergraduate and/or graduate coursework equivalent to a major and aligned with the North Dakota Program Approval Standards; (See website [www.nduso.org/nclb.teacher.html](http://www.nduso.org/nclb.teacher.html)) or
  - b) An advanced degree in the major area which by itself, or in combination with other graduate or undergraduate coursework, meets or exceeds the requirements for preparation in the major at the undergraduate level; or
  - c) A minor or minor equivalency in the area with successful completion of a content test meeting or exceeding the minimum scores determined by the Education Standards and Practices Board; or
  - d) National Board for Professional Teaching Standards Certification in the major area.

2. **Not new middle school:** Individuals currently teaching in a middle school (elementary, middle or secondary licensed) must meet the Education Standards and Practices Board grade level requirements and have a minimum of 16 SH \* (**SEE MAJOR EQUIVALENCY DEFINITION BELOW**) of content area preparation including methods in the subject area specializations in which they are teaching, or they must demonstrate a major equivalency in their subject areas through the options described below. (If you are licensed grades 1-6, you would need a middle school endorsement to teach grades 7 and 8. If you are licensed 7-12, you would need a middle school endorsement to teach grades 5 and 6.)

(These options are available until June 30, 2006.)

- a) Undergraduate and/or graduate coursework equivalent to a major and aligned with the North Dakota Program Approval Standards; (see website [www.nduso.org/nclb.teacher.html](http://www.nduso.org/nclb.teacher.html)) or
- b) An advanced degree in the major area which by itself, or in combination with other graduate or under graduate coursework which meets or exceeds the requirements for preparation in the major at the undergraduate level; or
- c) A minor or minor equivalency in the area with successful completion of a portfolio, which may include, but not consist entirely of, evidence of successful teaching experience in the area; or
- d) A minor or minor equivalency in the area with successful completion of a content test which meets or exceeds the minimum scores determined by the Education Standards and Practices Board; or
- e) Existing North Dakota licensure with a minimum of three years of successful teaching experience in the content area, and successful completion of a portfolio documenting competency; or
- f) Existing North Dakota licensure in the content area with a minimum of one year of successful teaching experience in the content area, and successful completion of a content-based competency test approved by the Education Standards and Practices Board; or
- g) National Board for Professional Teaching Standards Certification in the major area.

\*Coursework must carry the “prefix” in the content area and also carry a letter grade i.e. “A”.

**Middle School Major Equivalency for not-new teachers:** The semester hours of content area preparation and methods in the above paragraph for the subject area specialization must include the following specific semester hour preparation as listed in the following subject areas:

- a) **English**
  - i. **Language arts:** Coursework in speech or debate;
  - ii. **Reading:** Six semester hours in reading;
- b) **Mathematics:** Coursework in college algebra;
- c) **Science:**
  - i. **Life Science:** Six semester hours in life science or biology;
  - ii. **Earth Science:** Six semester hours in earth science or geology;
- d) **Social Studies:**
  - i. **Geography:** Six semester hours in geography;

ii. **History:** Six semester hours in history including North Dakota studies.

**C. Secondary teacher:**

**Major equivalency endorsement for secondary school teachers grades 7-12:** In addition to all ND teacher licensure requirements (administrative rule 67.1-02-02-02), beginning July 1, 2006:

1. **New secondary teachers in core areas:** To be considered highly qualified, secondary teachers must hold a major or major equivalency in the core content areas and complete a content test in the initial licensure area.

**Core academic areas are Art, Biology, Chemistry, Earth Science, Economics, English, Foreign Languages, Geography, Government/Political Science, History, Math, Music, Physics, Composite Science, and Composite Social Studies,**

Teachers must demonstrate a major equivalency in their subject areas through the options described below:

- a) Undergraduate and/or graduate coursework equivalent to a major and aligned with the North Dakota Program Approval Standards; (see website [www.nduso.org/nclb.teacher.html](http://www.nduso.org/nclb.teacher.html)) or
  - b) An advanced degree in the major area which by itself, or in combination with other graduate or undergraduate coursework which meets or exceeds the requirements for preparation in the major at the undergraduate level; or
  - c) A minor or minor equivalency in the area with successful completion of a content test which meets or exceeds the minimum scores determined by the Education Standards and Practices Board; or
  - d) National Board for Professional Teaching Standards Certification in the major area.
2. **New secondary teachers in non-core areas:** Teachers must have a major, major equivalency, minor, or minor equivalency in non-core areas in which they are teaching. Non-core areas include physical education, health, agriculture, marketing, family consumer science, business education, vocational trade, technical, industry, technology education, library, media and health occupations.
  3. **Not new secondary teachers in core areas:** To be considered highly qualified, secondary teachers must hold a major or major equivalency in the core content areas in which they are teaching. Teachers must demonstrate a major equivalency in their subject areas through the options described below:
    - a) Undergraduate and/or graduate coursework equivalent to a major and aligned with the North Dakota Program Approval Standards; or
    - b) An advanced degree in the major area which by itself, or in combination with other graduate or undergraduate coursework, meets or exceeds the requirements for preparation in the major at the undergraduate level; or
    - c) A minor or minor equivalency in the area with successful completion of a portfolio (until June 30, 2006), which may include, but not consist entirely of, evidence of successful teaching experience in the area; or
    - d) A minor or minor equivalency in the area with successful completion of a content test meeting or exceeding the minimum scores determined by the Education Standards and Practices Board; or

- e) Existing North Dakota licensure with a minimum of three years of successful teaching experience in the content area, and successful completion of a portfolio (until June 30, 2006) documenting competency; or
  - f) Existing North Dakota licensure in the content area with a minimum of one year of successful teaching experience in the content area, and successful completion of a content-based competency test approved by the Education Standards and Practices Board; or
  - g) National Board for Professional Teaching Standards Certification in the major area.
4. **Not new secondary teachers in non-core areas:** See number 2 above.
5. **Major Equivalency DEFINITIONS (All coursework must be from an approved teacher education program.** Coursework must carry the “prefix” in the content area and a letter grade.
- a) **Major equivalency endorsement for teachers in science grades 7-12:** Secondary teachers with majors in biology, chemistry, earth science, or physics (minimum of 32 SH), or physical science and other composite science degrees (minimum of 42 SH) will be licensed to teach in each specific science discipline in which the individual has the minimum preparation (12 SH) for that specific science discipline aligned with the ND teacher education program approval standards for the areas.
  - b) **Major equivalency endorsement for teachers in social studies grades 7-12:** Secondary teachers with majors in history (32 SH), geography (32 SH), civics and government (32 SH), economics (32 SH), or composite social studies (42 SH) will be licensed to teach in each specific social studies discipline in which the individual has a minimum number of semester hours aligned with the ND teacher education program approval standards for the area: history 18 SH, geography 12 SH, civics and government 12 SH, and economics 12 SH, or a minimum of 6 SH aligned with the ND teacher education program approval standards for any other specific social studies discipline.
  - c) **Major equivalency endorsement for English/language arts teachers grades 7-12:** Secondary teachers with majors in English/language arts (32 SH), will be licensed to teach in additional areas of speech, journalism, or drama/theater arts if the individual has a minimum preparation of 6 SH aligned with the ND teacher education program approval standards for that specialization. Individuals who hold majors, major equivalencies, minors, or minor equivalencies in speech, journalism, or drama/theater arts will also be licensed to teach those specializations.
  - d) **Major equivalency endorsement for music teachers grades 7-12:** Teachers with majors in the field of music (minimum of 32 SH) will be licensed to teach at grade levels consistent with their preparation as stated in the rules for initial licensure (section 67.1-02-02-02) and in specializations of instrumental or choral music in which they have a minimum of 8 SH aligned with the ND program approval standards for that specialization. The 8 SH may not include hours in private or group lessons or participation in music ensembles.

Credentials. All credentials are issued by the Department of Public Instruction. These areas are considered highly qualified since the teacher must hold a valid teaching license as well as the credential. Credentials are issued in the areas:

elementary principal (Patty Mattern 328-4571)  
secondary principal (Patty Mattern 328-4571)  
superintendent (Patty Mattern 328-4571)  
counseling (Patty Mattern 328-4571)  
special education (Patty Mattern 328-4571)  
reading (Sandy Peterson 328-2170)  
math (Sandy Peterson 328-2170)  
library/media (Annette Miller 328-4647)  
and driver's education (Paula McKay 328-4563).

Please contact Anita Decker, Director of Approval and Accreditation, Department of Public Instruction, 600 E Blvd, Dept. 201, Bismarck, ND 58505. (701) 328-1718 or email [adecker@state.nd.us](mailto:adecker@state.nd.us).

## SELF-ASSESSMENT

1. SFN 53894-Major Equivalency Review Form: (**Additional Coursework Box**) Analyze your transcripts based on above criteria to determine if you meet the North Dakota highly qualified definition for middle school or composite degrees. If you have the required number of credits from a state-approved teacher education program (coursework must carry the prefix of the content area and a letter grade), complete the Major Equivalency Review Form SFN # 53894. Send the form, the transcripts, and the \$75.00 major equivalency review fee to the Education Standards and Practices Board, 600 East Boulevard, Department 202, Bismarck, ND 58505-0080. If your major equivalency is approved, you will be issued a new license showing your highly qualified status. If your major equivalency is not approved, further documentation will be requested. Allow one month for the major equivalency review process. (**This section can only be used by MIDDLE SCHOOL TEACHERS OR TEACHERS WITH COMPOSITE DEGREES IN SOCIAL STUDIES/HISTORY, SCIENCE/BIOLOGY, MUSIC OR ENGLISH AS DEFINED ABOVE.**)
  
2. If you want to complete a new **major/major equivalency**, review the options as listed under the highly qualified definitions on pages 2-6 to determine if you are highly qualified.
  - a. You may take additional coursework from an approved teacher education program for a major or major equivalency based on ND University System Procedure 403.8. Visit website [www.nduso.org/nclb.teacher.html](http://www.nduso.org/nclb.teacher.html).
  - b. Complete and submit the NDHE Major Equivalency Endorsement/Core content Requirements Form SFN 53895 to the North Dakota institution of your choice. Listed below are the appropriate contact people.

<b>Institution</b>	<b>Contact Person</b>	<b>Phone Number</b>
Dickinson State University	Doug LaPlante	483-2178
Jamestown State College	Caroline Hagen	252-3467
Mayville State University	Nannette Bagstad	788-4829
Minot State University	Neil Nordquist	858-3150
North Dakota State University	Jim Wigtil	231-7104
Sitting Bull Community College	Katherine Froelich	854-3861
Trinity Bible College	Ruth Dusing	349-5752
Turtle Mountain Community College	Karen Roberts	477-7862ext. 2109
University of Mary	Rod Jonas	255-7500
University of North Dakota	Margaret Shaeffer	777-4719
Valley City State University	Larry Grooters	845-7191

- c. You and your advisor will work together to complete a Teacher Education Program of Study Form SFN 53896.
- d. After you have completed the coursework, submit the Major Equivalency Review Form SFN 53894, transcripts, and the \$75.00 major equivalency review fee to the Education Standards and Practices Board, 600 East Boulevard, Department 202, Bismarck, ND 58505-0080.

3. You may complete a **Praxis II: Subject Assessment**. (*Test codes and cut scores will be determined Summer 2004.*)

To preview these tests, please visit the Educational Testing Service website at [www.ets.org](http://www.ets.org). Click on “Tests at a Glance.”

Testing sites include each of the state-approved teacher education programs and the Sylvan Learning Centers in Bismarck and Fargo.

Core academic subject area	Test Code	Cut Scores	Test Fee
Elementary 1-6	0011	158	
PLT: Grades K-6	0055	162	
Middle School 5-8 English/LA	10049		
Middle School 5-8 Science	10439		
Middle School 5-8 Social Studies	20089		
Middle School 5-8 Math	20069		
Art	10133		
Biology	20235		
Chemistry	20245		
Composite Science	10435		
Earth Science	20571		
Economics	10910		
English	10041		
Geography	30920		
Government/Pol Sci	10930		
History	0941		
Math	10061		
Music	10113		
Physics	10265		
Social Studies	0081		
Spanish	10191		

Once you have completed the test, submit the Major Equivalency Review Form (SFN 53894), ETS score sheet, and the \$75.00 fee to the Education Standards and Practices Board, 600 East Boulevard, Department 202, Bismarck, ND 58505-0080. If your test score meets or exceeds the North Dakota cut score, you will be issued a new license showing your highly qualified status.

ETS will need approximately one month for test grading. Allow an additional month for the major equivalency review process.

3. You may create a **portfolio** for core subject areas.
  - a. Elementary teachers with a major or endorsement are highly qualified, and are not eligible for the portfolio option.
  - b. Middle school teachers (3 + years of experience) with fewer than 16 SH in their core teaching area should complete the following Portfolio Scoring Rubric.
  - c. Secondary teachers (3 + years of experience) teaching in a core academic area without a major or major equivalency who choose to use the portfolio option should complete the following Portfolio Scoring Rubric for each major equivalency with fewer than 32 SH of content coursework or 42 SH of content coursework in composite major areas.

# PORTFOLIO SCORING RUBRIC

Major Equivalency Subject*			Required Points <span style="float: right;">(See chart.)</span>		
1	2	3	4	5	6
<b>Years of Experience in Accredited School for</b> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<b>College Level Course Work in Subject.*</b>	<b>Continuing Education Course/ Workshop/ Training in Subject.*</b>	<b>Curriculum Development, including activities, related to Subject.*</b> (May use multiple occurrences of activity.)	<b>Service to Subject.*</b> (May use multiple occurrences of service throughout career.)	<b>Advanced Degree, Publications, Presentations, Awards, and in Content Area.</b> (Throughout career)
<ul style="list-style-type: none"> <li>▶ Experience must be subject specific within license.</li> <li>▶ Minimum of three (3) years experience.</li> </ul>	<ul style="list-style-type: none"> <li>▶ List graduate &amp; undergraduate courses.</li> <li>(Convert quarter credits to semester credits by multiplying # times 2/3 )</li> </ul> <p style="text-align: center;">(Semester credits)</p>	<ul style="list-style-type: none"> <li>▶ Must be subject specific.</li> </ul> <p style="text-align: center;">(Semester credits)</p>	<ul style="list-style-type: none"> <li>▶ Attend regional, state, national professional conferences.</li> <li>▶ Develop classroom curriculum projects /activities, such as:                             <ul style="list-style-type: none"> <li>✓ Curriculum Mapping.</li> <li>✓ TWT.</li> <li>✓ Project Wet/Wild.</li> <li>✓ Food/Land/People.</li> </ul> </li> <li>▶ Serve on committees, such as:                             <ul style="list-style-type: none"> <li>✓ Content standards committee.</li> <li>✓ Standards alignment committee.</li> <li>✓ NCA / State School Improvement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▶ Department chair or team leader.</li> <li>▶ Mentor teacher for subject area.</li> <li>▶ Cooperating student teacher (each semester).</li> <li>▶ Cooperating practicum teacher (for 20 hours).</li> <li>▶ Subject presenter at district or state professional meetings.</li> <li>▶ Member of regional, state, or national content organizations.</li> <li>▶ Officer in regional, state, or national professional content organization.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Advanced degree in education.</li> <li>▶ Recipient of state or national teaching award in content area.</li> <li>▶ Content article in regional, state, or national journal.</li> <li>▶ Content instructor at higher education institution.</li> <li>▶ Content presenter at regional or national professional meetings.</li> <li>▶ Complete National Board process.</li> </ul>
3 points for each year	Under-Grad redits _____ X 3 # Graduate Credits _____ X 4	2 points for each 15 hour workshop 2 points for each credit	2 points for each documented activity.	2 points for each local /state service. 4 points for each regional /national service.	5 points for each documented activity
# of years _____	U-Grad _____ Grad _____	# hours _____ # credits _____	# activities _____	# local/state _____ # region/national _____	# activities _____
<b>TOTAL Pts.</b> Out of _____ pts.	<b>TOTAL Pts.</b> Out of _____ pts.	<b>TOTAL Pts.</b> Out of _____ pts.	<b>TOTAL Pts.</b> Out of _____ pts.	<b>TOTAL Pts.</b> Out of _____ pts.	<b>TOTAL Pts.</b> Out of _____ pts.

Points must accrue from **at least three** (3) columns.  
See attached chart for minimum points required for each academic subject portfolio.

Total Points for Portfolio

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- d. The rubric is designed to award points for the number of years you have been teaching in the content area, for college courses taken in the content area, for continuing education coursework/activities, for curriculum activities, for service, and for awards and presentations. Although you only need to submit one portfolio, you need to complete a separate rubric and provide supporting evidence for each subject area.
- e. Determine how many points are required from the chart below. The rubric score will determine if you meet or exceed the minimum number of points for your academic subject.

### POINTS CHART

ACADEMIC SUBJECT	Points required for specific subject*	Experience) Number of points allowed from Column 1	(Coursework) Number of points allowed from Column 2	(Cont. Ed) Number of points allowed from Column 3	(Curriculum) Number of points allowed from Column 4	(Service) Number of points allowed from Column 5	(Awards,etc) Number of points allowed from Column 6
<b>Major Equivalency Composite (42 credits)</b>							
<b>Science/Social Studies/Etc.</b>	<b>126</b>	<b>38</b>	<b>126</b>	<b>38</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Major Equivalency (32 credits)</b>							
Mathematics	100	30	100	30	20	20	20
English	100	30	100	30	20	20	20
Read/Lang Arts	100	30	100	30	20	20	20
Foreign Language	100	30	100	30	20	20	20
Music	100	30	100	30	20	20	20
Art	100	30	100	30	20	20	20
Biology	100	30	100	30	20	20	20
Chemistry	100	30	100	30	20	20	20
Physics	100	30	100	30	20	20	20
Physical Science	100	30	100	30	20	20	20
Earth Science	100	30	100	30	20	20	20
History	100	30	100	30	20	20	20
Geography	100	30	100	30	20	20	20
Civics/Gov't.	100	30	100	30	20	20	20
Economics	100	30	100	30	20	20	20

Middle School Content Area (16 credits)							
Math	48	14	48	14	10	10	10
English / Reading / Language Arts	48	14	48	14	10	10	10
Science	48	14	48	14	10	10	10
Social Studies	48	14	48	14	10	10	10
Additional Options for Composite Areas							
Composites requiring 18 credits	54	16	54	16	11	11	11
Composites requiring 12 credits	36	11	36	11	7	7	7
Composites requiring 8 credits	24	7	24	7	5	5	5
Composites requiring 6 credits	18	5	18	5	4	4	4

- f. When you meet the requirements, submit the Portfolio Application Form SFN 53897 along with the \$100 portfolio fee to Education Standards and Practices Board, 600 East Boulevard Ave., Dept. 202, Bismarck, ND 58505-0080.
- g. If you do not meet the minimum points, continue to complete additional coursework and/or activities until the required points are acquired. Do not submit the portfolio for assessment purposes until all points are earned and all evidence is complete.
- h. After the application form and fee are received, you will be sent a copy of the LiveText software along with directions for completing and submitting your electronic portfolio.
- i. Portfolio workshops will be available throughout the state. Please consult our website for dates and locations. [www.state.nd.us/espb](http://www.state.nd.us/espb) .
- j. Using the LiveText software instructions, submit your completed portfolio for assessment. You will be notified by e-mail when your portfolio is received.
- k. Allow one month for the assessment process. If it is satisfactory, you will receive a Portfolio Summary Report SFN 53956.
- l. Submit the Portfolio Summary Report SFN 53956, Major Equivalency Review Form SFN 53894, and the \$75.00 major equivalency review fee to the Education Standards

and Practices Board, 600 East Boulevard, Department 202, Bismarck, ND 58505-0080. You will be issued a new license showing your highly qualified status.

- m. The last date you will be able to submit your portfolio for assessment will be December 31, 2005.

- 5. You may complete an **advanced degree** to meet the requirements of a major equivalency.

Be sure that the teacher education program that you choose is state approved. The advanced degree must be in a content area, i.e. biology, if you want to become highly qualified in biology. For example, a Master in Education Leadership is not a content degree. In this case, you would need a major equivalency review completed by the Education Standards and Practices Board to capture the content credits within the advanced degree.

Once you have received a master's degree, complete the Major Equivalency Review Form SFN 53894. Send the form, transcripts, and the \$75.00 major equivalency review fee to the Education Standards and Practices Board, 600 East Boulevard, Department 202, Bismarck, ND 58505-0080.

- 6. You may complete **National Board for Professional Teaching Standards Certification**.

Successful completion of National Board for Professional Teaching Standards Certification will meet the requirements of highly qualified of NCLB and major equivalency for North Dakota. The following are certificates that would demonstrate highly qualified/major equivalency:

Early Adolescence through Young Adulthood (ages 11-18)

Art

Music

World Languages Other Than English\*

Early Adolescence (ages 11-15)

English Language Arts

Mathematics

Science

Social Studies

Adolescence and Young Adulthood (ages 14-18)

English Language Arts

Mathematics

Science

Social Studies

\*World Languages includes options for French, German, Spanish, Japanese, or Latin.

(1) As a prerequisite, the applicant must:

- (a) Have acquired a baccalaureate degree from a state-approved or accredited teacher education program;
- (b) Hold a valid North Dakota educator's professional license;
- (c) Have successfully completed three years of teaching at one or elementary, middle, or secondary schools in North Dakota; and
- (d) Be a current North Dakota kindergarten through grade twelve public classroom instructor.

(2) The applicant may apply:

- (a) For the Guide to National Board Certification which includes the application process by contacting the Education Standards and Practices Board; and
- (b) For one-half of the application fee by submitting the completed application to the Education Standards and Practices Board by December 1st. Based upon availability of state funds, applications will accepted and funded on a first-come, first-served basis.

(3) Upon documented successful completion:

- (a) The National Board for Professional Teaching Standards certification may be added between teacher certification renewal periods for the five year renewal fee; and
  - (b) An additional ten years is also added to the license expiration date at the time of the addition of National Board for Professional Teaching Standards Certification.
- (4) If you have successfully completed the National Board Certification process, complete the Major Equivalency Review Form SFN 53894. Send the certificate and the \$75.00 major equivalency review fee to the Education Standards and Practices Board, 600 East Boulevard, Department 202, Bismarck, ND 58505-0080.
- (5) If you want to use National Board Certification to meet the highly qualified/major equivalency requirement of July 1, 2006,

you must complete the process by 2004/2005. You will be able to use National Board Certification to meet the highly qualified/major equivalency requirement after that year as well.

If you are seeking more than one major equivalency, please complete all of the requirements for each major equivalency option, attach accompanying documentation with the Major Equivalency Review form SFN 53984 with the \$75.00 review fee to the Education Standards and Practices Board.

The North Dakota Education Standards and Practices Board does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap.



**NDHE MAJOR EQUIVALENCY ENDORSEMENT  
CORE CONTENT REQUIREMENTS  
NORTH DAKOTA EDUCATION STANDARDS AND PRACTICES**  
SFN 53895 (11-03)



Name	Social Security Number		
Street Address	City	State	Zip Code
Email address.	Work Telephone Number	Home Telephone Number	

Directions:

- 1) Attach all transcripts.
- 2) Complete and sign form. (You may download the individual forms from our website: [www.state.nd.us/esp.b](http://www.state.nd.us/esp.b).)
- 3) Attach college/university transcript fee.
- 4) Submit to the North Dakota institution of your choice.

Please indicate the Major Equivalency Endorsement you are adding to your ND educator's license:

<input type="checkbox"/> Art Education SFN 53950  <input type="checkbox"/> English Education SFN 53946  <input type="checkbox"/> Foreign Language specify SFN 53955 _____	<input type="checkbox"/> Mathematics Education SFN 53940 Music Major: <input type="checkbox"/> Music Education: Composite SFN 53947 <input type="checkbox"/> Music Education: Instrumental SFN 53948 <input type="checkbox"/> Music Education: Vocal SFN 53949  Sciences: <input type="checkbox"/> Composite Science SFN 53934 <input type="checkbox"/> Biology SFN 53935 <input type="checkbox"/> Chemistry SFN 53936 <input type="checkbox"/> Earth Science SFN 53937 <input type="checkbox"/> Physical Science SFN 53939 <input type="checkbox"/> Physics SFN 53938	Social Sciences: <input type="checkbox"/> Composite Social Science SFN 53941 <input type="checkbox"/> Economics SFN 53943 <input type="checkbox"/> Geography SFN 53942 <input type="checkbox"/> History SFN 53944 <input type="checkbox"/> Political Science SFN 53945 Middle School 5-8: <input type="checkbox"/> MS Social Science SFN 53951 <input type="checkbox"/> MS Math SFN 53952 <input type="checkbox"/> MS English SFN 53953 <input type="checkbox"/> MS Comp. Science SFN 53954
Signature of Applicant		Date
Institution recommending major equivalency		Date



**TEACHER EDUCATION PROGRAM OF STUDY**  
 NORTH DAKOTA EDUCATION STANDARDS AND PRACTICES BOARD  
 SFN 53896 (11-03)



<b>Name</b>		<b>Social Security Number</b>	
<b>Mailing Address</b>		<b>City</b>	<b>State</b>
<b>Email Address</b>		<b>Work Telephone Number</b>	<b>Home Telephone Number</b>
<b>Zip Code</b>			

<b>Institution Name</b>			
<b>Mailing Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>

**Existing Major/minor (Attach transcripts.)**

**Pursued Major**

<b>Required Coursework (based on North Dakota Teacher Education Program Approval Standards)</b>			
<b>General Studies</b>	<b>Professional Education</b>	<b>Content Major</b>	
<b>Approved Signatures</b>			<b>Date</b>
Program Advisor			
Teacher Education Chair			
Dean, College of Education			
Director, ESPB			



**PORTFOLIO APPLICATION FORM**

NORTH DAKOTA EDUCATION STANDARDS AND PRACTICES BOARD  
SFN 53897 (11-03)



<b>Name</b>		<b>Social Security Number</b>	
<b>Mailing Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>Home Telephone Number</b>		<b>Work Telephone Number</b>	<b>Email Address</b>

<b>Directions:</b>	<b>Mail to:</b>
1) Complete and sign form. 2) Attach \$100 portfolio fee.	Education Standards and Practices Board 600 East Boulevard Avenue, Dept. 202 Bismarck, ND 58505-0080

**Indicate the Major Equivalency Endorsements you are adding to your ND educator's license:  
(based on North Dakota Teacher Education Standards)**

<b>Middle School Core Areas</b>	<b>Total Point</b>	<b>Secondary Education Core Areas</b>	<b>Total Point</b>
English		English	
Language Arts/Reading		Language Arts/Reading	
Mathematics		Mathematics	
Science		Composite Science Options (126)	
Social Studies		Chemistry (36 or 100)	
Art		Physical Science (36 or 100)	
Music		Physics (36 or 100)	
Foreign Language		Earth Science (36 or 100)	
		Biology (36 or 100)	
		Composite Social Studies Options (126)	
		Economics (36 or 100)	
		Geography (36 or 100)	
		Political Science/Civics (36 or 100)	
		History (48 or 100)	
		Psychology, Sociology, Anthropology (18)	
		Art	
		Music	
		Foreign Language	

<b>Applicant Signature:</b>		<b>Date</b>



**MAJOR EQUIVALENCY REVIEW FORM**  
 NORTH DAKOTA EDUCATION STANDARDS AND PRACTICES BOARD  
 SFN 53894 (11-03)



Name	Social Security Number		
Mailing Address	City	State	Zip Code
Email Address	Work Telephone Number	Home Telephone Number	

<b>Please list up to three content area major equivalencies under the options you plan to use.</b>					
<b>Additional coursework (transcripts)</b>	<b>NDUS Major Equivalency (transcripts)</b>	<b>Test (ETS statement)</b>	<b>Portfolio (signed certificate)</b>	<b>Adv. Degree (transcripts)</b>	<b>NPBTS (certificate)</b>
(Middle School or Composite Degrees ONLY)					

<b>If you selected the additional coursework option above, check the appropriate boxes below.</b>			
<b>Middle (Grades 5-8)</b>		<b>Secondary (Grades 7-12)</b>	
Social Studies (16 SH)		Music (42 SH)	
Geography (6 SH)		Instrumental (8 SH)	
History (6 SH)		Choral (8 SH)	
Science (16 SH)			
Life Science (6 SH)		Science (42 SH composite/32 SH single content)	
Earth Science (6 SH)		Composite Science	
Math (16 SH)		Biology (12 SH)	

College Algebra coursework		Chemistry (12 SH)	
English/Language Arts (16 SH)		Physics (12 SH)	
Speech/debate Coursework		Physical Science (12 SH)	
Reading (6 SH)		Earth Science (12 SH)	
Art (16 SH) minor equivalency		Social Studies (42 SH composite / 32 SH single content)	
		Composite Social Studies	
Music (16 SH) minor equivalency		History (18 SH)	
Instrumental (8 SH)		Geography (12 SH)	
Choral (8 SH)		Economics (12 SH)	
		Civics & Government (12 SH)	
Foreign Language (16 SH) Specify below. (Minor equivalency)		English (32 SH)	
_____		Speech (6 SH)	
_____		Drama (6 SH)	
All other areas must have minor equivalency.			

Please sign below and attach all documentation along with the \$75.00 major equivalency review fee.	
Applicant:	Date
Reviewed by:	Date
Executive Director, ESPB	Date

Submit this form, your documentation and fees to: Education Standards and Practices Board, 600 E Boulevard, Dept. 202, Bismarck ND 58505-0080.