



## **Admission Requirements & Instructions for the Special Education Behavior Intervention Specialist Application**

### **Application Link:**

<https://certificationcentral.education/special-education-behavior-intervention-specialist-endorsement-application/>

Certification Central (CC) is an enroll anytime program with no deadlines. After you submit the completed application, you will be notified of our admission decision within 1 week.

### **Admission Requirements**

1. Because this program is an endorsement to be added to your license, you need to have a ND Educator's Professional License or be enrolled into a teacher training program.
2. You must have earned a Bachelor's degree in any field from an accredited institution (verified with transcript).
3. Your cumulative GPA (or junior/senior year) must be a minimum of 2.75. We will verify this with your transcript(s). For the application, you can submit unofficial transcripts. If accepted into CC's program, you will submit an official transcript(s) prior to starting.
4. You must pass a Criminal History Record Check (no older than 3 months) or submit a copy of your current ND's Educator Professional License (expired license can't be accepted). Regarding the background check, do this right away as the process can take a while. Use the following link to download and print the Non-Criminal Justice Request for Criminal History Record Information. The top part is already filled out. Be sure to read through the instructions carefully and include the \$15 fee.  
<https://certificationcentral.education/wp-content/uploads/2024/04/BCI-Background-check-request-form.pdf> The criminal history report will be mailed directly to Certification Central, and we will notify you of receipt. It typically takes 7-10 business days to process.
5. You need 3 professional letters of recommendation that speak to your experiences or interests in the area of behavior. Please avoid submitting references from friends and family. You will collect these letters then submit them when you complete the application.
6. Two essays, each approximately 2-pages in length:

- Essay 1: Explain your experiences or interests in working with individuals with emotional/behavioral needs and what you learned from these experiences. Identify and explain two professional goals.
- Essay 2: Certification Central's program is fully online and self-paced with virtual coaching sessions. Explain how this program is a good fit for you.

7. Update your resume, as you will be uploading this with application.

## Admission Decisions

After reviewing your application, an admission decision will be made to include one of the following:

1. **Full Admission to the Program:** This means you will have access to all training modules in the program with no restrictions.
2. **Provisional Admission to the Program:** This means you will be permitted to take one training module. You must complete this module with a rating of Proficient (4.0) then you will earn full admission to the program.
3. **Denied Admission to the Program:** This means you did not meet the requirements of the program. You will be provided with the reason for the denial.