



Behavior Specialist Endorsement Program

Frequently Asked Questions

1. How do I apply to Certification Central?

Prior to starting the application, please read the *Admission Requirements & Instructions for the Special Education Program Application* document. The admission requirements include:

- Bachelor's degree in any field/discipline from an accredited institution (verified by transcript)
- Cumulative (or junior/senior year) GPA of 2.75 or higher (verified by transcript)
- FBI background check
- Three professional letters of recommendation
- Resume
- Two essays

For the application, you can submit an unofficial transcript(s). If admitted, an official transcript will need to be submitted. There is no entry exam.

2. What needs to be included in the essays?

Each essay will address one writing prompt in approximately 2 pages. The prompts include:

- 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.

3. What is the application deadline?

Certification Central is an enroll anytime program, thus there are no deadlines. After your application is submitted, it will be reviewed within one week.

4. Can I just screenshot my NDESPB summary of my transcripts?

No. We will need an unofficial copy of your transcript that is not a screenshot. It does not have to be an official copy.

5. Can I also screenshot my license from NDESPB?

No, but you can download your license and save it from the ND Teach system.

6. Do you want me to also upload the same screen shot of my license under the background check?

Just upload your license again, and if possible, the most recent background check you have on file with your school.

7. May I use the background check completed by my school/district?

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.

8. What is the cost of this program?

CC has a flat rate with no additional fees. Current cost is available at <https://certificationcentral.education/behavior-specialist-program/>

9. Are there additional fees?

No, there are no additional fees. The cost of the program includes module content, coaching sessions, and clinical experiences. The textbooks are not included in your tuition.

10. Do I have to pay the full program cost before I can start?

No, you have options:

- Pay full amount prior to beginning program.
- Pay prior to starting each module.
- My employer is partnering with me. Invoice both of us at the start of each module.
- I will be using a scholarship that I have already received.

The best course of action is to set up a phone conversation with us and together we can find what works best for you.

11. Do I qualify for financial aid?

Federal financial aid does not apply to CC.

12. Is this program accredited?

Certification Central's program is [approved](#) by the North Dakota Education Standards and Practices Board (ESPB). All educator preparation provider programs leading to licensure in our state must be approved by ESPB. CC has the same approval as university-based programs in our state.

13. Does this program have traditional courses?

CC has modules that are equivalent to traditional courses.

14. Who teaches these modules?

Our modules were developed by current or former special education teachers, administrators, and diagnosticians who have graduate degrees.

15. How many modules can I take at one time?

You take one module at a time. This program is self-paced rather than semester-based. You advance to the next module in the sequence after you have demonstrated proficiency on each competency-assessment.

16. Do I have to register for each module?

No. After you meet the competencies of a module, you will automatically be enrolled in the next module.

17. Is this program online?

CC's program is entirely online thus making it accessible from anywhere.

18. Is there a deadline for completing the program?

CC's program is self-paced. You can complete the program on your own schedule, but CC will develop a timeline upon your request. However, if you have been awarded a scholarship, you are expected to make continual progress that is meaningful. If you are inactive for at least six months, based on the detailed user analytics available in Canvas, you will be administratively dropped from the program. You have the option to re-apply but will not be re-issued a scholarship.

19. How is the internship conducted?

CC is a practice-based program to make you career ready. Behavior Modules 1-4 have you connecting knowledge, skills, and disposition taught in these modules to real-life contexts through the completion of internship hours. You may use your job as a laboratory of practice to complete these hours, as long as your job affords you this opportunity. If you are currently not working in the field, you will still complete internship hours following a traditional format.

20. Do I have to identify a mentor for the internship?

No. You will work with CC's mentor who is both a behavior specialist and BCBA. You are expected to have an online meeting with your mentor each month as part of the internship requirements.

21. How long does it take to complete this program?

This is a self-paced program that does not have temporal barriers, such as semesters. You can go as fast or as slow as you choose. Those with special education experience may find this program accelerated through the demonstration of competencies at a faster pace than those without experience. If you would like a personalized timeline, please request this from your advisor.

22. May I transfer in courses taken from another training program?

Yes. The best way to determine this is to have your transcript reviewed. Email katherine.terras@certificationcentral.education to request a review.

23. Which browser works best for accessing this program?

CC uses Canvas as our learning management system. Begin by using your preferred browser, such as Google Chrome. If you encounter problems, the first thing you should do is try a new browser, like Firefox.

24. Where do I get my textbooks required for the modules?

You can order your textbooks online from a publisher/company of your choice.

25. When I graduate, will I receive a transcript?

Yes. When you complete your program of study, you will receive a competency-based transcript documenting your proficiency in each module comprising your program of study. The competency-based transcript is equivalent to a traditional transcript and will be submitted to ESPB as part of your licensure/endorsement application.

26. When I complete this program, will I be a special education behavior specialist?

You will be eligible to apply for the Special Education Behavior Specialist Endorsement: <https://www.nd.gov/espb/sites/www/files/documents/Behavior-Intervention-Specialist%20-Special-Education-Endorsement-best.pdf>

27. May I attend CC while having a plan-on-file with ESPB or being issued an alternate access license?

Yes, you can attend CC. We do require a Bachelor's degree in any field to attend our program, as this is a ND regulation.

28. What is needed to qualify for a plan-on-file through ESPB?

Prerequisite:	Valid North Dakota educator's professional license in early childhood, elementary, middle, or secondary education.
Plan on file prerequisites:	1) Letter from your administrator requesting this endorsement along with the name of your special education mentor. 2) Transcript documenting three semester hours (SH) of special education coursework. 3) Documentation of enrollment in an institution of higher education for two additional courses specific to strategist special education, regardless of how many hours already transcribed in special education.
Plan on file timeline:	This endorsement must be completed within three years of assignment to teach strategist special education. A transcript review will be done annually to document your progress toward completion of this endorsement.
Fees:	\$75

29. Does Certification Central grant a master's degree?

CC is not degree granting but offers a master's degree equivalent for those who want to complete the scholarly capstone project. *Master's Degree Equivalent* will be coded on your transcript. You can build your own program of study.

30. Will I be assigned an advisor?

Cristine Deaver, program director, is available to answer any of your advising questions.

31. Are there scholarships available?

Yes. The ND Department of Public Instruction has the Traineeship Scholarship Program for those who are adding a special education endorsement to their current teaching license. Information is available at: <https://www.nd.gov/dpi/educators/professional->

development/traineeship-scholarship-program Contact Cristine Deaver to assist you with completing the program of study form.

32. Will I be a BCBA when I finish the program?

No. You will be eligible to apply to NDESPB to become a behavior specialist. Becoming a BCBA is overseen by the national Behavior Analyst Certification Board and state license is granted by the ND Board of Integrative Health.