



## Special Education Licensure Program Frequently Asked Questions

### Application

**How do I apply to Certification Central?** Prior to starting the application, please read the *Admission Requirements & Instructions for Completing the Special Education Program Application* document. You can access the admission application at

<https://certificationcentral.education/sped-full-licensure-program-application/>

The admission requirements include:

1. Bachelor's degree in any field/discipline from an accredited institution (verified by transcript).
2. Cumulative (or junior/senior year) GPA of 2.75 or higher (verified by transcript).
3. 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.
4. Three professional letters of recommendation.
5. Resume.
6. 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.

**What needs to be included in the essays?** Each essay will address one writing prompt in approximately 2 pages each. The prompts include:

- Essay 1: Explain your experiences or interests in working with individuals with disabilities 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.

**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.

### Cost

**What is the cost of this program?** CC has a flat rate with no additional fees. The current rates are available at <https://certificationcentral.education/special-education-licensure-program/>

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

**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.

**Do I qualify for financial aid?** Federal financial aid does not apply to CC.

### Accreditation

**Is this program accredited?** CC'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.

### Modules/Coursework

**Does this program have traditional courses?** CC has modules that are equivalent to traditional courses with credit equivalences.

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

**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.

**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.

**Is this program online?** CC's program is entirely online thus making it accessible from anywhere.

**How is the internship conducted?** CC is a practice-based program to make you career ready. Modules 2-8 in the special education core have you connecting knowledge, skills, and

disposition taught in these modules to real-life contexts through the completion of clinical hours. You can 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 of practicums and student teaching.

**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 proficiencies at a faster pace than those without experience. A personalized timeline can be developed for you.

**May I transfer in courses taken from another training program?** The best way to determine transfer credit is to have your transcript(s) reviewed. Please contact [lynne.chalmers@certificationcentral.education](mailto:lynne.chalmers@certificationcentral.education) to request this review.

**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.

**Where do I get my textbooks required for the modules?** You can choose to order your textbooks online from a publisher/company of your choice.

**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.

### **Transcript/Licensure**

**When I graduate will I receive a transcript?** 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. It is equivalent to a traditional transcript, and you will submit it to NDESPB as part of your licensure application.

**When I complete this program will I be a special education teacher?** You will be eligible to apply for full Educator's Professional License in North Dakota through ESPB. In addition, you are eligible for the following special education endorsements: strategist, specific learning disabilities, emotional disturbance, and intellectual disabilities.

**Do I need to take any examinations for licensure?** You must pass state licensure examinations to be eligible for licensure. The North Dakota Education Standards and Practices Board (ESPB) requires a basic skills test for teacher licensure. This is a test of basic knowledge in reading, writing, and mathematics. You can choose to demonstrate your knowledge in four ways:

1. Earn a B or higher in college-level coursework as documented on a transcript. Examples of coursework may include College Algebra, Calculus, English Literature, English

Composition. During the admission process, your transcript will be reviewed for coursework meeting this basic skills requirement.

2. Pass the Praxis I Core Academic Skills for Educators test with the following cut score in reading, writing, and math: <https://www.nd.gov/espb/licensure/testing-information>; or
3. Submit ACT scores that meet or exceed the composite score of 22, mathematics score of 21, and English language arts score of 21; or
4. Submit SAT scores that meet or exceed the following: reading 543, mathematics 532, and writing 5.

If you need to take the Praxis, you will want to sign-up for this test as soon as possible. At the end of your special education program, ESPB requires the passing of a second test called Praxis II that assesses content knowledge in special education.

**If I go through this program and become a licensed teacher in ND, may I use my license in another state?** It will depend on the state where you want to practice. Most states require a bachelor's degree and have interstate reciprocity; meaning, if you have a license in ND and taught in ND, they will recognize this and issue a license. CC will work with you to understand out-of-state licensure requirements.

**May I attend CC while having a plan-on-file with NDESPB 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.

### **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:	<ol style="list-style-type: none"><li>1) Letter from your administrator requesting this endorsement along with the name of your special education mentor.</li><li>2) Transcript documenting three semester hours (SH) of special education coursework.</li><li>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.</li></ol>
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

### **Degree Equivalent**

**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.

### **Advising**

**Will I be assigned an advisor?** Dr. Katherine Terras is available to answer all your advising questions, as she has been an academic advisor for almost two decades.

### **Scholarships**

**Are there scholarships available?** CC participates in the state's [Para-to-Teacher](#) and [Registered Apprenticeship](#) programs. In addition, the ND Department of Public Instruction has the Traineeship Program, <https://www.nd.gov/dpi/educators/grow-your-own/special-education-initiatives> for those who are adding a special education endorsement to their current teaching license. Contact Dr. Katherine Terras to assist you with completing the program of study form.