



# NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

TO: Educator Preparation Programs (EPPs) and Local Education Agencies (LEAs)  
Participating in the SAEF Grant for the Registered Apprenticeship Program in  
Teaching (RAP-T)

FROM: Laurie Matzke, Chief of Program Development & Growth, NDDPI  
Dr. Rebecca Pitkin, Executive Director, ESPB

DATE: August 1, 2025

RE: New Flexibility on RAP-T Apprentices Serving as Teacher of Record

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This memo is intended to share new flexibility on a current requirement of the RAP-T, funded by the U.S. Department of Labor's SAEF Grant and administered by the North Dakota Department of Public Instruction (NDDPI).

As outlined in the joint Memorandum of Understanding (MoU) signed by both the EPP and the LEA, apprentices are strictly prohibited from serving as the Teacher of Record (TOR) at any time during their participation in the RAP-T program. This stipulation ensures that apprentices gain the necessary supervised instructional experience while completing their degree and licensure requirements.

The MoU explicitly states in Section V, Paragraph E: "The Employer and EPP shall ensure that apprentices will not serve as the teacher-of-record during the program. Apprentices will be able to be a teacher of record once all certification and preparation requirements have been satisfied."

However, it has come to our attention that paraprofessionals enrolled as RAP-T apprentices are being asked by their employer to serve as TOR. Therefore, under the following limited circumstances, RAP-T apprentices may now serve as TOR:

1. An apprentice qualifies for the Pre-Service Teaching Authorization if all coursework for their degree has been completed except for the "student teaching" course, or in the case of an apprentice who holds a bachelor's degree, all coursework except for "student teaching" has been completed.
2. The apprentice must apply for the Pre-Service Teaching Authorization, submits all required documentation according to ESPB's instructions, and is awarded the authorization. For more information, click [here](#).

3. An individual who holds a 4-year degree, and a minimum of 30 credits in the content area to be taught, may also be eligible to an Alternate Access License.
4. The apprentice must apply for the Alternate Access license, submit all required documentation according to ESPB's instructions and be awarded the license. For more information, click [here](#).

Please ensure that all staff involved in apprentice placement and scheduling are aware of this restriction and that apprentices are only assigned instructional duties appropriate to their role as paraprofessionals, always under the direct supervision of a fully licensed cooperating teacher or have applied for and been awarded the Pre-Service Teaching Authorization from ESPB.

If you have any questions about this guidance, you may contact [Laurie Matzke](#) or [Dr. Rebecca Pitkin](#). For program questions, please contact Program Administrator, [Dr. Lynn Hammonds](#).

Thank you for your continued commitment to this important work of preparing our paraprofessionals to become North Dakota licensed teachers.