

NEW
APPLICANT INSTRUCTIONS

The Department of Public Instruction, Office of Special Education, has **Traineeship scholarships available in the amount of \$1,000 per semester for individuals returning to school part-time (two (2) to four (4) credits) or 2,000 for individuals wishing to return to school full-time (five (5) or more credits per semester).** The intent of this scholarship is to reduce the special education teacher shortage in North Dakota. *Grant awards are available in any special education area in which a Special Education Unit Director indicates a documented shortage.* If you are interested in returning for additional education, you must consult with your local director of special education for information regarding personnel shortages in your area. The Traineeship Award application packet must be returned as a complete package and include the following:

1. **Letter of Intent (addressed to the Traineeship Scholarship Committee) stating:**
 - Your interest in the award;
 - Your current working status;
 - Where and what you plan to study;
 - Your employment plans following completion of coursework (position & location); and
 - Your intent to teach in the subject area in ND.
 2. **Traineeship Application Form:** The Application Form is available on our website.
 3. **Two (2) Professional Recommendation Forms:** One recommendation form must be completed by your current administrator (principal, superintendent, or supervisor) and the second form by a professional colleague. The Professional Recommendation Form is available on our website. Both recommendation forms ***must be*** included in your application packet.
 4. **Special Education Unit Recommendation Form:** You must complete the top portion of the form and a Special Education Unit Director must complete the bottom portion. The Unit Recommendation Form is also available on our website. The Director **must** send the completed recommendation form to the address below.
 5. **Current Transcripts:** Include all undergraduate and graduate level college work completed. Official transcripts are not necessary; student copies will be accepted. **Transcripts must be updated and submitted to ND DPI after each semester.**
- NOTE:** *NDDPI does not have the same course load definition of Full- and Part-Time as universities. If you indicate Part-Time on the ND DPI's forms, funding will be granted for Part-Time status regardless of university course load.*
6. **Program of Study Form:** Submit the Program of Study with the application documents. The Program of Study is available on our website. The Program of Study Form must be completed and signed by your university advisor.

General questions regarding the Traineeship application process, contact:

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