



Navajo Nation Native American Language and Culture (NALCC) Renewal of Certificate

The following process will be used for New Mexico, Arizona and Utah renewal of Native American Language and Culture Certification until such time the NALCC guideline is revised. The revised certification guidelines will be followed for licensure renewal in the three states for certifying Native language teachers. The updated renewal process addresses requirements for licensure renewal for the three states that NALCC requires for an individual holding the certificate.

New Mexico Licensure Renewal

A person holding a valid Level 1 licensure and seeking a Level 2 shall:

LEVEL I (Initial Certificate – 3 years):

1. After receiving certificate, an NALCC Certificate holder must submit a renewed copy to the Human Resource office where they are employed.
2. An NALCC Certificate holder must participate in on-going professional development activities in endorsement or approved areas with the completion of 60 clock hours in the 3 year period **and/or**
3. Complete 4 semester hours of appropriate coursework posted on official transcripts specifically in Diné language, culture, history, and government studies.
4. NALCC Certificate holder must submit official transcripts to their school's Human Resource office six months prior to expiration of their certificate. OSCAD staff will verify professional development hours and/or course work with the school Human Resource Office.
5. NALCC certificate holder must make arrangements with the principal and OSCAD for classroom observations six months prior to expiration of certificate.

Native Culture and Language Specialists

1. Community culture and language specialists will have the option to remain at level I as they are recognized as experts of community language. OSCAD staff must verify professional development hours with Human Resource Office.
 - a. NALCC Certificate holder must participate in on-going professional development activities in endorsement or approved areas with completion of 60 clock hours in the 3 year period **and/or**
 - b. Complete 4-semester hours of appropriate coursework posted on official transcripts specifically in Diné language, culture, history, and government studies.

NALCC certificate holder should be progressing toward an Associate's, Bachelor's or Master's Degrees toward Native Education Studies/Applied Linguistics and/or Bilingual Education program working with Navajo students.

Renewal Time Frame: If a certificate expires more than one year, you must reapply for certification under the requirement in effect at the time of reapplication. A \$25.00 fee will apply for reprint of an official Navajo Nation recommendation letter.

The successful applicant receiving the Native American Language Professional Certification for nine (9) years shall acknowledge and abide by policies and procedures set forth by the employing agency (LEA), and the New Mexico Licensure Unit.

New Mexico Licensure Renewal

A person seeking to remain at level 2 shall:

LEVEL II (Certificate Renewal for nine (9) years)

1. NALCC certificate holder must make arrangements with the principal and OSCAD for classroom observations six months prior to expiration of the certificate.
2. NALCC certificate holder must participate in an on-going professional development activities in endorsement or approved areas with completion of 90 clock hours **and/or**
3. Complete 6 or more semester hours of appropriate coursework posted on official transcripts specifically in Diné language, culture, history, and government studies.
4. NALCC Certificate holder must submit official transcripts to the school Human Resource office six months prior to expiration of their certificate. OSCAD staff will verify professional development hours and/or course work with the school Human Resource Office.

NALCC certificate holder should be progressing toward an Associate's, Bachelor's or Master's Degrees toward Native Education Studies/Applied Linguistics and/or Bilingual Education program working with Navajo students.

Renewal Time Frame: If a certificate expires more than one year, you must reapply for certification under the requirement in effect at the time of reapplication. A \$25.00 fee will apply for reprint of official recommendation letter.

The successful applicant receiving the Native American Language Professional Certification for nine (9) years shall acknowledge and abide by policies and procedures set forth by the employing agency (LEA), and the New Mexico Licensure Unit.

Currently there is no level III certificate in place for NALCC.

**Arizona Licensure Renewal
(Certificate Renewal for eight (8) years)**

Follow the Application for RENEWAL OF CERTIFICATE Procedure

Submit the following to ADE Certification Unit

1. Completed Application for Renewal
2. A photocopy of your valid Arizona Department of Public Safety Identity Prints (AZDPS IVP) fingerprint clearance card (plastic).
3. A check or money order of \$20 for each certification being renewed. Credit card payments (Visa or Master Card) are accepted in person at the Phoenix Certification Office. Fees are not refundable even if you do not qualify for the requested service.
4. Verification of the required clock hours or semester hours of professional development completed during the last valid period of the certificate(s) to be renewed.
 - a. **DISTRICT VERIFICATION:** In-service training hours should be verified by a district superintendent, personnel director, or charter private school administrator under section 5 on page 3 of the application.
 - b. **APPLICANT VERIFICATION:** Submit official transcripts if using college coursework toward renewal. See section 3 for details on other documentation that may need to be used to verify professional hours if you are not currently employed by a school district or private or charter school.

PROFESSIONAL DEVELOPMENT (Section 3 of Application for Renewal of Certificate)

Native American Language certificate may be renewed with completion of 60 clock hours of professional development activities; or 4 semester hours of appropriate coursework posted on official transcripts; or a combination of the two completed after the most recent issuance or renewal of the certificate

Professional Development Activities

Follow professional development activities in section 3 of **Application for Renewal of Certificate**.

Utah Licensure

There is no renewal. Certificate is valid for life.

Currently there is no procedures for certification renewal for the state of Utah. Therefore, these are recommended guideline requirements for NALCC.

1. NALCC Certificate holder must participate in on-going professional development activities in endorsement or approved areas with completion of 60 clock hours every three years **and/or**
2. Complete 4 or more semester hours of appropriate coursework posted on official transcripts specifically in Diné language, culture, history, and government studies.
3. NALCC Certificate holder will participate in two yearly monitoring visits by the Heritage Language Program and Navajo Nation Department of Diné Education.

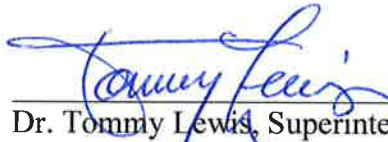
NALCC certificate holder should be progressing toward an Associate's, Bachelor's or Master's Degrees toward Native Education Studies/Applied Linguistics and/or Bilingual Education program working with Navajo students.

Renewal Time Frame: There is no renewal. Certificate is valid for life.

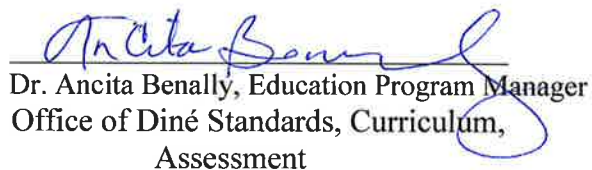
The successful applicant receiving the Native American Language Certificate shall acknowledge and abide by policies and procedures set forth by the employing agency (LEA), and the Utah State Office of Education.

Note: A \$25.00 fee will apply for reprint of an official Navajo Nation recommendation letter.

ACKNOWLEDGEMENT:



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