**Brief description of the program’s process to ensure that only qualified candidates are recommended for the credential.**

At NDNU, candidate qualification is tracked in a milestone-rich monitoring regimen through the full spectrum of the program.

*Beginning of program:*

Each applicant is interviewed by program director. Teaching, tutoring and other experience with target aged children, academic background and personal considerations are discussed. Expectations and requirements for program and credential are reviewed.

*During program:*

Fieldwork experience is carefully monitored by university supervisors. NDNU Education committee meets monthly to review progress of all in-pipeline candidates with input from field coordinators, supervisors, master teachers, district liaisons, the credentials analyst and faculty. Problems are flagged; those struggling are given help or schedule adjustments; and rarely but occasionally unsuitable candidates are counseled out or dismissed from the program. Credential Analyst tracks student performance throughout program

*End of program:*

Credential Analyst reviews transcripts, exam scores, faculty notes and student document submissions to insure successful completion of:

Required coursework or course substitutions  
Fieldwork (student teaching and/or internship(s)), and keeps fieldwork evaluations on file  
Bachelor’s degree  
Basic Skills Requirement, Subject Matter Competency Requirement  
RICA (for MS and SPED)  
TPA   
Any additional statutory requirements, such as US Constitution Requirement, etc.

As a final fail-safe, the department’s executive assistant provides a second-level independent authentication check each on-deck recommendee to verify enrollment and documentation before credentials analyst recommends.