

NATIVE AMERICAN

LANGUAGE AND

CULTURE

CERTIFICATION



**VERIFICATION BY THE NAVAJO NATION
OFFICE OF STANDARDS, CURRICULUM & ASSESSMENT
DEVELOPMENT**

NEW MEXICO STATE

PUBLIC EDUCATION DEPARTMENT

AND

THE NAVAJO NATION

March 2005

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VERIFICATION PROCEDURES
OFFICE OF STANDARDS, CURRICULUM & ASSESSMENT DEVELOPMENT
Native American Language and Culture Certificate

A. Office of Standards, Curriculum & Assessment Development

1. Announce, advertise, testing schedule, date, time, and other information for interested applicants.

B. Verification process by OSCAD

1. The applicant shall complete and submit a Navajo Language & Culture Teaching Certificate Application to OSCAD. This application shall be used by OSCAD solely for information purposes.

Office of Standards, Curriculum & Assessment Development (OSCAD)
Department of Diné Education
P. O. Box 670
Window Rock, AZ 86515
(928) 871-7660

2. OSCAD shall notify the applicant of the date, time, and place of the competency testing for the Diné language and culture.
3. The applicant shall receive written notification of his/her test results within two (2) weeks of the testing date:
 - a. If the applicant passed, she/he will be advised to continue the certification process with the State of New Mexico Professional Licensure Unit.
 - b. If the applicant did not pass, she/he will receive information on how to initiate an appeals process, if applicant desires to do so.
4. OSCAD shall send a Verification Notice to the State of New Mexico Professional Licensure Unit concerning whether the applicant was accepted or denied verification.

C. Certification Process by the New Mexico Professional Licensure Unit (NMPLU)

1. The applicant shall contact NMPLU for information on the additional requirements necessary in order to qualify for a Native American Language and Culture Certificate.

Professional Licensure Unit / Education Background Checks
State of New Mexico / Public Education Department
Education Building #105
Santa Fe, NM 87501-2786
(505) 827-6581 / 6587

2. Upon the applicant's fulfilling all requirements for certification, NMPLU will issue a Native American Language and Culture Certificate to the applicant.

D. Application for a Diné Language and Culture Position at the school:

1. The applicant shall obtain a job announcement for the Diné (or Navajo) language and culture position of interest from the school or from another source.
2. The applicant shall submit her/his completed job application and certificate to the school.
3. The school is responsible for the recruitment, interviews, selection, compensation, benefits and placement.

APPLICATION
 NATIVE AMERICAN LANGUAGE AND CULTURE CERTIFICATE
 Office of Standards, Curriculum & Assessment Development
 P. O. Box 670, Window Rock, AZ 86515

Use Black Ink to complete form:

Last Name:	First Name:	Middle:	Maiden Name:	
Street Number / PO Box	City	State	Zip Code	Phone Number

Date of Birth (MM/DD/YY)	Sex: M F	Email Address:	SS#
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CURRENT EMPLOYMENT:

Position/Retired:	Grade:	Name of Principal / Supervisor:		
Street Number / PO Box	City	State	Zip Code	Phone Number

PREVIOUS EMPLOYMENT:

Position/Retired:	Grade:	Name of Principal / Supervisor:		
Street Number / PO Box	City	State	Zip Code	Phone Number

1. Do you currently hold or ever had an educator's license in the State of New Mexico? (Yes or No) License Number: _____
2. Do you currently hold or ever held an educator's license in any other state(s)? (Yes or No) License Number: _____
3. Are you currently employed in a school? (Yes / No) If yes, indicate school and location. _____
4. Do you currently hold or ever held a certificate in the Navajo Language? (Yes / No)
 If yes, where did you obtain your certification to teach Navajo language? _____
5. Have you taken a Navajo language proficiency exam before? Yes / No
 If yes, indicate place: _____ Name of Examiner: _____
6. Have you taught any of the following subjects? If yes, check all that apply:
 Navajo Language _____ Navajo Culture _____ Navajo History _____ Navajo Government _____
 Name of School / Grade Level _____ Course Title _____ Principal / Supervisor _____

7. Why are you seeking a Native Language and Culture Teaching Certificate?

8. What philosophy of learning will guide you in developing Navajo-based instruction in the classroom?

9. Why is teaching Navajo language / Navajo culture / Navajo history / Navajo government important?

I certify that the above information is true, current, and complete to the best of my knowledge.

 Signature of Applicant

 Date

INFORMATION ABOUT THE VERIFICATION PROCEDURE OF THE OFFICE OF STANDARDS, CURRICULUM & ASSESSMENT DEVELOPMENT

Information about the Competency Test

- At least (10) days before the test date, the applicant may request for the Office of Standards, Curriculum & Assessment Development (OSCAD) a sample of a test question. No informative clues concerning content of responses will be given to applicants on the day of the test.
- On the day of the test, a test administrator will give oral instructions on the logistics of test taking.
- The test questions shall be asked in the Diné language.
- The applicant shall respond to each question in the Diné language to the best of his/her ability.
- An audio recorder will provide the medium for the test. Test questions will be given by a previously recorded Navajo speaker, and applicants will record their responses on to tape.
- Applicants shall be allowed (5) minutes to respond to each question.
- Applicants should provide comprehensive but concise responses to each question.
- OSCAD will schedule test sites at the following locations:
 - The Navajo Education Center – Window Rock, AZ
 - Public schools on and near the Navajo Reservation

Information about Confidentiality

- All information obtained by OSCAD that are related to the verification procedure including the application, test results and any appeals taken shall be kept confidential by OSCAD.
- A Written Notice shall be sent to the applicant within two (2) weeks of his/her testing date.
- The Verification Notice shall be sent to the appropriate offices in the New Mexico Public Education Department, Santa Fe, NM.
- The Verification Notice shall be sent to the school official, upon the applicant's permission, of the school to which the applicant has applied.

Information about Maintenance of Records

- OSCAD shall maintain, store, and safeguard all verification-related records in its offices for at least four (4) years.
- OSCAD shall allow the Secretary of the New Mexico Public Education Department, or his/her designee, to inspect these records for appropriate purposes.

OVERALL STANDARDS AND CRITERIA CONCERNING COMPETENCY IN THE DINÉ CULTURE AND LANGUAGE

An applicant who is seeking a **State of New Mexico Native American Language and Culture Certification** for the teaching of the Diné (or Navajo) language and culture shall successfully demonstrate his/her competencies according to the following criteria.

An Applicant shall:

1. Be able to communicate effectively in the Diné language with fluency, eloquence and accuracy.
2. Be able to confidently guide students toward achieving conversational fluency, and ultimately, toward achieving advanced proficiency in the Diné language.
3. Demonstrate a general understanding of the Diné language and how traditional cultural teachings are acquired and used in the development of a person who desires to live holistically and to be guided by traditional teachings and values.
4. Be able to identify and understand the values and attributes of native language as a form of communication and culture as a connection to one's origin, self-identification, and history.
5. Be able to recognize the significance and relationship of the four original Diné clans to the major Diné clans and sub-clans.
6. Demonstrate an understanding of Diné history, the Origin Stories, other stories and their relevance to the daily lives of Diné people.
7. be able to apply the virtues and experiences of life in **H0zh00go iin1** as a teaching tool in relation to the four directions of learning including **Nits1h1kees** (process of thinking and conceptualizing), **Nahat'1** (the process of applied planning, inquiring, investigating, and experimenting), **Iin1** (the process of applied learning, accomplishing, producing, and performing), **Sihasin** (the process of making critical affirmative action of thinking, planning, learning and confident to adapt.)
8. Demonstrate knowledge of traditional child rearing practices according to the teaching of **Yoo[gaii Asdz11n** (White Shell Woman) / **Asdz11n N1dleeh7**(Changing Woman).

**NATIVE LANGUAGE AND CULTURE CERTIFICATE
ASSESSMENT INSTRUMENT AND SCORING SHEET**

- A. The Diné Language and Culture Assessment are conducted in the format of an oral interview. Applicants will be asked to provide in-depth information on six Diné cultural categories deemed to reflect the major components of Diné cultural knowledge. At the same time, the applicants are responding, they will be rated on their proficiency in the Diné language. Six (6) rubrics have been established for each cultural category, which will only be known to the rater. The questions could be related to one of the following topics.
1. Diné clan system.
 2. Diné clan and kinship system.
 3. Traditional childrearing practices.
 4. The Navajo Basket.
 5. Events in Diné Oral History.
 6. Traditional philosophy of teaching and learning.
 7. Traditional values in growth and development.
 8. Traditional music and dancing.
 9. Traditional arts and crafts.
 10. Traditional clothing.
 11. Livestock in traditional life.
 12. The Hogan or home.
- B. At least three (3) but no more than five (5) individuals, knowledgeable of the cultural and proficient in the language, will rate the applicant.
1. Directions will be recorded so that every applicant responds to the same voice each time.
 2. Responses will be recorded for any questions for follow-up or appeals issues.
 3. Diné cultural knowledge will have 4 levels – 4 being the highest.
 4. Diné language proficiency will have 5 levels – 5 being the highest.
 5. The final score will reflect an average of the ratings in the cultural knowledge and language proficiency.
- C. Upon completion of testing and scoring, the applicants will receive a “Verification Notice” or “Denial Verification Notice” from the Office of Standards, Curriculum & Assessment Development.
1. If the applicant receives a “Verification Notice”, the notice will be forward to the New Mexico State licensure Unit for background checks, etc. before a “Certificate” is issued.
 2. If the applicant receives a “Denial Verification Notice”, the applicant may appeal to the Office of Standards, Curriculum & Assessment Development in writing.

LEVEL I AND LEVEL II CERTIFICATION
Native American Language and Culture Certificate

LEVEL I (Initial Certificate – 3 years):

1. To OSCAD: Announce, Schedule test, Test and Test Results; Appeal procedures; Test results to New Mexico Professional Licensure Unit;
2. To New Mexico Professional Licensure Unit: Background check and clearance; issue Initial Certificate for three (3) years;

3. Applicant Receives: **LEVEL I (Initial Certificate – 3 years)**

4. To School:

- | | |
|------------------------------------|---|
| a. Office of Personnel | Job announcement, interview, selection compensation, benefits and placement |
| b. School Policies and Information | Orientation |
| c. Professional Development | Language & Culture Courses and Training |
| d. Yearly Evaluation | Appropriate School Staff |

* * * * *

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

1. Certificate Renewal Process:

- a. Application request for “Renewal Certificate” to appropriate school staff.
- b. Evaluation for renewal:
 - * By appropriate school staff
 - * Recommendations by staff
 - * Obtain training and staff development
 - * Obtain minimum of 6-9 credit hours during Level I Certification by accredited institution of higher education towards Diné language and culture.
- c. Recommendation by the school and OSCAD to NMPED.
- d. NMPED issues LEVEL II Certificate.

2. Applicant Receives: LEVEL II (Certificate Renewal for nine (9) years.)

Office of Diné Culture, Language & Community Services – New Mexico Public Education Department

LEVEL I and LEVEL II Certificate
Native American Language and Culture Certificate

Upon successfully passing the Oral Navajo Language Exam the Office of Standards, Curriculum & Assessment Development (OSCAD) will send test result to New Mexico Professional Licensure Unit. Candidate must complete all licensure process through the New Mexico Professional Licensure Unit; background check, clearance, and issuance of certificate.

LEVEL I (Initial Certificate – 3 years):

1. Upon receiving certificate applicant must submit a copy to personnel office where employed.
2. Applicant must participate in an on-going professional development plan.
3. Applicant must obtain a minimum of 6-9 credit hours by an accredited institution of higher education towards Diné language, culture, history, and government, and maintain a 3.5 average.
4. Applicant must submit official transcript to school personnel office and OSCAD.
5. Applicant must make arrangements with the principal and OSCAD for classroom observations.
6. Applicant must maintain a satisfactory evaluation by principal.

*Upon meeting all stated requirements applicant must request for “renewal certificate” to appropriate school principal/office **six (6) months** prior to expiration of license.*

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

1. Upon successful observation, OSCAD and school official will send recommendation to NMPED for Level II Certification.
2. Applicant must be observed in a classroom setting by OSCAD and school official.
3. Applicant must participate in an on-going professional development plan.
4. Applicant must obtain a minimum of 6-9 credit hours by an accredited institution of higher education towards Diné language, culture, history, and government; and maintain a 3.5 average.
5. Applicant must submit official transcript to school personnel office and OSCAD.

The successful applicant receiving the Native American Language Professional and Licensure and Certification for nine (9) years shall acknowledge and abide by principles and standards set forth by the employing agency, the Office of Standards, Curriculum & Assessment Development and the New Mexico Licensure Unit.

It shall be the responsibility of the employing educational entity to maintain professional credibility of its certified employee.

Office of Standards, Curriculum & Assessment Development
P. O. Box 670
Window Rock, AZ 86515
Office: (928) 871-7660
Fax: (928) 871-7659

New Mexico Public Education Department
Professional Licensure Bureau
300 Don Gasper
Santa Fe, NM 87501-2786
(505) 827-5821