

Certification and Records

Maintaining certification is the responsibility of the individual employee. It shall be the responsibility of the employee to see that the required certification is on file with **the school and OCTE** and is kept current at all times.

VERIFICATION OF EDUCATION AND WORK EXPERIENCE - 156

- *Instructors:* The Area Technology Center Principal shall verify employment history, education and experience.
- Office of Career and Technical Education curriculum consultants shall determine if an applicant is qualified by reviewing the application.

Certification must be maintained as part of continuing employment.

1. **College Commitment:** Instructors, who do not have the applicable degree, must make a commitment to obtain the required 64 college hours within ten (10) years.
2. **Licensure:** If licensure is a part of the requirements to qualify for employment, current licensure must be maintained.
3. **Teacher Testing:** If applicant does not have a Teaching Certificate or Statement of Eligibility, he/she must successfully complete the Teacher Testing Program.
4. **New Teacher Institute (NTI):** NTI provides intense training on classroom presentation and situations. New instructors who have not had student teaching are required to participate in New Teacher Institute training and may acquire three (3) college hours through a participating college or university. It is the employee's responsibility to contact the university/advisor to effect acquisition of the three (3) hours credit. In some instances, new teachers who have participated in student teaching may be required to participate in NTI.
5. **Internship:** New Teachers (as indicated under NTI above) shall go through a year of internship. For this year, they will have an internship committee assigned to monitor their progress. The committee consists of: (1) Center Principal, (2) College/University Representative, and (3) Resource Teacher. The Resource Teacher will assist and guide the new teacher through the initial year.

Successful completion of Internship is a requirement of continued employment.

TEACHER AND PRINCIPAL CERTIFICATION

All certification documentation should be forwarded through the Personnel /Payroll Officer (Employee to Area Technology Center Office for Principal's signature to Personnel/Payroll Officer.)

Certified and equivalent employees in the Office of Career and Technical Education shall meet the requirements for professional education as specified in the classification system and shall maintain the continuing education requirements and administrative regulations promulgated by the Associate Commissioner of the Office of Career and Technical Education and the Board for Elementary and Secondary Education specified for each certified position as a condition of employment.

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TEACHER AND PRINCIPAL CERTIFICATION (CONTINUED)

Certification is the responsibility of the instructor and is a requirement of continued employment. If applicable, instructors must maintain current licensure as specified for their particular occupational area.

Different components of certification are as follows:

Center Principals:

1. Principals who possess administrative certification but have no experience in administration shall participate in required staff development activities offered through the Office of Career and Technical Education.
2. **New Instructors:** All instructors in the Kentucky Tech System who do not have previous certification and teaching experience with Kentucky Tech, shall be required to successfully complete the New Teacher Internship program (as a condition of continued employment.)
 - a. Must make a commitment to obtain 64 college hours within ten (10) years, if they do not have appropriate degree.
 - b. Must successfully complete one (1) year of internship and during that year, acquire three (3) college hours through a participating University (can use NTI training to acquire the three (3) hours.) Must be the NTI credit.
 - c. If applicable, must obtain and/or maintain current licensure, as part of continued employment.
 - d. Center Principal will work with the instructor in contacting the appropriate Teacher Educator at a participating University, as needed.
3. **New Teacher Institute:** All new teachers (new to Kentucky Tech) must attend NTI.
4. **All Instructors:**
 - Shall maintain current certification. It is the responsibility of the instructor to monitor the requirements for renewal and to initiate appropriate paperwork for renewal.
 - The ATC Principal shall also track certification expiration dates and renewal efforts.
 - Shall maintain current licensure as part of continued employment (if licensure is part of the requirement for the position.)
 - Shall complete at least twenty-five (25) clock hours of professional development training annually beginning July 1 of each year. Additional details regarding certification may be found at the EPSB web site:

<http://www.kyepsb.net/>

Certification and Records**TEACHER AND PRINCIPAL CERTIFICATION (CONTINUED)**

- Instructors who must meet specific continuing education requirements as a part of their occupational licensure obligation shall earn those hours in accordance with the administrative regulations set by the credentialing body. These hours, when completed, shall apply to the twenty-five (25) clock hour obligation on an hour-for-hour basis, beginning July 1 of each year.

If an employee does not hold a valid certificate, does not complete the requirements for renewal, or does not complete the appropriate continuing education requirements, his employment shall be terminated. The Associate Commissioner may make a “one time” exception if the requirements could not be met due to personal illness or other just cause beyond the control of the employee. The employee may be granted one (1) year in which to obtain the requirement.

CERTIFICATION RENEWAL INSTRUCTORS

- Most current certificates reflect the additional education required to renew the certificate.
- In most instances, renewal requires the completion of a TC-3.
- If college hours are required, must attach an official transcript with the TC-3.
- Principal must sign TC-3.
- Forward all documents to Certification Officer.
- Part-time substitute teachers certified through the TC-4 process must renew that each year by June 30, by submitting a new, updated TC-4 through the ATC office to the Personnel/Payroll Officer prior to June 30. An official transcript is **NOT** required for renewal.

CERTIFICATION RENEWAL PRINCIPALS

Each five (5) year renewal after the initial certification shall require the completion of:

- Two (2) years of experience as a Career and Technical Education Principal;
- Three (3) semester hours of additional graduate credit related to the position of Career and Technical Education Principal; or
- Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program.

Application for certificate renewal shall be made on form TC-2.

Certification Renewal Fees:

TYPE OF CERTIFICATION REQUESTED	FEE REQUIRED
1. Renewal of Five and 10 Year Certificates	\$50
2. Renewal of One Year Certificates (one year certificates can only be renewed up to 10 times)	\$0-
3. Rank Change	\$50

Fees must be in the form of a money order or Cashier's Check – no personal checks. The document should be made payable to Kentucky State Treasurer. (Staple to the renewal document being forwarded)

Certification and Records**MINIMUM CERTIFICATION/QUALIFICATION REQUIREMENTS - 156 APPLICANTS****TEACHER**

MINIMUM REQUIREMENTS: Must hold the Rank III Kentucky teaching certificate in the subject area to be taught;

OR

Must hold a Kentucky Statement of Eligibility in the subject area to be taught;

OR

Four (4) years of appropriate work experience – two (2) of which must be within the last five (5) years **WITH SPECIAL REQUIREMENTS AS OUTLINED FOR SPECIFIC TEACHING AREA.**

NOTE: Certain instructional areas require additional licensure or certification for the occupational area.

Teacher - Minimum Requirements

- Must hold the Rank III Kentucky teaching certificate in the subject area to be taught;

OR

- Must hold a Kentucky Statement of Eligibility in the subject area to be taught;

OR

- Four (4) years of appropriate work experience, one (1) year of which must be in an approved long-term- care facility (for health sciences teachers).
- Special Requirements: (as indicated for specific teaching subject)

PRINCIPAL**PRINCIPAL CERTIFICATION**

Area Technology Center Principals must hold one (1) of the following: (1) Certificate for a Career and Technical Education School Principal or (2) Certificate for Instructional Leadership-School Principal. ~~may receive certification as~~ Requirements for a Career and Technical Education Principal are as follows:

- Complete a minimum of three (3) years of teaching experience in the field of Career & Technical Education;
- Complete an approved educator preparation program for Career and Technical Education Principal, per 16 KAR 5:010; and
- Obtain the specified minimum score on any assessment required by 16 KAR 6:030.

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CREDENTIALING AND CREDENTIAL RENEWAL

Failure to obtain specified credentials as indicated for a specific area may result in the dismissal of an instructor.

In accordance with the following policy, time shall be allowed for instructors who are mandated for specific credential renewal such as RN, ASE, A+, and AWS:

- A. No more than three (3) paid workdays per school year shall be allowed for continuing education offered during a workday.
- B. The continuing education needs of the instructor shall be determined in consultation with the instructor's immediate supervisor and approved by the Executive Director for the Office of Career and Technical Education.
- C. A written request for approval must be submitted to the Executive Director through the Area Technology Center and Supervisor prior to the beginning of the continuing education program.
- D. A brochure or other written documentation describing the offering must be submitted with the request.

NOTE: The Office is reviewing the possibility of new and emerging industry credentials. As they become available, requirements will be amended.

CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES

Automotive Technology:

- **Requirements for employment and/or continued employment** - Personal Certification is required in a Minimum of 4 (Four) Areas (ASE).
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Diesel Technology:

- **Requirements for employment and/or continued employment** - Personal Certification is required in a Minimum of Five (5) Areas.
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field, but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Collision Repair:

- **Requirements for employment and/or continued employment** - Minimum Personal Certification is required in Painting and Refinishing (B2).
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Certification and Records**CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES (CONTINUED)****Electrical License:**

- **Requirements for employment and/or continued employment** - None
- **Current Policy** - Electrical occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Health Sciences:

- **Requirements for employment and/or continued employment** - current RN License and one (1) year long-term care experience.
- **Current Policy** - License fees for Health Science Teachers are required by the state to practice the occupation in the field and must be paid by the individual.

HVAC License:

- **Requirements for employment and/or continued employment** – None
- **Current Policy** – HVAC occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Information Technology:

- **Requirements for employment and/or continued employment** -Mandatory CompTIA A+ Certification. Cisco Academy Instructors are also required to obtain (1) CCNA and (2) CCAI within two (2) years.
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Welding:

- **Requirements for employment and/or continued employment** -Must have AWS or be able to obtain within specified time frame.
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

CREDENTIAL - RENEWAL REQUIREMENTS**Health Sciences - Credential – Renewal Requirements**

Instructors must possess a current RN license and keep that current.

Cosmetologist - Credential – Renewal Requirements

Applicants for renewal of current active cosmetologist instructor licensure shall earn eight (8) contact hours of approved continuing education during the period of July 1 through June 30 of each year for renewal of cosmetologists instructor license expiring on June 30 of a current licensure period. These hours must be approved by and registered with the Kentucky State Board of Hairdressers and Cosmetologists. Enacted by Senate Bill 199: KRS 317A.050 (1996). <http://www.lrc.st.ky.us/kar/201/012/055.htm>

Certification and Records**CREDENTIAL - RENEWAL REQUIREMENTS (CONTINUED)****Automotive Technology - Credential – Renewal Requirements**

Mandatory ASE (Automotive Service Excellence) Certification in:

1. Engine Performance
2. Brakes
3. Steering and Suspension
4. Electricity/Electronics

Master Certification Strongly Recommended

Collision Repair/Auto Body Technology - Credential – Renewal Requirements

Mandatory ASE (Automotive Service Excellence) Collision Repair Certification in Painting and Refinishing

Master Certification Strongly Recommended

Diesel Technology - Credential – Renewal Requirements

Mandatory ASE Medium/Heavy Truck Certification in following areas:

1. Diesel Engines
2. Suspension and Steering
3. Brakes
4. Electrical/Electronics
5. Preventive Maintenance Inspection

Master Certification Strongly Recommended

Welding Technology - Credential – Renewal Requirements

Mandatory AWS (American Welding Society) certification in one (1) or more of the following:

1. Certified Welder
2. CWI (Certified Welding Inspector)
3. CWE (Certified Welding Educator)
 - Employees hired January through June have through the end of that calendar year to acquire the applicable certification
 - Employees hired July through December will have through the end of the next school year (June) to acquire the applicable certification

Information Technology - Credential – Renewal Requirements

Mandatory CompTIA A+ Certification

Cisco Academy Instructors are also required to obtain within two (2) years:

1. CCNA (Cisco Certified Network Associate)
2. CCAI (Cisco Certified Academic Instructor)

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NEW TEACHER INTERNSHIP

The Kentucky Teacher Internship Program (KTIP) is designed to provide assistance to new teachers. Its main goal is to help new teachers experience a successful first year in the classroom. The program strengthens effective teaching skills and helps the intern teacher recognize behaviors that are ineffective or counterproductive for pupil learning.

KRS 161.030 requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship.

How a new teacher becomes an intern:

- A person who has completed an approved teacher preparation program must pass the assessment approved by the Education Professional Standards Board and apply to the Division of Certification for a teaching certificate. When the requirements have been completed, as evidenced by the application, official transcript, and report of the assessments, the applicant is issued a statement of Eligibility valid for five (5) years.
- When the teacher secures employment in an approved public school or accredited non-public school in Kentucky, the Confirmation of Employment section of the Statement of Eligibility Form must be completed and forwarded to the Division of Testing and Internship.
- A one-year (1) teaching certificate is then issued to cover the teaching assignment and a three-member internship committee is appointed and monitored by the Division of Testing and Internship. The committee shall be composed of three (3) persons:
 1. Resource Teacher,
 2. Center Principal of the school where the internship is served, and
 3. Teacher Educator from a state-approved teacher training institution.

NOCTI – PERFORMANCE

The National Occupational Competency Testing Institute (NOCTI) performance test is given twice a year at area technology centers, universities, and/or KCTCS facilities across the state.

1. Location depends on the technical area being tested and the number of requests for a given test. If possible, test locations will be as close as possible to the individuals requesting the test.
2. Length of test varies from one and one-half (1.5) hours to a maximum of six (6) hours.
3. Tests are given on a Saturday starting at 9:00 a.m.
4. Each test for a person in a teaching position is \$150; others will be charged \$300. Payment will be in advance, by certified check or money order made payable to Kentucky State Treasurer.
5. Test information may be found at www.nocti.org.
6. If taking for college credit, college advisor should be consulted.

Certification and Records**NOCTI – PERFORMANCE (CONTINUED)**

7. Test registration and payment will be in advance. Refunds will only be given with written notice.
8. Contact NOCTI Test Coordinator, Office of Career and Technical Education, Frankfort.

NOCTI - WRITTEN

The National Occupational Competency Testing Institute (NOCTI) test is a component of the Teacher Testing process.

1. The test is usually given at an Administrative Business Office.
2. The written test is designed for an experienced worker.
3. Test with a maximum of 200 questions.
4. It is a timed test, with a maximum of three (3) hours allowable.
5. Test scores are calculated by percentage grade; each question is worth one (1) point.
6. Test information may be found at www.nocti.org.

TEACHER TESTING

Successful completion of the testing process will result in the issuance of a Statement of Eligibility, which, if employed, is the first step toward obtaining a teaching certificate.

The Teacher Test consists of one (1) or any combination of two (2) areas (depending on the particular area for which the applicant needs certification and the individual's education.): Compass Information: Reading 78, Pre-Algebra 48, Writing 68.

1. **COMPASS**– 16 KAR 6:020. It states in Section 1 (2) "Each applicant without a teacher preparation degree shall successfully complete the Pre-Professional Skills Test (PPST) for communication skills and general knowledge. PPST testing fees, dates and locations are available in the PRAXIS handbook.

PPST - Passing Scores

- a. Reading – 167
- b. Mathematics – 166
- c. Writing - 167
2. **NOCTI** (National Occupational Competency Testing Institute)
 - Written, Experienced Worker Test
 - Maximum of 200 Questions
 - Test Score is calculated by percentage grade; each question is worth one (1) grade point

Certification and Records**TEACHER TESTING (CONTINUED)****Who Has to Test:**

Teacher applicants must have completed appropriate college entry tests or will be required to successfully complete appropriate written tests prior to receiving their certification. The Education Professional Standards Board (<http://www.kyepsb.net/>) is charged with: selecting the tests; determining minimum acceptable levels of achievement on each test; establishing a reasonable fee related to the cost of administration of the tests (such fees to be paid by the teacher applicants).

REFERENCES:

KRS 158.802
16 KAR 3:080
16 KAR 6:020
16 KAR 6:080
16 KAR 9:080
201 KAR 12:055
705 KAR 4:231
780 KAR 3:140

RELATED POLICIES:

03.1; 03.11; 03.114; 03.19