

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 the Office of Career and Technical Education (OCTE) and is kept current at all times. Certificates and certification information are available to employees through their Kentucky Educator Certification System (KECS) account.

VERIFICATION OF EDUCATION AND WORK EXPERIENCE - 156

- *Instructors:* The Area Technology Center (ATC) Principal shall verify employment history, education and experience of all applicants.
- The OCTE program consultants shall determine if an applicant is qualified to interview for a position by reviewing the application. Official approval by the program consultants is given when the *Verification of Experience form* (available on the OCTE website) has been submitted for certification and reviewed by the consultant.

PROCESS TO BECOME OCCUPATION-BASED CERTIFIED

1. Applicant completes online employment application for appropriate KY TECH position.
2. Kentucky Department of Education (KDE) OCTE will verify the candidate has a successful and appropriate occupational experience in the area in which certification is sought and meets the qualifications set forth in 16 KAR 2:020, and clear the Principal to interview the candidate.
3. Principal conducts interviews with desired candidate pool and notifies KDE Human Resources (HR) of the top candidate to hire.
4. Applicant completes the following:
 - Verification of Experience form for Occupation-Based Career and Technical Education Certification and Ranking
 - If the applicant has earned college credit, an official transcript must be mailed or sent through the National Clearing House or Parchment to the OCTE Certification Specialist
 - Child Abuse and Neglect (CA/N) check (DPP-156)
 - Fingerprint (state and federal)
5. The OCTE will review the Verification of Experience form and official transcript to determine if additional assessment(s) are needed to show academic and/or technical content knowledge. If additional assessment(s) (KYOTE and/or NOCTI) are needed, the OCTE Certification Specialist will communicate with candidate to schedule any additional assessment(s).
6. Candidate is responsible for ensuring that all applicable documentation is forwarded to OCTE, ATTN: Certification Specialist, 300 Sower Boulevard, 5th floor, Frankfort, KY 40601 if sent US Mail, or emailed to the OCTE Certification Specialist. Background checks and CA/N results are sent electronically to the OCTE human resources contact for the
*Documentation Includes:

Certification and Records

PROCESS TO BECOME OCCUPATION-BASED CERTIFIED (CONTINUED)

- Application for Occupation-Based Career and Technical Education Certification and Ranking (Verification of Experience form)
 - Candidates seeking certification who have been self-employed must secure documentation on length and experience of self-employment in related area (e.g. Schedule C, W2, 1099) and submit with the Verification of Experience form.
 - KYOTE (see requirements for other valid assessment) scores, if required. The KYOTE assessment may be taken locally but must be proctored by a School employee that has taken the Administration Code Training (based on [703 KAR 005:080](#) Administration Code for Kentucky's Educational Assessment Program) KYOTE tests are scheduled by the OCTE Certification Specialist.
 - NOCTI Assessments (if required) are scheduled by the OCTE Certification Specialist and must be taken at a NOCTI approved testing center. OCTE will order the test once the fee has been paid by the applicant, and the test will be scheduled at the applicant's choice of testing locations by OCTE. See current EPSB CTE Assessment Order for Occupation-Based Certification for information on cut scores needed and industry certifications that may substitute for NOCTI.
 - Official High School Transcript, GED or Official College/University Transcript
 - Any applicable required License/Certification or diploma or NOCTI test (if applicable)
7. Once the Verification of Experience form is received by the OCTE Certification Specialist, it will be reviewed by the respective program consultant for official approval. If approved, and all other required documentation/testing has been received/completed, the OCTE Certification Specialist will start the certification process in the KECS. An email to the applicant will be sent with instructions on how to register their KECS Account. Once the account has been registered, all supporting documentation for certification will be uploaded to the system. Once the documentation has been uploaded and the application started, the applicant will receive an email with instructions to login to their KECS account to complete the online Character and Fitness. Once that is complete, the online application will be finalized and will go to EPSB for final review and issuance of a One (1)-Year Provisional Occupation Based Certificate ~~for Occupation-based teacher certificate~~. Before the candidate can begin working with students, KDE must have the provisional teacher certificate on file in the teacher's KECS account. Notification that the certificate has been issued will be sent to the applicant from within their KECS account. The candidate should login to KECS and print their certificate and provide a copy to their Principal and HR.

Certification must be maintained as part of continuing employment.

Certification and Records**PROCESS TO BECOME OCCUPATION-BASED CERTIFIED (CONTINUED)**

College Commitment: Instructors, who do not have the applicable degree, must make a commitment to obtain the required degree within six (6) years of initial certification. The one (1)-year provisional certificate must be renewed each year. New Teacher Institute (NTI) will serve as the renewal basis until all requirements of NTI have been met and the teacher has completed the program. After NTI has been completed, subsequent renewals of the one (1)-year provisional certificate will require six (6) credit hours toward the completion of the required degree on an official transcript. The one (1)-year provisional certificate shall be limited to five (5), one (1)-year renewals for a total validity period of six (6) years.

Licensure: If industry licensure is a part of the requirements to qualify for employment, current licensure must be maintained.

New Teacher Institute (NTI): NTI provides intense training on classroom management, classroom assessment, instructional planning, instructional strategies, working with diverse student populations, and CTE-specific teacher dispositions. New instructors who have not been previously certified to teach secondary education in Kentucky by EPSB, participate in NTI two (2) year. program. Current certified teachers that add an occupation-based area to their existing certificate, may be asked to participate in one (1) year of NTI (placed in Year 2 cohort). Upon hire, instructors are automatically registered for NTI and expected to complete the two (2)-year program, a combination of face-to-face state-wide and regional meetings, online collaboration, and classroom-based support provided by KDE program consultants, trained mentor coaches, mentor teachers and building administrators.

Successful completion of NTI is a requirement of continued employment.

TEACHER AND PRINCIPAL CERTIFICATION

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

Certified and equivalent employees in the OCTE 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 EPSB specified for each certified position as a condition of employment.

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. If a teacher's certification lapses, they will be issued an Emergency Substitute certification at Rank IV until the requirements have been met to reissue their certification.

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

Different components of certification are as follows:

Center Principals:

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.

Instructors without Kentucky secondary certification: 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 NTI program (as a condition of continued employment.)

- a. Must make a commitment to obtain an occupation-based degree in the occupation area in which certification is sought or a degree from an approved occupation-based educator preparation degree program within six (6) years of initial provisional certification, if they do not have appropriate degree.
- b. If applicable, must obtain and/or maintain current licensure, as part of continued employment.

1. 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.
- Shall maintain current licensure as part of continued employment (if licensure is part of the requirement for the position.)
- Shall complete at least twenty-four (24) 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:

<https://www.goteachky.com>

- 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-four (24) clock hour obligation on an hour-for-hour basis, beginning July 1 of each year.
- The ATC Principal shall also track certification expiration dates and renewal efforts.

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 and Records

CERTIFICATION RENEWAL INSTRUCTORS

- Most current certificates reflect the additional education required to renew the certificate.
- Provisional certification renewal requires completion of a KECS Occupation-based renewal form. Initial issuance, renewal of or application for rank change requires completion of a KECS Occupation-based renewal form. Note: these forms are NOT available in KECS. Contact the OCTE Certification officer for forms. This form is also required for ALL ATC teacher renewals/rank changes even if they have a traditional certification.
- Once the instructor has completed NTI, if their degree is not complete, the instructor is required to obtain six hours of relevant coursework each year and must submit an official transcript with the KECS Occupation-based renewal form.
- Principal must sign certification forms.
- Forward all documents to the OCTE certification specialist.
- Part-time substitute teachers certified through the CA-4VE process must renew certification each year by June 30, by submitting a new, updated CA-4VE through the ATC office to the OCTE Certification officer prior to June 30. An official transcript is **NOT** required for renewal if a transcript is on file in KECS. A substitute can be hired based on college hours/degree (at least 64 college credit hours with a 2.5 GPA. There is no GPA requirement if they have a degree) OR based on work experience which will allow the substitute to supervise students in a shop or lab.

CERTIFICATION RENEWAL PRINCIPALS

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

- Two (2) years of experience in the position for which the certification was issued; or
- Three (3) semester hours of new graduate credit related to the position for each year of experience not completed; or
- Completion of EILA hours as specified in [KRS 156.101](#) by September 1 of the expiration year.

Application for certificate renewal shall use the KECS Occupation-Based Certification renewal form

Certification Renewal Fees:

Fees shall be paid electronically through the online through the Kentucky Educator Credentialing System (KECS).

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 if the teacher completed a college or university teacher preparation program;

OR

Must meet the requirements pursuant to [16 KAR 2:020](#).

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

PRINCIPAL**PRINCIPAL CERTIFICATION**

ATC 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, Level 1 and Level 2, or
- (3) meet other eligible EPSB Principal certification options and obtain the specified minimum score on any required assessment.

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 Office of Career and Technical Education.
- C. A written request for approval must be submitted to the Office of Career and Technical Education through the Area Technology Center and Supervisor prior to the beginning of the continuing education program.
- D. Written documentation describing the offering must be submitted with the request.

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).

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

- **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.

Electrical License:

- **Requirements for employment and/or continued employment** - Minimum of a Kentucky Journeyman Electrician license or four (4) years as an Electrician in an Industrial setting with experience in single and 3-phase voltage.
- **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** – Minimum of a Kentucky Journeyman HVAC license.
- **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.

Computer Science:

- **Requirements for employment and/or continued employment** - Cisco Academy Instructors are required to complete a training from Cisco to teach the curriculum.

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

- **Current Policy** - The Cisco Academy training is not required by the state to teach Computer Science pathways but the training is required to teach the Cisco Academy program, therefore, they may be paid by the Kentucky Department of Education.

Plumbing License:

- **Requirements for employment and/or continued employment** – Minimum of a Kentucky Journeyman Plumber license.
- **Current Policy –Plumbing** occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

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.

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

Certification and Records**CREDENTIAL - RENEWAL REQUIREMENTS (CONTINUED)**

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

NOCTI – PERFORMANCE

The National Occupational Competency Testing Institute (NOCTI) performance test is given 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 three (3) hours to a maximum of six (6) hours.
3. There is a fee to cover the cost of test administration. Persons wishing to test should contact the OCTE to inquire about current testing fees.
4. Test information may be found at www.nocti.org.
5. If taking for college credit, college advisor should be consulted.
6. Test registration and payment will be in advance. Refunds will only be given with written notice.
7. 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 must be given at an approved NOCTI testing center
2. The test is an online multiple-choice test and 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.

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

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.

NEW TEACHER TESTING

Entrance exams are required for persons seeking occupation-based teacher certification if they do not have any college credit posted on an official post-secondary transcript.

Candidate must send official college transcripts (if applicable) to the KDE OCTE certification specialist. If the candidate does not have a degree, the candidate will be required to take a general knowledge exam (ACT/SAT/KYOTE/GED) and obtain a passing score.

ACT:

Reading – score of 20 or higher

Mathematics – score of 19 or higher

English (Writing) – score of 18 or

SAT:

Reading – score or 470 or higher on Evidence-based Reading and Writing

Mathematics - score of 460 or higher

English – score or 430 or higher on Evidence-based Reading and Writing

KYOTE:

Reading – score of 20 or higher

Mathematics – score of 22 or higher on College Readiness Mathematics or score of 14 or higher on College Algebra

English (Writing) – score of 6 or higher

GED College Readiness:

Reading – score of 165 or higher on Reasoning through the Language Arts

Mathematics – score of 165 or higher on Mathematical Reasoning

English (Writing) – score of 165 or higher on Reasoning through the Language Arts.

Certification and Records**NEW TEACHER TESTING (CONTINUED)**

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 (<https://www.goteachky.com>) is charged with: selecting the tests; determining minimum acceptable levels of achievement on each test; and 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](#)[016 KAR 003:080](#)[016 KAR 006:020](#)

16 KAR 8.040

[016 KAR 009:080](#)[705 KAR 004:231](#)[780 KAR 003:140](#)**RELATED POLICIES:**

03.1; 03.11; 03.114; 03.19

Adopted/Amended: 4/9/2024

Order #: VI.B