SECONDARY TEACHER LICENSING REQUIREMENTS

NORTH DAKOTA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Wayne Kutzer
State Director and Executive Officer

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CAREER AND TECHNICAL EDUCATION

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ADMINISTRATION - CTE

SECONDARY:

1. Valid North Dakota Educator's Professional License or a T&I Teaching License.

2. Equivalent of three years of teaching experience in a secondary career and technical education program or other related career and technical education support services recognized by the Department of Career and Technical Education.

3. A masters degree* with a major concentration in a career and technical education area, secondary administration, or other related areas.

   *May be granted a provisional if enrolled and scheduled to complete master's degree program within two years.

4. Successful completion of the following courses or recognized equivalents:

   1. Philosophy of Career and Technical Education
   2. Administration and Supervision of Career and Technical Education
   3. Secondary school curriculum design, instruction and learning.

   Successful completion of three of the following recognized course equivalents:

   1. Leadership, Administration, and Organization in Secondary Schools
   2. Educational Law
   3. Educational Finance and Policy
   4. Personnel, Supervision, and Staff Development in Secondary Schools
   5. Education for Special Populations

5. A provisional credential may be granted not to exceed a two-year period as long as there is demonstrated progress being made in provision #4.

   Two additional one-year provisionals may be granted following the initial two-year provisional.

FIVE-YEAR RENEWAL:

1. A minimum of four semester hours of related graduate coursework in education (transcript required).

2. Attendance at ten workshops and conferences from the following list: (verification – personal log showing title and dates of attendance)

   a. Professional Development Conference
   b. State-called career and technical education directors meetings
   c. North Dakota Council of Educational Leaders state or area meetings

   Special topic seminars and meetings sponsored or endorsed by the Department of Career and Technical Education or the Department of Public Instruction including leadership development (LEAD).

AGRICULTURE EDUCATION

All instructors must hold a valid North Dakota Educator's Professional License.

SECONDARY:

A bachelor's degree with a major in Agriculture Education from an approved institution. A provisional license to teach in a career and technical education funded program may be available in emergency situations. Such requests will be handled on an individual basis.

FIVE-YEAR RENEWAL:

1. The renewal of the five-year license requires verification of a minimum of four semester hours of college or university credit earned within the dates of the certification period.

2. All five-year regular licensed teachers shall submit verification of their participation in a minimum of 64 clock hours of in-service related to the teaching field during the five-year teaching period.

ADULT FARM MANAGEMENT:

No Teaching License is required.

A Bachelor of Science Degree with emphasis in Business Management, Economics, Accounting and a strong background in production agriculture is required for Certification.

Applicants for Certification must complete form SFN 5415, including submission of a transcript, and submit it to the State Supervisor of Agriculture Education for evaluation of appropriate subject matter background and occupational experiences.

Issuance of a regular Credential requires the applicant to have taken the "Methods of Teaching" and "Philosophy of Career & Technical Education" courses. Applicants who have not taken these courses will be issued a provisional endorsement and will have 2 years in which to complete these courses. (effective 7-1-02)

BUSINESS & OFFICE TECHNOLOGY

SECONDARY

1. Must hold a valid secondary teaching license issued by the North Dakota Education Standards and Practices Board to teach business education courses. (Alternative options for teacher preparation and licensure may be identified or established by the State Board for Career and Technical Education in cooperation with the Education Standards and Practices Board and the teacher preparation programs in the institutions of higher education. These alternative options shall be directed toward the needs of non-traditional candidates for teaching and shall not include students who are in the traditional teacher education programs.)

2. Completion of an application for a Business and Office Technology Certificate. A copy of all teaching licenses/certificates, and transcripts of all college courses completed must be submitted with the application.

3. Verification of having completed two separate college or university courses in the nature of:
    a. history and philosophy of career and technical education
    b. coordinating techniques

4. Verification of having completed 2,000 hours (or 40 hours per week for 50 weeks) of practical work experience in a business office.

5. Completion of at least one beginning computer-user industry proficiency examination. Example: submitting verification of having passed the Microsoft Office Specialist Word 2000 Proficient examination.

FIVE-YEAR RENEWAL:

1. The renewal of the five-year certificate requires verification of a minimum of four semester hours of college or university credit earned within the dates of the certificate.

2. All five-year regular certified teachers shall submit verification of their participation in a minimum of 64 clock hours of in-service related to the teaching field during the five-year teaching period.

3. Completion of at least one intermediate computer-user industry proficiency examination. Example: submitting verification of having passed the Microsoft Office Specialist Access 2000 Expert examination.

FULL AND PART-TIME ADULT:

Certified as a secondary or postsecondary business & office technology instructor **or** have completed five years of specialized occupational experience in the subject area being taught.

PROVISIONAL CERTIFICATION

Provisional career and technical education certification may be granted for up to three years for a candidate to meet the requirements.

CAREER ADVISORS

SECONDARY

To receive a **Regular North Dakota Career Advisor Credential**, a person must meet all of the following requirements:

1. Hold a baccalaureate degree from an accredited institution of higher education;
2. Have at least a five-year employment history;
3. Complete the Career Advisor Training provided by the North Dakota Department of Career and Technical Education; and
4. Apply for and receive a Global Career Development Facilitator credential through the Center for Credentialing and Education (after completing the Career Advisor training).

To receive a ***Provisional North Dakota Career Advisor Credential**, a person must:

1. Hold a baccalaureate degree from an accredited institution of higher education;
2. Have at least a five-year employment history;
3. Provide the Department of Career and Technical Education with a plan for completing requirements 3 & 4 for a Regular Career Advisor Credential.

**The Provisional North Dakota Career Advisor Credential is a one-time, two-year credential.*

APPLICATION PROCESS:

To apply for a North Dakota Career Advisor Credential, complete the Application for Career and Technical education Certification (SFN 5415) located on the Career and Technical Education website at www.nd.gov/cte/forms/other.html, include a copy of your training certificate and global credential when sending the application form.

RENEWAL

The renewal of the five-year credential requires verification of continued global credentialing from the Center for Credentialing and Education. To renew a North Dakota Career Advisor Credential, complete and submit the Renewal Application for Career and Technical Education Certification (SFN 51688) along with a copy of current Global Career Development Facilitator credential.

CAREER DEVELOPMENT

SECONDARY:

To receive a Regular Career Development Credential, a career development counselor must have a master's degree with a major in guidance and counseling and meet all of the following requirements.

1. Hold a North Dakota Educator's Professional License (alternative options for teacher preparation and licensure may be identified or established by the State Board for Career and Technical Education (SBCTE) in cooperation with the Education Standards and Practices Board (ESPB) and the teacher preparation programs in the institutions of higher education. These alternative options shall be directed toward the needs of non-traditional candidates for teaching and shall not include students who are in the traditional teacher education programs).

2. Hold, or be eligible to hold, a valid North Dakota Professional School Counselor Credential, CG01 (Secondary) or CG03 (K-12).

3. Have had at least one year's occupational experience at wage earning pursuits other than education.

4. Have earned three (3) semester hours of credit in History and Philosophy of Career and Technical Education.

5. Have completed a minimum of four (4) semester hours of credit in other applicable courses as approved by the State Board for Career and Technical Education. Such courses could include:

    a. Career education
    b. Community education
    c. Counseling the disadvantaged
    d. Adult education
    e. Public relations
    f. Theories of career development
    g. Improved Career Decision Making
    h. National Career Development Standards

6. A provisional license may be granted for up to four years (with progress made on an annual basis) for a candidate to meet the requirements of 4 and 5.

APPLICATION PROCESS:
To apply for a Career Development Credential, complete the Application for Career and Technical Education Certification (SFN 5415) located on the Career and Technical Education website at http://www.nd.gov/cte/forms/other.html.

FIVE-YEAR RENEWAL:
The succeeding renewal of the five-year credential requires verification of a minimum of four (4) semester hours of college or university credit earned within the dates of the credential. Professional Development Conference, approved workshops (i.e. Choices Workshops) or continuing education units related to career development are accepted. To renew a Career Development Credential, complete the Renewal Application for Career and Technical Education Certification (SFN 51688).

DIVERSIFIED OCCUPATIONS

SECONDARY:

1. Instructors must hold a valid North Dakota Educator's Professional License, which includes a T & I Teaching License, and

2. Instructors must be licensed in at least one career and technical service area as accepted by the Department of Career and Technical Education

-OR-

Instructors must have earned a Master of Science degree in Career and Technical Education.

3. Instructors must have completed a collegiate course in the area of coordinating techniques or cooperative education supervision in order to receive a CTE license in Diversified Occupations.

A *provisional* endorsement in Diversified Occupations is available. The *provisional* endorsement is good for only one year or until the course requirement (coordinating techniques/cooperative education supervision) is met.

FAMILY AND CONSUMER SCIENCES

SECONDARY:

Each instructor must hold a valid North Dakota Educator's Professional License.

1. Family and Consumer Sciences Education Teacher
   (for programs focusing on personal development and home/family life)

   Has a bachelor's degree with a major or major equivalent (as accepted by ESPB) in Family and Consumer Sciences Education (Home Economics Education) from an approved institution. Provisional certification to teach in a CTE funded program may be granted when the instructor is enrolled in a CTE approved alternative teacher preparation program. Such provisional certification may be renewed annually provided the instructor is continuing to work toward full licensure.

   An instructor shall earn a minimum of 64 clock hours of professional development activities for renewal of the regular (5 year) CTE credential.

2. Family and Consumer Sciences Occupations Teacher
   (for programs that prepare students for paid employment in an occupational cluster related to a Family and Consumer Sciences content area)

   Bachelor's degree with a major or major equivalent (as accepted by ESPB) in Family and Consumer Sciences Education (Home Economics Education) from an approved institution. Provisional certification to teach in a CTE funded program may be granted when the instructor is enrolled in a CTE approved alternative teacher preparation program. Such provisional certification may be renewed annually provided the instructor is continuing to work toward full licensure.

   Additional course work and/or work experience in the industry will be recommended based on an evaluation of the applicant’s transcripts and previous work experience.

   An instructor shall earn a minimum of 64 clock hours of professional development activities for renewal of the regular (5 year) CTE credential.

ADULT:

Part-Time Instructor in either Family and Consumer Sciences Education or Family and Consumer Sciences Occupations – satisfies local adult program administrator's standards for subject matter knowledge and practical experience related to the content to be taught.

INFORMATION TECHNOLOGY

Two options for licensure in Information Technology:

1. Information Technology will follow Trade, Technical, Industry, and Health requirements for licensing industry people to be classroom instructors.

2. Teachers currently licensed in North Dakota are required to:

    a. attend two CTE approved training sessions within either the Software or Hardware IT cluster and

    b. obtain and maintain current industry certification if an industry certification exists in the course being taught.

A two-year provisional license may be granted for individuals to complete either option. Prior to a provisional license being granted a plan and timeline must be developed with the Department of Career and Technical Education to complete all requirements.

All individuals will be required to attend a Department of Career and Technical Education approved training for any specific information technology course prior to a license, endorsement, or provisional license being granted.

MARKETING EDUCATION

SECONDARY:

Instructors must hold a valid North Dakota Educator's Professional License.

Instructors must hold a Bachelor of Science degree with a major, minor, or minor equivalency (ME:24) in Marketing Education.

Instructors must have completed 2,000 hours of applicable work experience. Work experience must be business or marketing related; marketing, management, sales or in a career related area. (2,000 hours is 40 hours a week for 50 weeks)

A completed application for a Marketing Education Certification must be submitted along with college transcripts.

PROVISIONAL:

Dependent upon college courses taken and work experience; applicants may be granted provisional endorsement by meeting the minimum requirements for the Minor Equivalency Endorsement in Marketing Education. This endorsement can only be added to an existing North Dakota Educator's Professional License. A provisional endorsement is for two years, with an additional two-year provisional granted if sufficient progress has been made towards the educational requirements.

FIVE-YEAR RENEWAL:

1. The renewal of the five-year license requires verification of a minimum of four semester hours of college or university credit earned within the dates of the certification period.

2. All five-year regular licensed teachers shall submit verification of their participation in a minimum of 64 clock hours of in-service related to the teaching field during the five-year teaching period.

SPECIAL POPULATIONS - CTE

Career and Technical Education Resource Educator (CTRE)
Each instructor must hold a valid North Dakota Educator's Professional License.

a. Licensed special education teacher with a minimum of six (6) semester hours credit from the following:

   Philosophy of Career and Technical Education
   Career and Technical Education Assessment
   Occupational Analysis
   Career Development
   Organization of Part-time Cooperative Programs
   Career Education
   Competency Based Career and Technical Education, or
   Other courses or workshops as approved by the
   Department of Career and Technical Education

b. Certified career and technical education instructor with a minimum of six (6) semester hours credit from the following:

   Special Populations Teaching Methods
   Counseling the Disadvantaged
   Behavior Problems of the Handicapped
   Introduction to Exceptional Children, Mental Retardation, Learning Disabilities, Emotional Disturbance, etc., or
   Other courses or workshops as approved by the
   Department of Career and Technical Education

c. Certified career development counselor with a minimum of six (6) semester hours credit from the following:

   Special Populations Teaching Methods
   Counseling the Disadvantaged
   Behavior Problems of the Handicapped
   Introduction to Exceptional Children, Mental Retardation, Learning Disabilities, Emotional Disturbance, etc., or
   Other courses or workshops as approved by the
   Department of Career and Technical Education

Career and Technical Education Basic Skills Educator (CTBSE)
Each instructor must hold a valid North Dakota Educator's Professional License.

Certified secondary education teacher or postsecondary instructor with a major or minor in the teaching area (i.e. Math/English), and with two (2) semester hours credit in philosophy of career and technical education and four (4) semester hours from the following curricular areas:

Remedial Reading
Introduction to Exceptional Children, Mental Retardation, Learning Disabilities, Emotional Disturbance, etc.
Career Development
Remedial Mathematics
Career Education
Competency Based Career and Technical Education
Other courses or workshops as approved by the Department of Career and Technical Education

Career and Technical Education Teacher Student Mentor:

Instructor must hold a valid North Dakota Educator's Professional License.

Career and Technical Education Special Populations Tutor or Aide:

a. Minimum of one year occupational experience in the career and technical education area, or

b. One year completion of approved career and technical education program in the career and technical education area, or

c. Determination and documentation by the employing agency or institution that competencies required by the written job description are met.

Career and Technical Education Special Populations Support Person:

Minimum occupational experience and minimum training requirements will be determined by the Department of Career and Technical Education on the basis of the job description submitted by the local education agency or postsecondary educational institution.

TECHNOLOGY EDUCATION

All instructors must hold a valid North Dakota Educator's Professional License.

Three optional licensure paths: A or B or C

A. Bachelor of Science degree with a major-minor in Technology Education
(Highly Recommended)

B. Minor Equivalency composed of a required minimum of 24 semester hours from the following:

A minimum of 6 semester hours in study of the designed world. Areas may include:

- Medical technology
- Agriculture and related bio-technologies
- Energy and power technologies
- Information and communication technologies
- Transportation technology
- Manufacturing technology
- Construction technology

A minimum of 12 semester hours in study and experiences based on the following content organizers:

- Resources for technology
- Design/engineering
- Invention and innovation
- Technology systems
- Intelligent machines/robotics
- Impacts of technology
- Technology and society

A minimum of 6 semester hours in:

- Study of methods of teaching technology education which may include current trends, activity-oriented laboratory instruction, authentic application of knowledge and skills, and
- Study of and experiences in developing, managing and evaluating technology education programs in schools.

C. Alternative License in "Technical Studies"
(In cooperation with Trade, Technical, Industry and Health Education)
Alternative options for teacher preparation and licensure may be identified or established by the Department for Career and Technical Education (DCTE) in cooperation with the Education Standards and Practices Board (ESPB) and the teacher preparation programs in the institutions of higher education. These alternative options shall be directed toward the needs of non-traditional candidates for teaching and shall not include students who are in the traditional teacher education programs.

* Minimum Instructional Staff Qualifications

1. <u>Experience</u>

Instructors shall have a minimum of four (4) years (8,000 hours) of progressive work experience or educational experience in the technical studies to be taught within the past eight years. Individuals who have earned two or more credits of instruction in an approved postsecondary program with in the last five (5) years could receive credit towards work experience. One hour of instruction could equal one hour of the needed work experience.

Credit for up to two (2) years (4,000 hours) will be given to those completing an approved postsecondary program within the past five-(5) years. In occupations governed by a licensing agency or board, instructors shall hold a currently valid license.

2. Preparation

Technical Studies instructors shall hold a high school diploma.

Secondary Technical Studies instructors shall be enrolled in an accredited school in an appropriate technical studies career acceptable to the Department of Career and Technical Education.

All Technical Studies instructors shall complete approved technical studies credits, until a total of twenty-four semester credit hours have been acquired. The credit hours must be within the areas or content organizers used on the Minor Equivalency Endorsement for Technology Education and should be acquired within a seven-year period.

Instructors who have a BS in Education degree should obtain a Minor Equivalency Endorsement in Technology Education or have earned a Technology Education Minor for their regular teaching certificate within a seven-year period.

3. Renewal

A review of the participant's progress in their program of study will be made by the Department of Career and Technical Education at the end of the 2-year provisional period. If progress is being made in the appropriate technical studies program, a 5-year license will be issued. The Department of Career and Technical Education will monitor the participant's progress throughout the 5-year renewal period.

4. Reentry

A licensed applicant who has been out of teaching for a period of more than five (5) years must earn a total of eight semester hours of college or university credits, related to the technical studies teaching field along with two (2) years of related verified occupational/educational work experience in the area of technical studies being taught. College or university credits may be obtained during the first two (2) years of reentry contracted service. One half of the required credit hours must be earned before entering the second year of the renewal period.

5. Degree

All secondary "Technical Studies" instructors are encouraged to acquire a baccalaureate degree in Technology Education within seven (7) years of initial credentialing anniversary.

TRADE, TECHNICAL, INDUSTRY AND HEALTH EDUCATION

Instructional Staff

Minimum Instructional Staff Qualifications

1. EXPERIENCE

   a. Instructors shall have a minimum of four years (8,000 hours) of progressive work experience in the occupation to be taught within the past eight years. Successful passage of an approved competency examination may be substituted for one year (2,000 hours) of work experience. Individuals who have earned two or more credits of instruction in an approved specialized secondary program within the last five years could receive credit towards work experience. One hour of instruction could equal one hour of the needed work experience.

   b. Credit for up to two years (4,000 hours) will be given to those completing an approved specialized postsecondary training program within the past five years. In occupations governed by a licensing agency or board, instructors shall hold a currently valid license.

2. PREPARATION

   a. Trade, Technical, Industry and Health instructors shall hold a high school diploma or its equivalent.

   b. Secondary Health Careers instructors shall be graduates of an accredited school in an appropriate health career acceptable to the Department of Career and Technical Education.

   c. Postsecondary career and technical nursing education instructors shall be graduates of an accredited school of nursing and hold a currently valid license as a registered nurse.

   d. Other postsecondary health career instructors shall be graduates of a school accredited by the appropriate accrediting agency or board.

   e. All secondary Trade, Technical, Industry and Health instructors shall complete a minimum of 15 semester credits of the approved Clinical Practice Program prior to receiving a five-year certificate. NOTE: For individuals currently enrolled in an approved program, earned credit hours may be used toward the minimum 15 semester credits.

3. FIVE YEAR RENEWAL

   The succeeding renewal of the five-year license/certificate requires verification of a minimum of four (4) semester hours of college or university credit earned within the dates of the license/certificate. All five-year licensed teachers shall participate in sixty-four (64) clock hours of in-service related to the teaching field during the five (5) year teaching period. Those instructors holding a lifetime licensure are exempt from this requirement. Professional Development Conference, licensed workshops, continuing education units (CEU), or licensed factory work sessions related to their field of instruction are accepted. Example: Attending the technical sessions of a Professional Development Conference would count sixteen (16) clock hours of in-service towards the needed in-service hours. Other work sessions may be accepted upon approval

by submitting the work session description to the Trade, Technical, Industry and Health division of the State Board for Career and Technical Education. The license of the above mentioned work session must indicate the number of in-service clock hours.

NOTE: All instructors who are currently certified/licensed as a five-year (5) regular status instructor would begin fulfilling the update requirements of standard three upon their succeeding renewal date (i.e. minimum of four (4) semester from a college or university and sixty-four (64) clock hours of in-service related to the teaching field).

NOTE: Instructors who have obtained an administrator's credential will need to maintain the T&I license. Submission of a copy of the administrator's credential will satisfy the renewal requirements for T&I licensure.

4. REENTRY

A certified/licensed applicant who has been out of teaching for a period of more than five (5) years must earn a total of eight semester hours of college or university credits, related to the teaching field along with two years of related verified occupational work experience in the occupation to be taught. College or university credits may be obtained during the first two years of reentry contracted service. One half of the required credit hours must be earned before entering the second year of the renewal period.

5. All secondary Trade, Technical, Industry and Health Education instructors are encouraged to acquire a baccalaureate degree in Career and Technical Education within ten years of their regular licensing anniversary.

LIMITED T & I LICENSEING:

1. Part-time Adult Trade (includes apprentice, Technical and Health Instructors)

   a. Part-time adult trade, technical, industry or health instructors shall have received successful wage earning experience in the occupational field in which they are to teach. This experience should be within the past five years or be an instructor in a regular day program.

2. Instructor Aide

   a. Experience

      Instructor aides shall have acceptable work experience as a wage earner in the trade, technical, industry and health occupation they are to assist.

b. Preparation

Instructor aides shall hold a high school diploma or have passed the high school equivalency examination. The Department of Career and Technical Education may prescribe career and technical teacher education courses.

3. Related Instructors

a. Experience

Related instructors shall have had adequate exposure to the occupations by related work experience, or through continuous consultation with the career and technical education instructors of the occupation for which the related instructor is being provided.

b. Preparation

Related instructor shall hold a high school diploma or have passed the high school equivalency examination. The Department of Career and Technical Education may prescribe career and technical teacher education courses.

c. Substitute Instructors

All substitute instructors must be in compliance with North Dakota Century Code 15-38-18.2, Chapter 67.1-02-02-02 prior to receiving their license to teach.

4. Cooperative Career and Technical Trade, Technical, Industry and Health Education Teacher Coordinators.

a. Experience

Coordinators shall meet or exceed the minimum work experience requirements for full-time trade, technical, industry and health instructors and shall have a minimum of two years of successful teaching experience in an approved career and technical trade, technical, industry or health education program. In the absence of such experience or training, competency to meet the demands of the position shall be determined by the Department of Career and Technical Education.

b. Preparation

Coordinators shall meet or exceed the minimum education requirements for full-time trade, technical, industry and health instructors and shall have completed an approved course in the coordination of career and technical cooperative education programs.

c. Substitute Instructors

All substitute instructors must be in compliance with North Dakota Century Code 15-38-18.2, Chapter 67.1-02-02-02 prior to receiving their license to teach.

5. Substitute Instructors.

a. A substitute instructor shall meet or exceed the minimum work experience requirements as full-time Trade, Technical, Industry, and Health instructors.

b. All substitute instructors must be in compliance with North Dakota Century Code 15-38-18.2, Chapter 67.1-02-02-02 prior to receiving their license to teach.