

TEACHER LICENSING REQUIREMENTS

**NORTH DAKOTA STATE BOARD FOR
VOCATIONAL AND TECHNICAL EDUCATION**

**Wayne Kutzer
State Director and Executive Officer**

January, 2002

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VOCATIONAL AND TECHNICAL EDUCATION**

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PHONE: (701) 328-3180
EMAIL: sbvte@state.nd.us
WEBSITE: www.state.nd.us/vte

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VOCATIONAL ADMINISTRATION

SECONDARY:

1. Valid North Dakota Educator's Professional License which includes a T&I Teaching License.
2. Equivalent of three years teaching experience in a vocational education program or other related vocational education support services recognized by the State Board for Vocational and Technical Education.
3. A masters degree or enrolled in a masters program with a major concentration in vocational education or other related support services.
4. A. Successful completion of the following courses or recognized equivalents:
 1. Philosophy of Vocational Education
 2. Administration and Supervision of Vocational Education
 3. Competency Based Vocational EducationB. Successful completion of three of the following courses or recognized equivalents:
 1. Organization and Administration of the Secondary School
 2. North Dakota School Law
 3. North Dakota School Finance and Revenue
 4. Supervision of Secondary Schools
 5. Secondary School Curriculum
 6. Education for Special Populations
5. A provisional license may be granted not to exceed a two year period if provision #4 has not been completed.

Renewal of a Five-Year License:

1. A minimum of two semesters of related administration course work.
2. Attendance at six workshops and conferences from the following list:
 - a. All Service Conference
 - b. State-called vocational directors meetings
 - c. North Dakota Council of School Administrators State Meeting
 - d. Special topic seminars and meetings sponsored or endorsed by the State Board for Vocational and Technical Education or the Department of Public Instruction including leadership development (LEAD).

OR

1. A minimum of four semesters of related administration coursework.

VOCATIONAL ADMINISTRATION (Continued)

POSTSECONDARY:

1. Three years teaching experience in a vocational education program or other related vocational education support services recognized by the State Board for Vocational and Technical Education.
2. A minimum of a master's degree with a major area of concentration in vocational education or other related support services.
3. A. Successful completion of the following courses or recognized equivalents:
 1. Philosophy of Vocational Education
 2. Administration and Supervision of Vocational Education
 3. Competency Based Vocational EducationB. Successful completion of 9 semesters hours of course work in two or more of the following areas relating to:
 1. Supervision of personnel
 2. Curriculum development
 3. Higher education finance
 4. Special populations
 5. School/community relations

Note: Provisional certification may be granted for up to two years for a candidate to meet the preceding requirements.

Renewal of Five-Year License:

1. Attendance at six workshops and conferences as follows:
 - a. All Service Conference
 - b. State called vocational administrators meetings
 - c. Special topic seminars and meetings sponsored or endorsed by the State Board for Vocational and Technical Education, the North Dakota University System, or the American Indian Higher Education Consortium

AGRICULTURE EDUCATION

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

SECONDARY:

1. Admission Requirements

- a. Completion of a basic skills admission test
- b. Verification of successful completion of basic skills test
- c. Approval of program advisor
- d. Approval of education department
- e. Record of satisfactory results on speech and hearing evaluation
- f. Evidence of competency in English

2. Graduation Requirements (122 Total Required Credits)

A. General Studies (36 credits minimum)

- | | | |
|----|--|------------|
| 1. | Communications | 9 Credits |
| 2. | Humanities & Fine Arts | 6 Credits |
| 3. | Quantitative Reasoning | 3 Credits |
| 4. | Science & Technology | 10 Credits |
| 5. | Social & Behavioral Sciences | 6 Credits |
| 6. | Wellness | 2 Credits |
| 7. | Cultural Diversity* | |
| 8. | Global Perspectives* | |
| 9. | Computer usage (integrated in all majors)* | |

*Requirements with no additional credits.

B. Professional Education (33 credits)

C. Agriculture (48 credits)

D. Academic Requirements

1. Minimum grade point average of 2.5 in total academic program
2. Minimum grade of B in Speech Communications 110 and 111
3. Minimum 2.50 grade point in English 110 and 111
4. Exit test required for graduation, with a minimum score to be recommended for teacher certification

3. Certification

A valid North Dakota Educator's Professional License.

POSTSECONDARY:

No teaching license is required. However, work experience and additional education in the major teaching responsibility is recommended.

AGRICULTURE EDUCATION (Continued)

ADULT (Full-time Adult Farm Management Teachers):

1. Bachelor of Science Degree with emphasis in Business Management, Economics, Accounting, and a strong background in Production Agriculture.
2. A Regular License issued by the State Board for Vocational and Technical Education requires the applicant to have taken a Methods of Teaching and a Philosophy of Vocational and Technical Education course.

BUSINESS & OFFICE TECHNOLOGY

SECONDARY

1. All instructors must hold a valid secondary teaching license issued by the North Dakota Education Standards and Practices Board to teach Business Education courses.
2. Be eligible to teach the specific business or computer courses as required by the Department of Public Instruction
3. Verification of having completed two separate college or university courses in the nature of:
 - a. History and Philosophy of Vocational 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 an application for a Business & Office Technology license. A transcript of all college courses completed must be submitted with the application.
6. Verification of having completed at least one beginning computer user industry proficiency examination. Example: Submitting a photocopy of the license issued for having passed the Microsoft Office Word 2000 Proficient Specialist Examination.

FIVE-YEAR RENEWAL

1. The renewal of the five-year license requires verification of a minimum of four (4) semester hours or six (6) quarter hours of college or university credit earned within the dates of the license/certificate.
2. All five-year regular licensed teachers shall submit verification of their participation in a minimum of sixty-four (64) clock hours of in-service related to the teaching field during the five (5) year teaching period.
3. Verification of having completed at least one intermediate computer user industry proficiency examination. Example: Submitting a photocopy of the license issued for having passed the Microsoft Office Access 2000 Expert Specialist Examination

POSTSECONDARY:

The qualifications for Postsecondary Business & Office Technology instructors are based on:

1. Professional teacher preparation

2. Subject matter background, and
3. Occupational experience/industry certification as determined by the employing postsecondary institution.

BUSINESS & OFFICE TECHNOLOGY (Continued)

FULL AND PART-TIME ADULT:

Licensed as a secondary or Postsecondary Business & Office Technology instructor **OR** have completed five years of specialized occupational experience in the subject area being taught is required.

PROVISIONAL LICENSING

Provisional vocational licensing may be granted for up to three years for a candidate to meet the requirements.

CAREER DEVELOPMENT (Formerly Vocational Guidance)

SECONDARY:

1. Hold a North Dakota Educator's Professional teaching license.
2. Hold, or be eligible to hold, a valid North Dakota professional guidance license.
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 Philosophy or Principles of Vocational-Technical Education.
5. Have completed a minimum of four semester hours of credit in other applicable courses as approved by the State Board for Vocational 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 for a candidate to meet the requirements of 4 and 5.
7. To receive a Regular Career Development License, a career development counselor must have a master's degree with a major in guidance and counseling and meet all of the above requirements.

POSTSECONDARY:

1. A Career Development Counselor at the postsecondary level must have a masters degree in guidance and counseling and must meet the requirements of sections 3, 4, and 5 to receive a Regular Career Development license.
 - a. A provisional license may be granted for up to four years for a candidate to meet the requirements of sections 3,4, and 5.
 - b. Provisional certification may be granted for those candidates with a master's degree in a closely related counseling area. (Examples: Counseling Psychology, Rehabilitation Counseling, Developmental Psychology, Educational Psychology, and Applied

Psychology). Candidates have a four-year period of time to meet the requirements of sections 3, 4, and 5. At the completion of these requirements they are eligible for a Regular Career Development License.

DIVERSIFIED OCCUPATIONS

SECONDARY:

1. Instructors must hold a valid North Dakota Educator's Professional License which includes a T & I Teaching License.
2. Instructors must be vocationally certified in at least one vocational-technical service area as accepted by the State Board for Vocational and Technical Education.

-OR-

Instructors must have earned a Master of Science degree in Vocational Education.

3. Instructors must have completed a collegiate course in the area of coordinating Techniques/cooperative education supervision in order to receive a *regular* vocational certificate in Diversified Occupations.

-OR-

A *provisional* vocational certificate in Diversified Occupations is available. The *provisional* certification 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 in Family and Consumer Sciences Education (Home Economics Education) from an approved institution. Provisional certification to teach in a vocationally funded program may be available in emergency situations. Such requests will be handled on an individual basis.

* * * * *

Family and Consumer Sciences Education teachers are qualified to teach health courses in grades 7-12 provided they can document that their preparation includes 8 semester or 12 quarter credits in at least 3 of the 9 content areas for health education. These content areas are:

- a. Mental Health/Self Concept
- b. Social Competency/Decision Making
- c. Chemical Education
- d. Family Life Education
- e. Disease Prevention
- f. Community/Environmental Health
- g. Personal and Consumer Health
- h. Nutrition Education
- i. Safety & First Aid

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)

Option 1:

- a. Bachelor's degree with a major in Family and Consumer Sciences Education (Home Economics Education) from an approved institution. Course work shall have included instruction in specific teaching methods for occupational programs.
- b. A minimum of 1,000 hours of successful paid employment of which 50% shall be in the occupational cluster in which certification is sought. 500 of the 1,000 hours shall have been completed within the last five years.

Option 2 – Vocational-Technical Certification:

NOTE: This option is available only to persons who would be expected to teach in a single occupational cluster, such as an instructor at an area vocational and technology center. Any person who might be expected to teach in more than one occupational cluster, or to combine **FAMILY AND CONSUMER SCIENCES (Continued)**

FACS Occupations and FACS Education teaching assignments must pursue Option 1.

- a. A high school diploma.
- b. A minimum of four years (8,000 hours) of progressive work experience in the occupational cluster to be taught. This experience shall have been acquired within the past six years.
- c. Development and approval of a plan to earn in-service vocational-technical teacher education credits. A minimum of 21 quarter or 14 semester hours of credit must be earned within four years of initial employment as an instructor. The plan shall include course work in the following areas:
 1. Job Analysis
 2. Human Relations
 3. Communication Skills
 4. Curriculum Development
 5. Evaluation/Assessment
 6. Concepts/Philosophy of Vocational Education

Certificates issued under this option shall be valid for the same time period as corresponding professional licenses issued by the Education Standards and Practices Board (2-year initial certificate; 2- or 5-year renewal certificates). Persons seeking to renew a certificate issued under this option must verify they have earned a minimum of 4 semester or 6 quarter hours of college or university credit within the dates of the expiring certificate. They shall also have participated in a minimum of 10 clock hours of in-service related to the teaching field annually.

All secondary instructors approved under this option are encouraged to acquire a baccalaureate degree in Family and Consumer Sciences Education within ten years from issuance of the initial certificate.

POSTSECONDARY:

Postsecondary instructors shall meet requirements in four areas:

- A. Subject Matter Background – knowledge of the instructional field may be gained in any of the following ways:
 1. Bachelor's and/or Master's degrees in Family and Consumer Sciences Education or in the content area appropriate to the instructional program.
 2. Associate degree in the occupational area and related paid employment.

3. Full-time paid employment in the occupational area.

B. Occupational Experience

1. Degreed instructors shall have a minimum of 2,000 hours of successful paid employment, of which 50% shall be in the occupational cluster in which certification is sought. 1,000 of the 2,000 hours shall have been completed in the last 5 years.

FAMILY AND CONSUMER SCIENCES (Continued)

2. Instructors coming from industry shall have a minimum of four years (8,000 hours) of progressive work experience in the occupational cluster in which certification is sought.

C. Professional Education Courses

If not degreed in teacher education, the candidate shall develop a plan to earn 21 quarter or 14 semester hours of graduate credit within 4 years of initial employment. Course work shall be taken from the following:

1. Job Analysis
2. Human Relations
3. Communication Skills
4. Curriculum Development
5. Evaluation/Assessment
6. Concepts/Philosophy of Vocational Education

D. Ongoing Professional Development

To renew certification the instructor shall provide evidence of earning a minimum of 20 clock hours annually of in-service related to the teaching field.

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 area to be taught.

INFORMATION TECHNOLOGY

The Information Technology Division is responsible for licensing instructors to teach all IT courses, including IT (Information Technology) Essentials, A+ Certification (ExplorNet) Computer Maintenance and Repair, Computer Networking (CISCO), and computer programming to name a few.

2-Year Provisional Requirements for...

A LICENSED INSTRUCTOR: A total of 8000 points need to be accumulated from the following:

Degreed certification or Vocational certification.....4000 pts

*Completion of an approved training session.....2000 pts

***Required Prior to Beginning Instruction**

Documented work/training experience.....up to 4000 pts
(may include non-college-credited inservices, conferences, workshops, etc) (1 hour of experience = 1 pt)

Passage of an approved competency exam.....up to 4000 pts
(ie. NOCTI, A+, CCNA, etc.) (each worth 2000 points)

College credits.....up to 2000 pts
(1 semester hour = 30 pts) (points will be given for current technology related classes)

Submitted reference letters.....up to 600 pts
(reference has to be regarding either content area and/or teaching competency - each worth 200 pts)

AN INDIVIDUAL SEEKING LICENSURE: A total of 8000 points need to be accumulated from the following:

2 or 4-year degree (depending upon experience and coursework)up to 4000 pts

*Completion of an approved training session.....2000 pts

***Required Prior to Beginning Instruction**

Documented work/training experience.....up to 4000 pts
(may include non-college-credited inservices, conferences, workshops, etc) (1 hour of experience = 1 pt)

Passage of an approved competency exam.....up to 4000 pts
(ie. NOCTI, A+, CCNA, etc.) (each worth 2000 points)

College credits.....up to 2000 pts
(1 semester hour = 30 pts) (points will be given for current technology related classes)

Submitted reference letters.....up to 600 pts
(reference has to be regarding either content area and/or teaching competency - each worth 200 pts)

**Instructors in this category will be required to take an approved methods teacher education class prior to beginning classroom instruction.

**Within four (4) years, the instructor shall obtain approved teacher education credits, until a total of fourteen (14) semester credits have been acquired.

INFORMATION TECHNOLOGY (Continued)

5-YEAR RENEWAL

The succeeding renewal of the five-year license requires verification of a minimum of four (4) semester hours of college or university credit earned within the dates of the license. In addition, all five-year regular licensed instructors shall participate in sixty-four (64) clock hours of in-service related to the teaching field during the five (5) year teaching period. All-Service Conference, approved workshops, continuing education units, or certified factory-academy work experience related to their field of instruction are accepted.

Example: Attending the technical sessions of an All Service Conference would count sixteen (16) clock hours of in-service toward the needed in-service hours. Other work sessions may be accepted upon approval by submitting the work session description to the Information Technology Division of the State Board for Vocational and Technical Education. The certificate of the above mentioned work session must indicate the number of in-service clock hours.

RE-ENTRY

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.

MARKETING EDUCATION

SECONDARY:

Instructors must hold a valid North Dakota Educator's Professional License in Vocational Marketing Education.

Instructors must hold a Bachelor of Science degree with a major, minor, or minor equivalency in Vocational Marketing Education.

Instructors must complete four separate courses in the nature of:

- Philosophy of Vocational Education
- Coordinating Techniques
(Supervision of Cooperative Education)
- Methods and Materials for Marketing Education
- Professional Training Techniques or
Organization and Administration of Marketing Education or
Curriculum Development in Marketing Education

Instructors must have completed 2,000 hours of applicable work experience. Work experience must be business related in the area of marketing, management, or sales.
(2000 hours is 40 hours a week for 50 weeks)

A completed application for a Vocational Marketing Education Teaching License must be submitted along with college transcripts.

Dependent upon college courses taken and work experience; applicants may possibly be granted provisional certification (ME:16 Level) by meeting the minimum requirements for the Minor Equivalency Endorsement in Vocational Marketing Education. This endorsement can only be added to an existing North Dakota Educator's Professional License.

Minimum requirements to receive a Minor Equivalency Endorsement in Vocational Marketing Education (ME:16 Level):

16 semester hours in any of the following areas with 6 semester hours in marketing, management, advertising or sales.

- | | |
|--|-----------------------|
| -Professional Training Techniques | -Management |
| -Philosophy of Voc. Ed. | -Sales or Advertising |
| -Methods of teaching Voc. Mark, Ed. | -Marketing |
| -Coordinating Techniques/
Cooperative Education Supervision | |

POSTSECONDARY:

1. The qualifications for postsecondary vocational marketing education instructors are based on (1)

professional teacher preparation, (2) subject matter background, and (3) occupational experience.

- a. Professional education courses must total a major/minor or equivalent in vocational marketing education.

MARKETING EDUCATION (Continued)

- b. Semester hours of subject matter courses must comply with the requirements specified by the employing institution.
 - c. Occupational experience related to the vocational teaching assignment must total 8,000 hours for non-degree individuals and 2,000 hours for individuals with a degree. Internship and supervised occupational experience may count double if approved by the State Board for Vocational & Technical Education.
2. Courses in professional education may be waived for the instructor of a specialized program and a provisional license issued. A three-year license will be issued upon completion of eight semester hours of vocational and/or marketing education courses.
 3. Another exception to the basic requirements is the instructor that is employed as a part-time instructor may be issued a provisional license.

TECHNOLOGY EDUCATION

SECONDARY:

Option A or B

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

* A minimum completion of 24 SH is required from the following:

A minimum of 6 SH 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 SH in study and experiences based on the following content organizers:

- Resources for technology
- Design/engineering
- Inventions and innovations
- Technology systems
- Intelligent machines
- Technology and entrepreneurship

A minimum of 6 SH 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.

- B. Alternative Certification/License in “Technical Studies”
(In cooperation with Trade, Technical, Industry and Health Education)

* Minimum Instructional Staff Qualifications

1. Experience

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 six-(6) years. Individuals who have earned two or more credits of instruction in an approved postsecondary program within the last five (5) years could receive credit

towards work experience. One hour of instruction could equal one hour of the needed work experience.

TECHNOLOGY EDUCATION (Continued)

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 and or its equivalence.

Secondary Technical Studies instructors shall be enrolled in an accredited school in an appropriate technical studies career acceptable to the State Board for Vocational 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 his/her program of study will be made by the State Board for Vocational and Technical Education at the end of the 2-year provisional certification period. If progress is being made in the appropriate technical studies program, a 5-year certification will be issued. The State Board for Vocational and Technical Education will monitor the participant's progress throughout the 5-year certification period.

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 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 six 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 State Board for Vocational and Technical Education.
- c. Postsecondary vocational 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 36 clock hours or two semester credits of approved pre-service vocational teacher education (BVED 433 Methods for Teaching Vocational and Technical Education). In addition, they shall obtain approved in-service vocational teacher education credits, until a total of 14 semester credits have been acquired. The total of 14 semester credits must be acquired within the first four-year period of teaching.

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 regular licensed/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. All Service

TRADE, TECHNICAL, INDUSTRY AND HEALTH EDUCATION (Continued):

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 an All Service 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 Vocational 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).

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 Vocational and Technical Education within ten years of their regular licensing anniversary.

LIMITED T & I LICENSING:

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 State Board for Vocational and Technical Education may prescribe vocational teacher education courses.

TRADE, TECHNICAL, INDUSTRY AND HEALTH EDUCATION (Continued):

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 vocational 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 State Board for Vocational and Technical Education may prescribe vocational 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 Vocational 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 vocational 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 State Board for Vocational 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 vocational 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.

VOCATIONAL SPECIAL POPULATIONS

The State Board for Vocational and Technical Education provides two types of licenses for vocational special populations personnel: provisional and regular.

PROVISIONAL SPECIAL POPULATIONS LICENSE:

A two-year provisional Special Populations license will be issued to vocational special populations program personnel in SBVTE approved programs on the basis of meeting initial certification and experience requirements in the area of specialty (i.e. special education, vocational education, vocational counseling, elementary education, secondary education).

The minimum requirement for renewing the provisional license each year thereafter is satisfactory completion of a minimum of three (3) semester hours of credit in approved courses.

REGULAR SPECIAL POPULATIONS LICENSE:

A five-year regular special populations license will be issued to those program personnel in SBVTE approved programs that have completed all licensing requirements. Minimum requirements for renewing the regular special populations license are the maintenance of a valid license in the area of specialty (i.e. office education, vocational counseling, elementary education, special education).

A two-year regular special populations license will be issued to those support personnel in SBVTE approved programs that have met the licensing requirements. The minimum requirements for renewing the special populations license are satisfactory employment and recommendation by the immediate supervisor. A current and complete job description shall be submitted with each request for licensing or license renewal.

License requirements for the approved positions are listed below:

Vocational Special populations Resource Educator (VRE)

1. Licensed special education teacher with a minimum of six (6) semester hours credit from the following:
 - . philosophy of vocational education
 - . vocational assessment
 - . occupational analysis
 - . vocational guidance
 - . organization of part-time cooperative programs
 - . career education
 - . competency based vocational education, or
 - . other courses or workshops as approved by

the SBVTE

VOCATIONAL SPECIAL POPULATIONS (Continued:)

2. Certified vocational instructor with a minimum of six (6) semester hours credit from the following courses:
 - . 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 SBVTE

3. Certified vocational counselor with a minimum of six (6) semester hours credit from the following courses:
 - . 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 SBVTE

Vocational/Prevocational Special populations Instructor:

1. Certified vocational teacher with a minimum of six (6) semester hours credit from the following courses:
 - . 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 SBVTE

2. Certified technology education, business and office technology, or family and consumer sciences teacher with a minimum of six (6) semester hours credit from the following courses:
 - . 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 SBVTE

VOCATIONAL SPECIAL POPULATIONS (Continued)

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

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|---|--|
| . philosophy of vocational education | . competency based vocational education |
| . vocational assessment | . career education, or |
| . occupational analysis | . other courses or workshops as approved by |
| . vocational guidance | the State Board for Vocational and Technical |
| . organization of part-time cooperative | Education |
| programs | |

Vocational Special populations Evaluator:

1. Baccalaureate degree in vocational evaluation/assessment
2. Certified vocational instructor or vocational counselor plus twelve (12) semester hours credit in vocational education
3. Certified special education instructor plus twelve (12) semester hours credit in vocational evaluation/assessment and six (6) semester hours credit from the following courses:

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|--------------------------------------|---|
| . philosophy of vocational education | . competency based vocational education, or |
| . individual appraisal | . other courses or workshops as approved by |
| . vocational guidance | the SBVTE. |
| . counseling the disadvantaged | |

Vocational Basic Skills Instructor:

1. Certified elementary education teacher with two (2) semester hours credit in philosophy of vocational education and four (4) semester hours credit from the following courses:

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|---|---|
| . remedial reading | . remedial mathematics |
| . introduction to exceptional children, | . career education |
| mental retardation, learning | . competency based vocational education |
| disabilities, emotional disturbance, | . other courses or workshops as approved by |
| etc. | the SBVTE |

VOCATIONAL SPECIAL POPULATIONS (Continued)

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

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|---|--|
| . remedial reading | . remedial mathematics |
| . introduction to exceptional children,
mental retardation, learning
disabilities, emotional disturbance,
Etc. | . career education |
| . career education | . competency based vocational education |
| | . other courses or workshops as approved by
the SBVTE |

Vocational Special Populations Tutor or Aide:

1. Minimum of one year occupational experience in the vocational area, or
2. One year completion of approved vocational program in the vocational area, or
3. Determination and documentation by the employing agency or institution that competencies required by the written job descriptions are met.

Vocational Special Populations Interpreter:

1. Certification from the Registry of Interpreters for the Deaf, or
2. Completion of an accredited interpreter training program, or
3. Demonstrated skills as an interpreter.

Vocational Special Populations Support Person:

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

Licensing Exceptions:

The State Board for Vocational and Technical Education may reconsider initial certification requirements for any of the approved positions if evidence of equivalent training and experience is provided.