

# NORTH DAKOTA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

## POSTSECONDARY INSTRUCTOR CERTIFICATION STANDARDS

### Who Needs to be Certified

- All full-time postsecondary CTE instructors teaching in a CTE discipline, includes programs that are Perkins (federal) funded or eligible (Pell Grants).
- Any instructor who teaches less than full time shall be certified if he/she is responsible for curriculum development in the content area and/or designing assessment of student performance.

### Level of Education Needed

- Minimum of an associate degree or its equivalent, as determined by employing campus.
- Any instructor who does not possess a degree in education takes part in the Postsecondary Clinical Practice Program, with possible additional courses as specified by the SBCTE, or completes a program of study equivalent to the Clinical Practice Program as determined by the SBCTE.

### Industry Certification

- **Industry Certified Instructors**
  - Instructors may have achieved an industry instructor certification/license through a national accreditation. Instructors with these certifications will be reviewed on an individual basis for exemption to the Clinical Practice Program based on the content of their certification requirements.
  - Industry certified instructors may need to complete additional courses, if they are exempted from the Clinical Practice Program, as specified by the SBCTE; such as History and Philosophy of CTE or Measuring Student Performance.
- **Content Certified**
  - Required where such industry certification is necessary to teach a course (i.e. ASE certification to teach automotive technology, CCNA certification to teach Cisco networking).
  - Certifications must be earned during the two-year provisional certificate.

### Length of Credential

- Provisional—2 years
- Regular—5 years

### Renewal Requirements

- 120 clock hours of professional development specific to teacher's content area and/or related to instructional delivery methods must be earned for each five-year renewal period (college credit can also be earned to satisfy this requirement with one semester hour equaling 15 clock hours).
- Industry certification must be kept current as specified by the appropriate industry and/or national program standards.

# POSTSECONDARY INSTRUCTORS SEEKING SECONDARY CERTIFICATION

## Background

The majority of all Trade Industry Technical & Health High School and Postsecondary instructors enter the teaching profession through an alternative program recognized by the ND Department of Career & Technical Education (CTE), The ND Department of Education (DPI) and the ND Education Standards and Practices Board (ESPB). All business and industry personnel who wish to enter the education arena may do so through the recognized Postsecondary Clinical Practice or Secondary Transition to Teaching programs in partnership with Valley City State University.

All newly hired secondary or postsecondary instructors meeting agency requirements will be given a two (2) year provisional teaching license and are required to complete this Clinical Practice program within that time. Currently these are two separate individual programs addressing specific issues that relate to the level of education of their students. The format of these two programs is similar in nature however; there are components within the secondary program that are not taught during the postsecondary sessions.

These two alternative teaching programs were developed to help fill the need for qualified instructors in the areas of TIT&H and in some cases this program is used for emergency licensing teachers in shortage areas. There appears to be an additional trend, where postsecondary instructors who have completed the Postsecondary Clinical Practice program would now like to teach at the secondary level.

In an effort to reduce the redundancy and streamline the two, high school & postsecondary alternative teaching programs, it is proposed that a current postsecondary instructor who would like to teach at the secondary level may legally do so if the following guidelines are completed:

## Requirements for Postsecondary Instructor Seeking Secondary Certification

- Hold or have pending a teaching contract with a secondary education institution
- Is a current CTE certified postsecondary instructor with five (5) or more years of teaching experience
- Apply online at ESPB <http://www.nd.gov/espb/> to begin the secondary teaching license process and background check
- Seek out or have assigned a Mentor (as defined) who will be available during a regular teaching day within the same school district
- Enroll and successfully complete an Intro to Secondary Education course through an accredited college or university
- Participate and complete journal entries for two (2) university supervisor secondary classroom visits from a representative from Valley City State University

Upon completion of the above requirements, ND CTE guidelines must be followed to obtain a five year teacher licensing.

## **POSTSECONDARY CAREER DEVELOPMENT**

A career development counselor at the postsecondary level must have a master's degree in guidance and counseling and must meet the following requirements to receive a regular Career Development Credential:

1. Have had at least one year of occupational experience at wage earning pursuits other than education.
2. Have earned three (3) semester hours of credit in History, Philosophy and Practices of Career and Technical Education.
3. Have completed a minimum of four semester hours of credit in other applicable courses as approved by the state supervisor of Career Development. Such courses could include topics related to:
  - a. Career education
  - b. Community education
  - c. Counseling the disadvantaged
  - d. Adult education
  - e. Public relations
  - f. Theories of career development
  - g. CRN Workshops
  - h. National Career Development Guidelines

### **PROVISIONAL CREDENTIAL**

A provisional credential may be granted for up to four years for a candidate to meet requirements 1 and 2, listed above. This credential must be renewed on an annual basis after showing yearly progress.

Provisional certification may be granted for those candidates with a master's degree in a closely related counseling area (i.e. Counseling Psychology, Rehabilitation Counseling, Developmental Psychology, Educational Psychology and Applied Psychology). Candidates have a four-year period of time to meet the requirements. At the completion of these requirements they are eligible for a regular Career Development Credential.

### **APPLICATION PROCESS**

To apply for a Career Development Credential, complete the Application for Career and Technical Teacher Certification (SFN 5415).

### **RENEWAL PROCESS**

A Regular Career Development Credential must be renewed every five years. To renew a Career Development Credential, a counselor must earn four semester hours and complete the Renewal for Career and Technical Education Teacher Certification (SFN 51688).