

Trade and Industrial Education Certification Policies and Procedures

Effective October, 1996

Revised June 6, 2005

Revised August 18, 2006 for beginning teachers holding a baccalaureate degree in a related field

Revised July 1, 2009: increase in cost for Certificate/License

Revised December 10, 2009: implement on-line Certification process

Revised June 29, 2011: clarify requirements for credits toward renewal: credits to be earned through courses taken and from Plan of Study or degree plan for T&I baccalaureate degree.

1. A Statement of Qualifications (Form 8) **must** be on file in the Trade and Industrial Education Office for all prospective teachers before any application can be processed. The state staff will declare whether the prospective teacher is certifiable.
2. Applicants for the license/certificate in this program must receive a recommendation from the State Program Administrator in addition to the recommendation from an institution approved to recommend a Standard Teaching Certificate in Trade and Industrial Education.

APPLICATION FOR CERTIFICATION

1. Apply for renewal of Oklahoma School Certificate/Endorsement (License, Provisional Level I, Provisional Level II, Standard) at <http://www.okcareertech.org/ti/cert/>.
2. Oklahoma law requires all individuals applying for their **first** teaching certificate or license to have an FBI fingerprint and OSBI criminal background check on file. More info on background check/fingerprinting at <http://www.sde.state.ok.us/Teacher/ProfStand/pdf/FingerprintInfo.pdf>.
3. **Official** transcripts or official evidence of meeting all listed requirements (for any initial issue or reissue of certificate) are required and may be mailed to:
Trade and Industrial Education
OK Dept of CareerTech
1500 West Seventh Avenue
Stillwater, OK 74074-4364
4. Pay certification fee online to the State Department of Education using a debit or credit card only AFTER your credentials have been approved and you are notified by T&I staff.

Provisional Level I Certificate

1. The Provisional I certificate may be issued to an individual who does not hold a teaching credential but who has been offered employment by a school district to teach in a Trade and Industrial Education teaching assignment. The Provisional I may only be issued to individuals who will be teaching secondary students and are required by the Oklahoma Department of Education to hold such a credential. The credential may not be issued for any other reason (i.e., increase in pay for certified staff, prospective teachers, or to work toward administrative credentials).

2. The applicant for this certificate must have earned a high school diploma or passed the G.E.D. and submit a copy of the diploma/certificate.
3. The applicant shall provide evidence of having three (3) years of appropriate trade experience as a primary occupation (within the five [5] years preceding initial certification) in the field to be taught.
4. The issuance of this certificate must be requested by the employing superintendent. Contact your District Superintendent or official representative to request that they provide [Verification of Employment](#) on-line. By completing the Verification of Employment, the school official is stating that the individual needs the credential as stated in item 1 and that the district has offered employment in a Trade and Industrial Education teaching assignment that requires secondary certification.
5. Official transcripts must be provided to the State Program Administrator for T&I if the applicant has ever been enrolled in higher education.
6. The applicant must complete the Career and Technology Education Orientation Training Program ([New Teacher Academy](#)) during the first sixty (60) days of the school year for which the original certificate is issued.
7. The applicant must receive a recommendation for the Provisional Level I Certificate from the State Program Administrator as well as a statement from an [institution](#) approved to offer a degree in Trade and Industrial Education that the applicant has an approved plan of study for the Level II and the Standard Certificate.
8. The Provisional Level I Certificate has a one-year (1) term of validity from July 1 to June 30 of the following year.
9. To have the Provisional Level I Certificate initially reissued, the holder must pass an [occupational competency examination](#) approved by the Oklahoma Department of Career and Technology Education, Trade and Industrial Education Division. (In many cases, this is one of the [National Occupational Competency Testing Institute's](#) series of **Skilled Worker** exams, known as [NOCTI](#) exams.)
10. Provisional Level I Certificates may be successively reissued upon satisfactory completion of not less than six (6) semester hours of credit toward standard certification including the basic Trade and Industrial Education courses during the one year term of validity. Credits are to be selected from those on the applicants Plan of Study and are to be earned through courses taken; credit by examination for advanced standing, while acceptable for advancing toward the applicants degree, do not meet the standard for renewing a Certificate. A request by the employing superintendent, a recommendation from the State Program Administrator, and an **official** transcript from the institution of higher education with which the applicant has filed a plan of study, are required.
11. All Provisional I requirements should be completed within five years.

Provisional Level II Certificate

1. The applicant must have completed all of the requirements for Level I Certificate.
2. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an [occupational competency examination](#) approved by the Oklahoma Department of Career and Technology Education.

3. When applying for the initial Provisional II certificate, the recommendation from the Director of Teacher Education at your College is required. Please notify your advisor that you are ready to make application and request that they provide the recommendation on-line. Official transcripts must be provided to the State Program Administrator for T&I documenting that requirements have been met.
4. The Provisional Level II Certificate has a five-year (5) term of validity.
5. The Provisional Level II Certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours on approved plan of study during the five-year (5) term of validity as documented by an **official** transcript. Credits are to be selected from those on the applicants degree plan for a baccalaureate degree in Trade and Industrial Education and are to be earned through courses taken; credit by examination for advanced standing, while acceptable for advancing toward the applicants degree, do not meet the standard for renewing a Certificate.

Standard Certificate

1. The applicant shall be a graduate of an accredited four (4)-year college or university authorized to recommend a graduate for standard certification and shall hold a baccalaureate degree in Career and Technology Education with a specialty in Trade and Industrial Education.
2. The approved program for the Standard Certificate in Trade and Industrial Education requires forty (40) approved semester hours of credit in the area of specialization. Twenty-four (24) of these hours may be earned by passing an [occupational competency examination](#) (NOCTI) approved by the Oklahoma Department of Career and Technology Education.
3. Specific coursework may count toward completion of requirements in professional education or specialization; however, no coursework may be counted for both professional education and specialization.
4. The Standard Certificate has a five-year (5) term of validity.

Renewal of Standard Certificate (Effective January, 1989)

The applicant must have three (3) or more years of experience during the life of the certificate in an accredited school or program approved by the Oklahoma Department of Career and Technology Education as a teacher, supervisor, administrator, or combination thereof, and must meet all other requirements.

The director of Teacher Certification of the State Board of Education is authorized to reissue the Provisional Level I, Provisional Level II, and Standard Certificates when standards are met and approved by the State Program Administrator of Trade and Industrial Education and the institution of higher education with which the applicant has filed a plan of study.

Certification and/or Recertification

For certification and/or recertification, in addition to the above requirements, all teachers must attend the annual Summer Conference and any other called professional meetings or workshops. A telephone call of explanation followed by a letter to the T&I office is required if the teacher misses a meeting. **ABSENCES MUST BE APPROVED BY THE T&I STATE PROGRAM ADMINISTRATOR.**

It is the responsibility of the teacher to keep his/her teaching certificate current.

Effective in 2006:

A teacher holding a baccalaureate degree in an area related* to the subject they teach upon initial application for T&I certification, upon satisfactory completion of the NOCTI or approved substitute and the "Basic 15" core T&I hours, being admissible to Teacher Education and having the recommendation of the University, and being employed teaching an approved T&I program, may receive a Standard Trade and Industrial Education Certificate.

*Definition of Related area is at the sole discretion of the T&I State Program Administrator.

In practice, a degreed teacher should follow the Provisional I plan until the NOCTI and Basic 15 are complete, then make application through the University for a standard certificate.