

Trade and Industrial Education (T&I) Certification Policies and Procedures

- A. 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 program specialist for the occupational area will declare whether the prospective teacher meets minimum certification standards.
- B. Applicants for the license/certificate in this program must receive a recommendation from the State Program Manager or designee in addition to the recommendation from an institution approved to offer a Standard Certificate in trade and Industrial Education.

APPLICATION FOR CERTIFICATION*

- 1. **Submit an Application for Oklahoma School Certificate form, Application for Oklahoma School License form, or Application for Renewal of Oklahoma Standard Certificate form.**
- 2. **Submit a check for \$50.00 for initial certificate, renewal or license made payable to the State Department of Education.**
- 3. **Submit a current official transcript or official evidence of meeting all listed requirements (for any initial issue or reissue of certificate).**
- 4. **Send the above to:**

**Oklahoma Department of Career and Technology Education
Trade and Industrial Education Division
1500 West Seventh Avenue
Stillwater, Ok 74074-4364**

***Official documentation must accompany each appropriate application.**

Provisional Level I Certificate

- 1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.
- 2. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.
- 3. The issuance of this certificate must be requested by the employing superintendent.
- 4. The applicant must complete the New Teacher Academy program during the first sixty (60) days of the school year for which the original certificate is issued.
- 5. The applicant must receive a recommendation for the Provisional Level I Certificate from the T & I State Program Manager as well as a statement from an institution approved to offer a Standard Certificate in Trade and Industrial Education that the applicant has an approved plan of study for the Level II or the Standard Certificate.
- 6. The Provisional Level I Certificate has a one-year (1) term of validity (**July 1 – June 30**).
- 7. For the Provisional Level I Certificate to be initially reissued, the holder must pass an occupational competency examination approved by the Oklahoma Department of Career and Technology Education.
- 8. After the initial reissue, 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. A request by the employing superintendent, a recommendation from the T & I State Program Manager, **and** an official transcript from the institution of higher education with which the applicant has filed a plan of study, must accompany the application.

Provisional Level II Certificate

1. The applicant must have completed all the requirements for the Provisional 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. The Provisional Level II Certificate has a five-year (5) term of validity (**July 1 – June 30**).
4. The Provisional Level II Certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours on an approved plan of study during the five-year (5) term of validity as documented by an official transcript.

Standard Certificate

1. The applicant shall be a graduate of an accredited four-year (4) college or university and shall hold the standard baccalaureate degree.
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 approved by the Oklahoma Department of Career and Technology Education.
3. Specific coursework may count toward completion of requirements in professional education or in the area of 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 (**July 1 – June 30**).

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 Manager 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, the annual Mid-Winter Conference, and any other called professional meetings or workshops. A telephone call of explanation followed by a letter to the Oklahoma Department of career and Technology Education is required if the teacher misses a meeting. **ABSENCES MUST BE APPROVED BY THE T & I STATE PROGRAM MANAGER.**

IT IS THE RESPONSIBILITY OF THE TEACHER TO KEEP HIS/HER TEACHING CERTIFICATE CURRENT.

It is also recommended that teachers keep themselves up-to-date in their trades by working in industry a minimum of one (1) summer during each five-year (5) period.