

**APPLICATION FOR
TECHNOLOGY CENTER ADMINISTRATOR'S CREDENTIAL**

Name _____

School _____

Title (Job Function) _____

School Address _____

Home Address _____

School Phone _____

Home Phone _____

School E-mail _____

Home E-mail _____

Complete Sections 1 through 3. If you do not meet the qualifications of Section 2 OR Section 3, go to Section 4 to complete application for a Provisional Technology Center Administrator's Credential.

Section 1 Applicant shall have a valid superintendent's or secondary principal's certificate as defined by the Oklahoma State Department of Education. Provide a copy of the certificate as an attachment.

_____ Certificate Number _____ Expiration Date

Section 2 Applicant shall hold a valid *CareerTech* teaching certificate. Provide a copy of certificate as an attachment.

_____ Area of Approval _____ Expiration Date

Section 3 Applicant shall have had at least five years of experience as a Career and Technology Education teacher of an approved CareerTech career major(s) and/or an administrator supervising and evaluating teachers of an approved *CareerTech* career major(s). Provide current resume as evidence of experience.

Number of Years Served	Institution Where Experience was Documented	Program Taught or Supervised	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 4 Technology Center 5-year Provisional Administrator's Credential

To be eligible for a provisional credential, the applicant must meet the following requirements:

Administrator Credential

Applicant shall have a superintendent's or secondary principal's certificate as defined by the Oklahoma State Department of Education. Provide a copy of the certificate as an attachment.

_____ Certificate Number _____ Expiration Date

Experience Requirements

1. Three (3) years of experience as a Career and Technology Education teacher of an approved ODCTE career major(s) **or**
2. Three (3) years of experience as an administrator supervising and evaluating teachers of approved ODCTE career majors **or**
3. Three (3) years of experience in an Oklahoma technology center and a letter of endorsement from the current technology center superintendent **or**
4. Three (3) years of experience at the Oklahoma Department of Career and Technology Education and a letter of endorsement from the current ODCTE State Director.

Number of Years Served	Institution Where Experience was Documented	Type of Activity at a Technology Center	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Once one of the above criteria are met, the candidate shall be issued a provisional technology center administrator's credential and be given **five years** from the date of issuance to complete the following:

- ✓ Nine semester hours from the following coursework:
 1. History and Philosophy of Career and Technology Education;
 2. Technology Center Finance;
 3. Curriculum for Career and Technology Education; and
 4. Career and Technology Education Program Planning Development and Evaluation
- ✓ Completion of the appropriate ODCTE administrator development program(s) identified when the provisional technology center administrator credential is issued.

I agree that the above information is correct and further documentation can be provided upon request.

Signature: _____ Date: _____
