OCCUPATION-BASED CAREER & TECHNCIAL
REQUIRED TEACHER CANDIDATE TESTING
Jefferson County Public Schools
ACCORDING TO 16 KAR 2:020 AND 16 KAR 6:020
March 10, 2017/May 9, 2017

Requirements to be an Occupation Based Teacher:

1. Applicant must be a US Citizen with a high school diploma or GED, associate degree or higher in the specific technical field.

2. Four (4) years of successful and appropriate occupational experience in the teaching area. A maximum of one (1) year of the required work experience may be satisfied by completion of an accredited occupational preparation program for the occupation to be taught; and,

3. At least two (2) years of the occupational experience completed within the last five (5) years. (Note: The JCPS Career Themed Specialists in the Office of CCR are available to review occupational experience, as requested.)

4. **If** applicant does not have a specialized associate's degree within the specific technical field (verified by official transcript), **then** he/she must pass a Pre-Employment Assessment - the ACT, SAT, KYOTE, or GED College Readiness exam.

   ACT:
   - Reading – score of 20 or higher
   - Mathematics – score of 19 or higher
   - English (Writing) – score of 18 or higher

   SAT:
   - Reading – score of 470 or higher on Evidence-Based Reading and Writing
   - Mathematics – score of 460 or higher
   - English (Writing) – score of 430 or higher on Evidence-Based Reading and Writing

   KYOTE:
   - Reading – score of 20 or higher
   - Mathematics – score of 22 or higher on College Readiness Mathematics or score of 14 or higher on College Algebra
   - English (Writing) – score of 6 or higher

   GED College Readiness:
   - Reading – score of 165 or higher on Reasoning through the Language Arts
   - Mathematics – score of 165 or higher on Mathematical Reasoning
   - English (Writing) - score of 165 or higher on Reasoning through the Language Arts

5. **If** the applicant does not have a specialized technical certification in the pathway to be taught, **then** he/she shall demonstrate subject matter competency via passage of a specialty assessment.

Industrial Education & Information Technology:

- NOCTI – National Occupational Competency Testing Institute (if available for subject)
- KDE Developed or identified assessment corresponding to the teaching specialty
- State or National licensure
- Minimum postsecondary educational attainment in a related area of study

Health Science & Human Services:

- State or National industry Licensure or Certification
- Minimum postsecondary educational attainment in a related area of study

Public-Service:

- State or National industry Licensure or Certification

Steps to hire an Occupation Based Teachers:

1. Applicant completes JCPS online application@ https://www.applitrack.com/jefferson/onlineapp/

2. Teacher candidate completes a CA-3 Form and delivers the completed packet to JCPS Human Resource Department, Attention Teacher Certification Consultant, Dr. Geneva Stark, VanHoose Education Center, 3332 Newburg Road, Louisville, KY 20218 (phone: 502-485-3745). Documentation Includes:

   a. CA3 - http://www.kytech.ky.gov/TechCertres/CA-3.pdf
   b. Acquire appropriate signatures
   c. Teachers seeking certification who have been self-employed--secure documentation on length and experience of self-employment in related area/and submit with the CA-3
   d. KYOTE (or other valid assessment) Scores, if required. The KYOTE assessment may be taken at any KCTCS testing center. [YET TO BE CONFIRMED]
   e. Official High School Transcript, GED or Official College/University Transcript
   f. Any applicable required License/Certification or diploma

3. JCPS's HR and OCCR vet the documents above and clear the Principal to interview the candidate.

4. Principal conducts interviews with candidate pool provided by HR and makes an official offer to the top candidate to hire.

5. **If** the candidate accepts the offer, **then** he/she must complete a background check at VanHoose. The candidate is responsible for ensuring their background results is forwarded to Angie Fischer, Division of College & Career Readiness at the Office of CTE, 300 Sower Boulevard, 5th floor, Frankfort, KY 40601.

6. **If** the candidate is cleared for employment, **then** JCPS HR Department will forward the completed CA-3 form from the top candidate to KDE/CTE Office for approval.

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7. Once the CA-3 document has been received at KDE/CTE Office, **if** the candidate needs to take the NOCTI, **then** he/she will be contacted to schedule in Frankfort.

8. The KDE/CTE Office forwards to EPSB, who will issue a statement of eligibility. JCPS Human Resource Department must have a Statement of Eligibility on file to begin working with students.

9. **If** the new teacher does not hold a minimal of an associate's degree, **then** he/she must get 64 hours as part of a planned program approved by the University, within a 10-year period.

10. All new teachers must attend NTI (New Teacher Institute), expect for those with teaching degrees. The New Teacher will receive 3 college credits for successfully completing NTI.

NEW TEACHER

- Submit approved *Statement of Eligibility* to School District Central Office
- Begin Kentucky Teacher Internship Program, when assigned
- Contact NTI Coordinator to confirm NTI registration at (502) 564-4286
- At NTI, will partner with one of the participating Regional Universities to enroll in the teacher preparation program (depending upon current level of education, the new teacher may have up to sixty-four (64) hours of college course work to complete)

Note: *New teachers should **NOT** be placed in the classroom prior to receiving the Statement of Eligibility. If it is necessary to place a teacher in the classroom prior to this process being completed, the school district must issue an Emergency Substitute Certificate pursuant to requirements in 16 KAR 2:120.*

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Links to the "Laws" for Occupational Based Teachers

- http://www.lrc.ky.gov/kar/016/008/040.htm
  - Ranking of occupation-based career and technical education teachers.
- http://www.lrc.ky.gov/kar/016/006/020reg.htm
  - Written examination prerequisites for occupation-based career and technical education teachers.
- http://www.lrc.ky.gov/kar/016/002/020.htm
  - Occupation-based career and technical education certification.

Related Links:

- http://www.nocti.org.

Important Terms to Know:

- **Applitrack** – JCPS application database (https://www.applitrack.com/jefferson/onlineapp/)
- **CA-3** – Application form for Occupation-Based CTE Certification and Ranking (http://www.kytech.ky.gov/TechCertres/CA-3.pdf)
- **CTE** – Career & Technical Education
- **EPSB** – Education Professional Standards Board (http://kyepsb.net/index.asp)
- **JCPS** – Jefferson County Public Schools (https://www.jefferson.kyschools.us/)
- **KDE** – Kentucky Department of Education (http://education.ky.gov/Pages/default.aspx)
- **OCTE** - Office of Career and Technical Education (http://education.ky.gov/CTE/Pages/default.aspx)