



Career & Technical Education Occupation Based Certification with EPSB



As directed in [16 KAR 2:020](#), all candidates pursuing occupation-based teacher certification in Kentucky are required to:

- Have a high school diploma or GED.
- Have 4 years of work experience in the content area for which certification is sought, with two of those years being within the last 5 years (recency).
- Complete Year 1 and 2 of New Teacher Institute (NTI) – Christopher Smith, Director: chris.smith@education.ky.gov
- Have an associate degree or higher in the content area (or Career and Technical Education). If candidate does not have at least an associate degree in the technical area of the program they will be teaching (or Career and Technical Education), they will have six (6) years to obtain this degree and must complete at least 6 college credit hours from the degree program each year to renew their 1 Yr. Provisional certificate. NTI will count as the required six college credit hours during NTI Year 1 and 2 for renewal purposes.

Prior to an offer of employment:

Candidate meets work experience criteria – 4 years of experience in content area, 2 years of experience in the past 5 years. For Health Science certification, the candidate must also show 1 year of long-term care work experience in a state-approved long-term care facility.

The state program consultant will verify eligible work experience. Program consultants in the Office of Career and Technical Education cannot officially approve a candidate's work experience until they receive an official Verification of Experience form (CA-3) form from Carmela Clark.

A college degree is not needed when hired for all certifications, but the applicant must obtain a content-related degree within 6 years of their hire date. Please note that there are some areas that do require a degree at the time of hire.

After top candidate has been chosen and an offer of employment has been extended:

1. Candidate completes the **Verification of Experience (CA-3)** form, with signature from the district, and sends to Carmela Clark at carmela.clark@education.ky.gov. NOTE: This form is not available in KECS (Kentucky Educator Credentialing System). Contact Carmela Clark for this application.
2. Candidate sends **official** college transcripts (if applicable) to Carmela Clark. To be considered official, the transcript must arrive in our office unopened (if sent US Mail) OR ordered through the National Student Clearinghouse (or other electronic service) and emailed directly to Carmela Clark. If ordered through National Student Clearinghouse (or other electronic service), please list carmela.clark@education.ky.gov as the transcript recipient. The link for the National Student Clearinghouse is: <https://studentclearinghouse.org/> (and click on Order/Track/Verify button to order the transcript).
3. If the applicant does not have a degree in the content area in which certification is sought, the candidate will need to either take and pass the NOCTI Exam **OR** have a current industry certification to show content knowledge within their specific content area. Some programs require industry certifications even if the applicant holds a degree (i.e. ASE certifications for ASE certified programs or the applicant may be requested to take the NOCTI after reviewing transcripts and work history). Industry certification exams are scheduled and paid for by the applicant. NOCTI exams will be scheduled by Carmela Clark and the fee is paid by the applicant (check/money order made payable to KY State Treasurer and mailed to 300 Sower Blvd, 5th Floor SW, Frankfort, KY 40601 – Attention: Carmela Clark).
4. If the candidate does not have any college hours on an official transcript, a general knowledge exam must be taken (ACT/SAT/KYOTE/GED) and obtain a passing score in addition to the NOCTI or industry certification exam. Contact Carmela Clark to set up KYOTE tests (no fee). Required scores are listed in the table below.



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General Knowledge and Competency Exams:

ACT:

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

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

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

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

Once the candidate meets above requirements and all relevant documentation is in KDE (Kentucky Department of Education) possession, OCTE will recommend candidate to EPSB (Education Professional Standards Board) for the first 1 Yr. Provisional certification. Candidates will be contacted by Chris Smith for more information about enrollment in NTI.