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# OHIO LEGISLATIVE SERVICE COMMISSION

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Office

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Ohio <sup>1</sup>	Initial career-technical workforce development license	Yes	High school diploma Enrollment in a career-technical workforce development educator preparation program that (1) is approved by the Chancellor of Higher Education, (2) provides classroom support to the candidate, (3) includes at least 3 semesters of coursework of the teaching of reading in the subject area, (4) is aligned with career-technical education and workforce development competencies developed by the Department of Education, (5) uses a	5 years of work experience, or the equivalent, in the subject area in which the candidate will teach	N/A	No, but required to make sufficient progress in the educator preparation program in order to renew license	Not specified	2 years	Not specified

<sup>1</sup> R.C. 3319.229; Ohio Administrative Code 3301-24-22; fees available at <http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications>.

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			summative performance-based assessment developed by the program and aligned to the competencies to evaluate the candidate’s knowledge and skills, and (6) consists of not less than 24 semester hours of coursework						
	Advanced career-technical workforce development license	Yes	High school diploma Successful completion of the career-technical workforce development educator program, as indicated by the program’s supervisor  Demonstration of mastery of the applicable career-technical education and workforce development competencies, as indicated by the superintendent of the employing school district	N/A	N/A	Yes	Not specified	5 years	Not specified

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Indiana <sup>2</sup>	Career specialist permit	Yes	Bachelor's degree with at least a 3.0 GPA in a content area for which secondary licenses are issued	6,000 clock hours of occupational experience within the last 5 years related to the specific licensing area	Content area licensure assessments required by the Department to teach in the area the applicant intends to teach	Professional growth plan documenting professional growth experiences, including a minimum of 40 professional growth experience points (including in-service workshops, professional workshops, mentoring)	\$36.72	2 years	\$36.72
	Workplace specialist I	Yes	High school diploma Be accepted for employment in the recognized content area on the license at a school, a cooperating school corporation for career and technical education, or an accredited education	One of the following: (1) 6,000 clock hours in the past 5 years in the specific occupational area requested on the license, (2) 4,000 clock hours of occupational experience in the last 10 years in an	State-approved occupational competency exam in the occupational area is a component of one of the occupational experience pathways to a	N/A	\$36.72	2 years (renewable only once for one year)	\$36.72

<sup>2</sup> Burns Indiana Code Annotated § 20-28-2-6 (authority), 511 Indiana Administrative Code (IAC) 16-1-2, 511 IAC 16-4-6, and 511 IAC 16-4-7, 511 IAC 17-1-2, 511 IAC 17-2-2 through 511 IAC 17-3-3.

Career-technical education licenses									
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			program offered by the Department of Correction  Must include at least 1 content area equivalent to the occupational experience requirements for a workplace specialist I license or to the career and technical education program subject areas approved by the Indiana State Board of Education	occupational area AND completion of a competency exam, 2 years associates degree OR completion of an approved apprenticeship	workplace specialist license				
	Workplace specialist II license	Yes	A standard, provisional, professional, initial, proficient, or accomplished practitioner license or workplace specialist I license and completion of one of the following: (1) a workplace specialist teaching program, (2) a beginning teacher seminar, (3) a beginning workplace specialist teacher assessment, (4) a basic skills test, or (5) an	Applicable experience for underlying license	Applicable exam for underlying license	Renewable only after the individual submits a professional development plan and obtainment of at least 90 professional development points under certain timelines and criteria	\$36.72	5 years	\$36.72

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			approved professional development plan						
Kentucky <sup>3</sup>	Professional certificate in occupation-based career and technical education <sup>4</sup>	Yes	<p>Recommendation from the Kentucky Department of Education (KDE) or the provider of an approved occupation-based educator preparation degree program</p> <p>An occupation-based degree or an approved occupation-based educator preparation degree</p> <p>Two years professional learning sponsored by KDE</p>	<p>Completion of the Kentucky Teacher Internship Program (KTIP)</p> <p>For renewals: 3 years of teaching experience</p>	No	6 semester hours of credit or the equivalent in professional development	\$85	5 years	\$85
	Provisional certificate for occupation-based career and	Yes	For those without at least an associate's degree: a high school diploma, pass a background check, and demonstrate that the	For those without at least an associate's degree: candidate must have KDE-confirmed proof	No	For first renewal: completion of 6 semester hours of academic credit or equivalent in	\$85	1 year; may only be renewed 5 times	\$85

<sup>3</sup> Certification fees for all certificates: 16 Kentucky Administrative Regulations (K.A.R.) 4:040.

<sup>4</sup> 16 K.A.R. 2:020.

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	technical education <sup>5</sup>		local district, the KDE, or the Kentucky Community and Technical College system has made an offer of employment;  OR  An occupation-based degree or a degree from approved occupation-based educator preparation degree program	of at least 4 years of occupational experience in occupation in area for which certification is sought		professional learning in specified areas, completion of the first year of professional learning, and a recommendation by the KDE or an accredited provider of occupation-based educator preparation program for enrollment in KTIP  Subsequent renewals require recommendation from the KDE or the provider of an approved occupation-based educator preparation program, completion of 6 semester hours of			

<sup>5</sup> 16 K.A.R. 2:020 Section 2.

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
						college credit, completion of 4 days of professional development			
Michigan	Standard career-technical education (CTE) certificate <sup>6</sup>	Yes	A bachelor's degree; A major or minor in the field of specialization in which the individual requests CTE certification; Completion of a minimum of 6 satisfactory college semester credit hours of professional or CTE education credit	Individual has a minimum of 2 years of recent and relevant experience, as defined by the Superintendent of Public Instruction, in the occupational area	Discipline area examinations, as defined by the Superintendent of Public Instruction, in the occupational area	150 hours of education-related professional learning hours	\$160 for in-state applicant or \$210 for out-of-state applicant	5 years	\$160

<sup>6</sup> Michigan Compiled Law Services (M.C.L.) 380.1531 and 380.1538 and Michigan Administrative Code (M.A.C.) R 390.1163.

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Professional CTE certificate <sup>7</sup>	Yes	Met the requirements for a professional teaching certificate (see Standard Licenses table); Met certain statutory requirements regarding reading instruction; Either (1) an education-related master's degree or higher, or (2) completed 150 hours of education-related professional learning hours	N/A	No	150 hours of education-related professional learning hours	\$160 for in-state applicant or \$210 for out-of-state applicant	5 years	\$160

<sup>7</sup> M.C.L. 380.1531j and 380.1538 and M.A.C. R 390.1164a.

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Annual authorization to provide instruction for industrial technology or CTE program <sup>8</sup>	Yes	A high school diploma or a high school equivalency certificate;  For teaching in a subject matter or field in which a professional license or certification is required, either (1) holds a professional license or certification in that subject matter or field, or (2) previously held a professional license or certification in that subject matter or field and was in good standing no more than 2 years before being employed under the authorization;  Is engaged to teach in an industrial technology education program or a career and technical education program	Individual has at least 2 cumulative years of professional experience in the same subject matter or field in the immediately preceding 10 years	No	N/A	N/A	Until the end of the year in which the authorization is issued	N/A

<sup>8</sup> M.C.L. 380.1233b(2)(b) and (5)(b) and M.A.C. R 390.116.

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Pennsylvania <sup>9</sup>	Career and technical instructional I certificate	Yes	<p>Pennsylvania teacher preparation program approved by the Department of Education</p> <p>18 credit hours in an approved Pennsylvania career and technical teacher education program, including at least 3 credit hours regarding accommodations and adaptations for diverse learners in an inclusive setting</p> <p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>If the individual completed a Pennsylvania teacher preparation program, 2 years of wage-earning experience in addition to the learning period to establish competency in the occupation to be taught</p> <p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>If the individual completed a Pennsylvania teacher preparation program, occupational competency examination (or evaluation of credentials for occupations where examinations do not exist), or satisfactory achievement on an assessment of subject matter developed by the Secretary of Education</p> <p>If the individual completed a</p>	<p>*See note</p> <p>Completion of one of the following within a 5-year period:</p> <ol style="list-style-type: none"> <li>1. 6 credits of collegiate study;</li> <li>2. 6 credits of continuing professional education courses;</li> <li>3. 180 hours of continuing professional education programs, activities, or learning experiences; or</li> <li>4. Any combination of collegiate</li> </ol>	<p>\$200 (if teacher preparation program is completed in Pennsylvania)</p> <p>\$260 (if teacher preparation program is completed in another state)</p>	6 years	Not specified

<sup>9</sup> 24 P.S. §§ 12-1204.2, 12-1205.2, and 12-1217; 22 Pa. Code §§ 49.11, 49.111, 49.131, 49.132, 49.142, 49.143, 49.151, 49.152, 49.153, 49.161, 49.163, 49.17, and 49.18; information about emergency permits available at <https://www.education.pa.gov/Educators/Certification/Staffing%20Guidelines/Pages/CSPG25.aspx>, fees available at <https://www.education.pa.gov/Educators/Certification/FeesForms/Pages/Application-Fees.aspx>.

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
					<p>Pennsylvania teacher preparation program, satisfactory achievement on the assessment of basic skills developed by the Secretary of Education</p> <p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>studies, continuing professional education courses, or other programs, activities, or learning experiences equivalent to 180 hours</p>			
	Career and technical instructional II certificate	Yes	<p>Pennsylvania teacher preparation program approved by the Department of Education</p> <p>60 credit hours in an approved program of career and technical teacher education, including at least 6 credit</p>	<p>3 years of satisfactory teaching while holding a career and technical instructional I certificate</p> <p>Completion of a Department-approved induction program</p>	<p>If the individual completed a Pennsylvania teacher preparation program, satisfactory achievement in assessments of</p>	<p>Completion of one of the following:</p> <ol style="list-style-type: none"> <li>6 credits of collegiate study;</li> <li>6 credits of continuing professional</li> </ol>	<p>\$200 (if teacher preparation program is completed in Pennsylvania)</p> <p>\$260 (if teacher preparation</p>	5 years	Not specified

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			<p>hours regarding accommodations and adaptations for students with disabilities in an inclusive setting and at least 3 credit hours in teaching English language learners, in an approved program in the appropriate field of career and technical education (including hours that were used to obtain a career and technical instructional certificate)</p> <p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>general knowledge and of professional knowledge and practice developed by the Secretary of Education</p> <p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>education courses;</p> <p>3. 180 hours of continuing professional education programs, activities, or learning experiences; or</p> <p>4. Any combination of collegiate studies, continuing professional education courses, or other programs, activities, or learning experiences equivalent to 180 hours</p>	<p>program is completed in another state)</p>		
	Career and technical	Yes	<p>If no evidence of satisfactory achievement in assessments of relevant subject matter developed</p>	<p>At least 4 years of wage-earning experience in the</p>	<p>If no evidence of satisfactory occupational competency,</p>	<p>*See note Unclear if the individual is also</p>	<p>\$200 (if teacher preparation program is</p>	<p>The lesser of (1) the period of time needed</p>	<p>Not specified</p>

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	instructional intern certificate		by the Secretary of Education, satisfactory occupational competency demonstrated by (1) successfully completing the occupational competency examination of the Department of Education, (2) securing recognition of occupational competency upon the basis of credentials review and adequate work experience beyond the learning period as established by the Department of Education in those competency areas where occupational examinations do not exist, (3) receiving state licensure or occupational accreditation by a board of examiners recognized by Pennsylvania, or (4) receiving certification from another state whose certification criteria are	occupation to be taught	satisfactory achievement in assessments of subject matter developed by the Secretary of Education	required to complete the continuing education requirements described above; however, because the intern certificate's duration is a maximum of 3 years, it seems unlikely that an individual with an intern certificate is subject to the 5-year continuing education requirement	completed in Pennsylvania) \$260 (if teacher preparation program is completed in another state)	for the individual to complete 18 semester hours within the approved career and technical teacher preparation program or (2) 3 years	

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			similar to those of Pennsylvania  Acceptance for enrollment in a state-approved career and technical teacher preparation program at a Pennsylvania college or university						
	Supervision of career and technical education certificate	Yes	Pennsylvania teacher preparation program approved by the Department of Education  If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A	If the individual completed a Pennsylvania teacher preparation program, 3 years satisfactory certified career and technical teaching experience  If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A	If the individual completed a Pennsylvania teacher preparation program, satisfactory achievement in assessments developed by the Secretary of Education  If the individual completed a teacher preparation program outside of	Completion of one of the following: (1) 6 credits of collegiate study; (2) 6 credits of continuing professional education courses; (3) 180 hours of continuing professional education programs, activities, or learning experiences; or (4) Any combination of	\$200 (if teacher preparation program is completed in Pennsylvania)  \$260 (if teacher preparation program is completed in another state)	5 years	Not specified

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
					Pennsylvania, see Appendix A	collegiate studies, continuing professional education courses, or other programs, activities, or learning experiences equivalent to 180 hours			
	Career and technical administrative director certificate	Yes	<p>Pennsylvania teacher preparation program approved by the Department of Education</p> <p>Approved program of graduate study that satisfies certain standards specified in rule and prepares the individual to direct, operate, supervise, and administer the organizational and educational activities of a career and technical school or department</p> <p>If the individual completed a teacher</p>	<p>If the individual completed a Pennsylvania teacher preparation program, 5 years successful teaching in career and technical education</p> <p>If the individual completed a teacher preparation program outside of Pennsylvania, see Appendix A</p>	<p>If the individual completed a Pennsylvania teacher preparation program, satisfactory achievement in assessments developed by the Secretary of Education</p> <p>If the individual completed a teacher preparation program outside of</p>	<p>Completion of a program for school leaders designed by the Department of Education or an outside program approved by the Department that addresses certain core and corollary standards for leaders that are specified in law</p>	<p>\$200 (if teacher preparation program is completed in Pennsylvania)</p> <p>\$260 (if teacher preparation program is completed in another state)</p>	5 years	Not specified

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			preparation program outside of Pennsylvania, see Appendix A		Pennsylvania, see Appendix A				
	Emergency permit – type 01 (vacant position with an educational obligation to pursue certification)	Yes	High school diploma or equivalent  Enrollment in a state--approved teacher certification program in the subject area(s) of the requested permit  For a career and technical administrative director, if the individual does not hold a Pennsylvania certificate, a bachelor’s degree	No	No	For the first reissuance of the permit, credit requirements are based on the date the permit was initially issued, as follows: (1) August 1 to November 30 – 6 program credits, (2) December 1 to March 31 – 3 program credits, or (3) April 1 to July 31 – proof of program enrollment  For the second reissuance and all subsequent reissuances of the permit, 9 program credits  *See note	\$100	*See note	Not specified

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Emergency permit – type 02 (Act 97 waiver of certification)	Yes	12 semester hours in the area for which the waiver is requested  For a career and technical administrative director, if the individual does not hold a Pennsylvania certificate, a bachelor's degree	No	No	N/A	Not specified	1 year	Not specified
	Emergency permit – type 04 (long-term substitute)	Yes	For a career and technical administrative director, if the individual does not hold a Pennsylvania certificate, a bachelor's degree	No	No	N/A	\$100	*See note	Not specified
	Emergency permit – type 06 (day-to-day substitute)	Yes	For a career and technical administrative director, if the individual does not hold a Pennsylvania certificate, a bachelor's degree	No	No	N/A	\$5	*See note	Not specified

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Career and technical day-to-day substitute permit (locally issued)	Yes	No	No	Occupational practitioner	No	\$5	*See note	Not specified
West Virginia	Initial career technical education certificate <sup>10</sup>	Yes	High school diploma or state-approved equivalency or a diploma from an accredited institution of higher education (IHE) dependent upon content area and either:  Completion of an IHE's state-approved CTE program with a minimum 2.5 GPA;  A valid WV Professional Teaching Certificate; or  A valid out-of-state CTE Certificate in the	Dependent upon content area for which the certificate is being sought, additional wage earning experience or training may be required  Industry-recognized credential dependent upon content area being taught <sup>11</sup>	Achieve certain scores on the California Achievement Tests in reading, writing, and math  Content specialization exams	6 semester hours of college/university coursework relevant to public school programming with a 3.0 GPA or e-Learning courses through the West Virginia Department of Education (can be waived if applicant holds a master's degree or an MA+30 salary classification <sup>12</sup> or is	*See note regarding initial licensure fees, fees vary between \$35-\$50	Valid for no more than 5 years, expires on June 30 <sup>th</sup> of the last year of its validity	*See note regarding renewal fees

<sup>10</sup> West Virginia Board of Education Policy 5202 Section 10.8.b: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

<sup>11</sup> West Virginia Career and Technical Education Endorsement and Testing Manual: <https://wvde.us/wp-content/uploads/2019/04/CTE-Endorsement-and-Testing-Manual-Effective-20190411.pdf>.

<sup>12</sup> West Virginia Code 18A-4-1(9).

Career-technical education licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			specialization for which the WV certificate is being sought and 3 years of teaching experience			60 years of age or older) A valid industry-recognized credential			
	Permanent career technical certificate <sup>13</sup>	Yes	Hold or be eligible for the CTE Certificate valid for 5 years; and A master's degree related to public school programming; OR A CTE Certificate valid for 5 years that has been renewed at least once based on the continued education requirements for that certificate	5 years of educational experience, 2 of which completed in the specialization for which the certificate is being sought	Same as exams required for initial licensure	Not specified	*See note	Valid unless otherwise surrendered, suspended, or revoked	*See note

<sup>13</sup> West Virginia Board of Education Policy 5202 Section 10.8.d: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

**\*Notes**

**Ohio** – The initial career-technical workforce development license is valid only for teaching in the district that is hiring the license holder.

**Indiana** – Out-of-state applicants must complete the same requirements as in-state applicants and are entitled to no reciprocity.

A Workplace Specialist I license is valid for grades 5-12 in a career and technical education program and may be renewed one time for 1 additional year at the request of the area director.

**Pennsylvania** – State statute refers to these permits as “career and technical” permits, but state administrative rules refer to these permits as “vocational” permits. The website of the Pennsylvania Department of Education uses the “career and technical” terminology when describing these permits, hence the use of that terminology on this table.

An individual who holds a career and technical instructional I certificate must, while holding that certificate, complete the approved preparation program leading to the career and technical instructional II certificate. (The individual is also required to complete continuing education while holding the career and technical instructional I certificate, which has a duration of 6 years – see <https://www.education.pa.gov/Educators/ContinuinEd/Act%2048%20and%20PERMS/Pages/Act-48-Continuing-Professional-Education-Requirements-FAQ.aspx>.)

An individual who holds a career and technical instructional intern certificate may receive a career and technical instructional I certificate upon presenting evidence of 2 years of wage-earning experience, completion of an approved intern program, and satisfactory achievement on the assessment of basic skills.

Emergency permits type 01, 04, and 06 expire upon the termination of any summer school conducted in the summer following the date the permit is issued.

An emergency permit – type 01 (vacant position with an educational obligation to pursue certification) may be reissued one time after the teacher certification program is completed for testing purposes if the test(s) has been attempted in the previous year.

An emergency permit – type 02 (Act 97 waiver of certification) may be requested by a public school for an individual facing furlough, or who has already been furloughed or demoted by that entity, so that an individual may work in areas in which the individual is not certified for one calendar year. As a condition of holding the permit, the permit individual must agree to complete an approved teacher preparation program to meet the requirements for certification in the new subject area(s). An emergency permit – type 01 may be issued if the individual is needed in subsequent school years and met the educational obligation of the emergency permit – type 01.

An emergency permit – type 04 (long-term substitute) may be reissued one time in the same subject area.

A locally issued career and technical day-to-day substitute permit is issued by the chief school administrator or career and technical school administrative director having jurisdiction over any approved career and technical education program to an individual when no properly certified teachers are available. This permit must be issued only in case of an emergency and may not exceed 20 consecutive school days. This permit may be renewed for an additional 20 school days upon the approval of the Secretary of Education.

**West Virginia** – All applicants seeking an initial licensure or certificate are responsible for paying fees associated with state and federal criminal history background checks<sup>14</sup> and other fees for application processing. For a full list of fees please see the following link: <https://wvde.state.wv.us/certification/forms/ProcessingFees.html>.

Renewal fees, if any, are determined by the State Board of Education.<sup>15</sup>

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<sup>14</sup> West Virginia Code 18A-3-10.

<sup>15</sup> West Virginia Code 18A-3-7.