

REQUIREMENTS FOR KANSAS RESTRICTED CAREER AND TECHNICAL EDUCATION CERTIFICATE

This two year certificate is valid for providing instruction in career and technical education (CTE) pathways for:

- Agriculture, Food and Natural Resources
 - Architecture and Construction
 - Arts, Audiovisual (AV) Technology and Communications
 - Business, Management and Administration
- Finance
 - Health Science
 - Hospitality and Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, Corrections and Security
- Manufacturing
 - Marketing, Sales and Service
 - Science, Technology, Engineering and Mathematics (STEM)
 - Transportation, Distribution and Logistics

(A second two year restricted CTE certificate is available if needed.)

Requirements that must be verified during the initial application process

1. Hired to teach in a CTE pathway and verification that a mentor teacher will be assigned.
2. Verification of 4000 hours of occupational experience in the CTE content area in which the certificate is sought.
3. A written plan to complete a professional education program for a full CTE certificate.
4. Verification of occupational competency in the CTE content area.
 - recognized trade competency exam
 - appropriate educational degree
 - valid industry-recognized credential
 - occupational license (RN, etc.)
5. Verification from the employing local education agency that the applicant has completed a supervised practical training experience that addresses lesson plan development, teaching methodologies, student assessment and classroom management.

The first two year restricted CTE certificate is issued.

During the term of this first two year certificate, the following requirements must be met:

During the first two year restricted CTE certificate timeframe:

1. Complete at least **50% of the plan of study**.
2. Attend professional learning opportunities each year related to content area.
3. Continued employment in the CTE pathway.

Apply to renew the restricted CTE certificate for another two years:

During the final two year restricted CTE certificate timeframe:

1. Complete the professional education program for CTE.
2. Attend additional professional learning opportunities each year related to content area.
3. Successfully complete the Principles of Learning and Teaching (PLT) pedagogical assessment as determined by the Kansas State Board of Education through Educational Testing Services (ETS).
4. Continued employment in the CTE pathway.

When all professional education program requirements, testing, employment and professional learning opportunities are complete apply for a full CTE certificate.

Kansas leads the world in the success of each child.

APPLICATION STEPS:

- Step 1: Complete the Application - Form 6a (pages 1 and 2).**
 - The teacher must complete sections A and B. Applicants who have earned degree(s) and/or who have completed applicable coursework must submit official transcripts with their application.
 - The technical program administrator must complete section C
- Step 2: Complete the Plan of Study - Professional Education Program Form (page 6).**
 - Review the Professional Education Program Requirements (page 5) before you fill in the Plan of Study
- Step 3: Include a \$60.00 fee (check or money order) and mail the completed Application and Plan of Study in a single packet. **DO NOT combine this fee with the \$50.00 background fee if you are submitting fingerprints.****
- Step 4: Obtain fingerprints from a qualified law enforcement agency – submit the card and fingerprint background check fee of \$50.00 as directed in the fingerprint card instructions. (DO NOT BEND CARD)**

KANSAS TEACHER LICENSURE FINGERPRINT MEMO

\$50 BACKGROUND FEE ▪ *Check or money order only* ▪ *DO NOT combine with application fee*



Who needs a background check?

- Any applicant applying for their first Kansas license
- Any applicant whose Kansas certificate/license has expired
- Any applicant applying for renewal of a valid Kansas certificate or license, if the applicant has never submitted fingerprints as a part of any previous application for a Kansas certificate or license

If this is your first license or your license has expired, make sure you submit your license application and fee no later than six months after you submit your fingerprint card and fee or you will be required to submit a new card and fee.

If your licensure is currently valid and you have never submitted fingerprints as a part of any previous application for a Kansas certificate or license, submit your fingerprint card and fee at the time you submit your next license application.

FOR MORE INFORMATION AND FINGERPRINT CARD ORDER FORM FOLLOW THIS LINK:

<http://www.ksde.org/Default.aspx?tabid=386>

Be sure to scroll down to the bottom of the fingerprint information page to find the order form for the fingerprint packet.

LEGAL	M & E +	SIGNATURE	FEE	SS#
SEND BACK	RAP	EXPIRATION	FP IN	VERIFIED BY

SECTION A: TO BE FILLED OUT BY APPLICANT

Social Security Number _____ Birthdate (MM/DD/YYYY) _____ Gender: Male Female

LEGAL NAME: First Name _____ Middle Name _____ Last Name _____

All prior names (Maiden, alias, previous married, etc.) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Alt Phone _____ Email Address _____

Ethnicity (mark only if applicable) Race (mark one or more as applicable)

- Hispanic/Latino American Indian or Alaska Native White Native Hawaiian or Other Pacific Islander
- Black or African American Asian Choose not to designate

Military Service: Have you honorably Served in any brand of the US Armed Forces, including the National Guard and Reserves?

- NO YES *If Yes, please enter total years below in a and b.*

- a. Total years of active duty service in any branch of the US Armed Forces (if none enter "0"): _____
- b. Total years of national guard/reserve service (if none enter "0"): _____

Please read the following questions very carefully. Failure to accurately answer these questions or submit appropriate documents will delay the issuance of your license. Unless expunged, you are required to disclose both adult and juvenile offenses.

- a. Have you **EVER** been convicted of a felony? NO YES *If yes, please attach a certified copy of the following documents:*
- Charging document
 - Journal entry of conviction
- b. Have you **EVER** been convicted of **ANY** crime involving theft, drugs, or a child? NO YES *If yes, please attach a certified copy of the following documents:*
- Charging document
 - Journal entry of conviction
- c. Have you **EVER** entered into a diversion agreement or otherwise had a prosecution diverted after being charged with any felony or any crime involving theft, drugs, or a child? NO YES *If yes, please attach a certified copy of the following documents:*
- Charging document
 - Diversion agreement
 - Journal entry closing that case
- d. Are criminal charges pending against you in any state involving any felony or any crime involving theft, drugs, or a child? NO YES *If yes, please attach a certified copy of the*
- Charging document
- e. Have you had a teacher's or school administrator's certificate or license denied, suspended, revoked or been the subject of other disciplinary action in any state? NO YES *If yes, please indicate the action taken:*
- Denied
 - Suspended
 - Revoked

Which State(s): _____ Please attach a copy of the documents regarding the official action taken.

- f. Is disciplinary action pending against you in any state regarding a teacher's or administrator's certificate or license? NO YES *If yes, please attach a copy of the official documents regarding the action pending against you.*
- g. Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked or been the subject of other disciplinary action regarding any profession in Kansas or any other state? NO YES *If yes, please indicate the action taken:*
 Denied
 Suspended
 Revoked
 Which State(s): _____
Please attach a copy of the official documents regarding the action taken against you.
- h. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores? NO YES *If yes, which district(s)? _____*
When? _____
- i. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure? NO YES *If yes, what State(s)? _____*
When? _____

SIGNATURE AND DATE REQUIRED

I certify that I am of good moral character and that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate or license.

I hereby grant the permission and authorize the Kansas State Department of Education to verify all responses with any mental health facility or governmental agency including a release of any information concerning myself in the child abuse and neglect central registry records, and to obtain and review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges, adjudications or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge and exonerate the Kansas State Department of Education, its employees and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the Kansas State Department of Education and may be considered a public record.

AND

I hereby give my employing school district and verifying licensing institution permission to release any and all information needed.

Signature of Applicant

Date

SECTION B: TO BE FILLED OUT BY APPLICANT

I am requesting a restricted career and technical education (CTE) certificate. I understand that this certificate is valid only for teaching this content in a career and technical education pathway.

I verify:

- I have been hired to teach in the _____ pathway.
- I have provided the program administrator with verification of occupational work experience directly related to the content field I will be teaching.
- I have attached a copy of a plan of study that indicates how I plan to complete the requirements of the professional education program to achieve a full CTE certificate. I understand that I will receive a two year restricted CTE certificate that would be renewable for an additional two years as long as I complete 50% of the coursework on my plan of study during the first two year certificate (*page 5*).
- I have attached a verification of my occupational competency in the CTE content area:
- recognized trade competency exam
 - appropriate educational degree
 - valid industry-recognized credential
 - occupational license (RN, etc.)

SIGNATURE AND DATE REQUIRED

I certify that I am of good moral character and that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate or license.

I hereby grant the permission and authorize the Kansas State Department of Education to verify all responses with any mental health facility or governmental agency including a release of any information concerning myself in the child abuse and neglect central registry records, and to obtain and review all records maintained by any criminal justice agency, including a criminal history record information check, regarding any of my criminal charges, adjudications or convictions, and to contact previous employers for information regarding the term of my employment. I hereby release, discharge and exonerate the Kansas State Department of Education, its employees and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing of such records and information. I understand that any material submitted in connection with this application will become the property of the Kansas State Department of Education and may be considered a public record.

AND

I hereby give my employing school district and verifying licensing institution permission to release any and all information needed.

 Signature of Applicant

 Date

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SECTION C: TO BE COMPLETED BY THE TECHNICAL PROGRAM ADMINISTRATOR

I verify:

- I have reviewed the applicant's occupational experience, and verify that the applicant has 4,000 hours of occupational work experience directly related to the content teaching field.
- The applicant has been assigned to teach in our Career and Technical Education (CTE) program in the courses listed below, and that they are seeking certification in that content teaching area.
- A certified/licensed teacher with at least three years of experience has been assigned as a mentor for this applicant
- The applicant has completed a practical training experience that addresses at a minimum, lesson plan development, teaching methodologies, student assessment and classroom management.

Courses the individual will be assigned to teach:

COURSE TITLE	STATE COURSE CODE <i>(5 digit code)</i>	NUMBER OF CLASSES	GRADE LEVELS OF COURSE ASSIGNMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Individuals can only be assigned to teach the course(s) listed on their Restricted CTE Certificate. District must have the approved pathway.

Local Education Agency (LEA) Name _____

Address _____

City _____

State _____

Zip Code _____

Technical Program Administrator's Name _____

Title _____

Phone _____

Signature of Technical Program Administrator _____

Date _____

Include a \$60.00 Application Fee made payable to the Kansas State Department of Education. Money order or cashier's check preferred. Personal checks accepted. **DO NOT SEND CASH.**

Mail to: KSDE, Teacher Licensure, 900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212

Processing fee CANNOT be refunded and does not guarantee a license will be issued.

KSDE IS NO LONGER PRINTING AND MAILING PAPER LICENSES

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<https://appspublic.ksde.org/TLL/SearchLicense.aspx>

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Send original signed Form 6a - NO PHOTOCOPIES ACCEPTED

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Each applicant for a full Career and Technical Education (CTE) certificate shall have successfully completed an approved professional education program delivered through an institution of higher education or an approved professional learning program provider. At a minimum, each approved professional education program shall provide the competencies specified in the professional education standards adopted by the Kansas State Board of Education in each of the following areas.

The Learner and Learning: learner development, learning differences and learning environments

Content: content knowledge and application of content

Instructional Practice: assessment, planning for instruction and instructional strategies

Professional Responsibility: professional learning, ethical practice, leadership and collaboration

INSTRUCTIONS - PLAN OF STUDY

1. Fill in the Plan of Study (page 6) listing the courses the applicant will complete to meet the professional education program requirements.
2. Return the completed Plan of Study with application (FORM 6a).
 - Retain a completed copy for applicant's records and reference as courses are completed.
3. Refer to Sample Completed Plan of Study utilizing undergraduate (page 9) or graduate (page 11) coursework from Pittsburg State University (PSU). PSU's coursework is tailored with a CTE emphasis.

The plan of study must indicate that 50% of the plan can be completed during the initial restricted technical certificate.

Name _____ Social Security Number _____

TRAINING PROGRAM REQUIREMENT	NAME OF COURSE	ANTICIPATED YEAR OF COMPLETION
THE LEARNER AND LEARNING:		
1. Learner Development		
2. Learning Differences		
3. Learning Environments		
CONTENT:		
1. Content Knowledge		
2. Application of Content		
INSTRUCTIONAL PRACTICE:		
1. Assessment		
2. Planning for Instruction		
3. Instructional Strategies		
PROFESSIONAL RESPONSIBILITY:		
1. Professional Learning		
2. Ethical Practice		
3. Leadership and Collaboration		

Sample Completed Plan of Study:

UndergraduatePage 9

GraduatePage 11

Tentative Five Year Plan for Technical Education CoursesPage 13

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SAMPLE COMPLETED UNDERGRADUATE PLAN OF STUDY**Plan of Study for the Professional Education Program**

The plan of study must indicate that 50% of the plan can be completed during the initial Restricted CTE certificate

Name:	Social Security Number:
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Professional Education Component	Describe how this will be met (name of course or training module) and anticipated year of completion
#1 Learner Development	TTED 479 Techniques for Teaching Voc-Tech Education And TTED 697 Identification of Students with Special Needs
# 2 Learning Differences	TTED 697 Identification of Students with Special Needs And TTED 479 Techniques for Teaching Voc-Tech Education And TTED 731 Adult Learners
# 3 Learning Environment	TTED 780 Classroom Management in CTE And TTED 308 Lab and Shop Safety
#4 Content Knowledge	TTED 479 Techniques for Teaching Voc-Tech Education And TTED 395 Task Analysis for Technical Teachers And TTED 396 Curriculum Usage in Technical Education
# 5 Application of Content Knowledge	TTED 395 Task Analysis for Technical Teachers And TTED 396 Curriculum Usage in Technical Education And TTED 479 Techniques for Teaching Voc-Tech Education
# 6 Assessment	TTED 391 Student Assessment Development in Voc/Tech Ed
# 7 Planning for Instruction	TTED 395 Task Analysis for Technical Teachers and TTED 396 Curriculum Usage in Technical Education
# 8 Instructional Strategies	TTED 479 Techniques for Teaching Voc-Tech Education And TTED 695 Using Technology for an Instructional Tool
# 9 Professional Learning	TTED 694 Foundations of Vocational/Technical Education
#10 Ethical Practice	TTED 697 Identification of Students with Special Needs And TTED 780 Classroom Management in CTE
#11 Leadership and Collaboration	TTED 780 Classroom Management in CTE And TTED 698 School Improvement Processes

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SAMPLE COMPLETED GRADUATE PLAN OF STUDY**Plan of Study for the Professional Education Program**

The plan of study must indicate that 50% of the plan can be completed during the initial Restricted CTE certificate

Name:	Social Security Number:
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Professional Education Component	Describe how this will be met (name of course or training module) and anticipated year of completion
#1 Learner Development	TTED 779 Instructional Methods in Technical Education And TTED 731 Adult Learners And TTED 897 Teaching Special Vocational Students
# 2 Learning Differences	TTED 897 Teaching Special Vocational Students And TTED 779 Instructional Methods in Technical Education
# 3 Learning Environment	TTED 780 Classroom Management in CTE And TTED 708 Lab and Tool Safety in Occupational Education
#4 Content Knowledge	TTED 779 Instructional Methods in Technical Education And TTED 845 Instructional Systems Design and Curriculum Development
# 5 Application of Content Knowledge	TTED 845 Instructional Systems Design and Curriculum Development And TTED 779 Instructional Methods in Technical Education
# 6 Assessment	TTED 893 Student Assessment Development in CTE
# 7 Planning for Instruction	TTED 845 Instructional Systems Design and Curriculum Development
# 8 Instructional Strategies	TTED 779 Instructional Methods in Technical Education And TTED 695 Using Technology for an Instructional Tool
# 9 Professional Learning	TTED 894 Fundamental Principles of CTE
#10 Ethical Practice	TTED 897 Teaching Special Vocational Students And TTED 780 Classroom Management in CTE
#11 Leadership and Collaboration	TTED 802 Adaptive Leadership in CTE Or TTED 698 Leadership and Professionalism in Career and Technical Education

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Tentative Five Year Plan for Technical Education Courses

March 26, 2015

Course Number	Delivery Method	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020	Summer 2020
193	F	PSU July 20-24			PSU			PSU			PSU			PSU			PSU
308 708	F		PSU Sept 25-26 Oct 16-17			Salina	KC			KC		Salina			PSU		
395 396	H		Salina Aug 21-22 Oct 2-3 KC Sept 25-26 Oct 16-17			PSU			Salina			PSU			Salina		
357	F						Salina										
607 807	H				Salina						Salina						
608 808	M		mediated			mediated			mediated			mediated			mediated		
694 894	M		mediated		mediated KC	mediated			mediated			mediated			mediated		
695	H			PSU			Salina		KC	PSU			Salina			PSU	
697 897	H	Salina June 5-6 June 26-27			PSU			Salina			PSU		KC	Salina			PSU
698	M			mediated			mediated	mediated KC		mediated			mediated			mediated	
845	H		Salina Aug 21-22 Oct 2-3 KC Sept 25-26 Oct 16-17			PSU			Salina						Salina		
391 893	H			Salina			PSU			Salina			PSU			Salina	
479 779	F	Salina May 29-30 June 19-20			Salina	KC		PSU			Salina			PSU			Salina
780	H	Salina July 10-11 July 17-18			Salina		KC	PSU			Salina			PSU			Salina
731	H	Salina June 12-13			Salina			PSU			Salina KC			PSU			Salina
801	F						Salina						Salina				
887	F			Salina						Salina						Salina	
891	H						Salina						Salina				
832	H		PSU Sept 18-19 Oct 23-24			Salina			PSU			Salina			PSU		
802	H		Salina Aug 28-29 Nov 6-7			PSU			Salina			PSU			Salina		

<p>TTED 193 Workshop for Beginning Teachers (3 credits) TTED 308 Laboratory and Shop Safety (3 credits) TTED 391 Student Assessment Development in Voc/Tech Ed. (3 credits) TTED 395 Task Analysis for Technical Teachers (1 credits) TTED 396 Curriculum Usage in Technical Education (2 credits) PSYCH 357 Educational Psychology TTED 479 Techniques for Teaching Voc-Tech Education (3 credits) TTED 607 Student Leadership Development in Vocational Education (3 credits) TTED 608 Components of Work-based Learning in Technical Education (3 credits) TTED 694 Foundations of Vocational/Technical Education (3 credits) TTED 695 Using Technology as an Instructional Tool (2 credits) TTED 697 Identification of Students with Special Needs (3 credits) TTED 698 Leadership and Professionalism in CTE (3 credits) TTED 708 Laboratory and Tool Safety in Occupational Education (3 credits)</p>	<p>TTED 731 Adult Learners (3 credits) TTED 779 Instructional Methods in Technical Education (3 credits) TTED 780 Classroom Management in Career and Technical Education (3 credits) TTED 801 Organization and Adm. of Vocational Education (3 credits) TTED 802 Adaptive Leadership in Career and Technical Education (3 credits) TTED 807 Career and Technical Education Student Organizations TTED 808 Work-based Learning in Career and Technical Education (3 credits) TTED 845 Instructional System Design & Curriculum Development (3 credits) TTED 893 Student Assessment Development in CTE (3 credits) TTED 887 Data Analysis and Inter. in Technology (3 credits) TTED 891 Methods of Research (3 credits) TTED 894 Fundamental Principles of Career and Technical Education (3 credits) TTED 897 Teaching Special Vocational Students (3 credits) TTED 832 Needs Assessment (3 credits)</p>
<p>Salina ATC, 2562 Centennial [west side of town, off I-135—the old Air Force Base], Salina, KS 67401. 800-466-7989. <u>From I-70, take I-135 south</u> to the Magnolia exit. <u>From Wichita, take I-135 north</u> to the Magnolia exit. Then turn west to Centennial Road (there's a stoplight and Magnolia dead ends at Centennial). Turn left (south) on Centennial, go about two blocks and you'll see the ATC on the right (west) side. Classes meet in Building A, Conference Room.</p>	
<p>Contact Greg Belcher at 620-235-4637, Julie Dainty 620-235-4033, Jeanea Lambeth 620-235-4073, Kevin Elliott 620-235-4294, Bill Brown 620-235-4278 or Tish Potter 620-235-4261 H – Hybrid (on-line & F2F), M – Mediated (on-line), F – Face-to-Face</p>	