

**Quick Reference Sheet for District Human Resources Personnel
REVISED—October 2010**

**HIRING CAREER & TECHNICAL EDUCATION TEACHER
(These are teachers who have occupation-based experience)**

1. Public School District has a vacancy, what do I do? Whom do I contact?

Karla Tipton, Career & Technical Education, KY Department of Education, 502-564-3472

2. KY Tech Center has a vacancy, what do I do? Whom do I contact?

Angie Risk, Workforce Investment, KY Department of Education, 502-564-2878

Prerequisites:

1. Four years of occupational experience in the field in which certification is sought.
2. Two years of the experience must have been within the last five years.
3. One of the four years of experience may be substituted by a year of coursework in an accredited vocational/technical preparation program.

Examinations Required:

1. NOCTI – Administered by Vickie Staley at Workforce (502-564-4286) (*NOCTI tests are established for the various specialty areas taught by occupation-based career and technical education teachers.*)
2. COMPASS Test – (Reading [Passing Score 78], Writing [Passing Score 68], and Pre-Algebra [Passing Score 48] (COMPASS tests have the same purpose as the PPST, may be taken at any KCTCS campus, and may be scored immediately.)
OR
3. PPST – Praxis I (Reading [Passing Score 167], Writing [Passing Score 167] and Math [Passing Score 166] (*PPST tests cover communication skills and general knowledge and are designed for those without a teacher preparation degree.*),

Obtaining the statement of eligibility:

The following information is forwarded to EPSB by either Vickie Staley or Karla Tipton on behalf of the hiring agency:

1. Completed TC-3 Application Form
2. NOCTI and Compass Test Scores
3. Copy of license and/or industry certification, if applicable (e.g. nursing)
4. Official Transcripts

Statement of Eligibility

1. EPSB receives from Staley/Tipton a Statement of Eligibility.
2. The Statement of Eligibility is signed off by the EPSB Director of Certification.
3. **For KY Tech Centers:** SOE is sent to applicant, who is responsible for giving form to hiring agency for completion of Part B. The form is then returned to Vickie Staley who is the KTIP Coordinator.

For Public Schools: SOE is mailed to the district KTIP coordinator, who is responsible for giving the form to hiring agency for completion of Part B.

NOTE: Once applicant begins KTIP he/she should contact Charlene Baxter, 502-564-5019, to sign up for New Teacher Institute (NTI). This is normally a 5 day workshop with a 2 day follow-up. **At this time applicant should enroll in the NTI class at a college/university** of his choice that offers the program. Once the teacher has completed their KTIP, Jack McElroy's office sends the final grade of NTI to the college for **transcript to be issued showing the completion of NTI**. This course will appear on the transcript as Orientation to Career & Tech Education.

Issuance of One-Year Certificate:

Upon successful completion of the internship year and receipt of the official transcript of the NTI hours, the applicant will be issued a one-year certificate that must be renewed by September 1 of the expiration year by completing 6 semester hours from the **64 hour vocational program**.