

## STEP 1: EMERGENCY PERMIT

All new teachers must apply for a state-issued teaching certificate in order to begin teaching. Most are eligible to apply for an emergency permit. Your school administrator will help you to secure an emergency permit.

While teaching on the emergency permit, you must complete the following requirements by the **end of the current academic year** (June 30)\*:

### •IUP Enrollment

Submit all application materials and be accepted for enrollment in IUP's vocational teacher certification program.

You must be a high school graduate or hold a GED certificate to be eligible for enrollment.

### •Occupational Competency Assessment

Submit all application materials to schedule the Occupational Competency Assessment (OCA). You must receive a passing score in order to apply for the Vocational Intern certificate.

Please review the OCA information on the back panel of this brochure.

### Application for Intern Certificate

After you complete the requirements listed, you are eligible to submit your online application to PDE for the Vocational Intern certificate.

\*IUP faculty members provide on-going assistance as you progress through the vocational teacher certification program. You are responsible to make adequate progress and apply for all teaching certificates. You must hold a valid teaching certificate at all times while teaching. If you do not make adequate academic progress or fail to meet all requirements listed in Steps 1 - 4, you will lose your teaching certificate and you will not be eligible to teach.

## STEP 2: INTERN CERTIFICATE

While teaching on the Vocational Intern certificate, you have up to **three calendar years** to complete the following requirements:

### •IUP Coursework

Complete 18-19 credits of IUP coursework.

### •Wage-Earning Experience

Present acceptable evidence of two years of wage-earning experience **in addition to the learning period** in the occupational area you teach by completing the "Record of Occupational Experience" form.

### •PDE Observation

Be observed by an IUP faculty member using the PA Statewide Evaluation Form (PDE 430).

### •Praxis Exams

Present evidence of having passed the Praxis I Exams: PPST in Reading and Writing.

### Application for Vocational Instructional I

After you complete the requirements listed, you are eligible to submit your online application to PDE for the Vocational Instructional I certificate.

## STEP 3: VOCATIONAL INSTRUCTIONAL I CERTIFICATE

While teaching on the Vocational Instructional I certificate, you have up to **six teaching years** to complete the following requirements:

### •IUP Coursework

Complete 60 additional credits of IUP coursework.

### •Teaching Experience

Present evidence from your chief school administrator documenting three years of satisfactory teaching on a Vocational Instructional I certificate.

### •PDE Observation

Receive a satisfactory rating from an IUP faculty member using the PA Statewide Evaluation Form (PDE 430).

### •Praxis Exams

Present evidence of having passed the Praxis I Exams: PPST in Mathematics.

### •Induction Program

Complete a PDE-approved Induction Program at your school.

### Application for Vocational Instructional II

After you complete the requirements listed, you are eligible to submit your online application to PDE for the Vocational Instructional II certificate.

## STEP 4: VOCATIONAL INSTRUCTIONAL II CERTIFICATE

While teaching on the Vocational Instructional II certificate, you must complete the following requirements:

### •Act 48 Hours

Complete 180 hours or 6 college credits every 5 years.

The Vocational Instructional II certificate is a permanent certificate. However, Pennsylvania's Act 48 requires all educators to complete 180 hours or six college credits every five years to keep a certificate active. For additional information, see PDE's website: [www.pde.state.pa.us](http://www.pde.state.pa.us).

### **Program Costs** (2012-2013 academic year)

*Tuition costs and fees are subject to change.*

#### **Registration Fees** (payable each time you register for credits)

Undergraduate Credits	\$268 per credit
Instructional Fee	\$28.30 per credit
Technology Fee	\$15 per credit
Student Services Fee	\$9 per credit
Registration Fee	\$32 per semester

#### **One-time Fees**

Program Application Fee	\$50
Textbooks	costs vary

#### **OCA Fee**

NOCTI Skilled Worker Test	\$350
Committee Evaluation	\$350
Credential Review	\$100

#### **PDE Teaching Certificate Applications**

Emergency Permit	\$100
Intern, Vocational Instructional I & II	\$160 each

#### **Praxis Exams**

PPST - Reading
PPST - Writing
PPST - Math

Visit [www.ets.org/praxis/about/fees](http://www.ets.org/praxis/about/fees) for current test fees.

## WHAT IS THE OCCUPATIONAL COMPETENCY ASSESSMENT?

The Occupational Competency Assessment (OCA) is required for vocational teacher certification. Successful completion of the OCA verifies that a candidate possesses the occupational competence required to be eligible for a vocational instructional certificate. An OCA is available for each secondary vocational education program approved by PDE.

Depending on the occupational area, the assessment will take one of three forms.

### • **NOCTI Skilled Worker Test**

The NOCTI Skilled Worker test is used for most occupational areas. It is a two-part test that consists of a written and a performance portion. The written test assesses a candidate's knowledge of the occupational area. To complete the performance portion, the candidate performs tasks related to the occupational area using a hands-on demonstration of skills.

### • **Committee Evaluation**

A committee evaluation is administered for occupational areas where NOCTI Skilled Worker tests are not available. A small committee of experts in the occupation asks questions to determine a candidate's skill and knowledge base in the occupational area.

### • **Credential Review**

A review of credentials is conducted for occupational areas where a state licensing bureau credentials the candidate or the candidate holds a credential from a state-recognized licensing or certifying agency. Examples include Health Assisting and Cosmetology.

NOCTI Skilled Worker tests are administered three times a year at selected sites throughout western Pennsylvania. Committee evaluations and credential reviews are scheduled as needed.

# VOCATIONAL TEACHER CERTIFICATION PROGRAM

## CENTER FOR CAREER & TECHNICAL PERSONNEL PREPARATION

EMERGENCY PERMIT

VOCATIONAL INTERN CERTIFICATE

VOCATIONAL INSTRUCTIONAL I CERTIFICATE

VOCATIONAL INSTRUCTIONAL II CERTIFICATE

Center for Career & Technical Personnel Preparation  
Indiana University of Pennsylvania  
Reschini Building  
1110 Maple Street  
Indiana, PA 15705



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Toll-Free: 877-233-1964  
Fax: 724-357-6200  
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*The mediocre teacher tells.  
The good teacher explains.  
The superior teacher demonstrates.  
The great teacher inspires.  
~William Arthur Ward*

Congratulations on your choice to become a career and technical education teacher!

You are about to begin an exciting journey that will be rewarding for both you and your students. Teaching is a profession that is very demanding but it is also a profession that can bring many rewards. Teachers have the potential to make a lasting impression on the lives of their students and to contribute to their many future successes.

As an industry professional, you mastered the necessary knowledge and skills to succeed in your chosen occupation. Just as you had to learn and master those particular skills, you'll now have the opportunity to learn the skills required for success in your new occupation as a teacher.

In Pennsylvania, career and technical educators learn the skills necessary to become successful teachers after they have been hired to teach in a career and technical school. The vocational teacher certification program at IUP is designed to help teachers to develop professional education skills while they are actually teaching.

*Teaching is the profession that  
teaches all the other professions.  
~Author Unknown*

The Pennsylvania Department of Education (PDE) requires that all teachers who teach occupational skills in state-approved vocational education programs hold a state-issued instructional certificate. To earn a permanent vocational instructional certificate, new teachers are required to enroll in a state-approved vocational teacher certification program.

IUP is the approved provider for vocational teacher certification in western Pennsylvania. IUP's vocational teacher certification program includes both field-based and classroom-based instruction. IUP faculty members travel to career and technical schools on a regular basis to help teachers progress through their programs. In addition, teachers complete a number of traditional college courses. Throughout the program, teachers also travel to regional group sessions for opportunities to network and interact with other teachers.

The series of certificates which lead to permanent vocational instructional certification include:

- Emergency Permit
- Intern
- Vocational Instructional I
- Vocational Instructional II

This brochure explains the step-by-step process that new teachers follow to earn a permanent vocational instructional certificate in Pennsylvania.