



## IUP Graduate Handbook

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*Master of Education in Career and Technical Administration*

Center for Career and Technical Personnel Preparation

Department of Career and Wellness Education

Handbook Updated February 2026

Master of Education in Career and Technical Administration  
Center for Career and Technical Personnel Preparation  
Department of Career and Wellness Education

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Program Website:

<https://www.iup.edu/cwe/grad/career-and-technical-administration-med.html>

## Table of Contents

Introduction .....	1
IUP's Civility Statement.....	1
Affirmative Action.....	1
Title IX Reporting Requirements.....	1
Student Conduct and Student Rights.....	1
Center for Career and Technical Personnel Preparation .....	2
Mission Statement and Program Objectives .....	2
Admission.....	4
Financial Assistance .....	4
Graduate Assistantships.....	4
Academic Advisement.....	4
Campus Resources & Student Support.....	5
IUP Email .....	5
Graduate Student Assembly .....	5
Programs and Degrees.....	6
Master of Education in Career and Technical Administration.....	6
Certificates and/or Certification and/or Licensure.....	6
Course Descriptions .....	6
Evaluation of Students .....	6
Degree Completion .....	6
University Policies and Procedures .....	7
Research.....	7
Signature Page .....	8



## Introduction

Welcome to the Master of Education in Career and Technical Administration program at IUP! You have chosen this program because you are interested in becoming an educational leader in career and technical education (CTE). As a leader, you will be responsible for managing a diverse group of tasks, faculty, and staff and will be instrumental in helping others achieve growth, satisfaction, and success with the ultimate objective of improving instruction.

The Pennsylvania Department of Education (PDE) requires that all individuals who are employed as a director in a state-approved Career and Technical Center (CTC) to hold a state-issued administrator certificate. Completion of this program will provide individuals with both the Pennsylvania certification and the master's credential. It is offered in a blended format with most of the instruction completed online and utilizing video conferencing, allowing for flexibility for professionals seeking a master's degree. We look forward to working with you to achieve this professional goal!

## IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

**To strengthen the university for academic success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

**To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

**To contribute to the future**, I will strive for the betterment of the community, myself, my university, the nation, and the world.

## Affirmative Action

[Affirmative Action](#)

## Title IX Reporting Requirements

[Title IX Reporting](#)

## Student Conduct and Student Rights

[Community Standards Policy and Procedures](#)

[Student Rights and Responsibilities](#)

[Students Rights under the Family Educational Rights and Privacy Act \(FERPA\)](#)

### **Center for Career and Technical Personnel Preparation**

The Center for Career and Technical Personnel Preparation at Indiana University of Pennsylvania (IUP) was established in 1978 in response to the stated objectives of the Pennsylvania Department of Education-Bureau of Career and Technical Education for a comprehensive program to prepare and upgrade teachers, support personnel and administrators of career and technical education in area technical schools and comprehensive high schools in western Pennsylvania. Since that time, the IUP Center has continued to operate in an effective and efficient manner while delivering high quality CTE educator certification programs that stress integrity and are responsive to the varied needs and requirements of its' constituent groups.

The Center is housed within the College of Education and Human Services at Indiana University of Pennsylvania, a member of the State System of Higher Education (PASSHE) and an approved and fully accredited member of the Middle States Association of Colleges and Secondary Schools, the Council for the Accreditation of Educator Preparation, and the Association to Advance Collegiate Schools of Business.

### **Mission Statement and Program Objectives**

The IUP Career and Technical Administration degree program is designed to be completed in two years and is based on standards established by the Pennsylvania Department of Education (PDE) to prepare individuals to assume the role of institutional leader of career and technical programs. As the administrator, you will be responsible for long-range planning, effectively promoting community involvement, providing for sound business and financial management, and providing state-of-the-art equipment and facilities.

Throughout the program, students will complete in a minimum of 500 hours of embedded authentic simulations, field experiences, and an internship that demonstrate their knowledge of and competence in applying the fundamental concepts of school administration. One, three-credit course is offered each academic semester, including the summer session. However, it may be necessary to enroll in two, three-credit courses when non-VOED courses that are part of the program are offered. Please be aware that if you choose not to enroll for consecutive semesters, you will have to wait until the course that you are sitting out is offered again.

Completion of all PDE required tests and successful completion of all classes with 3.0 GPA are also required.

Upon successful completion of the Career and Technical Administration degree program, graduates will:

1. Develop skills necessary for a career and technical director to supervise CTE personnel and effectively manage CTE students.  
VOED 610: Personnel & Student Management in Career and Technical Education
2. Examine the Pennsylvania School Code and federal regulations and apply the Code and regulations for the effective operation of approved career and technical programs in Pennsylvania.  
VOED 611: School Code and Policy in Career and Technical Education
3. Develop a practical understanding of the CTC director's role in budget and facilities oversight as authorized by the Joint Operating Committee (JOC).  
VOED 612: Fiscal Responsibilities and Financial Oversight in Career and Technical Education
4. Analyze landmark and current cases in school and examine the impact of PA School Code to the operation of a CTC.  
VOED 613: School Law and Legal Responsibilities in Career and Technical Education
5. Evaluate elements to build strong work-based CTE programs including curriculum development research, curriculum resources and curriculum mapping.  
VOED 614: Curriculum Development and Analysis in Career and Technical Education.
6. Examine administrative leadership styles and identify personal leadership abilities with consideration given to the unique characteristics of CTE programs and variety of delivery systems.  
VOED 615: Administrative Leadership in Career and Technical Education
7. Explore the connections between families, schools, businesses, philanthropic organizations, and educational agencies that are essential for preparing 21st century learners.  
EDTL 761: Connecting Community and School
8. Equip students with the tools to facilitate instruction with academically diverse learners in 21st Century classrooms.  
EDTL 762: Teaching Academically Diverse Learners
9. Support the integration of research to enhance students' learning in the university and in their own workplace.  
EDTL 763: Educational Research and Practical Application
10. Enhance their understanding of the current technologies in the classroom.  
EDTL 764: Educational Technology for Today and Tomorrow
11. Facilitates students' theoretical and practical knowledge about curriculum, assessment, and the process of continuous reflection.  
EDTL 765: Curriculum, Assessment, and Reflection

## Admission

In addition to the standard graduate admissions requirements, candidates must also provide the following during the admission process\*:

1. Letter of support from career and technical director indicating willingness to assist candidate with field experiences.
2. Resume indicating a minimum of three years of relevant professional experience related to the instructional process in a career and technical education school.

At the completion of the 33-graduate credit certificate program, for state-issued career and technical administrative director certification, candidates are required to successfully complete the PRAXIS: School Licensure Assessment (6990).

*\*Applications will not be forwarded to the Department of Career and Technical Personnel Preparation for departmental review until the application packet is complete.*

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

## Financial Assistance

### Graduate Assistantships

- Graduate assistantships are not available for this program
- <https://www.iup.edu/admissions/graduate/financialaid/index.html>
- Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

## Academic Advisement

A faculty advisor is assigned at the time of admission to the program. It is very important to maintain contact with your faculty advisor throughout the program. Your advisor will help plan as you progress through the coursework, advise you when it is time to schedule for the next semester, and to plan for graduation. When you have any questions regarding the program, department or university policies, your advisor is the first person you should contact for assistance.

## Campus Resources & Student Support

The Office of Graduate Education and Academic Planning (formally the School of Graduate Studies and Research): [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: <https://catalog.iup.edu/index.php>

Office of Student Billing: <https://www.iup.edu/student-billing/>

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Department for Disability Access and Advising: <https://www.iup.edu/disabilitysupport/>

Office of Social Equity: [www.iup.edu/socialequity/](http://www.iup.edu/socialequity/)

IUP Libraries: [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

IUP Navigators: <https://www.iup.edu/life-at-iup/support/navigators.html>

IT Support: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/veterans/resource-center/](http://www.iup.edu/veterans/resource-center/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Scholarly Editing and Writing Service: <https://www.iup.edu/scholarlycommunication/index.html>

Applied Research Lab: <https://www.iup.edu/arl/index.html>

IUP Career and Professional Development Center: [www.iup.edu/career/](http://www.iup.edu/career/)

Parking Services: [www.iup.edu/parking/](http://www.iup.edu/parking/)

University Police: [www.iup.edu/police/](http://www.iup.edu/police/) 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Registration Resources: [www.iup.edu/registrar/students/registration-resources/index.html](http://www.iup.edu/registrar/students/registration-resources/index.html)

## IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit <https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/index.html> to learn more about setting up this account. For more information regarding university policy on email communications, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

## Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## Programs and Degrees

### Master of Education in Career and Technical Administration

The completion of an additional 9 credits can lead you to a Master of Education in Career and Technical Administration. Students admitted into the Vocational Administrative Director Certificate Program who later wish to pursue this advanced degree must apply before completing 15 credits. Contact the Center for additional information.

### Certificates and/or Certification and/or Licensure

All students who successfully complete the Vocational Administrative Director Certificate program are required to take, and successfully pass, the PRAXIS: School Licensure Assessment (6990). Once this requirement is met, application may be made to PDE for the Career and Technical Administrative Director 7-12 certification.

### Course Descriptions

For detailed course descriptions, please refer to the Graduate Catalog: <https://catalog.iup.edu/index.php>

## Evaluation of Students

Students are evaluated on their coursework and successful completion of embedded field experiences/internship hours. There are no candidacy/qualifier or comprehensive exams.

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: <https://catalog.iup.edu/index.php>.

## Degree Completion

### Application for Graduation

It is the student's responsibility to apply for graduation. Applications for graduation must be done on-line through MyIUP. If you need help or have questions, you may contact the Office of Graduate Education and Academic Planning (formally the School of Graduate Studies and Research) at [www.iup.edu/graduatesstudies/](http://www.iup.edu/graduatesstudies/).

After applying for graduation, the Office of Graduate Education and Academic Planning will send a Graduation Checkout Form to your advisor.

### Application Deadlines

If the Office of Graduate Education and Academic Planning receives your form late, your graduation will be delayed. The application must be submitted to the Office of Graduate Education and Academic Planning by:

- May 1 for May graduation
- August 1 for August graduation

- December 1 for December graduation.

For more information, view the Graduate Catalog: <https://catalog.iup.edu/index.php>

## University Policies and Procedures

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [pandrei@iup.edu](mailto:pandrei@iup.edu) or the Office of Graduate Education and Academic Planning.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

**The following university and graduate policies can be found at <https://catalog.iup.edu/index.php>**

Academic Good Standing

Academic Integrity

Bereavement-Related Class Absences

Continuous Graduate Registration for Dissertation and Thesis

Grade Appeal Policy

Graduate Fresh Start Policy

Graduate Residency Requirement

Leave of Absence Policy

Time Limitations

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation

Transfer of Credits Policy

## Research

Graduate Catalog: <https://catalog.iup.edu/index.php>

Research and Innovation: [www.iup.edu/research/](http://www.iup.edu/research/)

Applied Research Lab (ARL): [https://www.iup.edu/arl/index.html](http://www.iup.edu/arl/index.html)

## Signature Page

As a student in the Master of Education in Career and Technical Administration program, I acknowledge that it is my responsibility to read and understand the university policies and procedures contained in this student handbook.

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

       [please initial] I understand my program coordinator may share this document with the Office of Graduate Education and Academic Planning.

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Mail to:

Graduate Coordinator  
IUP Center for Career and Technical Personnel Preparation  
216 Zink Hall, 1190 Maple Street  
Indiana, PA 15705

*The Center for Career and Technical Personnel Preparation will keep this signed document on file.*