

## ***Faculty Policy - CTE Certification***

### **Policy:**

Bismarck State College shall establish and support a process by which faculty assigned to Career and Technical Education (CTE) Programs, as defined below, will earn and maintain their CTE Certification through the North Dakota Department of Career and Technical Education (NDCTE).

### **Statement of Purpose:**

Bismarck State College, in accordance with the rules and procedures set forth by the NDCTE will ensure that appropriate faculty will earn and maintain their CTE Certification.

### **Identification of CTE Programs and Faculty to be CTE Certified:**

CTE programs are those that are subject to the five-year evaluation by the Department of Career and Technical Education and/or eligible for state or federal funding controlled by the Department of Career and Technical Education. Any faculty member assigned to teach full-time in a CTE program will be required to hold either a *Provisional (2 yr)* certificate or a *Regular (5 yr)* certificate issued by the NDCTE. Any faculty member, full or part-time, assigned to teach specific courses in a CTE program in addition to their other, non-CTE program courses, shall not be required to be certified unless they are responsible for the development of curriculum in the content area and/or the design of assessment of student performance in the program.

### **Certification Requirements:**

*Provisional Certification* is readily available for any new or reassigned faculty member upon request from the NDCTE.

*Regular Certification* may be earned by a faculty member in one of two ways: *(The first way is designed primarily for instructors with little or no teaching experience and holding less than a baccalaureate degree, while the second process is designed primarily for instructors with significant teaching experience in career and technical education, and holding at least a baccalaureate degree.)*

### **Process for Regular Certification:**

1. The instructor will be eligible for Regular Certification when he/she:
  - Holds at least an Associate's degree;

- Completes the Postsecondary Clinical Practice Program;
- Holds appropriate industry certifications, including content and/or instructor certifications, where such certifications are required to teach a course or program for which that instructor is responsible (i.e., ASE Certification to teach automotive technology, CCNA Certification to teach Cisco networking);
- Has provided NDCTE documentation of having met the above bulleted requirements.

OR

2. The instructor will be certified when he/she:

- Holds at least a baccalaureate degree;
- Completes a program of study, such as a series of specific faculty development seminars and a faculty mentoring program sponsored by BSC, that is equivalent to the Postsecondary Clinical Practice Program;
- Holds appropriate industry certifications, including content and/or instructor certifications, where such certifications are required to teach a course or program for which that instructor is responsible (i.e., ASE Certification to teach automotive technology, CCNA Certification to teach Cisco networking);
- Has provided NDCTE documentation of having met the above bulleted requirements.

### **Renewal of Regular Certificates:**

Regular certificates are renewed when the instructor notifies NDCTE of the following:

- Completion of 120 clock hours of professional development specific to the instructor's content area and/or instructional delivery methods during the five-year period of certification.

This includes active attendance at professional conferences, Professional Development Conference hosted by NDCTE, appropriate faculty development activities sponsored by BSC, Continuing Education credits/units, or appropriate college credit. (One college credit is equal to 15 clock hours.)

- Continued industry certification as required to teach courses where such industry certification is necessary.

### **Responsibilities:**

The Dean of Humanities, Arts & Sciences/Dean of Current & Emerging Technologies/Dean of NECE, in conjunction with the Human Resources Office shall:

1. Maintain a list of all CTE Programs and faculty holding provisional or regular certifications;

2. Ensure that job opening announcements, position descriptions, and contracts for employment clearly identify the need for CTE Certification;
3. Provide, upon request from the faculty member, documentation of participation in BSC sponsored faculty development activities to help meet CTE recertification requirements.

The Dean of Humanities, Arts & Sciences/Dean of Current & Emerging Technologies/Dean of NECE or their designee shall:

1. Work with NDCTE representatives to clarify the need for individual certification or faculty should a question arise.
2. Work with new CTE faculty, or those newly assigned to a CTE program, to contact NDCTE for Provisional Certification.
3. Work with CTE faculty to determine the best route to earn Regular Certification.
4. Ensure that BSC continues to have faculty development and mentoring programs that provide learning experiences equivalent to the Postsecondary Clinical Practice Program offered by NDCTE.
5. Work with NDCTE representatives to ensure all required faculty are certified.

The Faculty Member shall:

1. Be responsible for meeting the requirements for certification and for providing NDCTE with such documentation as needed for certification.
2. Notify the appropriate Academic Dean and the Human Resources Office of receipt of Provisional Certification, Regular Certification, or Recertification.
3. Be responsible for making written request to the appropriate Academic Dean for documentation of participation in BSC sponsored faculty development activities.

### **History:**

First policy draft approved by Faculty Senate October 6, 2005; approved by President Thigpen 10-25-05.

Revisions – October 20, 2009; March 6, 2014; October 18, 2016.