

# Transportation Programs

## Occupation Based Certification Guide

As directed in [16 KAR 2:020](#), all candidates pursuing occupation-based teacher certification in Kentucky are required to:

- Complete Year 1 and 2 of New Teacher Institute (NTI) – Chris Smith, Director:  
[chris.smith@education.ky.gov](mailto:chris.smith@education.ky.gov).
- Have an Associate degree or higher in the content area (or Career and Technical Education). If a candidate does not have at least an Associate degree in the technical area of the program they will be teaching (or Career and Technical Education), they will have six (6) years to obtain this degree and must complete at least 6 college credit hours from the degree program each year. NTI will count as the required 6 college credit hours during NTI Year 1 and 2 for renewal purposes (this is NOT actual college credit hours, just the basis for renewal).

### Prior to an official offer of employment:

- **Candidate meets work experience criteria (4 years of experience in content area, 2 years of experience in the past 5 years). The state program consultant must verify eligible work experience.**
- **There is no college degree required *at the time of hire*. If a candidate does not have a degree, the candidate will be required to take a content knowledge exam (if applicable). The candidate either takes and passes a content knowledge assessment (if applicable) OR has a current industry certification(s) to show content knowledge within the area in which certification is sought (assessments used to meet this criterion are located on the most recent CTE Board Assessment Order and are listed below if applicable).**

**Auto Body Repairs 0762 (Auto Body Technology AND Collision Repair and Refinish)** – NOCTI Collision Repair/Refinishing Technology Test – cut score 61 **OR** personal ASE Certification in B2 (Painting and Refinishing) OR B3 (Non-structural Analysis & Damage Repair) OR Icar. **NOTE: Program accreditation requires B2 and/or B3 ASE Certifications and must be completed within 1 year of hire if NOCTI is taken for certification purposes.**

**Auto Technology 0763 (Automotive Technology)** – NOCTI Automotive Technology (cut score 63) OR personal ASE Certification in two or more (A Series) certs OR Master OEM ASE certifications from a major auto manufacturer. **NOTE: Program accreditation requires G1 – Maintenance and Light Repair, A4 – Suspension & Steering, A5 – Brakes, and A6 – Electrical OR ASE Master certified in A-Series and must be completed within 1 year of hire if NOCTI is taken for certification purposes.**

**Commercial and Recreational Small Engine Technology 0797** – NOCTI Small Engine Technology (cut score 71)/ Equipment and Engine Training Council (EETC)/ Outdoor Power Equipment Certification

**Diesel Technology 0768** – NOCTI Diesel Mechanics – cut score 62 OR personal ASE Certification in two or more (T-Series) OR Master OEM ASE Certifications from a major auto manufacturer. **NOTE: Program accreditation requires T4-Brakes, T6-Electrical/Electronic Systems, T8-Preventive Maintenance, and one other (T-Series) certification of choice (T2, T3, T5, or T7) and must be completed within 1 year of hire if NOCTI is taken for certification purposes.**

- If the candidate has NO college credit hours on an official college transcript, the candidate will take both the content knowledge exam (if applicable) AND the general knowledge exam (requirements below).

**When a top candidate is chosen and an offer of employment has been extended:**

1. Candidate completes the KECS [Verification of Experience Form](#) and email to Carmela Clark at [carmela.clark@education.ky.gov](mailto:carmela.clark@education.ky.gov). Encrypt document with a password if SSN/DOB is included. If SSN/DOB is NOT included, applicant can send without encryption but will need to call to give SSN/DOB.
2. The candidate sends **official** college transcripts (if applicable) to Carmela Clark. To be considered official, the transcript must arrive in the Office of Career and Technical Education (OCTE) unopened (if sent US Mail) **OR** ordered through the National Student Clearinghouse, Parchment, or other electronic service and emailed directly to Carmela Clark. If ordered through an electronic service, please list [carmela.clark@education.ky.gov](mailto:carmela.clark@education.ky.gov) as the transcript recipient. The link for the National Student Clearinghouse is: <https://studentclearinghouse.org/> (and click on the Order/Track/Verify button to order the transcript).

***If a candidate does not have ANY college hours, the candidate will be required to take one of the following general knowledge exams (ACT/SAT/KYOTE/GED) and obtain a passing score. Contact Carmela Clark to set up KYOTE tests (there is no fee). KYOTE can be administered at the school but must be proctored by someone that has completed the Administrative Code Training.***

**General Knowledge and Competency Exams:**

**ACT:**

Reading – score of 20 or higher  
Mathematics – score of 19 or higher  
English (Writing) – score of 18 or higher

**KYOTE:**

Reading – score of 20 or higher  
Mathematics – score of 22 or higher on College Readiness Mathematics or score of 14 or higher on College Algebra  
English (Writing) – score of 6 or higher

**SAT:**

Reading – score of 470 or higher on Evidence-Based Reading and Writing  
Mathematics – score of 460 or higher  
English (Writing) – score of 430 or higher on Evidence-Based Reading and Writing

**GED College Readiness:**

Reading – score of 165 or higher on Reasoning through the Language Arts  
Mathematics – score of 165 or higher on Mathematical Reasoning  
English (Writing) - score of 165 or higher on Reasoning through the Language Arts

**Once the candidate meets the above requirements and all relevant documentation is in KDE possession, OCTE will recommend candidate to EPSB for initial provisional certification. Candidates will be contacted by Chris Smith for more information regarding enrollment in NTI.**