

Business & Marketing 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.
- 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). If candidate does not hold at least an associate degree in business administration (or other business-related degree that contains at least 24 credit hours of core business classes as identified on the CTE Board Assessment Order), the candidate would also be required to take the Assessment of Skills and Knowledge of Business (A*S*K Business Institute) – Fundamental Business Concepts (cut score 70).**
- **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).**

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

1. Candidate completes the KECS [Verification of Experience Form](#) and email (Encrypt document with password if SSN/DOB is included. If SSN/DOB is NOT included can send without encryption but will need to call to give SSN/DOB) to Carmela Clark at carmela.clark@education.ky.gov.
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 as the transcript recipient. The link for the National Student Clearinghouse is: <https://studentclearinghouse.org/> (and click on 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 (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.