

# Family Consumer Science 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 (Early Childhood Education and Food Science & Dietetics require a bachelor's degree). 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* for Culinary. 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 the appropriate test(s) listed AND has current industry certification 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).**
- **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). NOTE: This applies only to Culinary certification.**

**Culinary and Food Services** – NOCTI Commercial Foods (cut score 55) and American Culinary Federation Professional Certification

- **The following certifications require a minimum of a bachelor's degree and have additional certification requirements (assessments used to meet this criterion are located on the most recent CTE Board Assessment Order and are listed below if applicable).**

**Early Childhood Education** – Interdisciplinary Early Childhood Education Bachelor's Degree **AND** must also have earned two of following five credentials: Early Childhood Director's Credential, Child Development Associate, Pediatric Abusive Head Trauma Credential, Commonwealth Childcare Credential, Early Care and Education Orientation Certificate

**Food Science and Dietetics** – Bachelor of Science in Dietetics degree **AND** demonstrated ACEND accredited supervised practice **AND** passed an ACEND national examination **AND** registered through the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics

**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](mailto: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](mailto: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.