

In order to qualify for Kentucky teacher certification through occupation-based route, according to [16 KAR 2:020](#), a candidate must:

1. be a US Citizen with a high school diploma or GED; and
2. have four years of successful and appropriate occupational experience in the area of certification, and at least two (2) years must be in the last five (5) years; and have an offer of employment from a local school district, the Kentucky Department of Education (KDE), or the Kentucky Community and Technical College System (KCTCS).

Prior to an offer of employment:

Candidate needs to meet work experience criteria: Four (4) years of successful and appropriate experience, two (2) years of experience in the past five (5) years. A maximum of one (1) year of the required work experience may be satisfied by completion of an accredited occupational preparation program for the occupation to be taught.

For Health Science certification, the candidate must also show one (1) year of long-term care work experience in a state-approved long-term care facility.

The state program consultant will verify eligible work experience. Program consultants in the Office of Career and Technical Education (OCTE) cannot officially approve a candidate's work experience until they receive a signed CA-3 form from Carmela Clark.

There is no college degree required (at the time of hire). If candidate does not have any college credits on an official college transcript, the candidate will be required to take a general knowledge exam (requirements below).

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

1. Candidate completes the [EPSB CA-3](#) form, with signature from the district, and sends to Carmela Clark at carmela.clark@education.ky.gov
2. If the applicant does not have a degree in the occupation area in which certification is sought, the candidate will need to either take and pass the NOCTI Exam OR have a current industry certification to show content knowledge within their specific content area. Programs may require industry certifications regardless of degree held (i.e. ASE certifications for ASE certified programs) or may be requested to take the NOCTI if work experience is questionable. Industry certification exams are scheduled and paid for by the applicant. NOCTI exams will be scheduled by Carmela Clark and the fee is paid by the applicant (check/money order made payable to KY State Treasurer and mailed to 300 Sower Blvd, 5th Floor SW, Frankfort, KY 40601 – Attention: Carmela Clark).
3. Candidate sends **official** college transcripts (if applicable) to Carmela Clark. To be considered official, the transcript must arrive in the OCTE unopened (if sent US Mail) OR ordered through the National Student Clearinghouse (or other electronic service) and emailed directly to Carmela Clark. If ordered through National Student Clearinghouse (or other electronic service), please list carmela.clark@education.ky.gov as the email recipient. – The link for the National Student Clearinghouse is: <https://studentclearinghouse.org/> (click on Order/Track/Verify button to order the transcript).

If candidate does not have a degree, the candidate will be required to take a general knowledge exam (ACT/SAT/KYOTE/GED) and obtain a passing score. Contact Carmela Clark to set up KYOTE tests (no fee).

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 above requirements and all relevant documentation has been received by KDE, OCTE will recommend candidate to EPSB for initial provisional certification. Candidate will need to create an account with EPSB so that OCTE can upload documents. Once recommended for provisional certification, candidate will be contacted by Jodi Adams for more information regarding enrollment in NTI.

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) – Jodi Adams, Director: Jodi.Adams@education.ky.gov
- Have an Associate degree or higher in the occupation area in which the teacher candidate is seeking certification or an approved occupation-based educator preparation degree. If candidate does not have degree required for professional certification, the provisional certificate will be renewed five (5) times, giving candidate six (6) years to obtain the degree. After completion of NTI, the candidate must complete at least 6 college credit hours from the degree program each year to continue provisional certification.

Once the candidate has met the requirements for occupation-based certification, the OCTE will recommend the candidate to EPSB for five (5) year professional certification.