

# **SECONDARY TEACHER LICENSING REQUIREMENTS**

**NORTH DAKOTA STATE BOARD FOR  
CAREER AND TECHNICAL EDUCATION**

**Wayne Kutzer  
State Director and Executive Officer**

**July, 2015**

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CAREER AND TECHNICAL EDUCATION**

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## ADMINISTRATION - CTE

### SECONDARY

1. Valid North Dakota Educator's Professional License or a T&I Teaching License.
2. Equivalent of three years of teaching experience in a secondary career and technical education program or other related career and technical education support services recognized by the Department of Career and Technical Education.
3. A masters degree\* with a major concentration in a career and technical education area, secondary administration, or other related areas.

\*May be granted a provisional if enrolled and scheduled to complete master's degree program within two years.

4. Successful completion of the following courses or recognized equivalents:
  1. Philosophy of Career and Technical Education
  2. Administration and Supervision of Career and Technical Education
  3. Secondary school curriculum design, instruction and learning.

Successful completion of three of the following recognized course equivalents:

1. Leadership, Administration, and Organization in Secondary Schools
  2. Educational Law
  3. Educational Finance and Policy
  4. Personnel, Supervision, and Staff Development in Secondary Schools
  5. Education for Special Populations
5. A provisional credential may be granted not to exceed a two-year period as long as there is demonstrated progress being made in provision #4.

Two additional one-year provisionals may be granted following the initial two-year provisional.

### FIVE-YEAR RENEWAL

1. A minimum of four (4) semester hours of related graduate coursework in education (transcript required).
2. Attendance at ten workshops and conferences from the following list: (verification – personal log showing title and dates of attendance)
  - a. Professional Development Conference
  - b. State-called career and technical education directors meetings
  - c. North Dakota Council of Educational Leaders state or area meetings

Special topic seminars and meetings sponsored or endorsed by the Department of Career and Technical Education or the Department of Public Instruction including leadership development (LEAD).

## **AGRICULTURE EDUCATION**

All instructors must hold a valid North Dakota Educator's Professional License.

### **SECONDARY**

#### A. Traditional

A bachelor's degree with a major in Agriculture Education from an approved institution. A provisional license to teach in a career and technical education funded program may be available in emergency situations. Such requests will be handled on an individual basis.

#### B. Praxis Testing Option Licensure

1. Must hold a valid North Dakota Regular Educators Professional License for a minimum of two years.
2. Must successfully complete the Praxis II Test(s), meeting or exceeding the minimum scores determined by ESPB.
3. Must complete two courses within three years of granting a provisional license or verify that they have been previously completed in a teacher prep program:
  - a philosophy of Career and Technical Education course
  - a managing Career and Technical Student Organizations course
4. Participate in and successfully complete a one year mentorship with an approved content mentor teacher. Mentorship will include a developed checklist of topics, including safety which is a key element in lab classes.

### **FIVE-YEAR RENEWAL**

The renewal of the five-year license requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the certification period.

### **ADULT FARM MANAGEMENT**

No Teaching License is required.

A Bachelor of Science Degree with emphasis in Business Management, Economics, Accounting and a strong background in production agriculture is required for Certification.

Applicants for Certification must complete form SFN 5415, including submission of a transcript, and submit it to the State Supervisor of Agriculture Education for evaluation of appropriate subject matter background and occupational experiences.

Issuance of a regular Credential requires the applicant to have taken the "Methods of Teaching" and "Philosophy of Career & Technical Education" courses. Applicants who have not taken these courses will be issued a provisional endorsement and will have 2 years in which to complete these courses. (effective 7-1-02)

# **BUSINESS EDUCATION**

## **SECONDARY**

### A. Traditional

1. Must hold a valid secondary teaching license issued by the North Dakota Education Standards and Practices Board to teach business education courses. (Alternative options for teacher preparation and licensure may be identified or established by the State Board for Career and Technical Education in cooperation with the Education Standards and Practices Board and the teacher preparation programs in the institutions of higher education. These alternative options shall be directed toward the needs of non-traditional candidates for teaching and shall not include students who are in the traditional teacher education programs.)
2. Completion of an application for a Business Education Certificate. A copy of all teaching licenses/certificates, and transcripts of all college courses completed must be submitted with the application.
3. Verification of having completed two separate college or university courses in the nature of:
  - a. history and philosophy of Career and Technical Education
  - b. managing Career and Technical Student Organizations

### B. Praxis Testing Option Licensure

1. Must hold a valid North Dakota Regular Educators Professional License for a minimum of two years.
2. Must successfully complete the Praxis II Test(s), meeting or exceeding the minimum scores determined by ESPB.
3. Must complete two courses within three years of granting a provisional license or verify that they have been previously completed in a teacher prep program:
  - a. history and philosophy of Career and Technical Education
  - b. managing Career and Technical Student Organizations
4. Participate in and successfully complete a one year mentorship with an approved content mentor teacher. Mentorship will include a developed checklist of topics, including safety which is a key element in lab classes.

## **FIVE-YEAR RENEWAL**

1. The renewal of the five-year certificate requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the certificate.

**FULL AND PART-TIME ADULT**

Certified as a secondary or postsecondary business education instructor **or** have completed five years of specialized occupational experience in the subject area being taught.

**PROVISIONAL**

Provisional career and technical education certification may be granted for up to three years for a candidate to meet the requirements.

## CAREER ADVISORS

### SECONDARY

To receive a **Regular North Dakota Career Advisor Credential**, a person must meet all of the following requirements:

1. Hold a baccalaureate degree from an accredited institution of higher education;
2. Have at least a five-year employment history;
3. Complete the Career Advisor Training provided by the North Dakota Department of Career and Technical Education; and
4. Apply for and receive a Global Career Development Facilitator credential through the Center for Credentialing and Education (after completing the Career Advisor training).

To receive a **\*Provisional North Dakota Career Advisor Credential**, a person must:

1. Hold a baccalaureate degree from an accredited institution of higher education;
2. Have at least a five-year employment history;
3. Provide the Department of Career and Technical Education with a plan for completing requirements 3 & 4 for a Regular Career Advisor Credential.

*\*The Provisional North Dakota Career Advisor Credential is a one-time, two-year credential.*

### APPLICATION PROCESS:

To apply for a North Dakota Career Advisor Credential, complete the Application for Career and Technical education Certification (SFN 5415) located on the Career and Technical Education website at [www.nd.gov/cte/forms/other.html](http://www.nd.gov/cte/forms/other.html), include a copy of your training certificate and global credential when sending the application form.

### RENEWAL

The renewal of the five-year credential requires verification of continued global credentialing from the Center for Credentialing and Education. To renew a North Dakota Career Advisor Credential, complete and submit the Renewal Application for Career and Technical Education Certification (SFN 51688) along with a copy of current Global Career Development Facilitator credential.

# CAREER DEVELOPMENT

## SECONDARY

To receive a Regular Career Development Credential, a career development counselor must have a master's degree with a major in guidance and counseling and meet all of the following requirements:

1. Hold a North Dakota Educator's Professional License; or hold or be approved to hold a North Dakota Educator's Professional License in School Counseling by the Education Standards and Practices Board. ([www.nd.gov/esp](http://www.nd.gov/esp))
2. Hold, or be eligible to hold one of the following credentials from the North Dakota Department of Public Instruction: a North Dakota Professional School Counselor Credential or a written plan of study (approved by DPI). ([www.dpi.state.nd.us/resource/rules/current.shtm](http://www.dpi.state.nd.us/resource/rules/current.shtm))
3. Have had at least one year's occupational experience at wage earning pursuits other than education; or complete Career Advisor Training as provided by the Department of Career and Technical Education\*.
4. Have earned three (3) semester hours of credit in History and Philosophy of Career and Technical Education.
5. Have completed a minimum of four (4) semester hours of credit in other applicable courses as approved by the State Board for Career and Technical Education. Such courses could include:
  - a. Career education
  - b. Community education
  - c. Counseling the disadvantaged
  - d. Adult education
  - e. Public relations
  - f. Theories of career development
  - g. Improved Career Decision Making
  - h. Career Resource Network Workshops
  - i. National Career Development Standards
  - j. Career Advisor Training\*
6. A provisional license may be granted for up to four years (with progress made on an annual basis) for a candidate to meet the requirements of 4 and 5.

\*Career Advisor Training can only be used to fulfill one requirement.

## APPLICATION PROCESS

To apply for a Career Development Credential, complete the Application for Career and Technical Education Certification (SFN 5415) located on the Career and Technical Education website at <http://www.nd.gov/cte/forms/other.html>.

## **CAREER DEVELOPMENT (Continued)**

### **FIVE-YEAR RENEWAL**

The succeeding renewal of the five-year credential requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the credential. Half of those credits must be Career Development related such as the CTE Professional Development Conference or other approved workshops (i.e. CRN Workshops). To renew a Career Development Credential, complete the Renewal Application for Career and Technical Education Certification (SFN 51688).

## DIVERSIFIED OCCUPATIONS

### SECONDARY

1. Instructors must hold a valid North Dakota Educator's Professional License, which includes a T & I Teaching License, and
2. Instructors must be licensed in at least one career and technical service area as accepted by the Department of Career and Technical Education

**-OR-**

Instructors must have earned a Master of Science degree in Career and Technical Education.

3. Instructors must have completed a collegiate course in the area of coordinating techniques or cooperative education supervision in order to receive a CTE license in Diversified Occupations.

A *provisional* endorsement in Diversified Occupations is available. The *provisional* endorsement is good for only one year or until the course requirement (coordinating techniques/cooperative education supervision) is met.

# FAMILY AND CONSUMER SCIENCES EDUCATION

## SECONDARY

Each instructor must hold a valid North Dakota Educator's Professional License.

### A. Traditional

Family and Consumer Sciences Education Teacher  
(for programs focusing on personal development and home/family life)

Has a bachelor's degree with a major or major equivalent (as accepted by ESPB) in Family and Consumer Sciences Education (Home Economics Education) from an approved institution. Provisional certification to teach in a CTE funded program may be granted when the instructor is enrolled in a CTE approved alternative teacher preparation program. Such provisional certification may be renewed annually provided the instructor is continuing to work toward full licensure.

An instructor shall earn a minimum of six (6) credits for renewal of the regular (5 year) CTE credential.

### B. Occupational

Family and Consumer Sciences Education Occupations Teacher  
(For programs that prepare students for paid employment in an occupational cluster related to a Family and Consumer Sciences Education content area)

Bachelor's degree with a major or major equivalent (as accepted by ESPB) in Family and Consumer Sciences Education (Home Economics Education) from an approved institution. Provisional certification to teach in a CTE funded program may be granted when the instructor is enrolled in a CTE approved alternative teacher preparation program. Such provisional certification may be renewed annually provided the instructor is continuing to work toward full licensure.

Additional course work and/or work experience in the industry will be recommended based on an evaluation of the applicant's transcripts and previous work experience.

An instructor shall earn a minimum of six (6) credits for renewal of the regular (5 year) CTE credential.

### C. Praxis Testing Option Licensure

1. Must hold a valid North Dakota Regular Educators Professional License for a minimum of two years.
2. Must successfully complete the Praxis II Test(s), meeting or exceeding the minimum scores determined by ESPB.

## **FAMILY AND CONSUMER SCIENCES EDUCATION (Continued)**

3. Must complete two courses within three years of granting a provisional license or verify that they have been previously completed in a teacher prep program:
  - a philosophy of Career and Technical Education course
  - a managing Career and Technical Student Organizations course
4. Participate in and successfully complete a one year mentorship with an approved content mentor teacher. Mentorship will include a developed checklist of topics, including safety which is a key element in lab classes.

### **ADULT**

Part-Time Instructor in either Family and Consumer Sciences Education or Family and Consumer Sciences Education Occupations – satisfies local adult program administrator's standards for subject matter knowledge and practical experience related to the content to be taught.

## INFORMATION TECHNOLOGY EDUCATION

Options for licensure in Information Technology Education:

- A. Information Technology Education will follow Trade, Industry, Technical, and Health Sciences Education (T&I) requirements for licensing industry people to be classroom instructors.
- B. Teachers currently licensed in North Dakota are required to:
  - 1. Attend two CTE approved training sessions within either the Software or Hardware IT cluster and
  - 2. Obtain and maintain current industry certification if an industry certification exists in the course being taught.
- C. No Praxis Test is available for the testing option.

A two-year provisional license may be granted for individuals to complete either option. Prior to a provisional license being granted a plan and timeline must be developed with the Department of Career and Technical Education to complete all requirements.

All individuals will be required to attend a Department of Career and Technical Education approved training for any specific information technology course prior to a license, endorsement, or provisional license being granted.

## **MARKETING EDUCATION**

### **SECONDARY**

#### **A. Traditional**

1. Instructors must hold a valid North Dakota Educator's Professional License.
2. Instructors must hold a Bachelor of Science degree with a major, minor, or minor equivalency (ME:24) in Marketing Education.
3. A completed application for a Marketing Education Certification must be submitted along with college transcripts.

#### **B. Praxis Testing Option Licensure**

1. Must hold a valid North Dakota Regular Educators Professional License for a minimum of two years.
2. Must successfully complete the Praxis II Test(s), meeting or exceeding the minimum scores determined by ESPB.
3. Must complete two courses within three years of granting a provisional license or verify that they have been previously completed in a teacher prep program:
  - a philosophy of Career and Technical Education course
  - a managing Career and Technical Student Organizations course
4. Participate in and successfully complete a one year mentorship with an approved content mentor teacher. Mentorship will include a developed checklist of topics, including safety which is a key element in lab classes.

### **PROVISIONAL**

Dependent upon college courses taken and work experience; applicants may be granted provisional endorsement by meeting the minimum requirements for the Minor Equivalency Endorsement in Marketing Education. This endorsement can only be added to an existing North Dakota Educator's Professional License. A provisional endorsement is for two years, with an additional two-year provisional granted if sufficient progress has been made towards the educational requirements.

### **FIVE-YEAR RENEWAL**

The renewal of the five-year license requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the certification period. This is in accordance with the North Dakota Teaching License Renewal Requirement.

## **SPECIAL POPULATIONS - CTE**

### **Career and Technical Education Resource Educator (CTRE)**

Each instructor must hold a valid North Dakota Educator's Professional License.

- A. Licensed special education teacher with a minimum of six (6) semester hours credit from the following:

- Philosophy of Career and Technical Education
- Career and Technical Education Assessment
- Occupational Analysis
- Career Development
- Organization of Part-time Cooperative Programs
- Career Education
- Competency Based Career and Technical Education, or
- Other courses or workshops as approved by the Department of Career and Technical Education

- B. Certified career and technical education instructor with a minimum of six (6) semester hours credit from the following:

- Special Populations Teaching Methods
- Counseling the Disadvantaged
- Behavior Management
- Introduction to Exceptional Children, Cognitive Disabilities, Emotional Disturbance, etc., or
- Other courses or workshops as approved by the Department of Career and Technical Education

- C. Certified career development counselor with a minimum of six (6) semester hours credit from the following:

- Special Populations Teaching Methods
- Counseling the Disadvantaged
- Behavior Management
- Introduction to Exceptional Children, Cognitive Disabilities, Emotional Disturbance, etc., or
- Other courses or workshops as approved by the Department of Career and Technical Education

### **Career and Technical Education Basic Skills Educator (CTBSE)**

Each instructor must hold a valid North Dakota Educator's Professional License.

Certified secondary education teacher or postsecondary instructor with a major or minor in English or Mathematics, and with two (2) semester hours credit in philosophy of career and technical education and four (4) semester hours from the following curricular areas:

- Remedial Reading
- Introduction to Exceptional Children, Cognitive Disabilities, Emotional Disturbance, etc.
- Career Development
- Remedial Mathematics
- Career Education

## **SPECIAL POPULATIONS – CTE (Continued)**

Competency Based Career and Technical Education

Other courses or workshops as approved by the Department of Career and Technical Education

### **Career and Technical Education Teacher Student Mentor**

Instructor must hold a valid North Dakota Educator's Professional License.

### **Career and Technical Education Special Populations Tutor or Aide**

1. Minimum of one year occupational experience in the career and technical education area, or
2. One year completion of approved career and technical education program in the career and technical education area, or
3. Determination and documentation by the employing agency or institution that competencies required by the written job description are met.

### **Career and Technical Education Special Populations Support Person**

Minimum occupational experience and minimum training requirements will be determined by the Department of Career and Technical Education on the basis of the job description submitted by the local education agency or postsecondary educational institution.

### **PROVISIONAL**

Teachers holding a valid North Dakota license in a discipline other than special education, Career Development Counseling, Career and Technical Education, English or mathematics, seeking to earn a CTBSE endorsement must provide documentation of:

1. Successful completion of two (2) semester hours of college or university coursework in Philosophy of Career and Technical Education.
2. Successful completion of four (4) semester hours of accredited college or university coursework pertaining to special population student services. Related coursework includes, but is not limited to: exceptional children and youth, assessment of students with disabilities, behavior management, cognitive disabilities, transition, corrective reading, and assistive technologies.
3. Successful coursework towards an earned minor in English or mathematics at an accredited college or university.

Provisional certification as a CTBSE may be granted upon approval of an instructional plan to earn the required credits. Such provisional certification may be renewed annually with verified documentation of progress towards fulfillment of the instructional plan.

## **SPECIAL POPULATIONS – CTE (Continued)**

### **FIVE-YEAR RENEWAL**

Licensed CTE special populations personnel with the CTRE, CTBSE, or Mentor endorsement will earn six (6) semester hours as required by ESPB for renewal of the North Dakota Teaching License. To renew a CTE Special Populations Credential, complete SFN 51688, per the instructions. Documentation of attendance at the CTE Professional Development Conference, the ND Special Needs Educators' Conference, or credits earned at accredited colleges or universities related to provision of services to special populations will be accepted.

## TECHNOLOGY & ENGINEERING EDUCATION

There are four licensure paths: A or B or C or D

### A. Traditional

Bachelor of Science degree with a major-minor in Technology & Engineering Education (10007)

- This license is obtained from the Education Standards and Practices Board (traditional path, highly recommended)

### B. Praxis Testing Option Licensure

- Must hold a valid North Dakota Regular Educators Professional License for a minimum of two years.
- Must successfully complete the Praxis II Test(s), meeting or exceeding the minimum scores determined by ESPB.
- Must complete two courses within three years of granting a provisional license or verify that they have been previously completed in a teacher prep program:

a philosophy of Career and Technical Education course  
a managing Career and Technical Student Organizations course

- Participate in and successfully complete a one year mentorship with an approved content mentor teacher. Mentorship will include a developed checklist of topics, including safety which is a key element in lab classes.

### C. Provisional License from CTE (10003)

- Must hold a valid North Dakota Regular Educators Professional License in a content area other than Technology & Engineering Education
- Must have a pending teaching contract offer with a secondary education institution
- Must have a Plan of Study on file with CTE for completing a major, minor or master's degree in Technology & Engineering Education
- Must be making continuous progress toward the degree
  - Defined as a minimum of six semester hours of credit per academic year
    - If the minimum is not maintained, the CTE provisional license will be revoked at the end of the current academic year
      - If the provisional license is revoked, the instructor must wait a minimum of one year to apply for reentry and must have completed a minimum of 12 credits beyond the point at which the provisional license was revoked
- Must complete the Plan of Study (degree) within seven years of initial licensure
- Will only teach courses from the CTE Recommended Curriculum as determined by the state supervisor
- Will apply to the Education Standards and Practices Board for a North Dakota Educators License in Technology & Engineering Education upon completion of degree

## TECHNOLOGY & ENGINEERING EDUCATION (Continued)

- D. Alternative License from CTE (10009)
- Must have a minimum of a Bachelor of Arts degree in Engineering
  - Must have a pending teaching contract offer with a secondary education institution
  - Must complete Transition to Teaching during the first year of employment
    - This requirement may be waived with proof of successful secondary or postsecondary teaching experience
  - Must complete two additional education sequence courses and two Technology & Engineering Education methods courses as directed by the state supervisor/university program advisor within five years of initial licensure
    - These courses may be waived with proof of previous successful secondary or postsecondary teaching experience
  - Must complete all Praxis Tests
  - Will only teach courses from the CTE Recommended Technology Curriculum
  - Must complete a minimum of six semester hours of credit every five years for renewal of this license.

# TRADE, INDUSTRY, TECHNICAL AND HEALTH SCIENCES EDUCATION

## Instructional Staff

### Minimum Instructional Staff Qualifications

#### A. Traditional

##### EXPERIENCE

- a. Instructors shall have a minimum of four years (8,000 hours) of progressive work experience in the occupation to be taught within the past eight years. Successful passage of an approved competency examination may be substituted for one year (2,000 hours) of work experience. Individuals who have earned two or more semester hours of instruction in an approved specialized secondary program within the last five years could receive credit towards work experience. One hour of instruction could equal one hour of the needed work experience.
- b. Credit for up to two years (4,000 hours) will be given to those completing an approved specialized postsecondary training program within the past five years. In occupations governed by a licensing agency or board, instructors shall hold a current valid license at the time of teacher licensure.

##### PREPARATION

- a. Trade, Industry, Technical, and Health Sciences Education (T&I) instructors shall hold a high school diploma or its equivalent.
- b. Secondary Health Sciences Education instructors shall be graduates of an accredited school in an appropriate health sciences area acceptable to the Department of Career and Technical Education.
- c. All secondary Trade, Industry, Technical, and Health Sciences Education instructors shall complete a minimum of 15 semester hours of the approved Clinical Practice Program prior to receiving a five-year certificate.

#### B. No Praxis Test is available for the testing option.

### FIVE YEAR RENEWAL

The succeeding renewal of the five-year license/certificate requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the license/certificate. All five-year licensed teachers shall participate in sixty-four (64) clock hours of in-service related to the teaching field during the five (5) year teaching period. Those instructors holding a lifetime licensure are exempt from this requirement. Professional Development Conference, licensed workshops, continuing education units (CEU), or licensed factory work sessions related to their field of instruction are accepted. Example: Attending technical sessions of a preapproved professional development conference would count towards the 64 hours needed. Other work sessions may be accepted upon approval by submitting the work session description to the Trade,

## **TRADE, INDUSTRY, TECHNICAL AND HEALTH SCIENCES EDUCATION (Continued)**

Industry, Technical, and Health Sciences Education division of the State Board for Career and Technical Education. The license of the above mentioned work session must indicate the number of in-service clock hours.

NOTE: All instructors who are currently certified/licensed as a five-year (5) regular status instructor would begin fulfilling the update requirements of standard three upon their succeeding renewal date (i.e. minimum of six (6) semester hours from a college or university and sixty-four (64) clock hours of in-service related to the teaching field).

NOTE: Instructors who have obtained an administrator's credential will need to maintain the T&I license. Submission of a copy of the administrator's credential will satisfy the renewal requirements for T&I licensure.

NOTE: All secondary Trade, Industry, Technical, and Health Sciences Education instructors are encouraged to acquire a baccalaureate degree in Career and Technical Education within ten years of their regular licensing anniversary.

### **30 YEAR LIFE LICENSE**

Issued to a currently licensed Trade, Industry, Technical & Health Sciences Education teacher who has held a ND teaching license for 30 years and meets the renewal requirements of their current teaching license. This license does not expire.

### **REENTRY**

A certified/licensed applicant who has been out of teaching for a period of more than five (5) years must earn a total of eight semester hours of college or university credits, related to the teaching field along with two years of related verified occupational work experience in the occupation to be taught. College or university credits may be obtained during the first two years of reentry contracted service. One half of the required credit hours must be earned before entering the second year of the renewal period.

### **LIMITED T & I LICENSING**

1. Part-time Adult Trade (includes apprentice, Technical and Health Sciences Education Instructors)
  - a. Part-time adult trade, industry, technical, or health sciences education instructors shall have received successful wage earning experience in the occupational field in which they are to teach. This experience should be within the past five years or be an instructor in a regular day program.

## **TRADE, INDUSTRY, TECHNICAL AND HEALTH SCIENCES EDUCATION (Continued)**

### 2. Instructor Aide

#### a. Experience

Instructor aides shall have acceptable work experience as a wage earner in the trade, industry, technical, and health sciences education occupation they are to assist.

#### b. Preparation

Instructor aides shall hold a high school diploma or have passed the high school equivalency examination. The Department of Career and Technical Education may prescribe career and technical teacher education courses.

### 3. Cooperative Trade, Industry, Technical and Health Sciences Education Coordinators.

#### a. Experience

Coordinators shall meet or exceed the minimum work experience requirements for full-time trade, industry, technical, and health sciences education instructors and shall have a minimum of two years of successful teaching experience in an approved career and technical trade, industry, technical, or health sciences education program. In the absence of such experience or training, competency to meet the demands of the position shall be determined by the Department of Career and Technical Education.

#### b. Preparation

Coordinators shall meet or exceed the minimum education requirements for full-time trade, industry, technical, and health sciences education instructors and shall have completed an approved course in the coordination of career and technical cooperative education programs.

### 4. Substitute Instructors

a. All substitute instructors must be in compliance with North Dakota Century Code 15.1-13-14, ESPB Administrative Code Chapter 67.1-02-02-02(8) prior to receiving their license to teach.

b. A substitute instructor shall have a minimum of two years (4,000 hours) of progressive work experience or a two (2) year degree in their trade program area.