

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
CAREER EDUCATION LICENSE TO TEACH (SECONDARY) – INITIAL**

I. GENERAL REQUIREMENTS:

- A.** The applicant must submit a joint application verifying contracted employment from a Missouri educational institution; and
- B.** One of the following:
1. Verification of a bachelor's degree or higher in an area appropriate for the subject area being taught, and four thousand (4000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years; or
 2. Verification of an associate's degree in an area appropriate for the subject area being taught, and five thousand (5000) hours of DESE-approved, related occupational experience within the most recent ten (10) years; or
 3. Verification of six thousand (6000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.
 4. Applicants for the specific area of ROTC must submit a notarized letter from the appropriate branch of the armed services indicating that applicant is an approved Junior ROTC instructor.

II. PROFESSIONAL REQUIREMENTS:

- A.** Verification of coursework in education not to exceed eighteen (18) credit hours to include competencies appropriate for the certification area in: Curriculum; Methods; Assessment; Psychology of the Exception Child; Foundations/Implementation; and Coordination of Cooperative Education.

III. CERTIFICATE TITLES AND SPECIFIC REQUIREMENTS FOR EACH SPECIFIC AREA OF CAREER EDUCATION CERTIFICATION:

A. Family, Consumer Sciences and Human Services

- Apparel and Textiles
- Cosmetologist**
- Culinary Arts
- Family and Consumer Sciences Related Careers Cooperative Education
- Food and Beverage/Restaurant Operations Manager
- Food Production, Management and Related Services
- Hospitality Administration/Management, General
- Housing and Home Environments
- Human Development/ Adult Development and Aging*
- Human Development/Child Care*

**Requires a minimum of an Associate's Degree*

***Requires professional licensing*

1. The applicant for a family and consumer sciences career education certificate of license to teach in the specific area of Human Development/Child Care and Human Development/Adult Development and Aging must have a minimum of an associate's or higher degree in an area appropriate for the subject area being taught and comply with the above-listed general and professional requirements. Applicants in the areas of Apparel and Textiles; Cosmetologist, Culinary Arts, Family and Consumer Sciences Related Careers Cooperative Education, Food and Beverage/Restaurant Operations Manager, Food Production, Management and Related Services; and Hospitality, Administration/Management, General, and Housing and Home Environments must comply with the above-listed general and professional requirements.

B. Health Sciences

- Dental Assistant*
- Dental Laboratory Technician
- Emergency Medical Technology/Technician *
- Health Aide (Health Services Assistant) *
- Medical Assistant *
- Medical Laboratory Technician

- Medical Transcriptionist*
- Pharmacy Technician/ Assistant *
- Sign Language Interpreter *

**Requires Professional Licensing*

1. The applicant for a health sciences career education certificate of license to teach must comply with the above-listed general and professional requirements and the following:
 - a. Applicant must provide a valid, authorization from the applicable accrediting agency certifying that applicant meets requirements to teach in the subject area and student level of the instructional program; and
 - b. Applicant must provide documentation of a valid, unencumbered, undisciplined professional license (if applicable for instructional area to be taught).

C. Technology and Engineering

- Aircraft Mechanic/Technician, Powerplant *
- Airframe Mechanic/Technician, Airframe *
- Auto/ Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Aviation Management
- Building/Property Maintenance and Manager
- Cabinet Maker and Millworker
- Carpenter
- Cartography
- Commercial Photography
- Computer Maintenance Technology/Technician
- Construction/Building Technology/Technician
- Diesel Engine Mechanic and Repairer
- Drafting, General
- Electrical and Electronics Equipment Installer and Repairer, General
- Electrician
- Fire Science/Firefighting
- Graphic & Printing Equipment Operator, General
- Graphic Design, Commercial Art and Illustration
- Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- Heavy Equipment Maintenance and Repairer
- Industrial Technology/Technician
- Laser and Optical Technology/Technician
- Law Enforcement/Police Science
- Machinist/Machine Technologist
- Marine Maintenance and Ship Repairer
- Mason and Tile Setter
- Motorcycle Mechanic and Repairer
- Plumbing Technology/Plumber
- Radio and Television Broadcasting Technology/Technician
- Small Engine Mechanic and Repairer
- Welder/Welding Technologist

** Requires Professional Licensing*

1. The applicant for a skilled technical sciences career education certificate of license to teach must comply with the above-listed general and professional requirements and the following:
 - a. The applicant must provide documentation of a valid, unencumbered, undisciplined license (if applicable for instructional area to be taught).

D. ROTC

1. The applicant for a ROTC career education certificate of license to teach must comply with the above-listed general and professional requirements.

E. SPECIAL NEEDS

1. The applicant for a Special Needs career education certificate of license to teach must comply with the above-listed general and professional requirements and the following:
 - a. Possession of a baccalaureate degree or higher from a state-approved college or university.
 - b. A valid professional classification Missouri certificate of license to teach in one of the following areas: elementary education, middle school, math (grades 9-12), English (grades 7-12), industrial arts, technology education, counseling, special education or career education; and
 - c. The applicant must provide documentation/transcripts of completion of a course in Methods of Teaching Disabled Students or a methods course appropriate to the disability area(s) of their employment.

IV. CAREER EDUCATION LICENSE TO TEACH REQUIREMENTS – CAREER CONTINUOUS:

- A. Career Continuous Career Education (CCCE) classification will be issued to an applicant upon completion and verification of the following:
 1. Four (4) years of state-approved teaching experience;
 2. The development, implementation and completion of a professional development plan of at least ninety (90) contact hours of professional development relating to the specific career education subject area for which the educator seeks certification and approved by the local district to include clearly stated goals for improvement and enrichment;
 3. Participation in a mentoring program for a minimum of two (2) years, the guidelines for which shall be established by the local district;
 - a. Mentors should complete training addressing communication skills and teaching standards. Training may be provided by local districts, professional associations, regional professional development centers, colleges/universities and/or DESE.
 4. Verification of participation in a Beginning Career Education Teacher's Assistance Program. The assistance may include retraining, internship, counseling and in-service training; and
 5. Annual participation in the district's PBTE program.
- B. The CCCE is continuous upon verification by the employing school district that the certificate holder has participated in the district's PBTE program and completed thirty (30) contact hours of professional development relating to the specific career education subject area for which the educator seeks certification each school year.
 1. Individuals possessing a CCCE who do not complete thirty (30) contact hours of professional development each school year may, within two (2) years, make up the missing hours. The individual must first meet the thirty (30) hour requirement for the current year and then count the excess hours as make-up hours;
 2. A CCCE becomes inactive if the individual does not make up the requisite hours within two (2) school years; and/or
 3. A CCCE may be reactivated by the individual by completing twenty-four (24) contact hours of professional development within six (6) months prior to or after the reactivation of the certificate. Failure of the individual to complete the twenty-four (24) contact hours within six (6) months will result in the certificate becoming inactive.
- C. The CCCE holder is exempt from the thirty (30) contact hours of professional development, if the holder has a local professional development plan in place with the school and at least two (2) of the following:
 1. Ten (10) years of state-approved teaching experience;
 2. A master's degree from an accredited college or university; and/or
 3. Certification from the National Board for Professional Teaching Standards.