

**STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION**

**April 8, 2009**

**TOPIC:** Credentialing rules for secondary and postsecondary instructors

**PRESENTED BY:** Dr. Geri Anderson, Provost

**EXPLANATION:**

CRS 23-60-304 outlines the necessity for instructors who teach in CCCS approved Career and Technical Education programs to hold a valid credential. This credential is to be issued by the Colorado Department of Education (for secondary programs) and by the Community College System (for postsecondary programs). In the past, CCCS has issued all secondary and postsecondary credentials using guidance from rules of the SBCCOE under the Colorado Career and Technical Education Act 8 CCR 1504-2 section 5.0, CTE Credentials.

The proposed revision addresses secondary credentialing exclusively and leaves guidelines for postsecondary credentialing to the Administrator's Handbook. In secondary credentialing, language is changed to reflect the move of credentialing authority from CCCS to CDE. Rules are also amended to allow an instructor with an expired credential for more than two years who has continued full time employment in their credentialed area to use teaching experience in that area in lieu of occupational experience for renewal.

**ATTACHMENTS:**

Current CTA 5.0 (Colorado Career and Technical Education Act 8 CCR 1504-2)  
Proposed CTA 5.0

**RECOMMENDATION:**

Staff recommend the Board approval of the proposed CTA Rules 5.0 as submitted.

It is further recommended beginning July 1, 2009 the Board recognize credential expiration dates to be adjusted to match CDE license expiration dates.

- In the event an instructor's/administrator's license expires first the credential will be linked with the new license expiration date and the amount of time an instructor/administrator has to renew their credential requirements will increase.
- In the event an instructor's/administrator's credential expires first the credential will be recognized as valid until the license expiration date.

Attachment I– Current CTA 5.0

**5.0 CTE CREDENTIALS**

5.1 Credential Required. All CTE personnel employed in an approved CTE program or in a Local CTE Director role, except substitute teachers, teacher aides and paraprofessionals, must have a current Colorado CTE credential for the applicable program area. CTE credentials are issued by the Board-designated CTE Credentialing Office.

5.2 Application. Each applicant for a Colorado CTE credential must submit a completed application, supporting materials and any required fees to the Credentialing Office.

5.3 Criteria for Credential. Each applicant for an initial Colorado CTE credential shall have obtained any regulatory license or certificate required for a specific CTE program, and shall meet the requirements for specific education and experience set forth in the criteria adopted by the Board-designated Oversight Committee for each type of occupational credential. Applicants meeting the requirements shall be issued a standard credential effective from the date of application receipt.

5.4 Degrees. All accepted degrees must be from an institution accredited by a regional accrediting association and recognized by the Board.

5.5 Occupational Experience. Appropriate criteria on occupational experience will be established and continuously updated by the Board designated Oversight Committee.

5.6 Out-of-State Secondary Teacher. A person coming to Colorado to teach secondary education shall meet the same specific credentialing criteria as a new teacher.

5.7 Issuance of Credentials. All secondary and postsecondary credentials will be issued through SBCCOE. All postsecondary institutions who wish to administer their own credentialing program must abide by the criteria and Rules and Regulations set forth by the Board-designated Oversight Committee.

5.8 Provisional Credential: A provisional credential is issued for a maximum of three years, from July 1 to June 30. Provisional credential applications received in the Credentialing Office before October 31, if approved, are issued effective retroactive to July 1. Applications received after October 31, if approved, will be effective from the date of receipt and be in effect for the remainder of the three-year period ending June 30. For applications not deemed provisional, but deemed standard, the credentialing office will issue a credential effective on the date of receipt of the application. The provisional credential is non-renewable. Upon completion of designated requirements, a request for a five-year, standard credential may be submitted before October 31 and, if approved, is issued and effective retroactive to July 1. Requests made after October 31 will be effective on the date of receipt and will be valid for five years.

5.9 Renewal of Credential. Appropriate criteria on renewing a credential will be established and continuously updated by the Board designated Oversight Committee. One hundred and fifty hours of approved occupational experience equals one semester hour credit. Fifteen hours

participation in seminars or workshops equals one semester hour credit. Requests to renew a credential made after the credential has expired will be effective on the date of receipt of the application and will be valid for five years.

5.10 Reinstatement of Credential. Reinstatement of a lapsed CTE credential (including credentials for which application was not filed prior to the expiration date) will be granted if the requirements on the expired credential were completed and the applicant meets any other criteria needed. In addition, if the credential has been expired for more than two years, the applicant must document 1,000 hours of related occupational experience within the last five years. The reinstated credential is effective the date of receipt.

5.11 Denial and revocation of a Credential. The Board designated Oversight Committee has the right to deny a credential based on the applicants inability to meet the criteria for the credential applied for. The Board designated Oversight Committee has the right to revoke a credential if the applicant obtained the credential through misrepresentation, fraud or misleading information.

## **5.0 CTE CREDENTIALS**

5.1 Credential Required. All CTE personnel employed in an approved CTE program or in a Local CTE Director role, except substitute teachers, teacher aides and paraprofessionals, must have a current Colorado CTE credential for the applicable program area. CTE credentials are issued by the Colorado Department of Education (CDE).

5.2 Application. Each applicant for a Colorado CTE credential must submit a completed application, supporting materials and any required fees to CDE.

5.3 Criteria for Credential. Each applicant for an initial Colorado CTE credential shall have obtained any regulatory license or certificate required for a specific CTE program, and shall meet the requirements for specific education and experience set forth in the criteria adopted by the Board-designated Oversight Committee for each type of occupational credential. Applicants meeting the requirements shall be issued a standard credential effective from the date of application receipt.

5.3.1 Degrees. All accepted degrees must be from an institution accredited by a regional accrediting association.

5.3.2 Occupational Experience. Appropriate criteria on occupational experience will be established and continuously updated by the Board designated Oversight Committee.

5.4 Out-of-State Secondary Teacher. A person with a CTE endorsement from another state could have that endorsement area recognized in Colorado. Otherwise, a person coming to Colorado to teach secondary education shall meet the same specific credentialing criteria as a new teacher.

5.5 Issuance of Credentials. All secondary credentials will be issued through CDE. and will be based on the criteria and Rules and Regulations set forth by the Board-designated Oversight Committee.

5.5.1 Initial Credential: An Initial credential is issued to coincide with the instructor/administrator's current license dates. Initial credential applications received by CDE before October 31, if approved, are honored by CCCS as effective retroactive to July 1 of that year. Applications received after October 31, if approved, will be effective from the date of receipt and be in effect for the remainder of the instructor/administrator's license period. For applications not deemed Initial, but deemed professional, CDE will issue a credential effective on the date of receipt of the application. The Initial credential is non-renewable. Upon completion of designated requirements, a request for a professional credential may be submitted before October 31 and, if approved, will be recognized by CCCS as effective retroactive to July 1. Requests made after October 31 will be effective on the date of receipt and will be valid for the instructor/administrator's license period.

5.5.2 Renewal of Credential. Appropriate criteria on renewing a credential will be established and continuously updated by the Board designated Oversight Committee. Fifteen hours participation in seminars or workshops equals one semester hour credit. Requests to renew a credential made after the credential has expired will be effective on the date of receipt of the application and will be valid for the period the instructor/administrator's license is valid.

5.5.3 Reinstatement of Credential. Reinstatement of a lapsed CTE credential (including credentials for which application was not filed prior to the expiration date) will be granted if the requirements on the expired credential were completed and the applicant meets any other criteria needed. In addition, if the credential has been expired for more than two years, the applicant must document 1,000 hours of related occupational experience within the last five years. The reinstated credential is effective the date of receipt. For instructors who have been teaching for the past 7 years or more who let their CTE credential lapse for more than two years, 3 school years of full time instructional experience in the credentialing area could be substituted for the otherwise 1000 hours of relevant occupational experience that is required to renew a lapsed credential.

5.5.4 Inactive Credentials. Professional credentials may be placed on inactive status with CDE in conjunction with an inactive license.

5.5.5 Emergency Authorization. Instructors may be issued an Emergency CTE Authorization with endorsement/credential if they meet the requirements set forth by CDE.

5. 6 Denial and revocation of a Credential. CDE has the right to deny a credential based on the applicant's inability to meet the criteria for the credential applied for. CDE has the right to revoke, annul, or suspend a credential if the applicant obtained the credential through misrepresentation, fraud or misleading information.