

APA-1
11/96

TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION

Control 290 Department or Agency State Department of Education
Rule No. 290-3-2-.23
Rule Title: Specialty Area Career and Technical Certificate in a
Technical Education Program Area Approach

New Amend
Repeal Adopt by Reference (Check appropriate box)

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? NO

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? YES

Is there another, less restrictive method of regulation available that could adequately protect the public? NO

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? NO

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? NO

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? NO

Does the proposed rule have an economic impact? NO

If the proposed rule does have an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama, 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama, 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.



Thomas R. Bice
State Superintendent of Education

DATE 1/11/96

APA-2
11/96

STATE DEPARTMENT OF EDUCATION

NOTICE OF INTENDED ACTION

AGENCY NAME: State Department of Education

RULE NO. & TITLE: 290-3-2-.23 Specialty Area Career and Technical Certificate in a Technical Education Program Area Approach

INTENDED ACTION: Amend

SUBSTANCE OF PROPOSED ACTION:

Amend to require passing scores on the basic skills assessments of the Alabama Educator Certification Testing Program (AECTP) for issuance of an initial Specialty Area Career and Technical Certificate with a valid period beginning July 1, 2013, and thereafter.

TIME, PLACE, MANNER OF PRESENTING VIEWS: A public hearing will be held at 9:30 a.m., March 14, 2013, Auditorium, Plaza Level, Gordon Persons Building, 50 North Ripley Street, Montgomery, Alabama. All persons wishing to express their views should contact the State Superintendent of Education (334-242-9700) no later than March 7, 2013, in order to be scheduled on the agenda. All persons wishing to express their views in writing to the State Superintendent of Education should address all written comments to the State Superintendent of Education, Gordon Persons Building, P.O. Box 302101, Montgomery, Alabama 36130-2101.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: March 14, 2013

CONTACT PERSON AT AGENCY: Dr. Jayne A. Meyer
Alabama State Department of Education
P.O. Box 302101
Montgomery, Alabama 36130-2101
(334-242-9560)


Thomas R. Bice
State Superintendent of Education

290-3-2-.23 Specialty Area Career and Technical Certificate in a Technical Education Program Area Approach.

(1) **General Requirements for a Specialty Area Career and Technical Certificate in a Technical Education Program Area.** A Specialty Area Career and Technical Certificate in a technical education program area may be issued when all general requirements and specific requirements for the program area are met. The general requirements are:

- (a) A criminal history background check as required by the Alabama Child Protection Act of 1999, as amended, and Rule 290-3-2-.02(9).
- (b) Completion of all requirements prior to September 1 for a certificate bearing a July 1 effective date of a given year.
- (c) Approval of the State Director of Career and Technical Education.

(2) **Specific Requirements for the Issuance of a Specialty Area Career and Technical Certificate in a Technical Education Program Area.**

(a) Type, Degree Equivalency, Valid Period, and Renewability.

Type	Degree Equivalency	Valid Period	Renewable
Specialty Area 1	Bachelor's	3 years	No
Specialty Area 2	Bachelor's	5 years	Yes
Specialty Area 3	Master's	5 years	Yes
Specialty Area 4	Master's	5 years	Yes
Specialty Area 5	Sixth-year	5 years	Yes
Level 2	Bachelor's	5 years	Yes
Level 3	Master's	5 years	Yes
Level 4	Master's	5 years	Yes
Level 5	Sixth-year	5 years	Yes
Type II*	Bachelor's	5 years	Yes
Type III*	Bachelor's	5 years	Yes

* These certificates were initially issued on the basis of Rules in effect prior to July 1, 1997. These certificates may be continued but cannot be reinstated.

(b) Requirements for the Issuance of a Specialty Area 1, 2, 3, 4, or 5 Career and Technical Certificate in a technical education program area.

1. Issuance of the Specialty Area 1 Career and Technical Certificate in a technical education program area, which is valid for three years and is not renewable, requires all of the following:

- (i) A recommendation on Form CT from a superintendent who wishes to employ the applicant to teach in the technical education program area for which the certificate is sought.

(ii) Official documentation of a passing score on the Alabama Department of Education approved occupational proficiency assessment for the technical education program area that is to be taught. Cosmetology applicants must provide evidence of a valid Alabama Cosmetology Instructor license.

(iii) Documentation of education and work experience through one of the following options:

(I) Official transcript(s) verifying graduation from high school or completion of the equivalent of a high school diploma and verification of having attained, within the ten years immediately preceding September 1 of the calendar year during which the certificate is to become valid, a minimum of 14,000 clock hours (seven years) of acceptable full-time work experience as prescribed in Rule 290-3-2-.23(3).

(II) Official transcript(s) verifying completion of a career and technical certificate program in the technical education program area that is to be taught from a postsecondary institution that was regionally accredited at the time the program was completed and verification of having attained, within the seven years immediately preceding September 1 of the calendar year during which the certificate is to become valid, a minimum of 10,000 clock hours (five years) of acceptable full-time work experience as prescribed in Rule 290-3-2-.23(3).

(III) Official transcript(s) verifying an earned associate's degree in the technical education program area that is to be taught from a postsecondary institution that was regionally accredited at the time the degree was earned, and verification of having attained, within the seven years immediately preceding September 1 of the calendar year during which the certificate is to become valid, a minimum of 6,000 clock hours (three years) of acceptable full-time work experience as prescribed in Rule 290-3-2-.23(3).

(IV) Official transcript(s) verifying an earned bachelor's or higher degree in the technical education program area that is to be taught from a senior institution that was regionally accredited at the time the degree was earned, and verification of having attained, within the three years immediately preceding September 1 of the calendar year during which the certificate is to become valid, a minimum of 2,000 clock hours (one year) of acceptable full-time work experience as prescribed in Rule 290-3-2-.23(3).

(iv) For certificates with a valid period beginning July 1, 2013, and thereafter, verification of current passing scores for the basic skills assessments of the Alabama Educator Certification Testing Program (AECTP), formerly known as the Alabama Prospective Teacher Testing Program (APTTP), on a test administration date prior to September 1 of the calendar year during which the certificate is to become valid.

(iv v) Approval of the State Director of Career and Technical Education.

(v vi) After issuance of a first Specialty Area 1 Career and Technical Certificate, teachers assigned to program areas or classes outside the previously approved technical education program area must submit all the credentials in Rule 290-3-2-.23(2)(b)1.(i) through 290-3-2-.23(2)(b)1.(iii) to the State Director of Career and Technical Education for evaluation and approval.

2. Issuance of the Specialty Area 2 Career and Technical Certificate in a technical education program area, which is valid for five years and is renewable, requires all of the following:

(i) Eligibility to hold a Specialty Area 1 Career and Technical Certificate in technical education and/or in a technical education program area.

(ii) Official documentation of a passing score on the Alabama Department of Education approved occupational proficiency assessment for the technical education program area that is to be taught. Cosmetology applicants must provide evidence of a valid Alabama Cosmetology Instructor license.

(iii) Completion of the appropriate Alabama Department of Education-approved New Teacher Institute.

(iv) Official transcript(s) verifying earned credit with a grade of “C” or above in each of the following three courses at an Alabama institution with State-approved teacher education programs:

(I) Strategies for Teaching Special Needs Students in Inclusive Settings.

(II) The Evaluation of Teaching and Learning.

(III) Classroom Management.

(v) Official transcript(s) verifying earned credit with a grade of “C” or above in the following two courses at an Alabama institution with a State-approved teacher education program in a career and technical education teaching field:

(I) Methods of Teaching Career and Technical Education.

(II) Learning Resources and Technology in Career and Technical Education.

(vi) For certificates with a valid period beginning July 1, 2013, and thereafter, verification of current passing scores for the basic skills assessments of the AECTP, formerly known as the APTTP, on a test administration date prior to September 1 of the calendar year during which the certificate is to become valid.

(I) This requirement is effective if the Specialty Area 2 Career and Technical Certificate in technical education and/or a technical education program area is the applicant’s initial Specialty Area Career and Technical Certificate in technical education and/or a technical education program area.

(II) This requirement does not apply to an applicant holding a valid Specialty Area 1 Career and Technical Certificate in technical education and/or a technical education program area.

3. Issuance of the Specialty Area 3 Career and Technical Certificate in a technical education program area, which is valid for five years and is renewable, requires all of the following:

(i) Eligibility to hold a Specialty Area 2 Career and Technical Certificate in technical education and/or in a technical education program area or hold a valid Level 2 Career and Technical Certificate in technical education and/or in a technical education program area.

(ii) Official documentation of a passing score on the Alabama Department of Education approved occupational proficiency assessment for the technical education program area that is to be taught. Cosmetology applicants must provide evidence of a valid Alabama Cosmetology Instructor license.

(iii) Completion of one of the following two options:

(I) **Option One.** Official transcript(s) verifying at least 45 semester hours of earned credit, with a grade of “C” or above, at an institution that was regionally accredited at the time the credits were earned. The 45 semester hours include required courses and elective courses:

I. Required courses.

Required Courses	Number of Courses
Principles of Career and Technical Education*	1
Safety*	1
Career and Technical Student Organizations*	1
English (not remedial level)	2
Speech	1
History	1
Computer Applications	1
Mathematics (not remedial level)	1
Physical Science	1
Economics	1

*These courses must be taken at an Alabama institution with a State-approved teacher education program in a career and technical education teaching field.

II. Elective courses. Official transcript(s) verifying credit earned for additional electives to complete the total 45 semester hours. Electives must be completed at an Alabama institution with a State-approved teacher education program in technical education.

(II) **Option Two.** Official transcript(s) verifying:

I. At least an earned bachelor’s degree from a senior institution that was regionally accredited at the time the degree was earned.

II. Earned credit, with a grade of “C” or above, in the following three courses at an Alabama institution with a State-approved teacher education program in a career and technical education teaching field:

Required Courses	Number of Courses
Principles of Career and Technical Education	1
Safety	1
Career and Technical Student Organizations	1

(iv) Credit earned to meet requirements for the Specialty Area 2 Career and Technical Certificate cannot be applied toward the Specialty Area 3 Career and Technical Certificate.

(v) For certificates with a valid period beginning July 1, 2013, and thereafter, verification of current passing scores for the basic skills assessments of the AECTP, formerly known as the APTTP, on a test administration date prior to September 1 of the calendar year during which the certificate is to become valid.

(I) This requirement is effective if the Specialty Area 3 Career and Technical Certificate in technical education and/or a technical education program area is the applicant's initial Specialty Area Career and Technical Certificate in technical education and/or a technical education program area.

(II) This requirement does not apply to an applicant holding a valid Specialty Area 2 Career and Technical Certificate in technical education and/or a technical education program area or a valid Level 2 Career and Technical Certificate in technical education and/or a technical education program area.

4. Issuance of the Specialty Area 4 Career and Technical Certificate in a technical education program area, which is valid for five years and is renewable, requires all of the following:

(i) Eligibility to hold a Specialty Area 3 Career and Technical Certificate in technical education and/or in a technical education program area or hold a valid Level 3 Career and Technical Certificate in technical education and/or in a technical education program area.

(ii) Official documentation of a passing score on the Alabama Department of Education approved occupational proficiency assessment for the technical education program area that is to be taught. Cosmetology applicants must provide evidence of a valid Alabama Cosmetology Instructor license.

(iii) Completion of a State-approved teacher education program in technical education (Grades 6-12) at the bachelor's degree level verified on Form NAL or a valid bachelor's degree-level professional certificate issued by another state or DoDEA in technical education (Grades 6-12) verified with submission of the Supplement CER or the original certificate.

(iv) For certificates with a valid period beginning July 1, 2013, and thereafter, verification of current passing scores for the basic skills assessments of the AECTP, formerly known as the APTTP, on a test administration date prior to September 1 of the calendar year during which the certificate is to become valid.

(I) This requirement is effective if the Specialty Area 4 Career and Technical Certificate in technical education and/or a technical education program area is the applicant's initial Specialty Area Career and Technical Certificate in technical education and/or a technical education program area.

(II) This requirement does not apply to an applicant holding a valid Specialty Area 3 Career and Technical Certificate in technical education and/or a technical education program area or a valid Level 3 Career and Technical Certificate in technical education and/or a technical education program area.

5. Issuance of the Specialty Area 5 Career and Technical Certificate in a technical education program area, which is valid for five years and is renewable, requires all of the following:

(i) Eligibility to hold a Specialty Area 4 Career and Technical Certificate in technical education and/or in a technical education program area or hold a valid Level 4 Career and Technical Certificate in technical education and/or in a technical education program area.

(ii) Official documentation of a passing score on the Alabama Department of Education approved occupational proficiency assessment for the technical education program area that is to be taught. Cosmetology applicants must provide evidence of a valid Alabama Cosmetology Instructor license.

(iii) Completion of State-approved teacher education program in technical education (Grades 6-12) at the master's degree level verified on Form NAL or a valid master's degree-level professional certificate issued by another state or DoDEA in technical education (Grades 6-12) verified with submission of the Supplement CER or the original certificate.

(iv) For certificates with a valid period beginning July 1, 2013, and thereafter, verification of current passing scores for the basic skills assessments of the AECTP, formerly known as the APTTP, on a test administration date prior to September 1 of the calendar year during which the certificate is to become valid.

(I) This requirement is effective if the Specialty Area 5 Career and Technical Certificate in technical education and/or a technical education program area is the applicant's initial Specialty Area Career and Technical Certificate in technical education and/or a technical education program area.

(II) This requirement does not apply to an applicant holding a valid Specialty Area 4 Career and Technical Certificate in technical education and/or a technical education program area or a valid Level 4 Career and Technical Certificate in technical education and/or a technical education program area.

(3) Acceptable Full-Time Work Experience. Acceptable full-time work experience must have been attained through one or more of the following:

(a) Work experience in business and industry as an employee in a compensated position in the technical education program area that is to be taught. The experience must be verified with submission of:

1. Supplement CT EV; and
2. A notarized cover letter verifying the applicant's prior work experience. The cover letter must be on the employer's business/company stationery and must include at least a description of the nature of the business/company, a brief description of the scope and quality of the applicant's work history, and the original signature of the employer or owner of the business/company

(b) Self-employment in business and industry in the technical education program area that is to be taught. The experience must be verified with submission of:

1. Supplement CT EV; and
 2. A notarized cover letter on company stationery, a copy of each business license held during the verification period, and notarized letters from three individuals and/or companies with which business or work transactions occurred during the verification period.
- (c) Teaching experience at the secondary and/or postsecondary level in the technical education program area that is to be taught. The experience must be verified on Supplement EXP.

(4) Conversion of a Type Career and Technical Certificate to a Specialty Area Career and Technical Certificate.

(a) An applicant holding a valid Type II or III Career and Technical Certificate in technical education and/or a technical education program area who is seeking a higher level Career and Technical Certificate must meet requirements for the Specialty Area 1 Career and Technical Certificate in a technical education program area as a prerequisite to Specialty Area 2, 3, 4, or 5 Career and Technical Certificates in a technical education program area.

(b) An applicant holding an expired Type II or Type III Career and Technical Certificate in technical education and/or a technical education program area who is seeking a current Career and Technical Certificate in a technical education program area must meet requirements for the Specialty Area 1 Career and Technical Certificate in a technical education program area as a prerequisite to Specialty Area 2, 3, 4, or 5 Career and Technical Certificates in a technical education program area.

(c) Type I Career and Technical Certificates in technical education were issued on the basis of the Rules in effect prior to July 1, 1997. Prior to January 1, 2008, at the request of the certificate holder, a valid Type I Career and Technical Certificate was converted to the appropriate Level 3, 4, or 5 Career and Technical Certificate as determined by the State Director of Career and Technical Education. Type I Career and Technical Certificates in technical education cannot be renewed. An individual holding an expired Type I Career and Technical Certificate in technical education who is seeking a current Career and Technical Certificate in a technical education program area must meet requirements for the Specialty Area 1 Career and Technical Certificate in a technical education program area as a prerequisite to Specialty Area 2, 3, 4, or 5 Career and Technical Certificates in a technical education program area.

(5) Conversion of a Level Career and Technical Certificate to a Specialty Area Career and Technical Certificate.

(a) Upon application to the Office and approval by the State Director of Career and Technical Education, an applicant holding a valid Level 2, 3, 4, or 5 Career and Technical Certificate in technical education and/or a technical education program area may ~~be issued~~ convert the Level Certificate to the appropriate Specialty Area 2, 3, 4, or 5 Career and Technical Certificate in technical education and/or a technical education program area.

(b) A valid Level 2 Career and Technical Certificate in technical education and/or a technical education program area may be used as a prerequisite for a Specialty Area 3 Career and Technical Certificate in technical education and/or a technical education program area.

(c) A valid Level 3 Career and Technical Certificate in technical education and/or a technical education program area may be used as a prerequisite for a Specialty Area 4 Career and Technical Certificate in technical education and/or a technical education program area.

(d) A valid Level 4 Career and Technical Certificate in technical education and/or a technical education program area may be used as a prerequisite for a Specialty Area 5 Career and Technical Certificate in technical education and/or a technical education program area.

(e) An expired Level 1 Career and Technical Certificate in technical education cannot be reinstated. An applicant holding an expired Level 1 Career and Technical Certificate in technical education who is seeking a current Career and Technical Certificate in a technical education program area must meet requirements for the Specialty Area 1 Career and Technical Certificate in a technical education program area as a prerequisite to Specialty Area 2, 3, 4, or 5 Career and Technical Certificates in a technical education program area.

(6) Valid Period. Information about the valid periods of Specialty Area Career and Technical Certificates in technical education is in the chart in Rule 290-3-2-.23(2)(a).

(7) Implementation Information.

(a) Issuance of Career and Technical Certificates in technical education program areas.

1. The specific technical education program areas are identified by the State Director of Career and Technical Education. An example of a technical education program area is cosmetology and the teaching field reflected on the certificate is Technical Education: Cosmetology.

2. Eligibility for a technical education program area(s) and the corresponding teaching field to be reflected on the certificate is determined by the State Director of Career and Technical Education.

3. Specialty Area 1, 2, 3, 4, and 5 Career and Technical Certificates issued or renewed with a valid period beginning July 1, 2010, and thereafter, may reflect the teaching fields of technical education and the technical education program area(s) for which the applicant meets requirements.

4. Level 2, 3, 4, and 5 Career and Technical Certificates issued or renewed with a valid period beginning July 1, 2010, and thereafter, may reflect the teaching fields of technical education and the technical education program area(s) for which the applicant meets requirements.

5. Type II and III Career and Technical Certificates continued with a valid period beginning July 1, 2010, and thereafter, may reflect the teaching fields of technical education and the technical education program area(s) for which the applicant meets requirements.

(b) Level 2 Career and Technical Certificates in technical education and/or in a technical education program area.

1. The Level 2 Career and Technical Certificate in technical education and/or in a technical education program area, valid for five years, was issued as a nonrenewable certificate. The Level 2 Career and Technical Certificate in technical education and/or in a technical education program area was issued with a valid period beginning prior to July 1, 2012.

2. Effective August 1, 2012, the Level 2 Career and Technical Certificate in technical education and/or in a technical education program area may be renewed. Renewal requirements are prescribed in Rule 290-3-2-.33.

3. The holder of a Level 2 Career and Technical Certificate in technical education and/or in a technical education program area with an expiration date of June 30, 2012, may apply for conversion of the Level 2 Career and Technical Certificate to a Specialty Area 2 Career and Technical Certificate in technical education and/or a technical education program area.

(i) The application for conversion must be received in the Office on or prior to October 1, 2012.

(ii) An application for conversion received in the Office after October 1, 2012, will not be considered. The applicant must meet requirements for the Specialty Area 1 Career and Technical Certificate in a technical education program area or reinstate the Level 2 Career and Technical Certificate in technical education and/or in a technical education program area. Renewal requirements are prescribed in Rule 290-3-2-.33.

(c) Specialty Area 2 Career and Technical Certificates in technical education and/or in a technical education program area.

1. Prior to August 1, 2012, the Specialty Area 2 Career and Technical Certificate in technical education and/or in a technical education program area, valid for five years, was issued as a nonrenewable certificate.

2. Effective August 1, 2012, the Specialty Area 2 Career and Technical Certificate in technical education and/or in a technical education program area, valid for five years, may be renewed. Renewal requirements are prescribed in Rule 290-3-2-.33.

Author: Dr. Thomas R. Bice

Statutory Authority: Ala. Const. Amend. 284, Ala. Code §§16-3-11, 16-23-1 and 16-23-2 (1975).

History: Adopted new, 8-4-08, effective 9-18-08; repealed and adopted new 12-9-10, effective 1-14-11; repealed and adopted new 6-14-12, effective 7-19-12; emergency Rule to amend filed 1-10-13; amended Rule adopted 3-14-13, effective 4-18-13.