

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
CAREER EDUCATION LICENSE TO TEACH (POSTSECONDARY/ADULT) – 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 (only for Health and Trade & Industrial areas); or
  - 3. Verification of six thousand (6000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years (only for Health and Trade & Industrial areas).

**II. PROFESSIONAL REQUIREMENTS:**

- A.** Verification of coursework in education not to exceed fifteen (15) credit hours to include competencies appropriate for the certificate area in: Curriculum; Methods; Assessment; and Foundations/Implementation.

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

**A. Agricultural Education**

- Agricultural Education
- Agricultural Business
- Agricultural Mechanics
- Agricultural Production
- Agricultural Processing
- Agricultural Resources
- Agricultural Service/Supplies
- Forestry
- Horticulture

**B. Business Education**

- Career Business Education

**C. Family and Consumer Sciences Education**

- Apparel and Textiles
- Career Family and Consumer Sciences
- Culinary Arts (See Trade & Industrial Education)
- Dietetic Services
- Food and Beverage/Restaurant Operations Manager (See Trade & Industrial Ed.)
- Food Production, Management and Related Services
- Housing and Home Environments
- Human Development/ Adult Development and Aging
- Human Development/Child Care

- 1. The applicant for a family and consumer science 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 criteria. Applicants in the areas of Apparel and Textiles; Career Family and Consumer Sciences; Food Production, Management and Related Services; and Housing and Home Environments must comply with the above criteria.

**D. Health Sciences**

- Dental Assistant\*
  - Dental Hygienist\*
  - Dental Laboratory Technician
  - Diagnostic Medical Sonography Technician\*
  - Emergency Medical Technology/Technician \*
  - Funeral Service and Mortuary Science\*
  - Health Professions and Related Sciences, Other
  - Health Unit Coordinator/Ward Clerk
  - Licensed Practical Nursing(LPN Training)\*
  - Massage Therapy\*
  - Medical Assistant \*
  - *[Medical Health Service, Other]*
  - Medical Laboratory Assistant \*
  - Medical Laboratory Technician
  - Medical Radiologic Technology/Technician\*
  - Medical Record Technology/Technician (Health Information Technology)\*
  - Medical Transcription\*
  - Nursing Assistant/Aide
  - Nursing, Other \*
  - Occupational Therapy Assistant\*
  - Pharmacy Technician/ Assistant \*
  - Physical Therapy Technician\*
  - Registered Nursing (RN Training)\*
  - Respiratory Therapy Technician\*
  - Sign Language Interpreter \*
  - Surgical/Operating Room Technology\*
- \*Requires Professional Licensing*

1. The applicant for a health sciences career education certificate of license to teach must comply with the above criteria 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).

#### **D. Marketing Education**

- Marketing

#### **E. Trade and Industrial Education**

- Aircraft Mechanic/Technician, Powerplant \*
- Airframe Mechanic/Technician, Airframe \*
- *[Applied Mathematics, General]*
- Architectural Engineering Technology/Technician
- Auto/ Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Automotive Engineering Technology/Technician
- Aviation Systems and Avionics Maintenance Technology/Technician \*
- Biomedical Engineering-Related Technology/Technician
- Building/Property Maintenance and Manager
- Cabinet Maker and Millworker
- Carpenter
- Chemical Technology/Technician
- Civil Engineering/Civil Technology/Technician
- *[Civil/Structural Drafting]*
- Commercial Photography
- Communications Systems Installer and Repairer
- *[Communications Technology]*
- Computer Installer and Repairer

- Computer Maintenance Technology/Technician
- Construction and Building Finishers and Managers, Other
- Construction Equipment Operator
- Construction Trades, Other
- Construction/Building Technology/Technician
- Cosmetic Services, Other
- Cosmetologist \*
- Culinary Arts
- Diesel Engine Mechanic and Repairer
- Drafting, General
- Drycleaner and Launderer (Commercial)
- *[Educational/Instructional Media Technology/Technician]*
- Electrical and Electronics Equipment Installer and Repairer, General
- Electrical and Electronics Equipment Installer and Repairer, Other
- Electrical and Power Transmission Installer, General
- Electrical, Electronic and Communications Engineering Technology/Technician
- Electrician
- Electromechanical Technology/Technician
- *[English Technical and Business Writing]*
- Fire Protection and Safety Technology/Technician
- Fire Science/Firefighting
- Food and Beverage/Restaurant Operations Manager
- Graphic & Printing Equipment Operator, General
- Graphic & Printing Equipment Operator, Other
- Graphic Design, Commercial Art and Illustration
- Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- Heavy Equipment Maintenance and Repairer
- Industrial Design
- Industrial Electronics Installer and Repairer
- Industrial Equipment Maintenance and Repairer, Other
- Industrial Machinery Maintenance and Repairer
- Industrial Production Technologies/Technicians, Other
- Industrial Technology/Technician
- Instrumentation Technology/Technician
- Ironworking/Ironworker
- Laser and Optical Technology/Technician
- Law Enforcement/Police Science
- Machinist/Machine Technologist
- Major Appliance Installer and Repairer
- Manufacturing Technology
- Marine Maintenance and Ship Repairer
- Mason and Tile Setter
- Mechanical Engineering/Mechanical Technology/Technician
- Motorcycle Mechanic and Repairer
- **Nuclear Engineering Technology/Technician**
- Occupational Safety and Health Technology/Technician
- Painter and Wall Coverer
- Pipefitting/Pipefitter and Sprinkler Fitter
- Plumbing Technology/Plumber
- Quality Control Technology/Technician
- Radio and Television Broadcasting Technology/Technician
- Robotics Technology/Technician
- Sheet Metal Worker
- Small Engine Mechanic and Repairer
- *[Tool and Die Maker/Technologist]*
- Truck, Bus and Other Commercial Vehicle Operator\*
- Upholsterer
- Vehicle and Mobile Equipment Mechanics and Repairer, Other
- Water Quality and Wastewater Treatment Technology/Technician

- Welder/Welding Technologist  
\* *Requires Professional Licensing*

1. The applicant for a trade and industrial career education certificate of license to teach must comply with the above criteria and the following:
  - a. Applicant must provide documentation of a valid, unencumbered, undisciplined copy of their professional license (if applicable for instructional area to be taught).

#### **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. Participation in a mentoring program for a minimum of two (2) years, the guidelines for which shall be established by the local education agency;
    - (1) Mentors should complete training addressing communication skills and teaching standards. Training may be provided by local education agencies, professional associations, regional professional development centers, colleges/universities and/or DESE;
  3. 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 employing institution to include clearly stated goals for improvement and enrichment; and
  4. Annual participation in the institutions performance-based evaluation program.
  
- B. The CCCE is continuous upon verification by the employing school district that the certificate holder has participated in the institution's performance-based evaluation 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.