

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**CERTIFICATION REQUIREMENTS FOR**  
*[VOCATIONAL EDUCATION ADMINISTRATION]*  
**[VOCATIONAL] CAREER EDUCATION DIRECTOR – SECONDARY***[/POSTSECONDARY AND ADULT]*

**I. PROFESSIONAL REQUIREMENTS:**

An administrator certificate, valid for a period of *[five (5)]* **four (4)** years from the *[effective date on the certificate]***date of issuance**, will be issued to applicants meeting the following requirements:

- A. *[A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;]* **A baccalaureate degree from a four (4) year college/university;**
- B. *[B. Completion of a master's degree or higher from a state-approved college or university]* **A minimum of two (2) years teaching experience at grades 7 or higher approved by the Missouri Department of Elementary and Secondary Education (DESE);**
- C. *[C. A valid Missouri certificate of license to teach in the content areas of secondary education, vocational/technical, and/or student services; and]* **Completion of a master's degree or higher in educational leadership, or in a certifiable area recognized in Missouri, from a college/university meeting approval of DESE; and**
- D. *[D. Two (2) years' full-time teaching experience at grade 7 through adult level approved by Missouri Department of Elementary and Secondary Education or two (2) years of full-time experience at grade 7 through adult level other than teaching.]* **Successful completion of the building-level administrator's assessment designated by the State Board of Education.**

*[II. RENEWAL OF CERTIFICATE:*

*The vocational director's initial five (5)-year certificate may be renewed only one (1) time for five (5) years by completing an Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. The IPDP will include the following:*

- A. *The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;*
- B. *Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare vocational school administrators. The planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;*
- C. *Successful completion of the building-level administrator's assessment;*
- D. *Confirmed attendance at three (3) vocational education conferences;*
- E. *Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least thirty (30) clock hours; and*
- F. *Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.]*

**II. CAREER CONTINUOUS PROFESSIONAL CERTIFICATE – ADMINISTRATOR**

**A. The career education Career Continuous Professional Certificate – Administrator classification will be issued upon completion and verification of the following:**

- 1. Four (4) years of state-approved administrator experience;**

2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);
    - a. Mentors must complete training addressing cognitive coaching skills and Interstate Leaders Licensure Consortium (ISLLC) standards. Training may be provided by 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 120 contact hours of professional development, or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership or a closely related education area, or a combination of credits/professional development; and
  4. Successful participation in an annual performance-based principal's evaluation.
- B. The career continuous administrator certificate shall be continuous based upon verification by the employing school district that the certificate holder:**
1. Participated in a performance-based principal evaluation; and
  2. Completed thirty (30) contact hours of professional development, or two (2) semester hours of graduate credit toward an educational specialist degree of higher, or a combination of professional development and graduate credit each year.
- C. The career continuous administrator certificate holder is exempt from the thirty (30) contact hours of annual professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:**
1. Ten (10) years of state-approved administrator experience;
  2. An educational specialist or higher degree in educational leadership or a closely related educational degree from an accredited college or university; and/or
  3. Certification from a board-approved nationally recognized professional administrator organization.

**[III. PROFESSIONAL REQUIREMENTS:**

*An Administrator II certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the criteria for the five (5) year certificate in addition to completing an IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:*

- A. *The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;*
- B. *Confirmed attendance at eight (8) vocational education conferences;*
- C. *Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development, totaling at least sixty (60) clock hours;*
- D. *Participation in at least two (2) accreditation-evaluations of schools by the North Central Association or Missouri Department of Elementary and Secondary Education evaluation teams; and*
- E. *Evidence of a minimum of six (6) graduate semester hours toward an advanced degree from a state-approved college or university.]*

*[IV. RENEWAL OF CERTIFICATE:*

*The ten (10) year certificate may be renewed for ten (10) years by applicants completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:*

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;*
- B. A minimum of five (5) years experience in school administration during the previous ten (10) years;*
- C. Confirmed attendance at eight (8) vocational education conferences;*
- D. Participation in workshops and/or seminars on general or vocational administration, instructional leadership activities, or curriculum development totaling at least sixty (60) clock hours;*
- E. Participation in at least two (2) accreditation-evaluations of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams;*
- F. Completion of an advanced degree; and*
- G. Individuals who do not meet requirement E for renewal of their certificate shall complete a Professional Development Agreement approved by the Assistant Commissioner of Vocational and Adult Education that includes graduate courses and/or professional development activities equivalent to nine (9) semester hours of graduate credit.]*