

# Requirements for Secondary CTE Administrator Certificate

Idaho Administrative Code  
*State Board of Education*

IDAPA 08.02.02

## Career Technical Education Program Administrator Certificate (Secondary)

The career technical education program administrator certificate is required for an individual serving as an administrator, director, or manager of career technical education programs in Idaho public schools.

Individuals must meet one (1) of the two (2) following prerequisites to qualify for the career technical education program administrator certificate. The certificate is valid for five (5) years and must meet the renewal requirements pursuant to Section 060 of these rules to renew. (4-6-23)

(1). Qualify for or hold an advanced occupational specialist certificate or hold an occupational endorsement on a degree based career technical certificate; provide evidence of a minimum of four (4) years teaching, three (3) of which must be in a career technical education discipline; hold a master's degree; and complete at least fifteen (15) semester credits of administrative course work to include required credits in education finance, administration and supervision of personnel, and legal aspects of education. Remaining coursework may be selected from: (3-15-22)

- Administration and supervision of occupational programs
- Instructional supervision
- Administration internship
- Curriculum development
- Curriculum evaluation
- Research in curriculum
- School community relations
- Communication
- Teaching the adult learner
- Coordination of work-based learning programs
- Measurement and evaluation

(2). Hold a superintendent or principal endorsement on a standard administrator certificate and provide evidence of the following: (4-6-23)

- either a minimum of four (4) years teaching, three (3) of which must be in a career technical discipline;
- or successful completion of a Division of Career Technical Education career technical education leadership institute;
- or completion of course work including credits in: principles and foundations of career technical education, career technical student organizations, occupational analysis, curriculum design, one or more externships with career technical education industry advisor partners totaling 100 hours, and ongoing participation in technical advisory committee meetings associated with the school's career technical education programs.

# Requirements for Postsecondary CTE Administrator Certificate

## Career Technical Education Program Administrator Certificate (Postsecondary)

The career technical education program administrator certificate is required for an individual serving as an administrator, director, or manager of career technical education programs in Idaho public schools.

Individuals must meet the following prerequisites to qualify for the Postsecondary Career Technical Education Administrator Certificate:

(1). Qualify for or hold a Postsecondary Occupational Specialist Certificate or hold an occupational endorsement on a secondary teaching credential; and, (2). Complete or show equivalent training or experience in at least 15 semester credits of administrative coursework. Applicants must have completed coursework or documented experiences that have provided competency in the following:

1. financial aspects of education;
2. administration of personnel, and
3. legal aspects of education

Additional coursework or competency experiences may be selected from the following areas:

- administration and supervision of occupational programs;
- instructional supervision;
- administration internship;
- curriculum development;
- curriculum evaluation;
- research in curriculum;
- school community relations;
- communication;
- teaching the adult learner;
- coordination of work-based learning programs; and/or
- measurement and evaluation

Equivalence (professional and/or work experience that provides the knowledge and skills necessary) in each area will be determined individually by the IDCTE Certification Director with input from the appropriate CTE IHE dean.

(3). Provide evidence of a minimum of four years teaching in an occupational discipline, **or** have a minimum of four years management experience in a CTE-related field; **or**, successfully complete the 27-month IDCTE Leadership Institute integrating equivalent content.