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## MEMORANDUM

TO: Directors of Regional Career Technical Education Centers  
CC: Headmasters of Private Schools Serving as Regional Career Technical Education Centers  
FROM: Rebecca Holcombe, Ed.D., Secretary of Education  
SUBJECT: Required Staffing and Licensure of Career Technical Educators  
DATE: December 8, 2017

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This memo is in response to a query from LI, but we are sharing with all of you as general guidance.

Career Technical Education (CTE) in Vermont is delivered by its public school system with one exception: the St. Johnsbury Service Region. As private independent high schools, both St. Johnsbury Academy (SJA) and Lyndon Institute (LI) have the distinction of serving all public school students in the St. Johnsbury Region by offering state approved CTE programs. St. Johnsbury Academy and Lyndon Institute have the added distinction of being the only private independent high schools in Vermont to receive state and federal financial assistance to administer those CTE programs.

The Vermont Legislature gives the authority to regulate career technical education (CTE) to the State Board of Education (SBE) (16 V.S.A. §1532), and as such, the SBE, in rules 2379 (required staffing) and 2380(1) I (quality criteria) of its Manual of Rules and Practices, requires each school board (defined at SBE rules 2370 (7) and (10)) operating a career technical education center to employ:

- a. A licensed full-time director that reports directly to the headmaster (2379(2)) (the required endorsement is called "Career Technical Center Directors" 5440-92)
- b. A licensed technical education guidance coordinator (2379(3)) (the required endorsement is called "Career Technical Education School Counseling Coordinator" 5440-73)
- c. A licensed adult services coordinator (2379(4)) (the required endorsement is called "Assistant Director for Adult Education" 5440-20)
- d. A licensed co-operative education coordinator (2379(5)) (the required endorsement is called "Work Based Learning Coordinator" 5440-60)
- e. At least one full-time licensed special populations teacher (2379(6)) (the required endorsement is called "Career Technical Education Special Needs Coordinator" 5440-87)
- f. Program instructor(s) with the required licensure and competencies to instruct in the program's core competencies (2380(1)I) (the required endorsements depend on the program area and are outlined at the end of this memo)

While private independent high schools are under no other obligation to employ licensed educators, the SBE rules specifically require that educators and administrators associated with the Career and

Technical programs be licensed. Consequently, educators at the SJA and LI CTE programs must be licensed.

By the close of business on March 1, 2018, all of the currently unlicensed CTE educators and administrators in the positions identified above must submit their licensing application to our Licensing Division via the online licensing portal, [ALiS](#). Please review the AOE's website specific to licensing, found here: [Agency of Education - Educator Quality](#).

This page hosts multiple resources to assist educators in becoming licensed.

The Rules of the Professional Standards Board govern the licensing process. I have attached a table at the end of this memo that identifies the state approved CTE programs at your schools for the 2017-2018 school year as well as the endorsement that is required for teachers in those programs.

When there are changes in program offerings, those educators will also need to be appropriately licensed and endorsed. In addition, when the licenses of currently licensed educators expire, they can use this same portal to reapply.

The ALiS portal also provides access to Headmasters for licensing information regarding your employees. You, or your designee, may contact Rebecca Gile at [Rebecca.gile@vermont.gov](mailto:Rebecca.gile@vermont.gov) to secure a training session that will allow you to monitor the progress your career technical educators are making towards meeting this expectation.

Many factors will determine the date by which your educators become licensed so I am not identifying a definitive compliance date. However, I am directing the Director of the Licensing Division and the State Director for Career Technical Education to monitor and report progress to me each year.

For the sake of convenience, we have identified a single point of contact in the Licensing Division for all questions related to the licensing process for your career technical educators. Our hope is to make this process as easy as possible for your educators. Please direct all your licensing process and technical questions to:

Ron Ryan, Licensing Manager  
[Ronald.Ryan@vermont.gov](mailto:Ronald.Ryan@vermont.gov)  
(802) 479-1723

Please do not hesitate to contact Ron for assistance.

Thank you for all your hard work on behalf of students.

## Career Technical Education Program Area to Endorsement Crosswalk

Area	License Endorsement/Sub-endorsement-Competencies and Standards for each endorsement area list below can be found in the <a href="#">Rules Governing the Licensing of Educators and the Preparation of Educational Professionals</a>
Pre-Tech Exploratory	Considered an Alternative Program Course; must hold a Bachelor's Degree AND be endorsed in one or more of the program areas offered by the CTE Center.
Diversified Agriculture	5443.3(A) Agriculture and Natural Resources
Pre-Tech Foundations – Architecture and Construction	5443.3(B) Architecture and Construction
Carpentry/Construction	5443.3(B) Architecture and Construction
Electrician	5443.3(B) Architecture and Construction
Pre-Tech Foundations – Arts, A/V Technology and Communications	5443.3(C) Arts and Communications
Design Visual Communication	5443.3(C) Arts and Communications
Pre-Tech Foundations – Business and Marketing	5443.3 (D) Business
Pre-Tech Foundations – Health Science	5443.3 (F) Health
Health Careers/Allied Health	5443.3 (F) Health
Pre-Tech Foundations - Hospitality	5443.3 (G) Hospitality
Culinary Arts	5443.3 (G) Hospitality
Pre-Tech Foundations – Human Services	5443.3 (H) Human Services
Human Services	5443.3 (H) Human Services
Pre-Tech Foundations – Manufacturing	5443.3 (K) Manufacturing
Precision Machining Technology	5443.3 (K) Manufacturing
Welding/Metal Fabrication	5443.3 (K) Manufacturing
Pre-Tech Foundations – Transportation	5443.3 (L) Transportation
Automotive Technology	5443.3 (L) Transportation
Pre-Tech Foundations – S.T.E.M.	5443.3 (M) Engineering
Assistant Director for Adult Education (aka Adult Services Coordinator)	5440-20
Career Technical Center Director	5440-92
Career Technical Education School Counseling Coordinator (aka CTE Guidance Coordinator)	5440-73
Career Technical Education Special Needs Coordinator	5440-87
Work-Based Learning Coordinator (aka Co-op Coordinator)	5440-60