

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS**

**VIRGIN ISLANDS BOARD OF CAREER AND
TECHNICAL EDUCATION
PROFESSIONAL STAFF
CERTIFICATION REQUIREMENTS
And
RULES AND REGULATIONS**

St. Croix Office

Physical Address:

#35 Castle Coakley

(old Caribe Bldg.)

Sunny Isles, VI 00820

Mailing Address:

P. O. Box 5166

Christiansted

St. Croix, VI 00823

Ph.:(340) 719-0031

Fax: (340) 719-0025

St. Thomas Office

Physical Address:

8000 Nisky Center

Suite 210

St. Thomas, VI 00802

Mailing Address:

800 Nisky Center,

Suite 210

St. Thomas, VI 00802

Ph: (340) 714-7437

Fax: (340) 714-7927

WWW.VICTEB.ORG

Virgin Islands Board of Career
and Technical Education
Certification Guide

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Virgin Islands Board of Career
and Technical Education
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MEMBERS OF THE VIRGIN ISLANDS BOARD OF CAREER AND TECHNICAL EDUCATION (VIBCTE)

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Chairperson**

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Vice-Chairperson**

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Certification Chair**

**Jenny L. Hawkes
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VIBCTE ADMINISTRATIVE PERSONNEL

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Executive Director**

**Chivonne Jn. Louis
Admin. Assistant**

**Jahlima Francis
Admin. Assistant**

**Tricia Donnelly-Tisson
Admin. Assistant**

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Pertinent Law and Information

*2019 US Virgin Islands Code, Title 17-Education Chapter 23
Career and Technical Education and Vocational Rehabilitation, Subchapter I-
Career and Technical Education § 262. Powers and duties of Board
Universal Citation: V.I. Code tit. 17, § 262 (2019)*

1. The Virgin Islands Board for Career and Technical Education shall be the sole agency for the administration of the career and technical programs in the Virgin Islands under this subchapter. The Acts of Congress referred to in section 261 of this title, and shall— cooperate with the Office of Education, within the United States Department of Health,
2. Education, and Welfare, in the administration of all Acts of Congress relating to career and technical education, provide for the Certification of private schools and programs in the field of career and technical education and administer all provisions of this Code relating thereto, as well as any other legislation pursuant thereto enacted by the Legislature;
3. approve plans for cooperating with the Federal Government in carrying out any and all phases of the career and technical education program in which it may find cooperation to be desirable;
4. administer the funds provided by the Federal Government and the Legislature for the promotion of career and technical education in qualifications for teachers and supervisors of such subjects, and distributive education;
5. approve plans for the development of career and technical education as an essential and integral part of the public school system in the Virgin Islands. It also provides for the preparation of teachers in such subjects;
6. make a certification for payment of the compensation of officials and other personnel appointed under section 99 of Title 3 for the proper administration in the Virgin Islands of the provisions of this subchapter and any Federal Acts relating to career and technical education, and of other expenses of administration of such career and professional education programs, from funds appropriated for these purposes;
7. provide for the making of studies and investigations relating to career and technical education in such subjects;
8. promote, maintain, and aid in the establishment of schools, departments, or classes for training in such subjects, prescribe the qualifications for teachers and supervisors of such subjects, and, subject to the approval of the Governor, provide for the Certification, selection, determination of salaries, and appointment of such teachers and supervisors;
9. establish and determine by Standard/General regulations the qualifications to be possessed by persons engaged in the training of career and technical education programs and articulating this work with other phases of the territorial programs;

CRITERIA OR QUALIFICATIONS FOR CERTIFICATION, RE-CERTIFICATION, SELECTION, AND APPOINTMENTS

Basic qualifications shall be established on the Territorial level by the V.I. Board for Career and Technical Education for Administrators, Supervisors, Teachers, Special School Services, and other professional personnel in public and nonpublic schools.

A. STANDARD/GENERAL REQUIREMENTS FOR CERTIFICATIONS:

1. Proof of U.S. citizenship or permanent residency
2. Display of good moral character, through submission of police records.
3. Completed application.
4. Official transcript from an accredited college, university, or other accredited institution of higher learning.
5. Proof of industry license (in areas requiring licensing)
6. Pass a competency exam (currently Praxis 1).
 - CTE Professional Development (PD) Yearly, a minimum of 1.5 hours of PD in the area of discipline
 - PD regarding Career and Technical Student Organizations (CTSOs) provided by VIBCTE or the Department of Education (DOE) or one-year participation in a CTSO* verified by the State Advisor or Supervisor
 - PD on enhancing students career development opportunities through internships, mentoring, job-shadowing, work-study, and entrepreneurship provided by VIBCTE or DOE
7. PD on establishing viable advisory boards for programs of study offered by VIBCTE or DOE
 - Completion of the following fundamental core teaching courses:
 - Foundation of Education
 - Early Childhood Education-Child Development***
 - Educational Psychology
 - Classroom Management/Student Teaching**
 - Measurement and Evaluation
 - History of the Virgin Islands
 - Methods-Curriculum and Instruction or
 - NCCER Teacher Certification
 - Intro to Special Education or Direct Step Program
 - Instructional Design and Technology

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Those seeking **temporary or provisional recertification** must complete a minimum of three (3) hours of professional development in their discipline per year.

Requirements for visiting instructors are at the discretion of the Board.

***Secondary Teachers Only**

****Can be substituted by a satisfactory teacher evaluation following one (1) year of teaching**

*****Primary Teachers Only**

B. LEGAL EMPLOYMENT

All certificates are to be furnished by the Certification Committee of the V.I. Board of Career and Technical Education. Certificates (except where permits are cited) are required for administrators, supervisors, and teachers in public and nonpublic schools, pre-kindergarten through the twelfth grade, and specialized school personnel for whom certification standards have been established. The issuance of a teaching certificate or license indicates that the individuals have met the requirements, but does not guarantee a position. Only persons to whom certificates have been issued may be considered for employment from the eligible list; Title 17 Section 262 subsection (8): Only persons having Standard/General certificates shall be eligible to be appointed by the Governor to classified or Advance positions.

C. TYPES OF CERTIFICATES

TEMPORARY CERTIFICATION (Degree or Non-Degree, of 1-year duration)

1. Must have earned a high school diploma or its equivalent.
2. Must have acquired a minimum of three (3) years of work experience in an approved trade or occupation.
3. Must have, wherever applicable, a valid Virgin Islands trade license in their specific trades.
4. Cannot be issued for more than three (3) consecutive years

PROVISIONAL CERTIFICATION (Degree or Non-Degree, 2 to 3-year duration)

1. Must have completed requirements for a temporary certificate.
 2. Must have acquired a minimum of five (5) years of work experience in an approved trade or occupation.
- Or**
3. Must have satisfactorily completed a minimum of eighteen (18) semester hours of the prescribed courses.
 4. It cannot be issued for more than three (3) consecutive periods.

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STANDARD/GENERAL CERTIFICATION (Degree or and Professional License within the discipline; 5-year duration)

1. Must have completed requirements for a provisional certificate. All Course requirements have been met. Praxis or required testing(s) has been completed.
And
2. Must have had three (3) consecutive years of satisfactory teaching experience in an approved Career and Technical Education Program.

Advanced Certification - Valid for ten years

1. Must have completed all requirements for a standard/general certificate{All course requirements have been satisfied, including profession testing (currently the Praxis 1)}
2. Must have five (5) consecutive years of satisfactory teaching experience or equivalent in discipline or related field.
3. Must have a Masters, Doctorate, or equivalent in the discipline.
4. Must participate in professional development in the area of discipline or related field each year.

VISITING CTE INSTRUCTORS / OCCUPATIONAL CONSULTANTS

Visiting instructors providing critical training or expertise in a Career and Technical Education field for less than 18 weeks may be granted a temporary license without meeting all requirements if deemed necessary by the Virgin Islands Board for Career and Technical Education.

VALIDITY AND RENEWAL OF CURRENT CERTIFICATION

1. Certificates granted by the V.I. Board of Career and Technical Education before December 31 of each year shall remain valid for the entire school year.
2. Teachers and other certified personnel must obtain a new certificate after two or more years of absence from the profession. Such documents must be brought under regulations in effect at the time of renewal, and evidence of additional education credits shall be required, e.g., refresher courses, relevant conferences, workshops, and seminars.

APPLICATION PROCEDURES

A complete application must include the following:

1. A complete department application form.
2. Official transcript from an accredited college, university, or institution.
3. Proof of citizenship or legal status/residence status.
4. Police record over the past five years.
5. Completion of the necessary core teaching courses.
6. A valid license, if appropriate.
7. Completion of CTE requirements for CTE teachers.

CREDENTIALS TO COMPLETE APPLICATION

A valid applicant is one who has filed an official application form with satisfactory evidence of age; an official transcript of credits from an accredited Institution; evidence of U.S. Citizenship or residence status; verification of teaching and administrative experience; police record; required fees: a transcript reflecting completion of the mandatory core teaching courses (see page 2 of this document).

RECERTIFICATION

Teachers and other certified personnel must obtain a renewed certificate before the ending of the certification period or after an absence from the profession for more than two years. Evidence of additional education shall be required (see #2 of Validity and Renewal of Current Certificates).

DECERTIFICATION

The Board may revoke a certificate if it is determined that:

- A. The certificate was obtained through fraud or misrepresentation of a material fact.
- B. The holder of the certificate is unfit to perform the duties for which the certificate was granted.
- C. The holder of the certificate is convicted in a court of law of a felony or any other act of such nature. In the opinion of the Board, the person discredits the profession or brings into disrepute the certificate.

CAREER AND TECHNICAL EDUCATION STAFF

ADMINISTRATORS: This certificate shall be issued for a person employed by the Department of Education who is designated as Deputy Superintendent, Assistant Superintendent, Principal, Assistant Principal, Curriculum Coordinator, Supervisor of Instruction, or any person who has the primary responsibility for directing or coordinating or managing certified staff and resources, or any person responsible for summative evaluation of accredited staff. This certificate may authorize service as a school business administrator.

1. **DIRECTORS:** A Master's degree including 18 hours of school administration, curriculum development, and a Bachelor of Science Degree specializing in Vocational Education area; supervisory experience related to the area of specification; five years of teaching or supervisory experience, two of which must be performed in the Virgin Islands Public School System.
2. **ASSISTANT DIRECTORS:** Must meet the requirements of the Director except that three years of satisfactory professional experience will be required instead of five.
3. **COORDINATORS AND SUPERVISORS:** A Master's degree including 18 hours of in-school administration, curriculum development, supervision related to the area of specialization and a Bachelor of Science Degree specializing in a Vocational Education area; five years of teaching and/or supervisory experience, two of which must be performed in the Virgin Islands Public School system.
4. **ASSISTANT COORDINATORS AND SUPERVISORS:** Must meet the requirements of the coordinators and supervisors, except that three years of satisfactory professional experience will be required instead of five.
5. **PRINCIPALS:** A Master's degree including a minimum of 24 hours in school supervision, administration, leadership development, curriculum development and a Bachelor of Science Degree specializing in a Vocational Education area; five years of satisfactory teaching or supervisory experience, three of which must be performed in the Virgin Islands Public School System.
6. **ASSISTANT PRINCIPALS:** Must meet the requirements of Principal, except that three years of satisfactory professional experience will be required in the Virgin Islands Public School System.

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SCHOOL LIBRARIANS (assigned to career and technical education): Minimum requirements -

- A Master's degree including 36 hours in areas related to library science and audiovisual instruction;
- and a minimum of 6 hours in psychology.

Standard/General license is valid for three (3) years.

GUIDANCE COUNSELORS (assigned to career and technical education): Minimum Requirements –

- A Master's degree including 36 hours in areas related to guidance counseling (e.g., psychology, mental health counseling);
- 2 to 3 years of experience in working with students in the Virgin Islands

A minimum of six (6) credit hours must be obtained to renew Certification every three years.

Career Clusters and Pathways

- 1. Agriculture and Natural Resources:** Agri-business, Agri-science, Horticulture, Forestry, Animal Husbandry, Environmental Science, Aquaculture, and Veterinary Assistant
- 2. Architectural and Construction Technologies:** Architectural Drafting, Construction Technology, Industrial Technology, Instrumentation, Millwright, Plumbing, Carpentry, Electricity, HVAC, Masonry, and Welding
- 3. Business Management & Administration:** Business Management and Entrepreneurship
- 4. Education and Training:** Child Care and Management and Child Development Associate Certification and Teaching/Teacher Tech Prep
- 5. Finance:** Accounting and Finance
- 6. Health Science:** Certified Medical Assistant, Licensed Practical Nurse, Certified Nursing Assistant, Health Science Academy, Phlebotomy Certification, and EKG Certification

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- 7. Hospitality & Tourism and Food Science:** Hospitality & Tourism, Culinary Arts, Food Management and Commercial Baking
- 8. Human Services:** Family and Consumer Science, Cosmetology, Barbering, and Nail Technology
- 9. Information Technology:** Computer Science, Digital Literacy, Computer Information Systems, Computer Maintenance, and Repair
- 10. Law, Public Safety, Corrections, and Security:** Police Cadet, Emergency Medical Technician, Paramedics, Paralegal, Legal Secretary, and Stenographer
- 11. Manufacturing Technology:** Clothing Construction and Design and Upholstery
- 12. Marketing and Sales:** Marketing
- 13. Science, Engineering & Mathematics:** Pre-engineering, Engineering, Cyber Security & Coding, and Electronics
- 14. Transportation, Distribution & Logistics:** Automotive Technology, Automotive Body Technology, Diesel Technology, Aviation Technology, Aviation Mechanics, Marine Technology, and Outdoor Power Equipment

CERTIFICATION REQUIREMENTS FOR INSTRUCTORS

1. Agriculture, Food, and Natural Resources:

Standard/General License – valid for five years

Minimum Requirements: A Bachelor of Science in Agricultural Education or Career and Technical Education with 36 hours in areas relating to agriculture science. Eighteen (18) hours must be in livestock, crops, horticulture, soil science, or related field and 24 hours in education. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Agricultural Education or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year.

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2. Architectural and Construction Technologies:

Standard/General License valid for five years

Minimum Requirements: Bachelor's degree in Architecture or Construction Technology with 36 hours in the specific discipline. This can be substituted with an Associate degree in the subject with three (3) years of experience in the field, or a professional license with three (3) years of experience. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years – valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Architecture, Construction Technologies or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year.

3. Business Management & Administration:

Standard/General License - valid for five years

Minimum Requirements: Bachelor's degree in Business Administration/Business Education or related field with 36 hours in the specific discipline. Must have one or more years of successful office work experience. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years –

Meet all minimum requirements and a Masters or Doctorate in Business Administration, Business Education, or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year

4. Education and Training:

Standard/General License - valid for five years

Minimum Requirements: Bachelor's degree in Career and Technical Education, Child Care Management, Education, or related field with 36 hours in the specific discipline. Must have one or more years of successful work experience in the discipline. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Career and Technical Education, Child Care Management or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system and participate in professional development in the area of discipline or related field each year

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5. Finance:

Standard/General License - valid for five years

Minimum Requirements: Bachelor's Finance, Accounting, or related field with 36 hours in the specific discipline. Must have one or more years of successful work experience in the discipline. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Accounting, Finance or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system and participate in professional development in the area of discipline or related field each year and participate in professional development in the area of discipline or related field each year.

6. Health Science:

Standard/General License - valid for five years

Minimum Requirements: Bachelor's degree in Health Science, Nursing, or related field with thirty-six hours in the specific discipline. This can be substituted with an Associate degree in the discipline with three (3) years of experience in the field; or/and a professional license with three years of experience in the field. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Health Science, Nursing or related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year.

7. Hospitality & Tourism and Food:

a. Hospitality & Tourism

Standard/General License - valid for five years

Minimum Requirements: Bachelor's degree in Hospitality and Tourism or related field with Thirty-six hours in the discipline. Must have one or more years of successful work experience in the Hospitality and Tourism industry. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Hospitality and Tourism or related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in the professional development area of discipline or related field each year.

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b. Food Science, Culinary arts:

Standard/General License - valid for five years.

Minimum Requirements: A Bachelor's degree in Food Science, Culinary Arts, or Career and Technical Education, including 36 hours in the discipline with 24 hours in education. This can be substituted with an Associate degree in Food Science (Culinary Arts, Commercial Baking, or related field), a professional license, and three (3) years of professional work experience in the discipline. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years – valid for ten years

Meet all minimum requirements and a Masters, Doctorate or equivalent in Food (Food Science), or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system and participate in professional development in the area of discipline or related field each year

8. Human Services:

Standard/General License valid for five years

Minimum Requirements: Bachelor's degree in Family and Consumer Science, Cosmetology, or related field with 36 hours in the specific discipline. This can be substituted with an Associate degree in the discipline with three (3) years of experience in the field; or a professional license (Cosmetology, Barbering, Nail Technology) with three years of work experience in the field. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Family and Consumer Science, Cosmetology or related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year.

9. Information Technology:

Standard/General License valid for five years

Minimum Requirements: Bachelor's degree in Computer Science, Digital Literacy, Computer Information Systems, Computer Technology, or related field with 36 hours in the specific discipline. This can be substituted with an Associate degree in the discipline with three (3) years of experience in the field. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Computer Science, Digital Literacy, Computer Information Systems, Computer Technology or related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year.

10. Law, Public Safety, Correction, and Security:

Standard/General License valid for five years.

Minimum Requirements: A Bachelor's degree in Criminal Justice, Public Safety, or a related field, including 36 hours in the specific discipline. This can be substituted with an Associate degree in the discipline or a professional license and three (3) years of work experience. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all General/Standard requirements and a Masters or Doctorate in Criminal Justice, Public Safety or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field each year.

11. Manufacturing Technology:

Standard/General License valid for five years.

Minimum Requirements: An Bachelor's degree in Clothing Construction and Design, Upholstery Manufacturing, or Career and Technical Education, including 36 hours in the specific discipline. This can be substituted with an Associate degree in Clothing Construction and Design, Upholstery Manufacturing or Career and Technical Education, a professional license, and three (3) years of work experience. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters, Doctorate or equivalent in Clothing Construction and Design, Upholstery Manufacturing or Career and Technical Education or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system and participate in professional development in the area of discipline or related field each year.

12. Marketing and Sales:

Standard/General License valid for five years.

Minimum Requirements: A Bachelor's degree in Marketing/Sales or a related field, including

Thirty-six hours in the specific discipline. This can be substituted with an Associate degree in Marketing/Sales, a professional license, and three (3) years of work experience.

Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Marketing/Sales, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system, and participate in professional development in the area of discipline or related field year.

13. Science, Engineering & Mathematics:

Standard/General License valid for five years.

Minimum Requirements: A Bachelor's degree in Engineering, Cyber Security, Coding, Electronics, or a related field, including 36 hours in the specific discipline. This can be substituted with an Associate degree in the subject, a professional license, and three (3) years of work experience. Additionally, the Standard/General Requirements (page 5) must be met.

Advance Certification - valid for ten years

Meet all minimum requirements and a Masters or Doctorate in Engineering, Cyber Security, Electronics or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system and participate in professional development in the area of discipline or related field each year.

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14. Transportation, Distribution & Logistics:

Standard/General License valid for five years.

Minimum Requirements: A Bachelor's degree in Automotive Technology, Automotive Body Technology, Diesel Technology, Aviation Technology, Marine Technology, Outdoor Power Equipment, or a related field, including 36 hours in the specific discipline. This can be substituted with an Associate degree in the discipline or a professional license and three (3) years of work experience. Additionally, the Standard/General Requirements (page 5) must be met.

Advanced Certification - valid for ten years

Meet all General/Standard requirements and a Masters or Doctorate in Automotive Technology, Automotive Body Technology, Diesel Technology, Aviation Technology, Marine Technology, Outdoor Power Equipment or a related field, five (5) consecutive years of satisfactory teaching experience within the Virgin Islands public school system and participate in professional development in the area of discipline or related field each year.

CERTIFICATION RENEWAL

Temporary certificates are renewable every year {for no more than three (3) years} provided there is evidence that the individual has earned at least six (6) semester hours in prescribed courses.

Provisional certificates are renewable every two (2) to three (3) years provided there is evidence that the individual has earned at least nine (9) additional credits hours in Career and Technical Education from an accredited institution or equivalent.

Standard/General certificates are renewable every five (5) years, provided there is evidence that the individual has earned at least nine (9) additional semester hours in, but not limited to, Career and Technical Education.

**Current satisfactory ratings shall not supersede requirements
for provisional and standard/general Certification.**

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CAREER AND TECHNICAL EDUCATION SUBSTITUTE TEACHER POOL CERTIFICATE

Temporary Certificate: Valid for one (1) year.

Minimum Requirements: An applicant who has passed a minimum of five ordinary or advanced level subjects at an accredited institution; or an applicant who is a college student with a minimum of two years of college or an associate's degree or sixty semester credit hours; or an applicant who has completed four or more years of postsecondary training; or an applicant who is currently employed by the local or federal government or private industry, who can work on dual employment for at least an hour and a half, for a minimum of two days per week; or an applicant who holds a valid or expired teaching certificate.

The Career and Technical Education substitute teacher who meets these minimal requirements is authorized to work in a professional capacity on a day to day assignment at any Virgin Islands Public School in their respective district.

All certified Career and Technical Education substitute pool teachers who have not taught in the Virgin Islands public school system for the past five years must attend an orientation program sponsored by the Department of Education. Only persons who have completed this orientation program can be added to the Career and Technical Education substitute teacher pool list.

All certified Career and Technical Education substitute pool teachers shall be placed on the substitute teacher pool listing based upon this order:

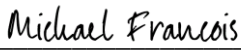



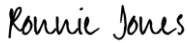
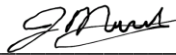

1. Persons holding a valid teacher certificate.
2. Persons who hold a bachelor's degree or professional license.
3. Persons with ninety or more college credits.
4. Persons with sixty or more college credits.

**(INFORMATION SUBJECT TO CHANGE BASED ON THE AMENDMENTS
PERTINENT TO EDUCATION LAWS.)**

ADDITIONAL RULES AND REGULATIONS

1. Career and Technical Education teachers should:
 - a) Attend a minimum of one workshop or seminar within their respective areas, at least once per year.
 - b) Serve as advisors to their student-oriented organizations.
 - c) Have an Advisory Committee comprising a minimum of 4 to 6 members representing private industry, community leaders, parents, alumni, and students; and meet a minimum of once per semester.
 - d)
 2. Career and Technical Education personnel should address all grievances regarding Certification to the V.I. Board of Career and Technical Education in writing.
 3. Certification Request Form must be completed and submitted to the Board prior to certification review. Request forms may be obtained online or at the Board's office.
 4. Alternative routes to Certification, including reciprocity, can be considered when previously certified by an authorized government entity.

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APPROVED	 Dr. Michael T. Francois Chairperson, VIBCTE	Date	9/23/2020
APPROVED	 Dr. Anastasie Jackson Vice-Chairperson, VIBCTE	Date	9/24/2020
APPROVED	 Dr. Suzanne Darrow-Magras Secretary, VIBCTE	Date	9/23/2020
APPROVED	 Ms. Genevieve R. Whitaker Treasurer, VIBCTE	Date	10/1/2020
APPROVED	 Mr. Ronnie Jones Public Relations Officer,	Date	10/13/2020
APPROVED	 Mrs. Jo A. Murphy Member, VIBCTE	Date	9/23/2020
APPROVED	 Mr. Jenny L. Hawkes Member, VIBCTE	Date	10/5/2020