

Instructional Faculty: Occupational - Part Time

(Chapter 3.05)

Part-time Occupational Instructional Faculty teach courses in Business, Agribusiness, Health and Human Service Occupations, Technical and Industrial areas, and are employed 49% or less by Northcentral Technical College.

Minimum Requirements for Initial Certification:

- Bachelor's degree **--OR--** Bachelor's degree equivalent based on verified work experience in the occupation combined with appropriate education and training totaling 7 years (14,000 hours).
- Two years (4,000 hours) of verified work experience as a qualified worker in each occupational area in which certification is requested.
- No teaching experience is required.

PART-TIME PROVISIONAL CERTIFICATION

- Issued to individuals who teach more than two courses in a certification renewal cycle, and who meet the minimum requirements for certification, but not all of the requirements for Five-Year Certification.
- Reissued to individuals who have completed the renewal requirements for Part-Time Provisional Certification but have not met all of the requirements for Five-Year Certification.
- Initial certification renewal cycle for new hires is **three** years.
- Initial certification renewal cycle for individuals moving from Part-Time Approval, or Provisional Certification is **two** years.
- Subsequent certification renewal cycles are **two** years.

Requirements for Renewal of Part-Time Provisional Certification:

- Work toward Five-Year Certification by completing **two credits** of the following required education courses until all courses have been completed. (Outstanding course requirements are based upon the individual's transcripts.)
 - #50 - Curriculum or Course Construction (2 credits)
 - #51 - Philosophy of VTAE (2 credits)
 - #52 - Teaching Methods (2 credits)
 - #53 - Educational Psychology (2 credits)
 - #54 - Educational Evaluation (2 credits)
 - #55 - Guidance and Counseling (2 credits)
 - #69 - Educational Diversity (2 credits)
- If two years of professional experience as a certified teacher (eight semesters if teaching part time) is the only unmet requirement, the individual needs **two semester credits** to renew.

PART-TIME APPROVAL CERTIFICATION

- Issued to individuals who teach one or two courses in a certification renewal cycle, and who meet the minimum requirements for certification, but not all of the requirements for Five-Year Certification.
- Reissued to individuals who have completed the renewal requirements for Part-Time Approval Certification but have not met all of the requirements for Five-Year Certification.
- Initial certification renewal cycle for new hires is **three** years.
- Subsequent certification renewal cycles are **two** years.

Requirements for Renewal of Part-Time Approval Certification:

- Work toward Five-Year Certification by completing one of the following per certification cycle until all courses have been completed. (Outstanding course requirements are based upon the individual's transcripts.)

#50 - Curriculum or Course Construction (2 credits)

#51 - Philosophy of VTAE (2 credits)

#52 - Teaching Methods (2 credits)

#53 - Educational Psychology (2 credits)

#54 - Educational Evaluation (2 credits)

#55 - Guidance and Counseling (2 credits)

#69 - Educational Diversity (2 credits)

--OR--

One block (minimum ten hours) of approved district in-service activities related to required education courses, PLUS two months (330 hours) of related work experience.

- If two years of professional experience as a certified teacher (eight semesters if teaching part time) is the only unmet requirement, the individual needs **two semester credits** to renew.

Questions on certification should be directed to:

Northcentral Technical College

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Wausau, WI 54401

715-675-3331, ext. 1301

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