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VISION

We envision that students K-12th grade and beyond will fulfill their potential and lead successful and productive lives in the 21st century through vocational education.

MISSION STATEMENT

The mission of vocational education in the United States Virgin Islands through the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1998, P.L. 105-332 (hereafter referred to as the Perkins III) is to provide students pursuing a vocational program of study with vigorous, more challenging and coherent programs of study through vocational and academic studies to prepare for continued learning in either an employment or educational setting; to provide special populations and targeted groups with access to rewarding and demanding vocational programs and academic courses and the continued extra assistance needed to succeed; to develop the linkage between secondary and post-secondary education and training so that academic and vocational courses enable students to pursue further education successfully; and to provide students with career guidance and vocational counseling.

PHILOSOPHY STATEMENT

The board believes that each district, community, its agencies, the local educational system, advisory committees of each vocational program must join forces and resources in accepting the increasing responsibility of making available vocational education services for students to train and obtain working skills for survival in the global marketplace. It is further believed that we must encourage students in Agricultural Education System, (Agribusiness/Agriscience and Natural Resources Education), Business Education, Family and Consumer Science Education, Trade and Industry Education, Tech Prep and Science and Technology to continue pursuing those skills that are necessary beyond high school training.

It is further believed that the district, community, advisory committees, and educational systems are needed to provide an active philosophy of work with appropriate resources, both human and

financial, so that each district and the territory goals and objectives in vocational education are achieved.

VIRGIN ISLANDS BOARD FOR VOCATIONAL EDUCATION

PROFESSIONAL STAFF CERTIFICATION REQUIREMENTS

AND

RULES AND REGULATIONS

PERTINENT LAW AND INFORMATION:

Title 17, Section 262, subsection (8) is repealed and the remaining subsection (b), VIC, is amended to read as follows:

A(b) The VI Board for Vocational Education shall prescribe rules and regulations and establish criteria for the certification, selection and appointment of teachers, supervisors, principals, librarians and other professional of the Vocational Education Programs, Department of education. Certificates licensing the holders to teach in the public schools of the Virgin Islands shall be issued solely by the Board. Only persons to whom these certifications have been issued, may be considered by the V.I. Board for Vocational Education for the eligible list. The Commissioner shall prescribe rules and regulations subject to the approval of the Board and the Governor for the determination of salaries (subject to schedule II in Title 3, Section 551, VIC),@

A(g) Title 17, Section 126, subsection (a), VIC, is amended to read as follows:

(a) Licenses to teach shall be required of all persons teaching in schools other than public schools, and may be obtained from the Virgin Islands Board for Vocational Education under rules and regulations prescribed by the Board.@

The Board for Vocational Education is also empowered by law to endorse teachers= certificates from other jurisdictions (17 V.I.C. subsection 123). Additionally, it issues licenses permitting persons to teach in nonpublic schools under rules prepared by the Commissioner and approved by the Board and the Governor (17 V.I.C. subsection 262(7)).

LEGAL REF: cited above

CONTRACT REFS: Teachers Agreement, VII-43 and 45

VIRGIN ISLANDS BOARD FOR VOCATIONAL EDUCATION
RULES AND REGULATIONS FOR CERTIFICATION OF INSTRUCTORS
AND PROFESSIONAL STAFF

I. CRITERIA OR QUALIFICATIONS FOR CERTIFICATION, SELECTION, AND APPOINTMENTS

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

A. GENERAL REQUIREMENTS FOR CERTIFICATIONS:

1. The minimum age for an individual seeking certification shall be 21 years of age.
2. A minimum of three years work experience to qualify for a temporary certification.
3. Proof of U.S. citizenship or permanent residency.
4. Display of good moral character, through submission of police records.
5. Proof of good health, a physician=s statement.
6. Completed application.
7. Official transcript from an accredited college, university, or other accredited institution of higher learning.
8. Applicant should present a copy of their license (in areas requiring licensing) or sit a competency exam.
9. Completion of seven of the following basic core teaching courses
 - *Foundations of Education.....UVI Core Code: EDU 221
 - Early Childhood Education-Child Development.....UVI Core Codes: EDU 108/113
 - *Educational Psychology.....UVI Core Code: EDU 230
 - Classroom Student Teaching/Management.....UVI Core Code: EDU 351(2 cer)
 - *Measurement and Evaluation.....UVI Core Code: EDU 450(2 cer)
 - *History of the Virgin Islands.....UVI Core Code: SOC 342
 - *Methods-Curriculum and Instruction.....UVI Core Code: EDU 250
 - Introduction to Special Education.....UVI Core Code: EDU 302
 - Instructural Design and Technology.....UVI Core Code: EDU 350(2 cer)
 - Student Teaching.....UVI Core Code: EDU 469
 - Student Teaching Seminar.....UVI Core Code: EDU 497

(Courses marked with a *@ are mandatory core courses.)
(UVI core courses codes are for ease of reference when registering for classes.)

B. LEGAL EMPLOYMENT

All certificates are to be furnished by the V.I. Board for Vocational Education. Certificates (except where permits are cited) are required for vocational administrators, supervisors and teachers, in public and non public schools, and for special 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 general certificates shall be appointed by the Governor to classified or permanent positions. All Vocational Education personnel certificates should be signed by the Chairperson of the Virgin Islands Board for Vocational Education and the State Director of Vocational-Technical and Adult Education.

C. TYPES OF CERTIFICATES

GENERAL LICENSES are listed for three years unless otherwise specified or unless withdrawn for cause.

TEMPORARY CERTIFICATES are issued for one year to a person who is either a citizen of the United States or a permanent resident. However, this certificate cannot be issued for more than three consecutive years. She/he may be granted a temporary teacher=s permit by the Board for Vocational Education, when the application is supported by:

- a. A recommendation from the Commissioner of Education, which shall set forth the applicant=s qualifications and suitability for the position to be filled and an additional three letters of recommendation;
- b. evidence of academic and professional preparation required for certification, and;
- c. the reason for recommendation.

VALIDITY AND RENEWAL OF CURRENT CERTIFICATION

1. Certificates granted by the V.I. Board for Vocational Education prior to December 31 of each year shall remain valid.
2. Teachers and other certified personnel must obtain a new certificate after two or more years of absence from the profession. Such certificates must be obtained under regulations in effect at the time of renewal, and evidence of additional education credits shall be required. For Example: refresher courses, attendance at major conferences, workshops and seminars.

APPLICATION PROCEDURES:

A valid 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. Proof of good health.
5. Police record over the past five years.
6. Required fee of \$25.00. Fee is subject to change on the annual basis due to rise in cost of living.
7. Completion of the basic core teaching courses within a period of three years.

CREDENTIALS TO COMPLETE APPLICATION

A valid applicant is one who has filed an official application form with satisfactory evidence of age; official transcript of credits from an accredited institution; evidence of U.S. Citizenship or residence status; verification of teaching and/or administrative experience; police record; a physician=s statement, indicating that the applicant is in good health, free of mental and physical defects which might interfere with his/her success in his/her position; required fees; the transcript must reflect completion for the basic core teaching courses (see page 2 of this document).

RECERTIFICATION:

Teachers and other certified personnel must obtain a renewed certificate after five years of active teaching or after an absence from the profession of more than two years. Such evidence would include, but not limited to the following:

Attend a professional conference such as ACTE, FFA, etc. in his/her area of expertise for three years during a five year period. Attending one such conference would amount to six continuing education credits.

Earn a minimum of fifteen continuing Education credits in his/her field of expertise from an accredited institution.

Earn a minimum of nine credit hours in his/her field of expertise from an accredited institution of higher education.

Attend two workshops per year (ten workshops in five years).

A combination of the above mentioned activities could be used to meet recertification requirement. For example: Attending one national conference for six credits together with attaining ten continuing Education credits.

ALTERNATIVE CERTIFICATION GUIDELINES:

The purpose of the *Alternative Certification Guidelines* is to assist teachers who have completed all the necessary requirements for Certification with the exception of Student Teaching. Such teachers could be exempted from Student Teaching under the following conditions:

1. Complete all the necessary professional courses with a passing grade.
2. Teach for at least fifteen years.
3. Receive satisfactory evaluations from his/her principal for the last three years, which will be submitted to the Vocational Board by his/her principal.
4. Satisfactory evaluation by teacher training personnel.

DECERTIFICATION:

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

The certificate was obtained through fraud or misrepresentation of a material fact.

The holder of the certificate is unfit to perform the duties for which the certificate was granted.

The holder of the certificate is convicted in a court of law of a felony or any other act of such nature that in the opinion of the Board, the person discredits the profession, or brings into disrepute the certificate.

VOCATIONAL AND TECHNICAL EDUCATION STAFF:

ADMINISTRATORS: This certificate shall be issued by the Virgin Islands Board for Vocational Education for a person employed by the V.I. Department of Education who is designated as Vocational Educator Supervisor, principal for Vocational Education, assistant principal for Vocational Education, 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 certified 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 DIRECTOR:** 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. **PRINCIPAL.** 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 PRINCIPAL:** Must meet the requirements of Principal, except that three years of satisfactory professional experience will be required in the Virgin Islands Public School System.
7. **SECONDARY SCHOOL PRINCIPAL:** A Master=s degree including a minimum of 24 hours of approved courses in administration, supervision, curriculum development, leadership 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.
8. **ASSISTANT SECONDARY SCHOOL PRINCIPAL:** Must meet the requirements of Secondary School Principal, except that three years of satisfactory professional experience will be required in the Virgin Islands Public School System.

SCHOOL LIBRARIAN

GENERAL LICENSE: Valid for three years.

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 child psychology.

GUIDANCE COUNSELOR (assigned to Vocational Education)

GENERAL LICENSE: Valid for three years.

Minimum Requirements: A Master=s degree including 36 hours in areas related to guidance counseling, and 24 hours in education. Two years of elementary and/or secondary teaching experience in the Virgin Islands Public School System.

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

SPECIAL EDUCATION:

GENERAL LICENSE: Valid for three years.

Minimum Requirements: A Bachelor=s degree including 36 hours in areas relating to Special Education; 24 hours in education with student teaching experience.

VOCATIONAL AND TECHNICAL EDUCATION SYSTEM

Agricultural Education
Business Education
Family and Consumer Science Education
Industrial Technology
Trade and Industrial Education

1. AGRICULTURAL EDUCATION:

With certification in Agricultural Education the person will be eligible to teach the following:

AGRICULTURE/AGRIBUSINESS, AGRISCIENCE, HORTICULTURE, FORESTRY, ENVIRONMENTAL SCIENCE AND AQUACULTURE.

GENERAL LICENSE valid for five (5) years.

Minimum Requirements: A Bachelor of Science in Vocational Education including 30 hours in areas relating to agriculture sciences 18 of which must be in livestock, crops, horticulture; soil science farm management, and any other related field. Must have earned a minimum of 11 hours in Agricultural Education, 24 hours in education (6 of which must include education psychology) with student teaching experience. Must have earned bachelor=s of science degree in Agriculture Education or any of the listed above.

Permanent certification must meet standard certification requirements. Completion of a Bachelor=s, Master=s or PHD in Agricultural Education in a related field or in general.

2. BUSINESS AND OFFICE EDUCATION: valid for five (5) years.

Minimum Requirements: A Bachelor=s degree including a minimum of 40 hours in education (9 of which must include education psychology) with student teaching experience. Must have one or more years of part-time or full-time successful office work experience.

PROVISIONAL CERTIFICATE: This certificate is valid for one year.

Minimum Requirements: Bachelor=s degree with a minimum of 33 semester hours in business and office education (including methods) and evidence of one or more years, part-time or full-time, successful office experience.

Certificates are renewable every year provided there is evidence that the individual has earned at least six (6) hours in vocational business and office education courses. Individuals already in the system who do not now have 33 hours in business and office education or the required work experience will have three years after implementation of certification plan to meet certification standards.

PERMANENT CERTIFICATE: Must meet provisional certificate requirements. Completion of a Master=s degree in Business and Office Education. Three years of satisfactory teaching experience, two of which must be performed in the Virgin Islands.

3. DIVERSIFIED TECHNICAL EDUCATION

GENERAL LICENSE: Valid for five (5) years.

Minimum Requirements: A Bachelor=s degree including a minimum of 65 hours (including laboratory courses and courses in Principles of Diversified Technical Education), 24 hours of education (9 of which must include educational psychology) with student teaching.

4. HOME ECONOMICS AND CONSUMER EDUCATION

GENERAL LICENSE: Valid for five (5) years.

Minimum Requirements: A Bachelor=s degree including a minimum of 40 hours in general and vocational home economics science, 24 hours in education, (9 of which must include educational psychology) with student teaching experience.

5. SHOP SUBJECT:

GENERAL SECONDARY LICENSE: Valid for three years.

Minimum Requirements: A Bachelor of Science degree in Vocational Technical Education including 40 hours in education, 9 hours Educational Psychology with student teaching experience. They should possess a valid V.I. Trade License. In lieu of a Bachelors, they should possess 10 years work experience. A minimum of (6) credit hours must be obtained to renew certification every three years.

TEMPORARY CERTIFICATION

1. Must have earned a high school diploma or its equivalent.
2. Must have acquired a minimum of three (3) years work experience in an approved trade or occupation.
3. Must have, wherever applicable, a valid Virgin Islands trade license in their specific trades.

PROVISIONAL CERTIFICATION (Non-Degree)

1. Must have earned a temporary certificate.
2. Must have acquired a minimum of six (6) years 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.

STANDARD CERTIFICATION (Degree within area)

1. Must have earned a provisional certificate.

OR

2. Must have had three (3) consecutive years of satisfactory teaching experience in an approved Vocational Education Program within the Virgin Islands public school system.

AND

3. Must have completed thirty-one (31) semester hours of course work in the prescribed courses and ten (10) semester hours of supervised teaching.

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 year provided there is evidence that the individual has earned at least six (6) additional credits hours in Vocational Education from an accredited institution.

Standard 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, Vocational Education.

Current satisfactory ratings shall not supersede requirements for provisional and standard certification.

VOCATIONAL EDUCATION SUBSTITUTE TEACHER POOL CERTIFICATE

GENERAL LICENSE: Valid for two (2) years.

Minimum Requirements: An applicant who has a minimum of five years of teaching experience and 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 years of post secondary training beyond the high school diploma, any bachelor=s degree, any master=s degree or any doctoral degree; or an applicant who is currently employed by the local, federal government or in private industry, who is able to work on dual employment for at least an hour and a half, a minimum of two days per week; or an applicant who holds a valid or expired teaching certificate.

The vocational education substitute teacher pool certification authorizes the holder to work in a professional capacity in a day to day assignment at any Virgin Islands Public Schools in their respective district.

All certified vocational 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 vocational education substitute teacher pool list.

All certified vocational education substitute pool teachers shall be placed on the substitute teacher pool listing based upon this order:

2. Persons holding a valid teacher certificate.
3. Persons who hold a bachelor=s degree.
4. Persons with ninety or more college credits.
5. Persons with sixty or more college credits.

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

RULES AND REGULATIONS

- 1. Vocational Education teachers, should:
 - A. Trade and Industry teachers will be required to attend a three week orientation workshop sponsored by the Department of Education prior to employment as a teacher.
 - B. Attend a minimum of one workshop or seminar within their respective areas, at least once per year.
 - C. Obtain a minimum of 36 credits at an accredited institution within five years.
 - D. Serve as advisors to their student-oriented organizations.
 - E. Have an Advisory Committee comprised of a minimum of 3 to 5 members.
 - F. Agricultural Education, Family and Consumer Science Education and Industrial Technology Education applicants must hold a degree in that particular discipline.

2. Vocational Education personnel should adhere to the following:

Address all grievances concerning staff certifications to the V.I. Board for Vocational Education in writing.

Part-time Vocational Education teachers must meet the same eligibility requirements as those stated for regular full-time teachers.

APPROVED: _____
Date

Chairperson, V.I. Board for Vocational Education

APPROVED: _____
Date

Chairperson, Personnel and Teacher Certification Committee