



VOCATIONAL EDUCATION DIRECTOR 7-12 Requirements for Certification

Below are two avenues which individuals may utilize to qualify for a Vocational Administrative Director Certificate for purposes of employment in a Pennsylvania Career and Technical Educational Center. The requirements below offer more flexibility for becoming a permanently certified vocational administrative director.

1. Vocational Administrative Director Certification

The Pennsylvania Department of Education (PDE) will issue the Vocational Administrative Director Certificate to an applicant who:

- Has a bachelor's degree.
- Satisfies the requirements in section 24 P.S. § 12-1209.
- Provides verification of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process."
- Completes an approved program of graduate study in educational leadership. (Preparation completed out-of-state must meet Pennsylvania standards.)
 - Provides proof of completion of the graduate program by either submitting the recommendation for certification by the authorized certification officer or by submitting the transcript indicating completion of a graduate program in education and conferral of a graduate degree from an approved college or university.
- Presents evidence of satisfactory achievement on the Praxis test required for vocational administrative directors.

2. Provisional Vocational Administrative Director Certification

PDE will issue a Provisional Vocational Administrative Director Certificate to an applicant who:

- Holds a bachelor's degree.
- Satisfies the requirements in section 24 P.S. § 12-1209.
- Provides verification of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process."

- Provides verification of an offer of employment as a vocational administrative director.
 - Within two years of employment as a vocational administrative director, the provisional certificate holder must either:
 - Complete an approved vocational administrative director preparation program; and
 - Demonstrate knowledge and understanding of school law by presenting evidence of satisfactory achievement on the Praxis test required for vocational administrative directors.
- OR**
- Provide proof of completion of an Introductory Pennsylvania Inspired Leadership (PIL) program approved by PDE; and
 - Demonstrate knowledge and understanding of school law by presenting evidence of satisfactory achievement on the Praxis test required for vocational administrative directors.