**New Hampshire Department of Education**

**Bureau of Credentialing**

**Demonstrated Competency: Transcript Analysis**

**Ed 506.08 Career and Technical Education Principal**

**Directions:** For each license standard below please identify the specific course (or courses) by which you believe it was met. Every standard must be met by formal college coursework reflected on an official transcript from an accredited institution. Please be certain that all relevant transcripts have been uploaded to your Educator Information System (EIS) file.

In the right-hand column of the table below indicate the following to inform the transcript analysis process:

* Institution – the college or university from which the course was taken. Standard initials are acceptable (e.g., UNH for University of New Hampshire).
* Course number and name – as it appears on the transcript. For example: *ED 6410 Dynamics Ed Reform/Sys Change*.

Upload this completed document to your EIS account as ***DCTA Courses to Standards CW*** document type. An evaluator will determine whether the course sufficiently addresses the respective standard. Depending on availability of information from the institution you MAY be required to submit additional documentation to support your application. It is the applicant’s responsibility to document compliance with all license requirements.

**Please Note:**

* In addition to this document the applicant must also submit the ***Ed 505.04*** ***Professional Education Requirements for Educational Administrators*** document if not previously a holder of a full professional education administrator license as defined in Ed 501.02. If required, please upload this to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Applicants whose previous full professional licensure was not for a teacher or instructional specialist endorsement for which New Hampshire requires having met the general pedagogy standards must additionally submit the ***Ed 505.03 Professional Education Requirements*** document. If required, please upload this to your EIS account as ***DCTA Courses to Standards CW*** document type.
* Documentation of relevant licensure in a state other than New Hampshire might be required. Upload a copy of your license from another state to your EIS account as ***Out of State Educator Credential*** document type.
* If relevant employment experience was not in a New Hampshire school and already reflected in your EIS account please upload a signed employment verification letter from the employing school/district/SAU’s central office (as an ***Experience as an Educator*** document type) including:
* Dates of employment
* Part-time or full-time status by year
* Role or assignment (including grade span) by year
* If any of the above documentation is already in your file you do not need to upload it again.

Completed by the candidate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

DCTA 506.08 CTE Principal.docx 8/11/2023

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| **(a)** | To be eligible for licensure as a career and technical education principal, an individual shall:  |
| **(1)** | Meet the requirements of Ed 505.03, Ed 505.04, and (b) below;  |
| **(2)** | Have completed at least 5 years’ experience as a teacher, educational specialist, instructional specialist, or administrator;  |
| **(3)** | Have one of the following: |
| **a.** | Completed a master’s program in educational leadership or a related area from an institution accredited by a regional accrediting body approved by the U.S. Department of Education; or |
| **b.** | Completed a master’s program in education or related field and demonstrate the competencies outlined in (1) above; and |
| **(4)** | Apply for licensure following the application procedures outlined in Ed 505.08 through Ed 505.10.  |
| **License Standard** | **Institution/Course Number & Name** |
| **(b)** | To be eligible for licensure as a career and technical education principal, a candidate shall have the following skills, competencies, and knowledge: |
| **(1)** | Preparation and management of local, state, and federal fund budgets in the area of CTE funding;  |  |
| **(2)** | Preparation of state and federal applications and proposals in the area of CTE funding;  |  |
| **(3)** | Management of career and technical programs, including:  |
| **a.** | Purchasing of equipment and supplies;  |  |
| **b.** | Supervising and maintaining laboratory facilities; and |  |
| **c.** | Maintenance of records and inventory of all buildings, equipment, and supplies; |  |
| **(4)** | Preparation and submittal of all state and federal reports as required by law; |  |
| **(5)** | Solicitation of input from students, parents, school administrators at the secondary and post-secondary level, teachers at the secondary and post-secondary level, and the business community in the region served by a career and technical education center and consideration of that input in the development of: |
| **a.** | Data collection; |  |
| **b.** | School calendars; |  |
| **c.** | Scheduling; |  |
| **d.** | Transportation; and |  |
| **e.** | Budgets; |  |
| **(6)** | Leadership of career and technical education competency-based programs at a center designated as a regional center under RSA 188-E, including: |
| **a.** | Regional agreements; |  |
| **b.** | Program promotion and marketing; |  |
| **c.** | Student recruitment and retainment; |  |
| **d.** | Admissions policies; |  |
| **e.** | Regional and program advisory committees; and |  |
| **f.** | Career and technical student organizations; |  |
| **(7)** | In-depth understanding of the relevancy between career and technical program offerings and the needs of business and industry on a regional and state-wide basis that includes: |
| **a.** | An understanding of the up-to-date employment needs of business and industry with an ability to direct program outcomes to align with these needs; |  |
| **b.** | An understanding of utilizing labor market data to direct program outcomes and consistent communication with business and industry to ensure relevance; and |  |
| **c.** | Rigor in all career and technical education programs; |  |
| **(8)** | Solicitation of input from students, parents, school administrators at the secondary and post-secondary level, teachers at the secondary and post-secondary level, and the business community in the region served by a career and technical education center and consideration of that input in the development and implementation of: |
| **a.** | Competency-based curriculum;  |  |
| **b.** | State performance indicators relating to data-driven curriculum and student assessment; |  |
| **c.** | Formulation of short- and long-range improvement plans; |  |
| **d.** | Use of technology in support of all school operations; and  |  |
| **e.** | Providing customized professional development for teachers in the areas of businesses, industry, labor, and government as they relate to economic trends and programming at the center;  |  |
| **(9)** | Relationship of career and technical education to all other curricular areas, integrating these areas consistent with RSA 193-C:3, III and all aspects of industry into the career and technical program curriculum;  |  |
| **(10)** | Implementation of the federal, state, and local laws and policies relating to legal requirements for schools, contract management and safe environments and incorporating appropriate safety standards in all learning areas; and |  |
| **(11)** | Participation in professional organizations relating to career and technical education and career and technical administration |  |