# IMPROPER TEACHER CERTIFICATION REPORT
# VOCI 17

**Policy Citations**

**A.R.S.§ 15-782.C** requires that the local governing board shall employ trained instructors with qualifications fixed by the state board of education. On September 25, 2000 the State Board of Education extended the requirement that Career and Technical Education certification is a state grant funding requirement.

**A.R.S.§ 15-391.3.(b)** Joint Technological Education District (JTED) instructors are to be Career and Technical Education certified by the State Board of Education or by a postsecondary educational institution as a requirement for reporting average daily membership (ADM).

Only Career Preparation courses that are part of an approved program and taught by appropriately certified teacher will generate state funding for 11th and 12th graders. The correct certifications and endorsements necessary for each program and course are listed in the Coherent Sequence and Certification section of this handbook. Students can also attend CTE courses at a local community college. The community college teacher must also be appropriately certified.

The purpose of this report (VOCI 17) is to alert each district to the non-certification status of the teacher for the specific CTE program. **This report is disseminated to districts along with the 40th and 100th day Verification reports to ensure all appropriate certifications are in place for program areas before the end of February each school year.**

Reasons for non-certification include:

- Invalid teacher certification number
- Certification type and/or endorsement is invalid for the CTE program

The report (VOCI 17) will also indicate the **required** certification types and endorsements. The correct certifications and endorsements necessary for each program and course are listed in the Coherent Sequence and Certification section of this handbook. **Only Career Preparation courses that are part of an approved program and taught by appropriately certified teacher will generate state funding for 11th and 12th graders.** Due to the need for accurate and timely reporting, CTE funding will be interrupted when a district fails to meet the reporting deadline. Funding resumes when the problem has been corrected. If the problem is not corrected, funding does not resume.

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  COUNTY:                                        ARIZONA DEPARTMENT OF EDUCATION                                          VOCI 17
    TYPE:                                        CAREER AND TECHNICAL EDUCATION                          REPORT DATE:  03/16/XX
DISTRICT:                                                                                                  REPORT PAGE:         1
  SCHOOL:                                        IMPROPER TEACHER CERTIFICATION                          SCHOOL PAGE:         1
                                                 SECONDARY 100TH DAY –   200X-200X
                                P T
TEACHER                         E R  CRSE
NUMBER      TEACHER NAME        R M  CODE    CRSE CODE TITLE     CERTIFICATION       ENDORSEMENT
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********* CLOW            PE 3 1 52020020 Basic Bus Mgmt/Admin Srv      SEC                 LEN

********* CLOW            PE 4 1 52020020 Basic Bus Mgmt/Admin Srv      SEC                 LEN

********* CLOW            PE 7 1 52020020 Basic Bus Mgmt/Admin Srv      SEC                 LEN

********* CLOW            PE 3 2 52020020 Basic Bus Mgmt/Admin Srv      SEC                 LEN

********* CLOW            PE 4 2 52020020 Basic Bus Mgmt/Admin Srv      SEC                 LEN

********* CLOW            PE 7 2 52020020 Basic Bus Mgmt/Admin Srv      SEC                 LEN

*** TEACHER LACKS REQUIREMENTS ***  CRSE CODE REQUIREMENTS-BVT OR SVT

                                                        PVB OR SVB OR PVM OR SVM
                                                        PVBM OR SVBM
                                                        PCTBM OR SCTBM



********* BELL            WR 5 1 48050075 Welding Tech-Intern           SSC    SVT

*** TEACHER LACKS REQUIREMENTS ***  CRSE CODE REQUIREMENTS-BVT OR SVT                AND CEN



                         PVBM OR SVBM OR PVB OR SVB OR PFM OR SVM OR PCTBM OR SCTBM  AND CEN
                                                          PVI OR SVI OR PCTI OR SCTI  AND CEN
                                                        PVG OR SVH OR PCTHC OR SCTHC  AND CEN
                                                          PVA OR SVA OR PCTA OR SCTA  AND CEN
                                                          PVF OR SVF OR PCTF OR SCTF  AND CEN
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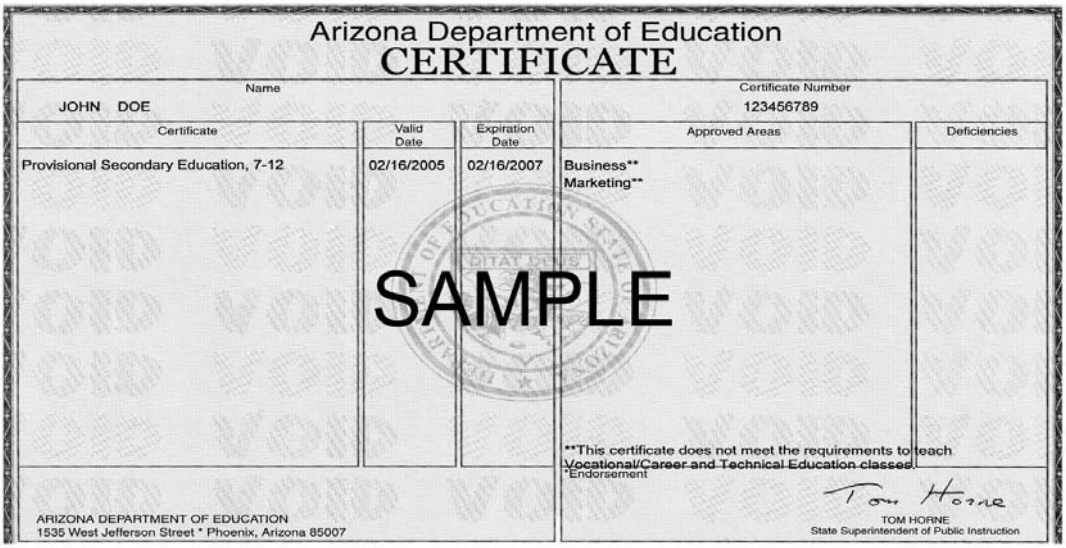
Sample

## Sample Secondary Education Certificates

Teachers with the certificates listed below do **not** have the appropriate Career and Technical Education Certificate. These are examples of **secondary** provisional and standard certificates.



Arizona Department of Education
CERTIFICATE

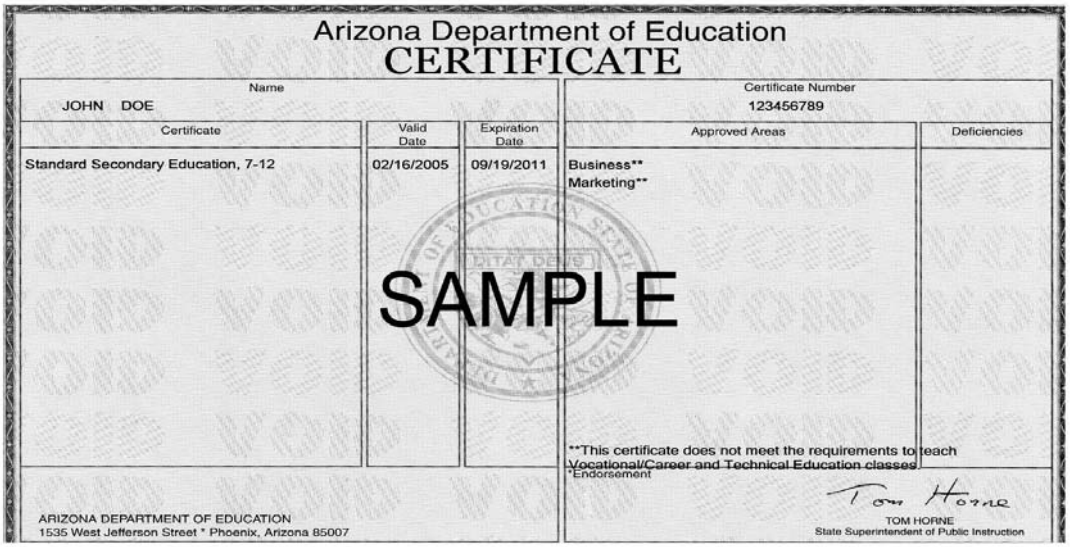
| Name | | | Certificate Number | |
|---|---|---|---|---|
| JOHN DOE | | | 123456789 | |
| Certificate | Valid Date | Expiration Date | Approved Areas | Deficiencies |
| Provisional Secondary Education, 7-12 | 02/16/2005 | 02/16/2007 | Business**<br>Marketing** | |

SAMPLE

**This certificate does not meet the requirements to teach Vocational/Career and Technical Education classes.
*Endorsement

ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson Street * Phoenix, Arizona 85007

TOM HORNE
State Superintendent of Public Instruction



Arizona Department of Education
CERTIFICATE

| Name | | | Certificate Number | |
|---|---|---|---|---|
| JOHN DOE | | | 123456789 | |
| Certificate | Valid Date | Expiration Date | Approved Areas | Deficiencies |
| Standard Secondary Education, 7-12 | 02/16/2005 | 09/19/2011 | Business**<br>Marketing** | |

SAMPLE

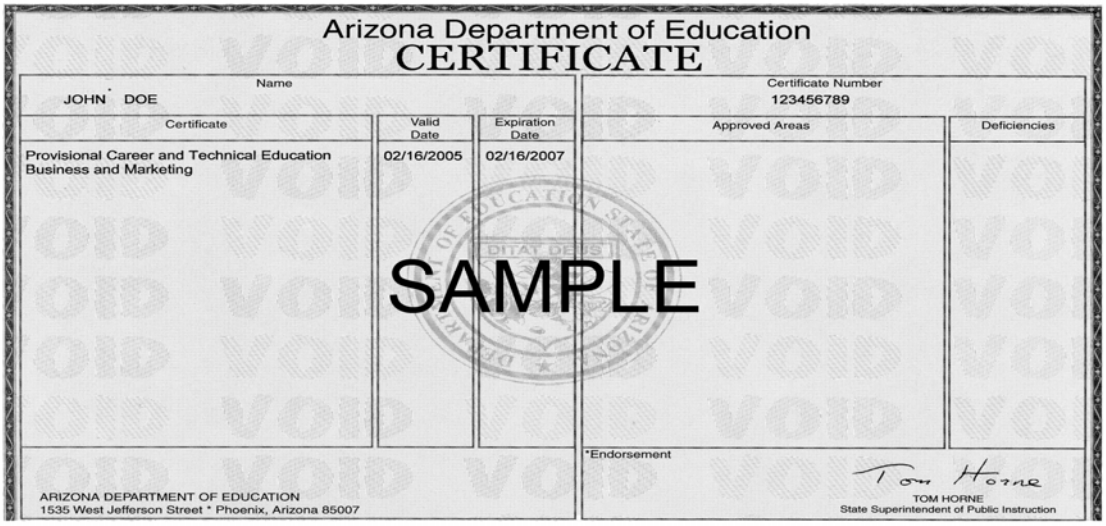
**This certificate does not meet the requirements to teach Vocational/Career and Technical Education classes.
*Endorsement

ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson Street * Phoenix, Arizona 85007

TOM HORNE
State Superintendent of Public Instruction

## Sample Career and Technical Education Certificates

Either the Provisional or Standard Career and Technical Education Certificate are acceptable certificates to teach Business and Marketing programs.



Arizona Department of Education
CERTIFICATE

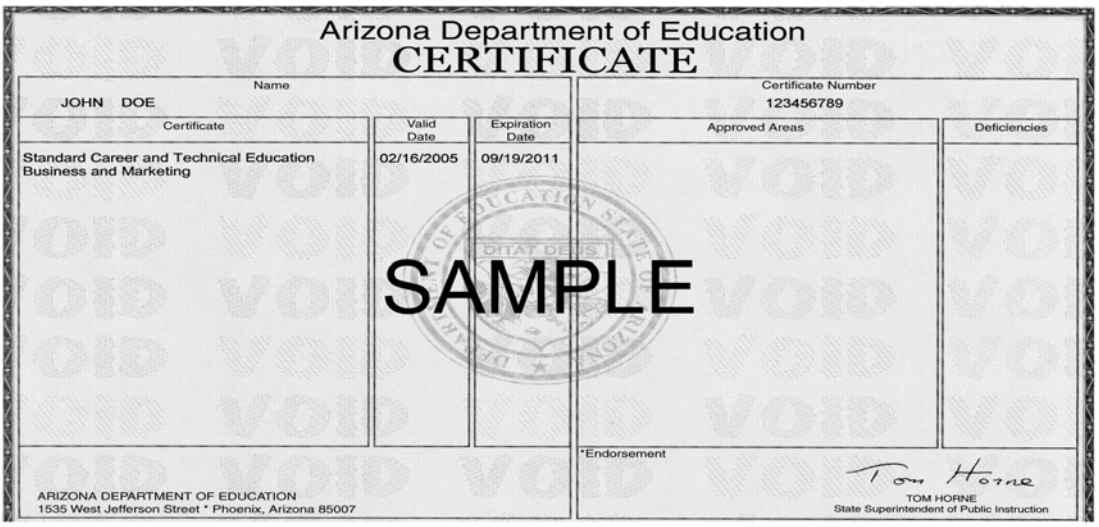
| Name | | | Certificate Number | |
|---|---|---|---|---|
| JOHN DOE | | | 123456789 | |
| Certificate | Valid Date | Expiration Date | Approved Areas | Deficiencies |
| Provisional Career and Technical Education Business and Marketing | 02/16/2005 | 02/16/2007 | | |

SAMPLE

*Endorsement

ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson Street * Phoenix, Arizona 85007

Tom Horne
TOM HORNE
State Superintendent of Public Instruction



Arizona Department of Education
CERTIFICATE

| Name | | | Certificate Number | |
|---|---|---|---|---|
| JOHN DOE | | | 123456789 | |
| Certificate | Valid Date | Expiration Date | Approved Areas | Deficiencies |
| Standard Career and Technical Education Business and Marketing | 02/16/2005 | 09/19/2011 | | |

SAMPLE

*Endorsement

ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson Street * Phoenix, Arizona 85007

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State Superintendent of Public Instruction