

## Licensure via Portfolio

Licensure via Portfolio is a non-traditional option for earning a Minnesota teaching license. The portfolio provides an alternative process to assess the knowledge, skills and competencies of individuals seeking a license who may not have completed an approved teacher preparation program in the licensure field being sought.

### Step 1: Eligibility Determination

If you would like to add a field:

- Minnesota teachers holding a professional Tier 3, Tier 4, or 5-year professional license who want to expand the grade level of their current license or add an additional field to the current license may use the licensure via portfolio process as an alternative pathway to a Tier 3 or Tier 4 license.
- Review the [Licensure Grids for specific content standards](#) to determine ability to demonstrate competency for all standards.
- Download the [Eligibility Form-Additional](#). Submit to the Professional Educator Licensing and Standards Board (PELSB) along with requested documentation.

If you would like to apply for an initial Tier 3 license:

- An applicant must have a minimum of a regionally-accredited baccalaureate degree or Career and Technical Education (CTE) exception, and one of the following: (1) a year-long mentorship program aligned to board-adopted criteria, or (2) two years of experience teaching as a teacher of record in the licensure area sought. Licensure via portfolio process may be an alternative pathway to a Tier 3 license.
- Review the [Licensure Grids for specific content standards](#) to determine ability to demonstrate competency for all standards.
- Download the [Eligibility Form-Additional](#). Submit to PELSB along with requested documentation.

### Step 2: Intent to Submit

Once you are identified as eligible for the process, the Licensing division will send email with guidelines and instructions on how to prepare a portfolio and the Notice of Intent to Submit Form. This form must be completed and returned to PELSB a minimum of 30 days prior to submission of the portfolio.

### Step 3: Portfolio Evaluation

- The evaluation of your portfolio will be completed 90 days after the submission of your portfolio and review fee. Evaluation review of portfolio is performed by external content experts. Initial licensure applicants will have their Standards of Effective Practice portfolio reviewed by a panel.
- The portfolio fee is \$300 for the first portfolio submitted, and \$200 for subsequent portfolio submissions.
- Portfolio Review fees are nonrefundable.

### Step 4: Testing Requirement

In order for the application to be complete, you must pass all required testing. Please see the [Minnesota Teacher Licensure Testing Information](#) document for information about the required testing.

## Step 5: Final Recommendation

PELSB provides recommendation for approval or denial of the submitted portfolio.

- Approved: You will be recommended for licensure and may submit an application for a Minnesota Teaching License. Application fees will apply.
- Not Approved: You may resubmit your portfolio one time to provide further competency in areas identified as deficient in the evaluation. Mailing expenses will be billed to the applicant.

Note: *The above process is subject to change.*

If you have questions, contact the [Professional Educator Licensing and Standards Board](mailto:portfolio.PELSB@state.mn.us) (portfolio.PELSB@state.mn.us)

## St. Cloud State University CTE License

1. Core skills: Includes four courses and is required for all CTE licenses.
  - ETS650 (Spring semesters): Contemporary Instructional Strategies in Technology Education and CTE
  - ETS673 (Spring semesters): Foundations of Technology Education
  - ETS690 (Fall semesters): Lab Safety and Maintenance in CTE and TE
  - ETS694 (Fall semesters): Philosophy and Practice of CTE and TE
2. The courses will be offered online. Two classes will be offered each fall and spring. Classes are eight weeks in length. This is an endorsement to an existing license. It is expected that most portfolio reviews will take place during the summer.
3. Content area: This will be a portfolio submitted for one of the four trade and industry areas.

### Registration for CTE, Work-Based Learning or Summer Workshops

There are two options for taking courses:

- [Non-degree seeking student](https://www.stcloudstate.edu/srfs/registration/non-degree.aspx) (https://www.stcloudstate.edu/srfs/registration/non-degree.aspx)
- [Admission to master's degree in Technology Education](https://www.stcloudstate.edu/graduatestudies/) (https://www.stcloudstate.edu/graduatestudies/) – required for financial aid

The courses will be offered online. Two classes will be offered each fall and spring. Classes are eight weeks in length. This is an endorsement to an existing license. It is expected that most portfolio reviews will take place during the summer.

### Portfolio

Here are the guidelines for the portfolios:

- [Communications](https://www.stcloudstate.edu/ets/_files/documents/Communications.pdf) (https://www.stcloudstate.edu/ets/\_files/documents/Communications.pdf)
- [Construction](https://www.stcloudstate.edu/ets/_files/documents/Construction.pdf) (https://www.stcloudstate.edu/ets/\_files/documents/Construction.pdf)
- [Manufacturing](https://www.stcloudstate.edu/ets/_files/documents/Manufacturing.pdf) (https://www.stcloudstate.edu/ets/\_files/documents/Manufacturing.pdf)
- [Transportation](https://www.stcloudstate.edu/ets/_files/documents/Transportation.pdf) (https://www.stcloudstate.edu/ets/\_files/documents/Transportation.pdf)

### Technology Education Master of Science (MS) Degree

All of the courses in the CTE license are part of the Technology Education graduate program and count toward the degree if you choose to complete your Master of Science degree.

If you have questions, contact [Kurt Helgeson](mailto:krhelgeson@stcloudstate.edu) (krhelgeson@stcloudstate.edu), 320-308-3127.

## Frequently Asked Questions

(from Troy Haugen, Lakes Country Perkins Consortia)

### **What is a Career and Technical Education (CTE) License?**

A CTE license is a Minnesota teaching license in which the teacher has learned the foundational skills of career and technical education as well as the content and technical skills required for their curriculum. Technically, there is no specific statutory or rule language that refers to a license as a “CTE license.” However, there is language that indicates “appropriately licensed CTE teacher,” which is generally the same.

### **Are “vocationally certified” and “CTE certified” the same thing?**

In current statute and rule, there is no reference to vocational certification or CTE certification. Vocational licenses have not been issued since 1999, although those teachers who had earned the old vocational licenses are still able to renew them. Those licenses were very specific to a skillset and aligned to a skilled trade. Minnesota only issues licenses and endorsements to licenses, not certifications. These terms often refer to licenses that are no longer available. To avoid confusion, these terms should not be used.

### **What is the difference between CTE and vocational or “voc-ed?”**

At a very superficial level, CTE and “voc-ed” look like they are the same thing, but philosophically they are fundamentally different. Career and technical education provides students with experiences from career exploration and career development to occupation-specific technical skills leading to careers that are high-skill, high-wage, or in-demand. Career and technical education aligns secondary and postsecondary programs with business and industry workforce needs to create multiple opportunities in a career pathway. The philosophy of vocational education was to provide those very specific technical skills tracking toward a specific job following high school graduation. References to vocational or “voc-ed” are antiquated and conjure up an image that is not reflective of the vast array of today’s highly technical careers.

### **What is CTE Program Approval?**

CTE Program Approval is a process for which local CTE programs are approved by the Minnesota Department of Education. The basic standards for CTE program approval are defined in Minnesota Administrative Rule 3505.1100 and Minnesota Administrative Rule 3505.2550. A central feature of program approval is that of the district having an appropriately licensed CTE teacher. Districts with approved programs are eligible for Career and Technical Education Revenue and access to Perkins V dollars for those approved programs.

### **What is Career and Technical Revenue?**

Career and Technical Revenue is authorized by Minnesota Statute 124D.4531 and provides districts that have approved CTE programs with the ability to capture revenue equal to 35 percent of approved expenditures. Career and Technical Revenue is the combined total of career and technical levy (local) and career and technical aid (state).

## What are “Perkins dollars” and how are they different from other revenue sources?

The Carl D. Perkins Vocational and Technical Education Act was first authorized by the federal government in 1984 and has been reauthorized three times, most recently in 2018 as the *Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act*, most widely known as Perkins V. The purpose of the federal law is to develop academic, technical and employability skills of secondary and postsecondary students who enroll in CTE programs. Like all federal education grants, Perkins grant resources are supplemental funds and are not allowed to supplant state and local responsibility. In Minnesota, Perkins funds flow to the 26 Perkins Consortia to meet the goals of the Act. Minnesota’s consortium model requires partnership between at least one school district and one postsecondary institution that offers technical programs. Each consortium in Minnesota applies for Perkins funds for each program year, and approved CTE programs within the consortium membership have access to the supplemental funding based on the consortium’s plan.

## What licenses and programs are considered CTE licenses?

The table below indicates the most commonly-used license function codes for CTE programs. There are also less common function codes for most programs. To see the entire list, check with your CTE Director or Perkins Consortium Coordinator, or review the [Minnesota Department of Education Table C](https://education.mn.gov/MDE/dse/cte/progApp/) (<https://education.mn.gov/MDE/dse/cte/progApp/>).

| CTE Program Area                             | License Function Codes  |
|--|---|
| Agriculture                                  | 010000 or 010100  |
| Business Education and Marketing             | 140050 or 140710  |
| Health Occupations                           | 300300  |
| Family and Consumer Sciences                 | 090100  |
| Trade and Industry: Communication Technology | 300000  |
| Trade and Industry: Construction             | 300100  |
| Trade and Industry: Manufacturing            | 300200  |
| Trade and Industry: Transportation           | 300700  |
| Work-Based Learning                          | Must have teaching license with grade 9-12 scope <b>plus</b> 160000 |

## What about Tech Ed?

Technology Education, “Tech Ed,” (function code 100100), or Industrial Arts (function code 100000) are **not** CTE licenses and therefore are not eligible for CTE Program Approval, CTE Revenue or access to Perkins funds. Tech Ed and Industrial Arts are licenses that certainly allow those license holders to teach courses that look and sound like CTE, but the license misses a key component—the foundational knowledge around career and technical education.