

Career and Technical Education Licensure Information for Schools, 2015

The purpose of this document is to provide schools and teachers with guidance during a transition time when options for completing licensure programs are limited or unavailable.

- **Licensure Flexibility:** If a school has identified a qualified individual who is not fully licensed, and need a program offered to students for which that qualified individual would be the teacher of record, there are options for “Special Permissions” which serves as a temporary or emergency type licenses and allows the individual to be the teacher of record. The licensure system is flexible to accommodate the needs of schools and ensure needed programs are available to children.
- **Special Permission Options:** A school administrator would be asking for one of 3 possible options. Which is most appropriate will depend on the qualifications of the individual teacher:
 1. **“Variance:”** For an already licensed teacher in one subject area, who will be teaching in another subject in which they are not currently licensed. A school administrator should use the Special Permissions System (SPS) to request the Variance;
 2. **“Limited” license:** For an individual without a teaching degree, but at least an academic minor or equivalent in the subject area to be taught (usually a min. of 20 credits). Apply online at the Educator Licensing (EL) website at MDE or contact the EL office (see below for contact information);
 3. **“Community Expert”** For a qualified individual a school would like to hire who might not have a degree or academic credits in the subject area, but has professional expertise or experience in the area that matches the assignment. A school administrator should use the SPS to request the Community Expert permission.

Duration of Special Permissions: In cases where access to programs for licensure is limited or does not exist and the individual is not able to work toward full licensure, the Board of Teaching (which guides state teacher licensing policies) permits issuance of special permissions beyond the usual 3 year limitation, when warranted.

Questions or Assistance: Contact Educator Licensing at 651-582-8691 or the state’s CTE supervisor at MDE at 651-582-8434.