Technology Center Administrator’s Credential. Other school administrators who are responsible for supervision and administration of Department-approved career majors and for the evaluation of certified faculty under the provisions of the Education Improvement Act of 1985 shall also be required to have a standard or a provisional Technology Center Administrator’s Credential as provided for above in 780:15-3-2(k)(2) & (3) of the rules and regulations governing technology centers.

(A) Standard technology center administrator’s credential. A person who has superintendent’s certificate or a secondary principal’s certificate and at least five years of experience as a CareerTech teacher, supervisor, or administrator of Oklahoma Department of Career & Technology Education (ODCTE) approved programs and/or career majors and has a valid Oklahoma CareerTech teaching certificate shall be issued a standard technology center administrator’s credential.

(B) Provisional technology center administrator’s credential, five year. Applicant shall have a superintendent’s or secondary principal’s certificate as defined by the Oklahoma State Department of Education. In addition, the applicant must meet at least one of the following experience requirements:

1. Three (3) years of experience as a Career and Technology Education teacher of an approved ODCTE career major(s) or
2. Three (3) years of experience as an administrator supervising and evaluating teachers of an approved ODCTE career major(s) or
3. Three (3) years of experience in an Oklahoma technology center and a letter of endorsement from the current technology center superintendent or
4. Three (3) years of experience at the Oklahoma Department of Career and Technology Education and a letter of endorsement from the current ODCTE State Director.

Once the above criteria is met, the candidate shall be issued a provisional technology center administrator’s credential and be given five years from the date of issuance to complete the following:

1. Nine semester hours from the following coursework:
   a) History and Philosophy of Career and Technology Education;
   b) Technology Center Finance;
   c) Curriculum for Career and Technology Education; and
   d) Career and Technology Education Program Planning Development and Evaluation

2. Completion of the appropriate ODCTE administrator development program(s) identified when the provisional technology center administrator credential is issued.
Credentials

New guidelines for Technology Center Administrator Credentials have been approved by the State Board of Career & Technology Education. These rules were set to take effect on July 1. Due to Legislative and Governor approval being needed, the rules effective date is expected to be September 15. We will post additional information when it is received.

New Guidelines

Current Guidelines and Process

Thank you for your interest in applying for an administrator's credential as issued by the Oklahoma Department of Career and Technology Education. In order for a credential to be issued, the following criteria must be met:

• Valid Administrator's Certificate (Secondary Principal or Superintendent) issued by the Oklahoma State Department of Education
• Five (5) years' experience as a teacher, administrator, or supervisor of an approved career and technology education program
• Valid Oklahoma Vocational Teaching Certificate

To apply for a Technology Center Administrator Credential, send the following information to the address shown below:

• Completed Application for Technology Center Administrator's Credential (pdf OR doc)
• Copy of all current certificates
• Copy of official transcript
• Current resume including all work experience

Send information to:

Karen Skidmore, Leadership & Professional Development Coordinator
Oklahoma Department of Career and Technology Education
1500 West Seventh
Stillwater, OK 74074-4364