



606.2 - Faculty - CTE Certification

Purpose:

Bismarck State College (BSC) establishes and supports a process through which faculty assigned to designated Career and Technical Education (CTE) programs earn and maintain required CTE Certification through the North Dakota Department of Career and Technical Education (NDCTE). This procedure operates in alignment with BSC's established instructional qualification standards outlined in [**Policy 606.1 Faculty Qualifications**](#) including allowable alternative credentialing pathways when faculty hold less than an associate's degree.

Identification of CTE Programs and Faculty Requiring Certification

Programs that are eligible for federal Career and Technical Education (CTE) funding including Perkins-funded or PELL-Grant eligible programs.

- Full-time faculty assigned to teach in a designated CTE program are required to hold either a Provisional (2-year) or Regular (Lifetime) NDCTE Certificate.
- Part-time faculty or faculty teaching isolated courses within a CTE program are not required to hold CTE Certification unless they have responsibility for curriculum development and/or assessment design in the CTE content area.

Certification Requirements

Provisional Certification (2 Year)

Provisional Certification is available for new or reassigned faculty upon request from NDCTE.

Regular Certification (Lifetime)

Faculty may earn Regular Certification through one of the NDCTE-approved pathways:

Pathway A

- Hold at least an Associate's degree or an approved equivalent consistent with BSC Policy [606.1 - Faculty Qualifications](#)
- Complete the Postsecondary Clinical Practice Program including.
- Complete the additional BSC-sponsored faculty development and mentoring program.
- Hold required industry certifications applicable to courses taught.
- Provide documentation to NDCTE.

Pathway B

- Hold at least a baccalaureate degree.



- Complete the Postsecondary Clinical Practice Program-or hold a qualifying education degree.
- Complete the BSC-sponsored faculty development and mentoring program.
- Hold required industry certifications applicable to courses taught.
- Provide documentation to NDCTE.

Responsibilities

Academic Deans and Human Resources

- Maintain a list of designated CTE programs and all faculty holding provisional or regular certification.
- Ensure job postings, position descriptions, and employment contracts identify CTE certification expectations.
- Provide documentation of participation in BSC-sponsored professional development for certification and renewal purposes.

Academic Deans or Designee

- Collaborate with NDCTE representatives to clarify certification requirements as needed.
- Assist new or reassigned CTE faculty with securing Provisional Certification.
- Advise faculty on the appropriate pathway to achieve Regular Certification.
- Maintain and support faculty development and mentoring programs equivalent to NDCTE's Postsecondary Clinical Practice Program.
- Ensure required faculty maintain current certification status.

Faculty Member

- Meet all NDCTE requirements for initial certification and renewal.
- Provide required documentation directly to NDCTE.
- Notify their Academic Dean and Human Resources upon receipt or renewal of certification.
- Maintain necessary industry certifications and remain current with continuing education in their technical area.

References:

[BSC Policy 606.1 – Faculty Qualifications](#)

[BSC Procedure 606.1 – Faculty Qualifications](#)

[NDCTE Postsecondary Instructor Certification Standards](#)

History of This Procedure:

First procedure: October 25, 2005. Revisions – October 20, 2009; March 6, 2014; October 18, 2016.

Approved by Alicia Uhde, Interim VPAA, on January 14, 2026.