



Office for Career and Technical Schools

Administrative Staff Requirements

- (1) Each school shall maintain administrative staff in sufficient numbers and quality to assure:
 - (a) The understanding of goals and purposes of the school and its programs;
 - (b) Continuity and improvement of programs;
 - (c) Effective operational management through sound business practices;
 - (d) Adequate facilities and equipment to sustain competent instruction; and
 - (e) Adequate individual attention to students including the ability to provide reasonable support to students in academic guidance and placement assistance.

- (2) It is the responsibility of the school to determine with reasonable certainty, in advance of the acceptance of a prospective student's enrollment, that the student meets the minimum basic admissions qualifications as required by the school to successfully benefit from the program they intend to enter.

- (3) Prior to a student's enrollment, a school shall determine, with reasonable certainty, that a prospective student is fully informed as to:
 - (a) The graduation requirements and expected outcomes of the program they desire to take;
 - (b) The financial obligations they are entering into;
 - (c) Their responsibilities and rights under any contracts or agreements that they are given to sign; and
 - (d) The placement and graduation rates for the program they are entering into. No applicant will be allowed to sign an enrollment agreement until the school has provided the applicant with placement and graduation rates, for any program the student is considering, for each of the preceding three years.

- (4) If a school accepts enrollment from a person who does not meet the normal basic qualifications for acceptance, it should have a record of whatever communication has taken place about the prospective student and the reasons why the student was permitted to enroll. The school shall be prepared to justify its action in accepting the enrollment, if requested.

- (5) No school shall accept enrollment from a person of compulsory school age unless they have been legally dismissed from school. No school shall accept enrollment from a person attending a school of elementary or high school level until and unless it has been established through contact with properly responsible persons that pursuit of the course would not be detrimental to regular school work.

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Faculty Requirements

Qualifications for Faculty

All members of the teaching faculty shall possess the following minimum qualifications:

- A) A two- or four-year degree from an institution, recognized by the United States Department of Education or national accrediting body, in the major area they are assigned to teach; or
- B) Practical experience of not less than two years in the major area they are assigned to teach and professional licensure or industry-recognized certification in the field; and
- C) Obtain knowledge of the educational literature in the field, or the methods and techniques of handling industrial, commercial and occupational/vocational training.

Faculty Records

All faculty applications to teach in the school must be accompanied by transcripts, letters and documents supporting the application and shall be submitted to the Office for Career and Technical Schools upon request.

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