

Workplace Specialist 1: Initial (Two year license)

1. Minimum requirement: High School Diploma. A first applicant must send in a photocopy.
2. Employment in an accredited educational program to teach in a specific vocational area. If working through the Department of Corrections, the applicant must submit a letter on DOC letterhead indicating that employment will occur if license is obtained.
3. Occupational experience** (Select one):
 1. 6,000 hours (3 years) in the last five (5) years.
 2. 4,000 hours in the past ten (10) years and demonstration of occupational competency test.
 3. 4000 hours in the past ten (10) years and evidence of occupational licensure or occupational proficiency based on approved regional, state, or national board training and evaluation.
 4. 4,000 hours in the past ten (10) years and completion of an accredited 2-year or higher degree in the specific certification area
 5. 4,000 hours in the past ten (10) years and completion of an apprenticeship or internship program.

****Note:** All occupational experience must be verified submitting letters from current or former employees specifying the following:

- job titles and duties,
- hours worked per week,
- starting/ ending dates,
- the name and title of the employer.