



IUP Graduate Handbook

Master of Education in Career and Technical Administration

Center for Career and Technical Personnel Preparation

Handbook Updated July 2023

Master of Education in Career and Technical Administration
Center for Career and Technical Personnel Preparation
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Introduction

Welcome to the Master of Education in Career and Technical Administration program at IUP! You have chosen this program because you are interested in becoming an educational leader in career and technical education (CTE). As a leader, you will be responsible for managing a diverse group of tasks, faculty, and staff and will be instrumental in helping others achieve growth, satisfaction, and success with the ultimate objective of improving instruction.

The Pennsylvania Department of Education (PDE) requires all individuals who are employed as a
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Center for Career and Technical Personnel Preparation

The Center for Career and Technical Personnel Preparation at Indiana University of Pennsylvania (IUP) was established in 1978 in response to the stated objectives of the Pennsylvania Department of Education Bureau of Career and Technical Education for a comprehensive program to prepare and upgrade teachers, support personnel and administrators of career and technical education in area technical schools and comprehensive high schools in western Pennsylvania. Since that time, the IUP Center has continued to operate in an effective and efficient manner while delivering high quality CTE educator certification programs that stress integrity and are responsive to the varied needs and requirements of its' constituent groups.

The Center is housed within the College of Education and Communications at Indiana University of Pennsylvania, a member of the State System of Higher Education (PASSHE) and an approved and fully accredited member of the Middle States Association of Colleges and Secondary Schools, the Council for the Accreditation of Educator Preparation, and the Association to Advance Collegiate Schools of Business.

Mission Statement and Program Objectives

The IUP Career and Technical Administration degree program is designed to be completed in two years and is based on standards established by the Pennsylvania Department of Education (PDE) to prepare individuals to assume the role of institutional leader of career and technical programs. As the administrator, you will be responsible for long range planning, effectively promoting community involvement, providing for sound business and financial management, and providing state-of-

3. Develop a practical understanding of the CTC director's role in budget and facilities oversight as authorized by the Joint Operating Committee (JOC).

VOED 612: Fiscal Responsibilities and Financial Oversight in Career and Technical Education

4. Analyze landmark and current cases in school and examine the impact of PA School Code to the operation of a CTC.

VOED 613: School Law and Legal Responsibilities in Career and Technical Education

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

- Graduate assistantships are not available for this program.
- <https://www.iup.edu/admissions/graduate/financialaid/index.html>
- Office of Financial Aid: www.iup.edu/finan2.8 (m.)JTJ 0 95-0.6 >

setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate specific policies and in areas of concern in the cultural, intellectual, and social life of the ~~campus~~ full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Certificates and Licensure

All students who successfully complete the Vocational Administrative Director Certificate program are required to take, and successfully pass, the PRAXIS: School Licensure Assessment (6990). Once this requirement is met, application may be made to PDE for the Career and Technical Administrative Director 712 certification.

Course Descriptions

For detailed course descriptions, please refer takt1 (e)0.82 (i)-6 6 (w)-0.8 (ho)-3-3 ihc83.3 G13 is

May 1 for May graduation

Signature Page

As a student in the Master of Education in Career and Technical Administration program, I acknowledge that it is my responsibility to read and understand the university policies and procedures contained in this student handbook.

My signature below indicates that I acknowledge this responsibility.

_____ I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to Paula Andrei
(pandrei@iup.edu)

or mail to:

Paula Andrei
IUP Center for Career and Technical Personnel Preparation
104 Davis Hall, 570 South Eleventh Street
Indiana, PA 15705