

Licensing the teachers and education administrators

Based on the law 12.5, 32.1, 32.2 of the Law for primary and secondary education in Kosova and the section 1.3 subsection (ç) annex IV Section (Vi) of UNMIK regulation no. 2001/19 on Executive branch of the provisional institutions of the self government in Kosova and the administrative instruction No. [I] 4/2004 on the establishment of the council for teacher training review board (TTRB), Ministry of Education, Science and Technology issues this Administrative Instruction.

Section 1

Goal

With this Administrative instruction (hereinafter Instruction) Ministry of Education, Science and Technology (hereinafter MEST) creates a system for licensing teachers and educator administrators. This system will help MEST to set quality standards for teacher licensing and to achieve European standards in licensing and to increase the level of qualification of the teachers and administrators until 2007.

Section 2

General determinations

System of licensing and its application are jointly linked in terminology understanding. For the goals of this instructions and the digest for licensing teachers and administrators, the definitions will be applied as follows:

- a) "Law" signifies Law for primary and secondary education;
- b) "Diploma" signifies certificate which verifies diploma in the normal school, higher pedagogical school, ore faculty in the University of Prishtina, which are authorized to train (prepare) teachers. For the goals of this instruction, the term "diploma" doesn't correspond to the persons who have finished ore are graduated in the faculties of the University of Prishtina and which are not authorized for teacher training (preparing-adequate qualification).
- c) "Bachelor Diploma (degree) of education" means the diploma obtained from the University of Prishtina, respectively faculty of education according to law for higher education and other instructions issued by MEST that deal with this field. Diploma "bachelor for education" obtained outside Kosova will be recognized for licensing, if offered programs are equivalent with those in the faculty of education in the University of Prishtina.
- d) "License" – means the legal document issued by MEST, MEST authorizes individual teachers to teach ore administrate in corresponding public school in Kosova.
- e) "Denomination of the professional titles" are the titles ore exclamations gained by the teachers with regular professional license. Professional exclamations are:
 - A. Regular teacher
 - B. Professional education administrator
- f) "Credits" means the due number of contacted classes with mentor, the tasks and activities based on these classes, supplementary engagement on these tasks, projects, seminars, and practical duties out of the contacted classes. The value of the credits will be evaluated depending on the content, activities and the value of the training project. The number of the proposed credits will be attached to each training project and will be verified by MEST ore corresponding agency authorized by MEST.
- g) "Credits programs" are those programs which are approved by the section for teacher training in MEST, based on the instruction for standards of in-service teacher training program. In order to achieve higher level of the license, a person should collect 20 – 25 – 30 (by the category) credits of the credits program in three to five years period.

- h) “Non credits programs” are the programs which are approved by the section for teacher training in MEST, based on the instruction for standards of in-service teacher training program. In order to achieve higher level of the license, a person should collect 10 – 15 (by the category) credits of the non-credits program in three to five years period.
- i) “Teacher” a person as defined by the law, can obtain a license according to this instruction.
- j) “Qualified teacher” – person who finished the corresponding faculty for corresponding working place, ore that has finished pedagogical courses and professional practice.
- k) “Unqualified teacher” is the person who is not graduated in the faculty, ore has a lack of professional courses (pedagogical) and professional practice.

Exception:

- a. Normal School – appropriate for class teacher (until 2007);
 - b. Higher pedagogical school – appropriate for subject teaching (until 2008);
 - c. Deficit profiles – MEST each year determines the list of deficit professions (foreign language, information technology, music education, mathematics etc.).
- l) “Education administrator” is the qualified teacher which can be appointed with director responsibilities, according to the law for primary and secondary education (chapter I, section 1, subsection h) ore senior education officer (chapter I, section 1, subsection u).

Section 3

Responsibilities of MEST

- 3.1. MEST determines the criteria’s and standards for preparing and professional qualification that a person should fulfill for obtaining the license for teacher ore school administrator. To be licensed as a “teacher”, a person should be graduated in the corresponding field in the university ore something equivalent – in the academic field ore in the professional education.
- 3.2. Creates a system of licensing which will encourage unqualified teachers to get qualification, qualified and licensed teachers to get more competences and qualification, so all licensed persons with teacher professions in Kosova should achieve European standards until 2010.
- 3.3. Creates a licensing system, which will present accurately teacher efforts for professional qualification, awarding and encouraging those who are ongoing students in the education professions.
- 3.4. Creates a system that legally and with systematic approach will make differences in the teacher salaries based on the licensing standards issued in this instruction.
- 3.5. Authorizes, Teachers training review board to create a digest for teacher licensing and administrators in correspondence with law for primary and secondary education and with this instruction.
- 3.6. Promotes teachers and administrators that have seceded to achieve licensing standards determined by this instruction and in the licensing digest for teachers and administrators.

Section 4

Licensing categories

There are two main categories of licensing:

- a. licenses for teachers
- b. licenses for education administrators

Section 5

Teacher Licensing

There are three main categories of licenses for teachers (see the diagram in section 13.)

- a. **Probation license**
- b. **Temporary license**
- c. **Regular license**

5.1. Probation license.

- 5.1.1. In the lack of the corresponding qualified staff, Minister can offer a probation license to the person who doesn't have corresponding qualification for teaching, position 0.1 in diagram. This license can be issued for e period of time with the extension possibility.
- 5.1.2. Minister can offer probation license to the persons who have university degree in any academic ore professional field (ex. Medicine, law, engineer) but in the studding program doesn't have professional pedagogical and psychological qualification for teaching.
- 5.1.3. teachers with probation license, can obtain the temporary and regular license in order to get professional level and titles due to fulfill determined criteria's in section 7 (qualification level) and section 8 (level of professional qualification) of this admin instruction. Due to the lack of the program for practical education, then the working experience of a licensed teacher with temporary license will be considered as a practical education. In this case is required the teacher to have at least 3 years working experience.

5.2. Temporary license

- 5.2.1. Temporary license – will obtain the junior qualified teachers (title - New teacher), whom according the section 8 is in the positions 1.1, 2.1, 3.1, 4.1, (horizontal axle of the diagram, section 13).
- 5.2.2. Teachers with temporary license, with the level of the education qualification (determine in the section 7) can obtain the regular license and to be increased in professional level and title, fulfilling the determined criteria's in the section 8 of this instruction, with three years deadline.

5.3. Regular license

- 5.3.1. Regular license –will obtain the teachers who possessed the temporary license and those who fulfilled advancing standards in specific categories according to qualification level (section 7) and professional level (section 8).
- 5.3.2. Regular license has her sub categories (see the diagram in the section 13). Advancing from one sub category in other category is described in section 8.
 - a. regular license –teacher (instructor) - (position 1.2, 2.2, 3.2, 4.2)'
 - b. Regular license – Mentor teacher (position 2.3, 3.3, 4.3);
 - c. Regular license – teacher trainer (position 3.4, 4.4);
 - d. Regular license - teacher (position 5.4).

Section 6

System for teacher licensing

- 6.1. None of the persons is aloud to teach in the public schools of Kosova without the license as is defined in section 4.
- 6.2. The system for teacher licensing is presented in two frames (see the Graf icon in section 13 of this instruction).
 - a) Horizontal axle presents the levels of qualification in an accredited institution for teacher qualification (positions from 0 to 4).
 - b) Vertical axle implies advancing from temporary license in the regular license and through corresponding sub categories of the professional titles until the title teacher (position from 1 until 5).

Section 7

Initial position according to education qualification (setting in the horizontal axle – position 0 – 4):

- 7.1. Unqualified teachers who poses probation license are in the position 0.
- 7.2. Class teacher education that posse's diplomas from normal schools in Kosova and temporary license are in the position 1.
- 7.3. Teachers of the low secondary education who poses the diplomas from the higher pedagogical school and temporary license are in the position 2.
- 7.4. Teachers who have University Degree from University, respectively the Academic Faculties (Engineer, Economist, Doctor, etc) and temporary License shall be arranged in position 2.
- 7.5. Teachers who have University Degree from the University of Prishtina, respectively, in the corresponding faculties that prepare teachers or any equal university and the temporary License shall be put in position 3.
- 7.6. Teachers who have Three-Year diploma (from September 2004) from the Higher Pedagogical School and the temporary school shall be put in position 3.
- 7.7. Teachers who have diploma from the Faculty of Education or other Faculties for teachers training in the University of Prishtina, who have filled in the professional studies and Professional Practice Teaching, and who have temporary License shall be put in position 4.
- 7.8. All the exceptions mentioned are valid until 2007.
- 7.9. Faculty of Education develops an additional training program for the forementioned categories. This one year program (with 60 Credits) will be used for teachers additional qualification of these categories, who willingly are presented (finally until September 2006) to fill in the lacks of their qualifications according to the determined standards of this Administrative Instruction, and the other relevant regulation of MEST.

Section 8

License Criteria

- 8.1. Teachers who have temporary License (position 1, vertical axle) should get the Regular License and upgraded in the standardization of License taking into account that they have to accomplish their work during a period of Three to Five-Year.
 - 8.1.4. To complete successfully 20-30 credits of the teachers in-service training program (due to subcategory).
 - a. Promotion from the position 1 to 2, 20 credits of the program training credit is requested
 - b. Promotion form the position 2 to 3, 20 credits of the program training credit is requested.
 - c. Promotion from the position 3 to 4, 25 credits of the program training credit is requested.
 - d. Promotion from the position 4 to 5, 20 credits of the program training credit is requested.
 - e. Promotion from the position 4 to 5 (Title: 'Teacher') the candidate should complete at least 15 credits more of the program for education management.
 - 8.1.4. Complete successfully 10-15 credits of non-credit in service teachers training program (due to subcategory).
 - a. For promotion, from the position 1 to 2 is requested 10 credits of non-credit training program.
 - b. b. For promotion, from the position 2 to 3 is requested 15 credits of non-credit training program.

- c. For promotion, from the position 3 to 4 is requested 15 credits of non-credit training program.
 - d. For promotion, from the position 4 to 5 is requested 15 credits of non-credit training program.
- 8.1.3.** Complete successfully 2-3 projects accepted and approved by SREO or MEST, which affect to improve education in the school they are working.
- 8.1.4.** Get report from the school director or regional inspector, which assess their professional work as satisfaction or better according to the Standards of Professional Practice for Teachers.

Section 9

Professional Development and Titles

- 9.1.** Regular License should be kept in the respective position (2-5 vertical axle), but it should be renewed. The teacher can renew this license if the regional Inspector, Expert for teacher training and the school director write two mutual positive report (approved by SREO) for teachers engagement based on Standards of Professional Practice during three-years period.
- 9.2.** Teachers in position 2-4 can promote their professional level with the title Mentor Teacher based on the fulfillment of requests mentioned in the section 8. Getting the position Mentor Teacher, Teachers enables them to be mentor teachers for the students of the Faculty of Education and Beginner Teachers in Kosova.
- 9.3.** Teachers in the position Mentor teacher and in the position 3 and 4 can be promoted in the position Teacher Trainer and Teacher taking into account that they fulfill the requests presented in the section 8. The position 'Teacher' enables him/her to be a Mentor Teacher for the student of Faculty of Education in Kosova. Teachers are enabled to be named as professional trainer for new teacher in profession who have temporary license with approved training programs.
- 9.4.** Teachers in the position Teacher Trainer can take the position Teacher if they fulfill the requests mentioned in the section 8. The position of Teacher enables teachers to accomplish the duties of mentor and trainer. It enables the teacher to be engaged in the collegial assessment of the professional work. (Develop assessment / Forming).

Section 10

Administrator License

- 10.1.** There are two category of license for administrators:
- A. Temporary License-Educational Administrator
 - B. Regular License-Professional Education Administrator
- 10.1.1.** Since 1 September 2004, in order to be appointed in the position of school director or regional education officer, a person should have the teaching license in the position 3-5. In addition to it, the person should have completed successfully the beginner course in educational administration approved by MEST.
- 10.1.2.** In order to keep the position Director of School or Regional Education Officer, a person should get the regular license- Education Administrator completing successfully the advanced course on educational administrator approved by MEST, based on section 28 of Law on Primary and Secondary Education. Educational Administrators have three years

available for the temporary license- Educational Administrator in order to get the Regular Professional License- Professional Education Administrator.

**Section 11
Terms of License withdrawal**

The teacher or Administrator withdraws the license in case of overlapping according to the Ethic Code and Code of Conduct; they are characterized as harming violation.

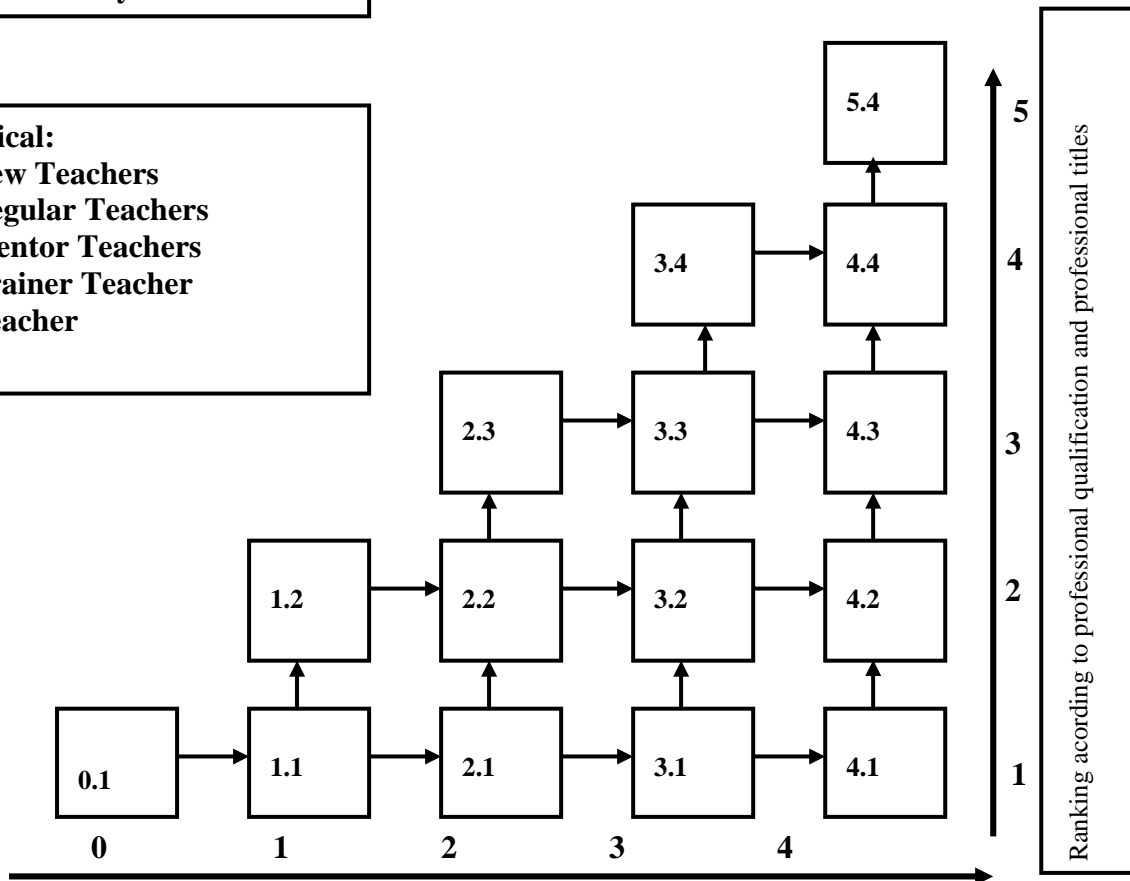
**Section 12
Payment System**

The system of Teacher License and Education Administrators shall be interrelated with the system of payment of education employees. Payment for teacher shall be depended by the professional development according to the categories and subcategories presented with this Administrative Instruction, and the experience. Levels of vertical axles (Graphic presentation, section 13) are agreed with the salary scale of new system of payment for the Educational Pre-University Institution.

**Section 13
Graphic Presentation**

- Horizontal:**
- 0. Unqualified Teachers
 - 1. Normal School
 - 2. Higher Pedagogic School
 - 3. Faculty; Three-Year Programs
 - 4. Faculty of Education

- Vertical:**
- 1. New Teachers
 - 2. Regular Teachers
 - 3. Mentor Teachers
 - 4. Trainer Teacher
 - 5. Teacher



Level of Educational Qualification

Section 14

Transitive Provisions

- 14.1.** During the first year of implementation of this Administrative Instruction, all teachers shall be appointed in these positions:
- a. In position 1- vertical axle shall be appointed for unqualified teachers and new qualified teachers employed since 2003/2004.
 - b. In position 2- vertical axle shall be appointed the qualified teachers according to the respective educational preparation.
- 14.2.** During the period of implementation (until 31 January 2005) shall be assessed the arrangement of all teachers in the respective position. (Implementer shall be Teachers Training Section and Regional Education Office.
- 14.3.** 14.2. This Administrative Instruction shall be reviewed in a transparent procedure in July 2005.
- 14.4.** 14.3. An inclusive review of this Administrative Instruction shall be in 2007.

Section 15

Entry into Force

This Administrative Instruction shall enter into force by Minister signing.