

Memorandum of Understanding License and Certification Reimbursement 2024-2026

The Sussex County Vocational Technical School District (“District”) and the Sussex Tech Education Association (“Association”) enter into this Memorandum of Understanding (“MOU”) regarding reimbursement for professional industry licenses and/or certifications.

Professional industry licenses/certifications are those which are required for an employee to earn a Department of Education teacher license and certification or those which are required for an employee to perform required job duties. Department of education license and certification are outlined by the CTE Teacher Requirements. These include, but are not limited to:

Employment Position	Professional License / Certifications Required
Dental Assistant Teacher	<ul style="list-style-type: none"> ● CPR Certification ● Delaware Hygienist License or Dental Assistant Certification
Nursing Assisting Teacher	<ul style="list-style-type: none"> ● CPR Certification ● Delaware Registered Nurse (RN) License
Medical Assisting Teacher	<ul style="list-style-type: none"> ● CPR Certification ● Delaware Registered Nurse (RN) License, Licensed Practical Nurse (LPN), or Certified Medical Assistant (CMA) national certificate.
Physical Therapy Aide Teacher	<ul style="list-style-type: none"> ● CPR Certification ● Physical Therapy License-or Athletic Trainer License with the Delaware Division of Professional Regulation’s Board of Physical Therapists and Athletic Trainers
Electrician Technician Teacher	<ul style="list-style-type: none"> ● DE DOE Journeyman Certificate or advanced license by approval ● NCCER Instructor Certificate
HVAC-R Technician Teacher	<ul style="list-style-type: none"> ● DE DOE Journeyman Certificate or advanced license by approval ● NCCER Instructor Certificate
Welding Technician Teacher	<ul style="list-style-type: none"> ● American Welding Society (AWS) Welding Educator Certificate
Cosmetology Teacher	<ul style="list-style-type: none"> ● Delaware Cosmetology Instructor License with the Delaware Division of Professional Regulation, Board of Cosmetology
Auto Body Technician Teacher	Automotive Service Excellence (ASE) Technician Certificate in the following areas: <ul style="list-style-type: none"> ● Painting and Refinishing (B2) ● Non-Structural Analysis and Damage Repair (B3) ● Structural Analysis and Damage Repair (B4) ● Mechanical and Electrical Components (B5) ● Damage Analysis (B6)
Automotive Technician Teacher	Automotive Service Excellence’s ASE Master Automobile Technician Certification which includes individual certifications in all of the following areas:

	<ul style="list-style-type: none"> • Engine Repair (Test A1) • Automatic Transmission/Transaxle (Test A2) • Manual Drivetrain and Axles (Test A3) • Suspension and Steering (Test A4) • Brakes (Test A5); F. Electrical/Electronic Systems (Test A6) • Heating and Air Conditioning (Test A7) • Engine Performance (Test A8)
Athletic Trainer	<ul style="list-style-type: none"> • Athletic Trainer License with the Delaware Division of Professional Regulation's Board of Physical Therapists and Athletic Trainers
Social Worker	<ul style="list-style-type: none"> • Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW)
School Nurse	<ul style="list-style-type: none"> • CPR Certification • Delaware Registered Nurse (RN) License

This list is not exhaustive and is subject to additions or changes. Additional certifications and license reimbursements are subject to approval by the Director of Human Resources and Support Services.

Any employee may submit for reimbursement for any fee incurred to renew a license or certification to the Human Resources office. The Human Resources office will publish a process for reimbursement. In addition, an employee may submit for payment of professional development needed to renew the license or certification. Professional development is submitted through the curriculum and instruction office and is not eligible for reimbursement, but rather must be paid directly by the school district upon approval.

**Memorandum of Understanding
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2024-2026**




Lauren Ashley, STEA President



Jason Peel, Ed.D.
Director of Human Resources & Support Services



Amy Calhoun, STEA Vice-President



Kevin E. Carson, Ed.D.
Superintendent



Gary Brittingham
School Board President

Date: 12/11/24