

Introduction to Career and Technical Education

Seminar

Guiding Question

- How does my personal work experience and education lend itself to becoming a Career and Technical Education (CTE) teacher?





What this seminar contains...

- What is CTE?
- Components of a CTE course
- Requirements to becoming a CTE Teacher
- Information about the SW WA CTE Teacher Certification Program
- Types of CTE Certifications
- Application for Certification
- Reflection
- Next Steps

Note: To access documents in this seminar, refer back to website. Each are numbered for your convenience.



Learning Targets

- At the conclusion of this seminar, I will be able to:
 - Determine my qualifications in becoming a CTE Teacher.
 - Understand the expectations/WACs surrounding Career and Technical Educators in 21st Century schools.
 - Understand the expectation and processes of the SW WA CTE Teacher Certification Program.
 - Begin to develop a professional portfolio.
 - Create a professional growth plan for completing the certification program.



Building Background Knowledge

- What is Career and Technical Education?
 - CTE is a planned program of courses and learning experiences that begin with the exploration of career options, supports basic academic and life skills, which enables students to achieve high academic standards, leadership, options for advanced skills, high wage employment preparation, as well as advanced and continuing education.
 - Career Technical Education is helping our state meet the very real and immediate challenges of economic development, student achievement and global competitiveness. CTE is developing our next generation of skilled workers, technology innovators, entrepreneurs and community leaders in our rural, suburban and urban communities.

Building Background Knowledge

- What is exciting about CTE?
 - “CTE is at the front of innovation in education in Washington. There is nothing more exciting than seeing students engaged in studies that push them to their limits and spark their imaginations. It is our state’s responsibility to prepare all students for success in career, college and life. CTE programs in Washington are aligned with rigorous industry and academic standards. Teachers participate in meaningful professional development on curricula and instruction, standards and assessment, and academic integration. Program partnerships and advisories communicate this vision with business and industry partners. Such programs meet the demands of the new economy.” For more information and resources related to CTE, go to ([OSPI](#))’s website.

Components of a CTE Course

- CTE Courses are required to have OSPI approved curriculum frameworks with the following 4 components:
 - Technical Skills aligned with National Industry Standards as well as core academic state standards
 - Leadership, Professionalism and Employability Skills known as 21st Century Skills
 - Career exploration
 - Safety
- Additional Requirements
 - Advisory Committees which help to drive the CTE program and provide valuable insight into the industry
 - Annual program renewals

Additional Components

- How is CTE different from other content areas?
 - Focuses on the attainment of industry skills
 - Applies core content areas (math, science, reading, writing, communication, arts, health, technology, etc) in relevant career settings
 - Provides career guidance and exploration related to the CTE field.
 - Provides extended learning opportunities for students
 - . . .and more!
- Please click on document #1 below to read the Career and Technical Education Standards to learn about the 12 foundational requirements for all CTE programs.

CAREER AND TECHNICAL EDUCATION PROGRAM STANDARDS

Introduction

The Career and Technical Education (CTE) Program Standards are designed to empower students to live, learn and work as productive citizens in a global society. Career and Technical Education programs must meet standards established by the Office of Superintendent of Public Instruction. These CTE standards are designed to ensure high quality, consistent, and relevant CTE programs as essential components of educational and career pathways. These standards provide QOS approval guidelines for CTE courses and guide the development and continuous improvement of CTE programs in local school districts.

Career and Technical Education is a planned program of courses and learning experiences that begin with the exploration of career options, support basic academic and life skills, and include achievement of high academic standards, leadership, options for high skill, high wage employment preparation, and advanced and continuing education. (WAC 302.04.130)

Washington Career and Technical Education Foundations

1. Students will demonstrate occupationally specific skills and competencies including the application of current state and national core content standards using a constructivist approach.
2. CTE programs are an integral part of the K-20 education system and are coordinated with other workforce development programs.
3. Students that participate in CTE programs develop and apply skills and knowledge needed to live, learn and work in an increasingly diverse society. These skills include an appreciation for all aspects of diversity, respectful interaction with diverse cultures, and recognition and elimination of harassment, bias, and stereotyping.
4. Leadership skills are integrated throughout the content of each course. Students are encouraged to participate in career and technical student leadership organizations related to the program.
5. Employability skills are integrated throughout the content of each course, and students in CTE programs apply these skills in each program.

6. CTE programs of study assist students with career planning, career development, and/or transition to employment and post-secondary options.
7. CTE instructional equipment, facilities and environment are comparable to those used in the workplace.
8. The instructor holds a valid Career and Technical Education teaching certificate for the content area in which he or she is assigned.
9. CTE programs are provided recognition to connect student learning with work, home, and community.
10. CTE programs are structured on that supervision, safety and the number of learning activities determine the maximum number of student per instructor.
11. Program specific advisory committees guide the relevance and continuous improvement of the program. Advisory committees must include balanced representation from business/industry and labor within the district or the community.
12. CTE programs are evaluated annually and the results are used for continuous program improvement.

Evaluation and Preparation Content
The Career and Technical Education Standards document is organized into two areas: Exploratory and Preparatory.

Becoming a CTE Teacher

So. . .you want to be a
CTE Teacher?

- Check out this video:
 - [“CTE Teachers Wanted! We Have An Exciting Career Waiting For You!”](#)

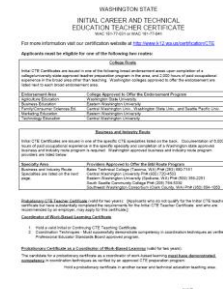


Becoming a CTE Teacher

- In order to become a Washington State certified CTE teacher, individuals have to qualify. Those qualifications include:
 - 6,000 hours of Occupational Experience
 - Completion of a CTE Teacher Preparation Program
 - Basic Academic Skills Assessment
 - Fingerprinting & Background Check
 - Good Character & Personal Fitness Supplement

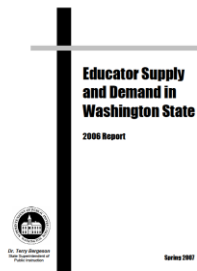
Occupational Experience

- **(WAC 181-77-041):** CTE Teacher Candidates must provide evidence of a minimum of 6,000 hours of paid work experience in the field in which they want to teach. One year must have been within the last six years.
- Occupational experience shall be in one of the following pathway areas:
 - AGRICULTURE AND SCIENCE PATHWAY
 - BUSINESS AND MARKETING PATHWAY
 - HEALTH AND HUMAN SERVICES PATHWAY
 - TECHNOLOGY AND INDUSTRY PATHWAY
- Check out the subcategory specialty areas for each pathway by clicking on document #2.
- Where do you fit in based on your past industry experience?



Occupational Experience (cont.)

- It is also important that you understand the “supply and demands” in regards to teaching industry.
- How likely will it be for you to be hired if you take the steps to get your CTE Certification?
- Open document #4 to view an OSPI report on this topic.

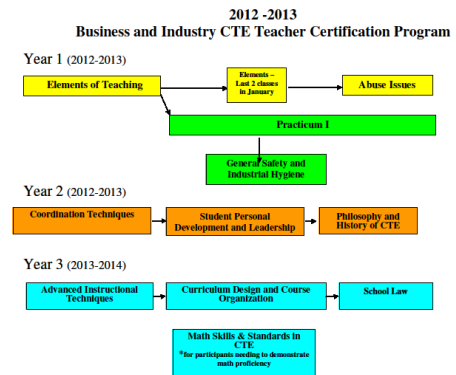


Teacher Preparation Program

- **Required Classes/Indicators (WAC 181-77):** The CTE Teacher Candidate must complete the required classes as defined in WAC 181-77. The classes must be taken from a State Board of Education approved provider. The required classes are...
 - Elements of Teaching
 - Practicum
 - Abuse Issues
 - Advanced Instructional Techniques
 - Curriculum Design and Course Organization
 - School Law
 - Coordination Techniques
 - Student Personal Development & Leadership
 - Philosophy and History of Career and Technical Education
 - General Safety and Industrial Hygiene

Course Rotation Schedule

- The SW WA CTE Teacher Certification Program offered at the Clark County Skills Center is an approved provider by the State Board of Education.
- The courses are offered on a rotating basis. Click on the document to the right to view the schedule for the 2012-13 school year.
- Once enrolled into the program, a registration form will need to be filled out for each course a person intends to take.



Course registration forms are found on the website under the ["CTE Teacher Certification"](#) Tab.

Professional Portfolio

- In addition to the coursework listed on the previous slides, completers from our program will create and present a professional portfolio in the spring of their completion year.
- Your Portfolio will consist of two sections.
 1. **Personal Components**
 - Current resume
 - Copy of teaching certificate (if applicable)
 - Industry professional licenses
 - CPR and First Aid cards
 - Type 2 Driver's license (if applicable)
 - Professional Development Plan
 - Continuing Education documentation
 - Performance-Based Pedagogy Assessment Record

Professional Portfolio (cont.)

2. Professional Components

- Lesson plans with GLE's
- Competency Certificate
- Course Curriculum
- Philosophy Statement
- Document outlining evidence of student learning
- Safety & Industrial Hygiene certificate
- Issues of Abuse certificate
- Classroom Management Plan
- Grading Policy
- School Law Final
- Lesson with outlined differentiation plan
- Assessment Strategies paper
- Cooperative Learning lesson plan
- Oral Presentations (choice of 2)
- Leadership Integration Plan
- Work Based Learning Reference Manual
- Portfolio Presentation Power Point
- Final Professional Attributes and Dispositions Evaluation
- Mission, Vision & Belief Statement
- Marketing Plan
- Advisory Community Plan



Portfolio Presentation

- Teacher-Candidates that have completed all of their coursework will be provided an opportunity to present their portfolios to stakeholders.
 - This opportunity allows teacher-candidates to showcase their learning and network with local CTE Directors who are looking for CTE Teachers to hire.

Academic Proficiency

- **Basic Academic Skills Assessment (RCW 28A.410):** CTE Teacher Candidates must be competent in basic skills in communication, reading, and computation and demonstrate one of the following options.
 1. Completion of a baccalaureate or graduate degree.
 2. Completion of 100 level or above course work in communications, reading, computation.
 3. Pass basic-skills assessment as identified by the provider.

Evidence of Academic Proficiency

- If you do not have the evidence of academic proficiency outline in the previous slide, you can gain that evidence in a several of ways:
 - Transcripts providing evidence of successful completion of 100 level college course in both English and math.
 - Documentation of completing the COMPASS Test or CLEP Exam (from a local college) which indicates placement at a 100 level course or above in math and/or English.
 - Taking and successfully passing a 100 level or above math and/or English course.
 - Taking and successfully passing the Math in CTE course offered through the SW WA Teacher Certification Program.



Fingerprinting & Background Check

■ RCW 28A.410:

- Washington State law requires that any CTE teacher candidate that does not hold a valid Washington teaching certificate must be fingerprinted for a state and national background check.
- If currently teaching, this would already be done.
- If not currently teaching, this would need to be done prior to Practicum Class. Evidence would need to be provided.

Good Character & Personal Fitness Supplement

■ WAC 181-79A-155:

- CTE Teacher Candidates that do not have a valid Washington State teacher's, administrator's, educational staff associate's, or career and technical education certificate, must give evidence of good moral character and personal fitness. Candidates must complete the *Character and Fitness Supplement Form* when completing their application for certification.



Types of CTE Certifications

- There are several types of CTE certificates that can be gained through the state of Washington. They are:
 - Conditional
 - Probationary
 - Initial
 - Continuing

Conditional Certification

■ Requirements:

- The candidate must be highly qualified and experienced in the knowledge and occupational skills of the CTE program to be certified.
- The candidate may be employed in new and emerging occupations as identified by the Professional Educator Standards Board or its designee.
- The certificate is valid only for the teaching area specified on the certificate.
- The certificate is subject to specific limitations and the teacher must complete a written training plan developed in coordination with the CTE administrator and the CTE advisory committee.

■ Who is eligible:

- Any applicant who has NOT held an Initial or Continuing CTE Certificate
- The certificate is valid for one year or less.



Probationary CTE Certification

■ Required training:

- Development of Professional Growth Plan (PGP)
- Must take the Elements of Teaching and Safety and Hygiene course within 90 days.

■ Who is eligible:

- Any applicant that has NOT met the requirements of the “Initial Teaching Certificate”.
- Certificate is valid for 2 years

Initial CTE Certification

■ Required training:

- Plan 1: (individual who has a degree in teaching):
 - BA with endorsement in specific career and technical education area.
- Plan 2: (individual with industry experience)
 - Completion of a State Board of Education Approved Plan 2 CTE Teacher Certification Program.
 - 6,000 hours of career related work experience (if 2,000 hrs is not within last 6 years, then 300 additional hours are required).

■ Who is eligible:

- Any applicant who has NOT held an Initial or Continuing CTE Certificate
- Certificate is valid for 4 years



Continuing CTE Certification

■ Required training:

- 9 credits or 90 clock hours of teacher training
- 2 years of teaching experience

■ Who is eligible:

- Any CTE teacher that holds an Initial Teaching Certificate
- Certificate is valid for 5 years

Application for Certification

- Once an individual has completed the coursework for their certification, they will be required to fill out an application for their state CTE Certification. In the application, there are specific forms that provide the state with the documentation of the WACs they need to grant the applicant their certification. Those forms include the following and are located on the [OSPI website](#):
 - CTE Certification Application (Form 4075A)
 - CTE Character and Fitness (Form 4020B)
 - Paid Employment/Teaching Experience (Form 4075H)
 - Verification of Specific Safety Training (Form 4075S)

Reflection

- Now that you have a better understanding of Career and Technical Education as a whole, it is time to decide if this is the right path for you. So take a moment and answer the following questions:
 1. Do I qualify for this certification?
 2. What classes will I be able to teach?
 3. Do these classes fit within my passion? Is there a need for these classes in our schools?
 4. Is this the path I want to take?
 5. How will I complete this process?

Next Steps

- If you have answered the questions on the previous slide and have determined this is the path you want to take, you will need to download and print document #5. Please sign and date the affidavit and return it with your application for admittance into the SW WA CTE Teacher Certification Program.

Candidate Name _____ Date _____

Affidavit for CTE Teacher Candidate
SW WA Teacher Certification Consortium
Clark County Skills Center

Occupational Experience:
I acknowledge that the requirements for CTE teacher certification in Washington State, as defined in WAC 180-77-041 (a), have been explained to me and I understand that I must have a minimum of 6,000 hours of work experience in the occupational area in which I want to receive an Initial Washington State CTE Teaching Certificate. I also acknowledge that one year (2,000 hours) of the work experience must have been within the last six years. I further acknowledge that the Clark County Skills Center CTE Plan II staff explained the occupational requirement to me and that I understand the requirements.

CTE Teacher Candidate _____ Date _____

Required Classes/Indicators:
I acknowledge that I must demonstrate competency in all general standards and required courses, as defined in WAC 180-77-041 (1)(b) & (d) and 180-77-041, and that I must successfully complete all required courses to receive an Initial Washington State CTE Teaching Certificate. I further acknowledge that the Clark County Skills Center Plan II staff explained the requirements to me and that I understand the requirements.

CTE Teacher Candidate _____ Date _____

Basic Academic Skills Assessment:
I acknowledge that I must pass basic-skills assessment (W-04) in reading, writing, and mathematics, as defined in RCW 28A-410-220, to receive an Initial Washington State CTE Teaching Certificate. I further acknowledge that the Clark County Skills Center Plan II staff explained the requirements to me and that I understand the requirements.

CTE Teacher Candidate _____ Date _____

State and National Background Check:
I acknowledge that an FBI and Washington State Patrol Background check are required before I can receive a Washington State teaching certificate of any kind. I further acknowledge that I will not be eligible to receive or hold a Washington State teaching certificate of any kind if I have a guilty plea or conviction of a felony crime involving children as described in RCW 26A-410-10. The felony violations were explained to me by the Clark County Skills Center Plan II staff.

CTE Teacher Candidate _____ Date _____

SOUTHWEST WASHINGTON

CTE Teacher Training
Consortium

Next Steps (cont.)

- Fill out a Program Application, document #6.
- Turn it in with the affidavit discussed on the previous slide.

CTE Teacher Training Consortium

Southwest Washington Consortium
Plan II Teacher Certification
Highly Prepared - Experience Based - Professional Attributes - Value the Individual

Teacher Preparation
PROGRAM APPLICATION

Have you previously attended or taken course from SWC? Yes No
If so, when was the course taken? Year: _____ Course: _____
Do you currently hold a teaching certificate? Yes No
If yes, attach a copy with your application.
Do you have 6000 hours of industry experience? Yes No
What instructional area are you pursuing? _____

PERSONAL INFORMATION

Mr. Mrs. Ms. Miss

NAME:
last _____ (include initial) _____
middle _____
first _____ (preferred name - if different) _____

MAILING ADDRESS: (street or PO Box) _____
city _____ state _____ ZIP _____
region _____ county - (TWA address) _____

HOME PHONE (required): _____ Voice messaging available? Yes No
WORK PHONE (required): _____ Voice messaging available? Yes No
EMAIL ADDRESS (required): _____

GENDER (required): Male Female **BIRTHDATE (required):** ____/____/____

ETHNICITY (required): Alaskan Native African-American American Indian Asian-American
 Caucasian Hispanic-American International Other _____

CITIZENSHIP: United States Resident Alien? Yes No Other _____

Next Steps (cont.)

- It is recommended that you get a transcript review to determine what courses/requirements you would need to gain your certification. Download document #7, the “Transcript Request form”, complete it and turn it in with your transcripts and a check for \$160.00. That fee will be applied to your first course.



Southwest Washington Consortium
CTE Plan II Teacher Preparation Program
Transcript Review Request Form

INSTRUCTIONS:

Teacher candidates who are going through the CTE Teacher preparation courses may request the Program Administrator review previous coursework and determine if it is equivalent to and may be substituted for the Program of Study required by the Southwest Washington Consortium. There is a \$160 fee for transcript review which may be applied for credit to any course taken. The following is the request process:

1. Complete the attached Transcript Review Request Form.
2. Attach official transcripts as well as any further documentation you would like to have considered. This may include course syllabi, outlines, and descriptions.
3. Return the completed form and documentation with payment to:

Margaret Rice
Program Administrator
12200 NE 28th St.
Vancouver, WA 98682
(360)604-1073

The transcripts and supporting documentation will be reviewed for course equivalency. Please allow 2 weeks for completion of the review. If the documentation provided is insufficient to grant equivalency, you may be asked for further evidence. You will receive a written Program of Study documenting the coursework waived. If you are able to provide further documentation of additional coursework, you may resubmit your request without additional fees.

Transcript Review Request Form

Print, fill out and return all forms to Margaret Rice at the Skills Center.



Final Next Steps

- Please attend the Orientation on September 6, 2012 at 5:00 PM at the Clark County Skills Center to receive your Teacher-Candidate Handbook and gain additional knowledge regarding the CTE Teacher Preparation Program.

Thank you

- Thank you for your interest in Career and Technical Education as well as the SW Washington CTE Teacher Certification and Preparation Program. All completed forms should be given to Jill Neyenhouse, Program Manager.
- Should you have any further questions, please feel free to contact Jill at 360.604.1074, by email at jill.neyenhouse@evergreenps.org, or by mail at:

12200 NE 28th Street
Vancouver, WA 98683