



Career Technical Education Program Overview

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A Brief Overview of the CTE Credentialing Process at ACOE

- 1) **A candidate completes the application.** If a candidate satisfies the requirements for a Preliminary Designated Subjects Career Technical Education Teaching Credential, and fees are paid:
 - a) A candidate will be recommended to receive the Preliminary CTE Credential from the Commission on Teacher Credentialing (CTC);
 - b) A Verification of Recommendation letter will be sent to the candidate; and
 - c) The candidate will enroll in an ACOE College of Education course.

- 2) **A candidate receives a Preliminary CTE Teaching Credential and can teach CTE classes,** upon the CTC's approval of the recommendation. The Preliminary Credential is effective for three years. A school district may accept the Verification of Recommendation letter while waiting for the Preliminary Credential to be processed to enable a candidate to begin teaching.

- 3) **ACOE recommends the candidate receive the 5-year Clear Credential** after a candidate with a Preliminary Credential fulfills all course and other credential requirements.

Preliminary and Clear CTE Credentials as Defined by the Commission on Teacher Credentialing

The Preliminary Designated Subjects CTE Teaching Credential authorizes the holder to teach in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical, trade or vocational courses. The Clear Designated Subjects CTE Teaching Credential authorizes the holder to teach all of the above including services to English learners in Specially Designed Academic Instruction Delivered in English (SDAIE).

Available subjects, also known as industry sectors, are as follows:

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building and Construction
- Business and Finance
- Education, Child Development
- Energy, Environment, and Utilities
- Engineering and Architecture
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information and Communication Technology
- Manufacturing and Product Development.
- Marketing, Sales, and Service
- Public Service
- Transportation

Preliminary Career Technical Education Teaching Credential Requirements

- High school diploma
- Three years of work experience directly related to the CTE industry sector
- Completing CTC [Form 41-4](#)
- Fingerprinting
- Fees

The high school diploma requirement can be satisfied by one of the following methods:

- a) Possess a high school diploma
- b) Possess a diploma based on passage of the GED Test
- c) Official, unopened college transcripts verifying a degree above high school
- d) Possess the foreign equivalent of a high school diploma. Foreign transcripts must be evaluated by CTC approved organizations only. See this CTC approved list of [foreign transcript evaluators](#).

The three-year work requirement can be satisfied by:

Three years of work experience directly related to each industry sector to be named on the credential. One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid.

At least one year of the required work experience must be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential. 1000 clock hours shall be the minimum required for each year of work experience. Part-time work experience may be cumulated to equate to the required 1000 clock hours of work experience.

Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.

Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience:

- a) Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor
- b) One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status

An individual must have at least one year of actual work experience to qualify for the three-year preliminary credential.

Use ACOE's [Work Experience Calculator](#) to get an estimate of your work experience.

Clear Career Technical Education Teaching Credential Requirements

(to be earned after acquiring the Preliminary CTE Teaching Credential)

Prospective candidates approach earning a CTE credential from different work backgrounds. Some have worked in industry sectors, while others have worked in industry sectors and also have taught as a classroom teacher. Since classroom teachers have already participated in a rigorous teacher training program, they have already satisfied some of the Commission on Teacher Credentialing program standards requirements to earn the Clear CTE Credential.

As such, there are different course requirements for candidates who already have teaching credentials and those who do not. Please determine which of the following terms describes you and read the appropriate set of requirements for the clear credential:

- **Existing Credential Holder:** someone who already holds a California clear single, multiple-subject, or education specialist credential.
- **First-time Credential Holder:** someone who will be earning a California teaching credential for the first time.

Existing Credential Holder Requirements for the Clear CTE Credential

- 1) Possessing a clear multiple-subject, single subject or education specialist credential with an authorization to teach English learners and at least one year of teaching experience while holding the credential.
- 2) Possess a Preliminary CTE Teaching Credential.
- 3) ACOE College of Education course CTE 103: Foundations of CTE for All Students
- 4) Either:
 - a) Document one (1) year of successful CTE teaching experience while holding the preliminary credential, or
 - b) Successfully complete course CTE 104: Advanced CTE Curriculum Integration for All Students, or its equivalent
- 5) Health Education for Teachers Course
- 6) U.S. Constitution Course or Exam
- 7) CPR Certification

A clear credential holder may have satisfied the health and U.S. Constitution requirements while obtaining their existing clear credential. Documentation is required.

In other words, in order to earn the Clear CTE Teaching Credential, a clear credential holder needs to provide documentation for the health, U.S. Constitution, and CPR certification requirements, complete CTE 103, and then either teach a CTE class for one year while holding a preliminary CTE credential, or take course CTE 104.

First-time Credential Holder Requirements for the Clear CTE Credential

- 1) Possess a Preliminary CTE Teaching Credential.
- 2) Successfully complete the following courses:
 - a) CTE 101 Preparing to Teach All Students
 - b) CTE 102 Learning and Instructions for All Students
- 3) Either:
 - a) Document two (2) years of successful CTE teaching experience while holding the preliminary Credential, or
 - b) Successfully complete CTE 104: Advanced CTE Curriculum Integration for All Students, or its equivalent
- 4) Health Education for Teachers Course
- 5) U.S. Constitution Course or Exam
- 6) CPR Certification

Cost of the Program

Existing Credential Holders

Program fee	(non-refundable)	\$200
Deposit	(non-refundable)	\$300
CTE 103		\$1,200
		\$1,700*

First-time Credential Holders

Program fee	(non-refundable)	\$200
Deposit	(non-refundable)	\$300
CTE 101		\$1,500
CTE 102		\$1,200
Health for Educators		\$750 [†]
		\$3,950*

*Tuition costs are for 5/1/20-7/1/21 and subject to change. The cost of fulfilling the U.S. Constitution and CPR requirements, and paying CTC fees are not included in the program cost.

[†]Candidates may substitute an equivalent Health for Educators course from another institution in the 2020/2021 school year subject to ACOE approval.

Candidates in either program opting to take CTE 104 in lieu of teaching to satisfy the teaching requirement for the clear credential will pay an additional course fee of \$1,500. The course is recommended for all candidates.