



## **Career Technical Education Program Overview**

- A brief overview of the CTE credentialing process at ACOE
- Definition of Preliminary and Clear Credentials
- Industry Sectors
- Preliminary CTE Teaching Credential requirements
- Clear CTE Teaching Credential requirements
- Existing credential holder program requirements
- First-time credential holder program requirements
- Cost of program

## **Career Technical Education**

Career Technical Education (CTE) is defined by the California Department of Education as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

## **CTE Credentials**

The Commission on Teacher Credentialing defines the CTE credentials as follows:

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 in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, including services to English learners in Specially Designed Academic Instruction Delivered in English (SDAIE) in career technical, trade or vocational courses.

## **Applying to ACOE's CTE Program**

Alameda County Office of Education is a Commission on Teacher Credentialing-approved program sponsor accredited to offer a clear CTE teacher education credentialing program.

When candidates apply for admittance to ACOE's program they are also simultaneously applying for the Preliminary Designated Subjects Career Technical Education Teaching Credential.

In order to be admitted into ACOE's Clear CTE Teacher Credentialing program candidates must apply by paying a program fee, completing application forms, and providing verification of work experience and high school graduation.

If a candidate qualifies, they will be given instructions on how obtain a fingerprint clearance and be issued a Certificate of Clearance from the Commission. Upon a candidate receiving the Certificate of Clearance, ACOE will ask for a tuition deposit. Once the deposit is paid ACOE will recommend the candidate to the Commission for the Preliminary Designated Subjects CTE Teaching Credential. There is an additional fee to the Commission for processing the credential.

ACOE will admit the candidate into the program when the Commission grants the credential. The candidate can then start teaching CTE classes in the industry sector they are authorized to teach and will be pre-registered for the next available, appropriate ACOE clear CTE teacher credentialing course.

## **Course Offerings**

Candidates who hold a clear multiple-subject, single-subject or educational specialist credential take course CTE 103. All other individuals take CTE 101 and CTE 102. Candidates who are interested in a program of advanced personalized preparation in lieu of completing two years of successful teaching on the basis of a Preliminary CTE Teaching Credential take course CTE 104.

See the following pages for more information on the requirements for the Preliminary and Clear Designated Subjects CTE Teaching Credentials and program costs.

## 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.

## **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 for the 2021-2022 School Year**

#### **Existing Credential Holders**

Program fee	(non-refundable)	\$200
Deposit	(non-refundable)	\$300*
CTE 103		\$1150
		\$1650

#### **First-time Credential Holders**

Program fee	(non-refundable)	\$200
Deposit	(non-refundable)	\$300*
CTE 101		\$1450
CTE 102		\$1150
		\$3100

\*The non-refundable deposit is applied towards either CTE 102, if the candidate is in the first-time credential holder program, or CTE 103 if the candidate is in the existing-credential holder program. Every candidate completes a "Commitment to Satisfy All Requirements" document when they apply to the program in which they agree to begin their coursework no later than the first semester it is offered after receiving their Preliminary Designated Subjects Career Technical Education Teaching Credential and that they will be dismissed from the program and forfeit their tuition deposit if they fail to do so.

Heartland Payment Services where fees, deposits and tuition payments are made charges a 3% fee to process your payment which they refer to as a "convenience fee." This fee goes directly to Heartland Payment Services.

Tuition costs are for 7/1/21-6/30/22 and subject to change. The cost of fulfilling the U.S. Constitution and health course requirements, and Commission on Teacher Credentialing fees are not included in the program cost. Candidates opting to take an advanced personalized preparation course in lieu of teaching two years on the basis of the Preliminary CTE Teaching Credential in the industry sector(s) listed on the credential will take CTE 104 for an additional cost of \$1,450.