

Career-Technical Education Middle School Validation Instructions

Beginning in Fall 2016 (Fiscal Year 2017), teachers who hold a valid, non-career technical education Ohio resident educator, professional or permanent license that includes middle grades must complete the Ohio Department of Education's career-technical education middle school validation course. It is recommended that teachers complete the middle school validation course prior to teaching career-technical education middle school courses. The course is available throughout the school year. Teachers must meet one of the following to qualify:

- Possess a *five-year Ohio professional license* that includes middle school grade levels.
- Possess a *non-CTE four-year alternative resident educator license* that includes middle school grade levels.

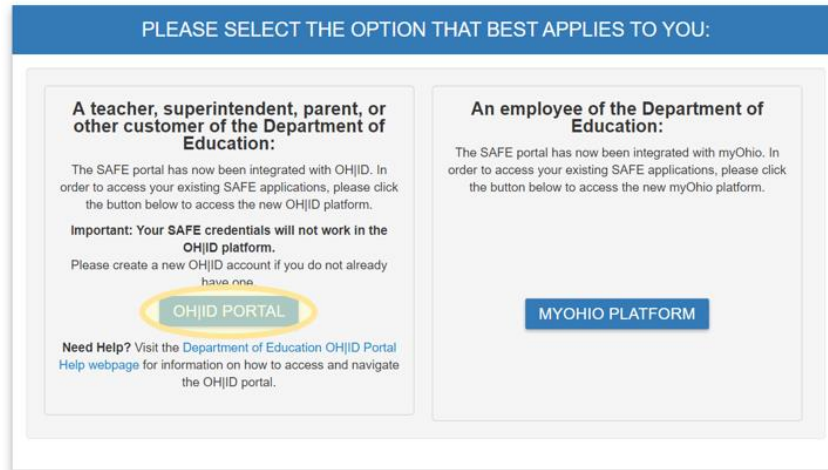
****Other Important Information:***

- Quizzes cannot be taken as a group. In order to ensure test integrity, quizzes must be taken individually without the assistance of others. In order to have access to the quizzes you must go through every module.
- Teachers with specific vendor certification, such as Project-Lead-The-Way or Engineering by Design, Curriculum for Agricultural Science Education (CASE), Career-Based Intervention (CBI), or Family and Consumer Science (FCS) are not required to complete the CTE validation process, unless they teach other VM courses outside their certification requirements.
- Please note that middle school validation cannot be used for VN courses in Family and Consumer Sciences and Career Based Intervention programs.
- Only teachers currently employed by a school will be eligible to receive the certificate of completion. To receive CEUs only contact middleschoolvalidation@education.ohio.gov

Enrolling into the Middle School Validation Course in LMS

1. Go to <https://safe.ode.state.oh.us/portal/>

2. Log into the OH | ID Portal with your **OH | ID credentials**. (Your SAFE credentials *will not* work.)

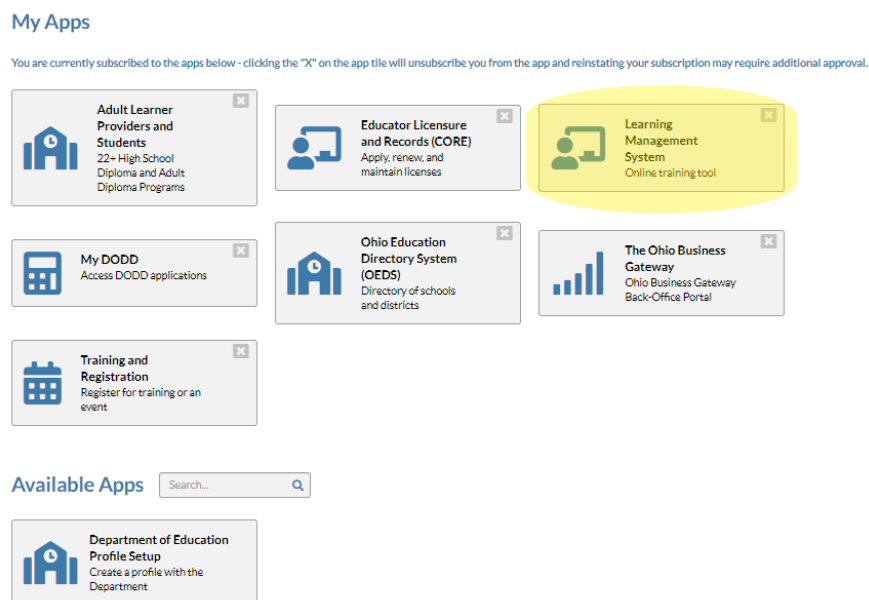


OH | ID Assistance:

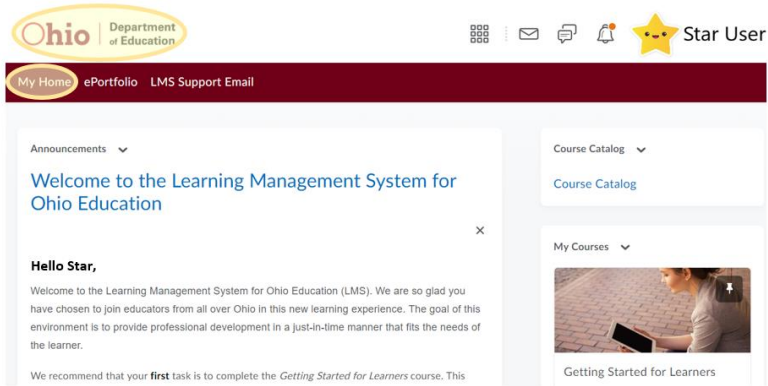
If you need assistance with OH | ID please visit [OH | ID Portal Help](#), call 1-877-644-6338, or email Profile.Help@education.ohio.gov. They can help you with creating OH | ID credentials, logging into the OH | ID portal, locating the Department of Education tile, accessing the Learning Management System tile and other issues.

NOTE: Please go to <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help> and watch the video located about half way down the screen, especially minutes 2:00-3:00. This video shows how to complete the set-up process.

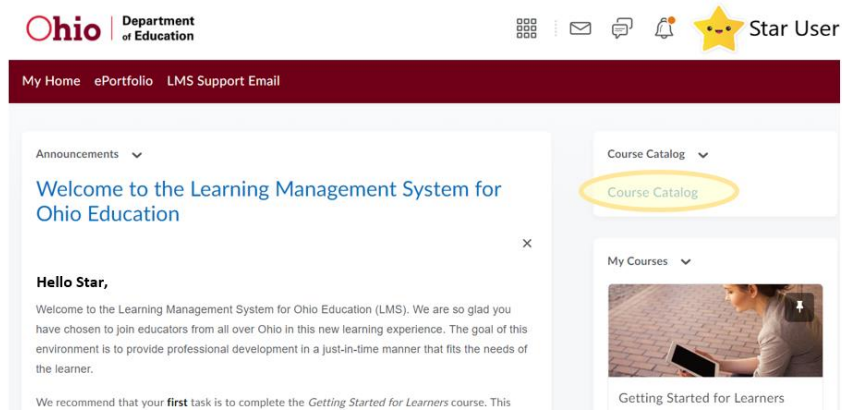
3. Once your profile is setup, click on the "Learning Management System" tile.



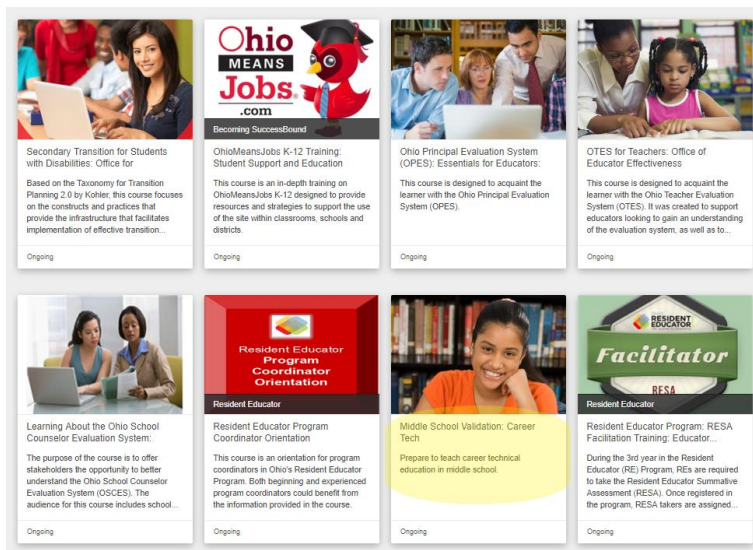
4. You will be on the **LMS Home Page** when the LMS opens. From any page in the LMS you can return to the **LMS Home Page** by clicking on "My Home" or by clicking on the Ohio Department of Education logo.



5. Click on “Course Catalog”

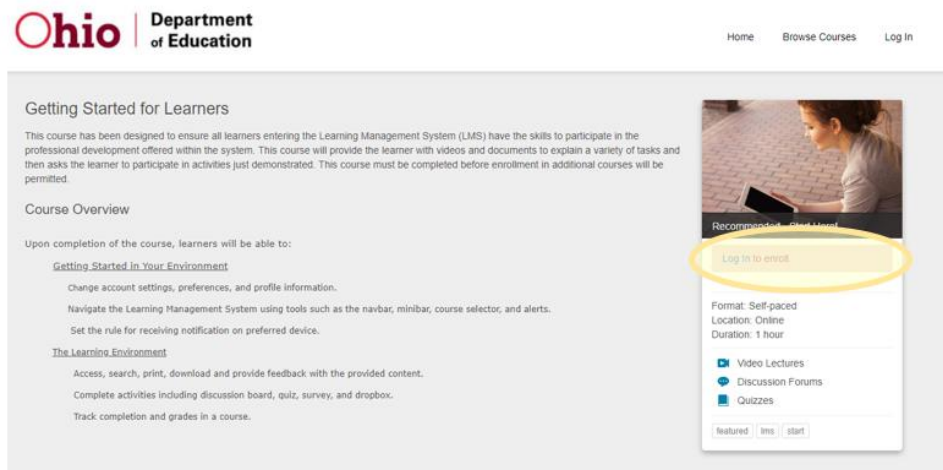


6. Search the catalog to find the course(s) you would like to take. Select the *Middle School Validation* course. In the catalog, click on the image or title to open the course page.

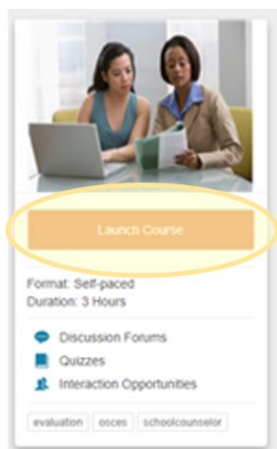


7. Course pages contain the course description, objectives, approximate contact hours, course instructional features and contact information for the instructor.

Click “Log-in to Enroll” for your selected program or course.



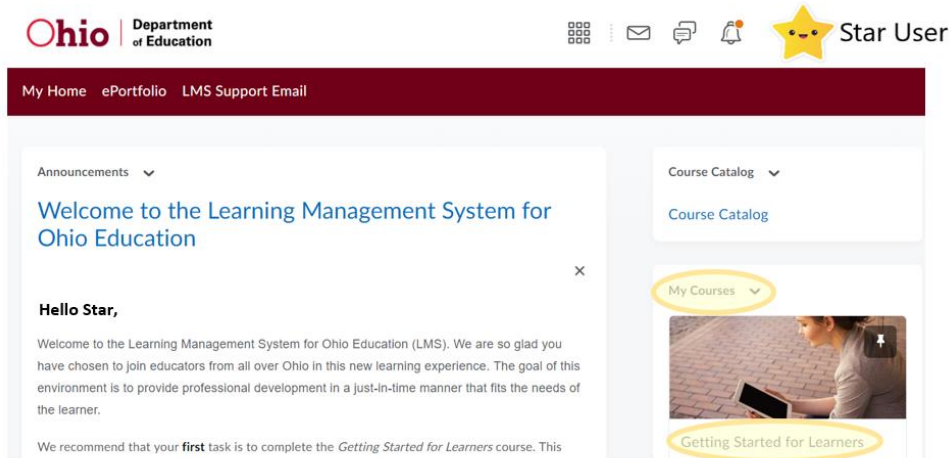
8. Then click “Launch Course.”



The course should open automatically. When you come back into the LMS the next time, you will be back on the **LMS Home Page**. On the right side in “My Courses” select your course and click on the

title to open the course. You will not be able to access the quiz until you have gone through every module.

9.



After completing the modules and receiving a passing score of 90% or higher on the final assessment, download the middle school validation application from LMS. Fill it out completely and email it to middleschoolvalidation@education.ohio.gov in order to receive your certificate of validation. You may need to work with your local school district to receive all of the needed information on the application.

Upon completion of the course, receiving a passing score, meeting licensure requirements, and submitting a middle school validation application, a certificate of validation will be issued. If criteria are not met an email with the reason for denial will be sent to the applicant and Superintendent.

A “**certificate of validation**” is an eligibility document, worth 3 CEUs, for teachers who have met the requirements for attaining a career and technical education middle school validation. Please keep this document for your records.