



# A Guide for Licensing Candidates in Career-Technical Education

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## 1.0 Preface

The 2019 Career-Technical Licensure Guide includes guidelines to help school district administrators understand the qualifications individuals need to teach career-technical programs. It also includes instructions to help school districts and teacher candidates complete the required forms.

A contact list for universities with approved career-technical licensure programs is in the *Directory of Career-Technical Licensure Programs* in [Section 11](#) of this guide.

## 2.0 CTE-36 and CTE-37 Process for Career-Technical Licenses

The purpose of the CTE-36 and CTE-37 process is to assure that an individual who does not have a teaching license has the knowledge and skills needed to teach the career-technical education course(s) successfully. The CTE-36 and CTE-37 forms are available on the Ohio Department of Education's website, [education.ohio.gov](http://education.ohio.gov), search words *CTE-36* and/or *CTE-37*.

The CTE-36 and CTE-37 process is used for *all* career-technical workforce development teaching licenses except the resident educator pathway, which leads to a career-technical license through a degree program completed PRIOR to teaching.

The 12-Hour Permit and career-technical substitute license require completion of the CTE-36 only.

### 2.1 Reviewing the CTE-36 for Career-Technical Licenses

The candidate must meet two sets of requirements. The first set appears in [Section 9](#) (Table 1). The second set appears in [Section 10](#) (Table 2).

1. Steps to evaluate a candidate's work experience:
  - a. Identify the requirements to teach the course (subject) from the two sets of requirements in Tables 1 and 2 (Sections 9 and 10).
  - b. Determine if the work experience is "related." Refer to the "job title" and "skills/duties" sections of the Employment Verification forms in the CTE-36, as well as the requirements and guidelines in Section 10 (Table 2). Use the technical content standards as a resource, if needed.
  - c. Determine if the work experience is recent. The recommendation is for a minimum of three of the five years of experience to occur within the last five years. Refer to Section 10 (Table 2) to determine if a certificate or license from a professional association or industry is required.
  - d. Count the hours of work experience.  
One year of "full-time" work experience equates to 2,000 hours (40 hours per week multiplied by 50 weeks) except for Early Childhood Education and Care (see Section 10, Table 2). Part-time experience counts toward the 2,000 hours for a year.

An example for an individual who needs two years (4,000 hours) of related work experience:

Position 1	30 hours per week in a related position for 1 ½ -years calculation: 30 hours x 50 weeks x 1.5 years = 2,250 hours
Position 2	20 hours per week in a related position for 1-year calculation: 20 hours x 50 weeks x 1 year = 1,000 hours
Position 3	12 hours per week in a related position for 2 ½ -years calculation: 12 hours x 50 weeks x 2.5 years = 1,500 hours
Total hours	2,250 + 1,000 + 1,500 = 4,750 hours

This individual meets the two years (4,000 hours) of related work experience requirement.

2. Verify the hours, dates of employment and skills/duties by calling the employer(s) cited on the CTE-36.

3. If the work experience includes self-employment:
  - a. The individual must provide three letters from long-term customers.
  - b. A letter from the accountant for the business must be included. The letter must verify all the following:
    - 1) The candidate was self-employed during the time span indicated on the CTE-36;
    - 2) The candidate's business was the one named in the CTE-36;
    - 3) The candidate worked in the business for the number of hours indicated on the CTE-36; and
    - 4) The candidate performed the skills/duties indicated on the CTE-36.
  - c. If a letter from an accountant is not possible or does not provide the necessary information, ask to see tax records. Copies of tax records are confidential; therefore, do NOT include tax records with the CTE-36. The candidate is not required to, but he or she may, show tax records to provide evidence of sufficient hours of related work experience in the applicable field.
4. If the candidate does not meet work experience requirements, use the Panel of Experts process for validating equivalent work experience. The standard reads, "... who evidences five years of full-time work experience OR THE EQUIVALENT in the career field ...". The Panel of Experts process appears in [Section 2.3](#) of this guide.

## 2.2 Processing the CTE-37 for Career-Technical Licenses

The CTE-37 is completed if a candidate meets the requirements in Table 1 as documented and verified on the CTE-36 and Table 2. It is important to obtain a university signature on a CTE-37 before hiring the individual. Otherwise, the school district may enter a contract with an individual who is denied admission into an applicable university program.

NOTE: Universities may have admission standards, such as minimum grade point average of previous college coursework.

Follow these steps:

1. The school district initiates the CTE-37. Type the name and other requested information at the top of the form. Select the appropriate license type. Type the requested Teaching Field Code and Teaching Field Name. For available codes, refer to [Section 8 Alternative & Supplemental License Teaching Field Codes](#) or [Table 2](#) in Section 10.

The teaching field code for Career-Based Intervention is 600100.

2. Provide the candidate a copy of the list of approved teacher preparation programs found in [Section 11](#) in this guide. The candidate may apply for admission to any approved university program in Ohio.

The candidate chooses the name of a university from the drop-down list on the CTE-37 and signs and dates the document.

3. The school district's superintendent or designee signs the CTE-37. The signature must be on file with the Office of Educator Licensure at the Ohio Department of Education. No one else is authorized to sign the form. Type the name of the signatory, his or her title, and the date signed.

By signing the CTE-37, the superintendent or designee indicates that the candidate whose name appears on the CTE-37 meets the educational and work experience (or equivalent) requirements for the career-technical license listed on the CTE-37 and to teach subjects identified in the current [EMIS Manual](#).

4. The candidate emails the CTE-37 to the contact person at the selected university. The candidate must include all accompanying materials, such as copies of diplomas, transcripts and employment verification forms. If a Panel of Experts determined that a licensure plan is required, it must be sent with the CTE-37.

5. After receiving the materials, the university determines whether the candidate meets entrance requirements. If so, the candidate applies to that institution and enrolls in the summer course or workshop that precedes the first year of teaching.

If the candidate does not meet the university's entrance requirements, the candidate may choose another university to send the CTE-37. If the CTE-37 is not signed by a university representative, the candidate will not be able to obtain a career-technical teaching license.

***The school district should assist the candidate with the preparation and submission of the teaching application. The candidate and school district should keep electronic copies of the CTE-37.***

6. Once the candidate receives the CTE-37 signed by a university, (s)he must apply for the career-technical teaching license.
  - a. Create a [OH|ID](#) account. To begin, click "Sign-Up."
  - b. Once the applicant has OH|ID account access, select *Educator Licensure and Records (CORE)*.
  - c. Select APPLY to enter *My Applications*.
7. If the CTE-37 is completed after the summer course or workshop and the candidate was hired in time for the summer course or workshop, the same procedure is followed.

\*Late hires must apply and be admitted into an appropriate university teacher education program immediately. The candidate applies to the selected university and registers for the first course, if admitted.

## 2.3 Process for Validating Equivalent Work Experience — Panel of Experts

***This section applies ONLY to Alternative Resident Educator candidates who have NOT provided evidence of required work experience through the CTE-36 process.***

A school district may use a panel of experts for the following reasons:

- If the candidate did not provide evidence of five years of full-time work experience in the career field;
- To assess the candidate considered to be the most logical applicant or to assess more than one applicant in case the first person is not qualified; or
- To determine if the candidate has the necessary subject knowledge and skills to teach the career-technical courses under consideration.

The Panel of Experts can conclude any of the following:

1. The candidate meets the equivalency option and is qualified to teach the career-technical courses under consideration;
2. The candidate meets the equivalency option but with deficiencies. In this case, the panel recommends that the candidate follow a licensure plan to address the deficiencies.
3. The candidate has not met the equivalency option and is no longer considered for employment.

Candidates undergoing this process must meet all other requirements for hiring, including required education and program area licensure requirements or industry standards where applicable (see Section 10, Table 2).

The hiring school district organizes the panel of experts.

### 2.3.1 Panel Recruitment and Composition

The superintendent designates a representative from the hiring school district to recruit participants to serve on the panel review.

#### **Panel Review Members**

All panel review members must have knowledge and experience in the career field for which the candidate is being assessed. Panel review members cannot currently be employed by the hiring school district.

Required panel review members:

- At least three individuals from business and industry who are active in the career field for which the candidate is being assessed;
- These representatives must constitute the majority of panel review members; and
- Districts are strongly encouraged to include individuals who represent the district's nontraditional and minority populations.

Optional, but recommended, panel review members:

- A person from a postsecondary institution representing the career or career field for which the candidate is being assessed; and
- A teacher-preparation educator from an Ohio college or university approved to deliver teacher education for the applicable licensure area and with specific content expertise in the career field for which the candidate is being assessed.

Responsibilities of panel review members:

- Panel review members are charged with determining if the candidate has sufficient work experience and/or content knowledge to teach the program or course.

Responsibilities of the hiring school district:

- One educator from the hiring school district should serve on the review panel as a facilitator. This person can be assigned panel recruitment duties.

Additional members may serve on the panel to provide background information on program goals, school setting, university curriculum or other contextual information that can assist panel review members in their deliberations. These members can include teachers, staff or other individuals with a clearly identified purpose for being on the panel. The panel members and facilitator are not to determine whether the candidate has met the equivalency option.

### 2.3.2 Panel of Experts Procedures

1. A representative from the hiring school district schedules a face-to-face meeting of the panel of experts. School districts may form a multi-district panel, but a representative from the hiring school district should serve as the panel facilitator. The panel may meet more than once, if necessary.
2. At the first meeting, the panel members learn about the following:
  - Interview techniques that ensure consistency;
  - Responsibilities of the panel and its members. The panel is instructed that the purpose of the review is to determine whether the candidate has the work experience and subject knowledge to effectively teach the subject/content area. The panel's job is not to make a hiring recommendation;
  - The content to be taught by the candidate, if hired. The panel members must receive all relevant materials, including a copy of the technical content standards for the courses to be taught and the course of study;
  - Information from the candidate's CTE-36 and supporting materials that document work experience, college content courses, industry certifications and other qualifications. Panel members are not to view transcripts that include grades, unless the candidate has granted permission.
3. The panel reviews the material, comparing the candidate's experiences and the content of the program to be taught.

4. The review panel may use a variety of interview and assessment methods, such as hands-on demonstrations, career-technical education technical assessments, National Occupational Competency Testing Institute and other appropriate tools.
5. After the interview process, the panel excuses the candidate for panel deliberation.
6. The panel review members determine whether the candidate has sufficient work experience and subject knowledge to teach the courses. Specifically, the review panel determines one of the following:
  - The equivalency option in the work experience requirement HAS been met. The candidate has sufficient work experience and subject knowledge to teach the subject;
  - The equivalency option in the work experience requirement of this standard HAS NOT been met;
  - The equivalency option in the work experience requirement of this standard has been met but with deficiencies. The panel then recommends that the candidate follow a licensure plan to address these deficiencies. For example, if a candidate has limited experience working in the field, the panel could recommend that the candidate participate in a job shadowing or internship experience to gain a sense of how technical skills are used in an actual workplace setting.
7. Panel review members must sign the *Panel of Experts Review Form—Part 3 AND Part 4*.
8. If the panel determines that the equivalency option HAS been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who then may sign the CTE-37.
9. If the panel determines that the equivalency option HAS NOT been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who does not sign the CTE-37. The candidate will no longer be considered for the teaching position.
10. If the panel determines that the candidate has met the equivalency option, but with deficiencies, the panel members list the deficient knowledge and skills on the review form and select three panel business representatives to help the superintendent or designee prepare a licensure plan. The panel members then sign the review form and forward it to the superintendent, who consults with the business representatives in preparing the licensure plan (see Section 2.2.4). After the licensure plan is prepared and signed by the superintendent, business representatives and candidate, the superintendent signs the CTE-37.

## 2.3.3 Panel of Experts Review Form

### Panel of Experts Review Form

#### **PART ONE: BACKGROUND INFORMATION**

Complete prior to the panel review meeting(s)

Date(s) of Review

Candidate's Name (First/Last)

School

Hiring School District

Licensure Area (teaching field) being sought

Licensure Area (teaching field) code:

Subject to be taught

EMIS Subject code:

Hiring School District Superintendent's Name

Hiring School District Representative's Name



## PART TWO: PANEL COMPOSITION

Complete prior to the panel review meeting(s)

### I. Panel Review Members

1. Business and Industry Representative (required)

First	Last

2. Business and Industry Representative (required)

First	Last

3. Business and Industry Representative (required)

First	Last

4. Postsecondary Representative (optional)

First	Last

5. Teacher Educator (optional)

First	Last

6. Business and Industry Representative (optional)

First	Last

7. Business and Industry Representative (optional)

First	Last

Add additional names on separate sheet.

Name(s) of individuals from above group representative of the district's nontraditional and minority population:


*Please note: Business and industry representatives must constitute a majority.*

**Members serving in a consultative role:**

Name	Click here to enter text.	Title	Click here to enter text.
Name	Click here to enter text.	Title	Click here to enter text.
Name	Click here to enter text.	Title	Click here to enter text.
Name	Click here to enter text.	Title	Click here to enter text.

### **PART THREE: INDIVIDUAL PANEL REVIEW MEMBER FORM**

(All panel review members must complete this form. Copies should be distributed to panel review members at the beginning of the panel review meeting.)

**Name:** Click here to enter text.

First

Last

**Title:** Click here to enter text.

**Company/Institution** Click here to enter text.

**Address:** Click here to enter text.

**Phone:** Click here to enter text.

**Primary Job Responsibilities:** Click here to enter text.

**I am a:** Check **one** of the following:

- Business/industry representative with content expertise and job responsibilities (practitioner or managerial) in the career field for which the candidate is being assessed.
- Postsecondary representative with content expertise and job responsibilities in the career field for which the candidate is being assessed.
- Teacher educator from an institution approved to deliver teacher education for the applicable license area with content expertise in the career field for which the candidate is being assessed.
- Teacher of an approved program in the career field for which the candidate is being assessed at a secondary school located outside the hiring school district.

**I have participated in the Panel of Experts Review and have determined that the candidate under review:**

- Has sufficient work experience and content knowledge to teach the subject.
- Does not have sufficient work experience and content knowledge to teach the subject at this time.
- Has adequate work experience and content knowledge to teach the subject but with deficiencies outlined in Part V of this form.

**I agree that the review process was conducted according to the process outlined in the CTE Licensure Handbook.**

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Signature

## PART FOUR: PANEL REVIEW SUMMARY

Standard under consideration:

*The provisional career-technical license may be obtained by an individual who holds a minimum of a high school diploma who evidences five years of full-time work experience OR THE EQUIVALENT in the career field . . . . . (Standard 3301-24-05 (C) (7) (b)*

Based upon our review of the candidate’s work experience and subject competencies, the review panel of experts has determined that:

- The equivalency option in the work experience requirement of the above *Teacher Education and Licensure Standard* HAS been met (i.e., the candidate has sufficient work experience and subject knowledge to teach the subject).
- The equivalency option in the work experience requirement of this standard has NOT been met.
- The equivalency option in the work experience requirement of this standard has been met but with the deficiencies noted in this review form. It is recommended that the candidate is required to follow a licensure plan addressing these deficiencies (outlined in the Licensure Plan—see form in this *Guide*).

### Panel Review Member Names (Print)

### Panel Review Member Signatures

Click here to enter text.

\_\_\_\_\_  
Signature

Click here to enter text.

\_\_\_\_\_  
Signature

Click here to enter text.

\_\_\_\_\_  
Signature

Click here to enter text.

\_\_\_\_\_  
Signature

Click here to enter text.

\_\_\_\_\_  
Signature

**PART FIVE:**

(This section should only be completed if the panel has concluded that the equivalency option has been met but with deficiencies.)

The panel has found the candidate to be deficient in the following knowledge and skills:

**We understand the following:**

- Three of the business representatives signing this agreement will assist in the development of the licensure plan and sign the plan.
- The candidate will be required to submit evidence of progress in completing the requirements in the licensure plan through a portfolio.
- The portfolio will be reviewed initially by the superintendent in consultation with the panel of experts or, at a minimum, three business representatives during the second year of the teaching to determine if satisfactory progress has been made.

**Business Representatives Agreeing to Assist with the Development of the Licensure Plan (minimum of 3):**

1. [Click here to enter text.](#)
2. [Click here to enter text.](#)
3. [Click here to enter text.](#)

## 3.0 Paths Toward Licensure

### 3.1 Provisional License for Career-Technical Workforce Development

A district may hire an individual to teach in career-technical education if he or she:

- holds a minimum of a high school diploma;
- shows evidence of five years of full-time work experience or equivalent in the career field; and
- completes an approved preservice career-technical education program (see Table 2).

Individuals applying for a 2-year provisional license follow the CTE-36 and CTE -37 process as explained in Section 2.0 above.

A 2-year provisional license may be renewed if the requirements to advance to a 5-year advanced career-technical workforce development license have not been met. To renew a 2-year provisional license, the teacher must have made adequate progress in the university teacher preparation program.

Upon completing the 24-semester hour approved teacher preparation program, the required performance-based assessment, and two years of teaching, a five-year advanced career-technical workforce development license is issued for specific pathways in the following career fields even though the baccalaureate degree is not held:

- (i) Agricultural and Environmental Systems;
- (ii) Arts and Communication;
- (iii) Business Administration;
- (iv) Construction Technologies;
- (v) Education and Training;
- (vi) Engineering and Science Technologies;
- (vii) Finance;
- (viii) Government and Public Administration;
- (ix) Health Science;
- (x) Hospitality and Tourism;
- (xi) Human Services;
- (xii) Information Technology;
- (xiii) Law and Public Safety;
- (xiv) Manufacturing Technologies;
- (xv) Marketing; and
- (xvi) Transportation Systems

### 3.2 Supplemental License for Career-Technical Workforce Development Programs

To apply for a supplemental license, an individual must be hired by a school district in the subject area designated on the supplemental license.

An individual can receive a supplemental license for Career-Technical Workforce Development if he or she:

- holds a valid Ohio resident educator, professional, permanent or five-year advanced career-technical teaching license;
- shows evidence of five years or equivalent of full-time work experience in the career field; and
- completes an approved preservice career-technical education program at an approved university (Table 2).

Individuals applying for a supplemental license described above follow the CTE-36 and CTE-37 process as explained in Section 2.0 above.

After the individual completes the program requirements, the Ohio Department of Education issues a professional license for specific pathways in these career fields:

- (i) Agricultural and Environmental Systems;
- (ii) Arts and Communication;
- (iii) Business Administration;
- (iv) Construction Technologies;
- (v) Education and Training;
- (vi) Engineering and Science Technologies;
- (vii) Finance;
- (viii) Government and Public Administration;
- (ix) Health Science;
- (x) Hospitality and Tourism;
- (xi) Human Services;
- (xii) Information Technology;
- (xiii) Law and Public Safety;
- (xiv) Manufacturing Technologies;
- (xv) Marketing; and
- (xvi) Transportation Systems.

### 3.2.1 Renewing the Initial Supplemental License for Career-Technical Workforce Development

A supplemental license may be renewed two times. To renew an initial supplemental license, at least six of the 12 required semester hours of teacher preparation coursework must be completed. Visit the [Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License](#) website for renewal information.

The individual must maintain the valid Ohio resident educator, professional, permanent or five-year career-technical teaching license.

To qualify for a renewal, the teacher must have a completed CTE-37 signed by the university and the school district's superintendent or designee to indicate progress in the approved university career-technical education program.

The university verifies that the teacher is making satisfactory progress in the university career-technical program, checks the box for "Renewal of Supplemental License" under "Teaching Certificate/License Verification" and signs the CTE-37. The teacher uploads the new CTE-37 with the online supplemental renewal application.

### 3.3 Supplemental License for Career-Technical Education

To apply for a supplemental license in career technical education, an individual must be hired by a school district in one of the following areas: Agriscience, Family Consumer Science, Integrated Business, Marketing, and Technology Education. *The CTE-36/37 process is not used to apply for the supplemental license in career-technical education.*

An individual may obtain a supplemental license for career-technical education if he or she:

- holds a valid Ohio resident educator, professional, permanent or five-year career-technical teaching license;
- holds a baccalaureate degree; and
- passes the content-knowledge test in one of the following areas:
  - (i) Agriscience;
  - (ii) Family Consumer Science;
  - (iii) Integrated Business;
  - (iv) Marketing; and
  - (v) Technology Education.

The individual requests a transcript review from the Ohio Department of Education or an approved university.

The supplemental license is renewable twice. Visit the [Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License](#) website for renewal information.

### 3.4 Endorsements

An individual is eligible for an endorsement if he or she holds a baccalaureate degree; is of good moral character; and successfully completes an approved teacher preparation program. An endorsement is valid only for teaching the subject or learners named.

The following endorsements can be added to any five-year professional teaching license, unless limited by age or grade:

- Career-Based Intervention – (see requirements listed in Section 3.4.1);
- Transition to work (limited to intervention specialist license or career-technical license); and
- Career-technical worksite teacher/coordinator (limited to professional career-technical license).

Individuals must follow the CTE-36 and CTE-37 process for Career-Based Intervention endorsements. However, the CTE 36/37 process is not followed for the Transition to work or Career-technical worksite teacher coordinator endorsements.

#### 3.4.1 Career-Based Intervention

The Career-Based Intervention endorsement requires:

- a baccalaureate degree;
- two years of successful teaching under a professional, permanent, resident educator or five-year career-technical teaching license; and
- one year of full-time work experience outside education.

This endorsement is valid for teaching learners ages 12 through 21 or grades 7 through 12.

Individuals who hold alternative resident educator licenses are NOT permitted to apply for the supplemental license for Career-Based Intervention.

When a school district hires, or assigns, an eligible teacher to Career-Based Intervention who has not yet completed a university career-based intervention endorsement program, the individual may apply for a supplemental teaching license for the endorsement. The CTE-36/37 process is followed.

### 3.5 Career-Technical Substitute Teaching Licenses

Career-technical education substitute teaching licenses are long-term. A substitute teacher's license is valid for the area listed on the license and carries the statement, "*May be used only to substitute teach in the subject(s) listed on this license.*" These individuals may not serve as short-term substitutes in other areas. For example, an individual licensed to substitute for Criminal Justice courses may not substitute for an academic teacher or another career-technical program teacher. Visit the Ohio Department of Education's [Substitute License](#) webpage for more information.

#### 3.5.1 Renewal of a Career-Technical Substitute Teaching License

Substitute licenses may be renewed without additional requirements with the recommendation of an Ohio school district superintendent.

### 3.6 Middle School Validation

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 process.

Teachers who hold a valid two-year provisional, five-year professional, or four-year alternative resident educator license for career-technical workforce development and teach only VM middle school courses *do not* complete the Ohio Department of Education’s career-technical education middle school validation process.

**The middle school validation does not appear on the teacher’s credential. The school district must submit an override form.**

Note: Teachers with specific vendor certification, such as Project Lead the Way, Engineering by Design or Curriculum for Agricultural Science Education (CASE), are not required to complete the career-technical education middle school validation process unless they teach other career-technical education courses outside the vendor certification area. Teachers who hold the career-based intervention endorsement can teach VM middle school courses without completing the Ohio Department of Education’s career-technical education middle school validation process.

The Middle School Validation Course is available in OH|ID under the Learning Management System.

### 3.7 Senior Only 12-Hour Teaching Permit

The 12-hour teaching permit is a one-year renewable permit. An individual who is deemed to be of good moral character and either holds a baccalaureate degree in the subject area to be taught *or* has significant work experience in that subject area can apply for the permit.

NOTE: Individuals who hold or have held a valid teaching certificate or license are not eligible for the 12-hour permit.

## 4.0 Adding Teaching Fields (Licensure Areas) to a Career-Technical License

A teacher can add one or more teaching fields (licensure areas) to a career-technical license by following the CTE-36 process found in Section 2.0 of this guide.

Through this process, the superintendent verifies the work experience or equivalent, prepares and signs the CTE-37 and emails it to the university (see Section 11). The candidate also signs the CTE-37.

The university reviews the CTE-37 and determines eligibility for the university program. The individual may already have completed the applicable Alternative Resident Educator program for the initial license and may not need to complete further university coursework. The university makes this decision.

## 5.0 Acquiring the Initial Five-Year License

### 5.1 Alternative Resident Educator

Teachers who hold the alternative resident educator career-technical license must meet the following requirements to be eligible for the five-year professional license:

- Successful completion of the university career-technical preservice teacher education program;
- Successful completion of the licensure plan and portfolio, if applicable;
- Successful completion of the performance-based assessment;
- Successful completion of four years of teaching under the Alternative Resident Educator license;
- Recommendation by the dean or head of teacher education at the university in which the career-technical program was completed.

Upon eligibility, follow this procedure:

1. Teacher completes the CTE-37.
  - a. Checks “Initial Five-Year Professional Career-Technical License.”
  - b. Signs and dates the document.
  - c. Emails the form to the school superintendent.
2. The superintendent or designee signs the CTE-37 if:



- The teacher has successfully completed the activities in the licensure plan, if applicable, as shown by the teacher’s submitted portfolio;
3. The candidate forwards the signed CTE-37 to the university in which the candidate is enrolled.
  4. The university verifies that the teacher successfully completed the career-technical program by signing and returning the completed CTE-37 to the applicant.
  5. The candidate applies for the career-technical license and uploads the CTE-37 in CORE.

## 5.2 Provisional License

Teachers who hold the provisional career-technical workforce development license must meet the following requirements to be eligible for the five-year advanced license:

- Successful completion of the university career-technical preservice teacher education program;
- Successful completion of the licensure plan and portfolio, if applicable;
- Successful completion of the performance-based assessment;
- Successful completion of two years of teaching under the provisional career-technical workforce development license;
- Recommendation by the dean or head of teacher education at the university in which the career-technical program was completed.

Upon eligibility, follow this procedure:

2. Teacher completes the CTE-37.
  - a. Checks “Initial Five-Year Advanced Career-Technical License.”
  - b. Signs and dates the document.
  - c. Emails the form to the school superintendent.
2. The superintendent or designee signs the CTE-37 if:
  - The teacher has successfully completed the activities in the licensure plan, if applicable, as shown by the teacher’s submitted portfolio;
3. The candidate forwards the signed CTE-37 to the university in which the candidate is enrolled.
4. The university verifies that the teacher successfully completed the career-technical program by signing and returning the completed CTE-37 to the applicant.
5. The candidate applies for the career-technical license and uploads the CTE-37 in CORE.

## 5.3 Supplemental License

After completing the career-technical teacher preparation program, the candidate applies for the license by submitting an “Adding a Teaching Field” application.

Follow this procedure:

1. Teacher completes the CTE-37.
  - a. Checks “Add Teaching Field to Existing License.”
  - b. Signs and dates the document.
  - c. Emails the form to the school superintendent.
2. The school district superintendent or designee signs the CTE-37 and returns it to the candidate.
3. The candidate forwards the CTE-37, signed by the superintendent, to the university in which the candidate is enrolled.
4. The university verifies that the teacher has completed the teacher preparation program by signing and returning the completed CTE-37 to the candidate.
5. The candidate applies for the career-technical license and uploads the CTE-37 in CORE.

## 5.4 Career-Based Intervention

After completing the career-technical teacher preparation program, the candidate applies for the license by submitting an “Adding a Teaching Field” application.

Follow this procedure:

1. Teacher completes the CTE-37.
  - a. Checks “Add Endorsement to Existing License.”
  - b. Signs and dates the document.
  - c. Emails the form to the school superintendent.
2. The school district superintendent or designee signs the CTE-37 and returns it to the candidate.
3. The candidate forwards the CTE-37, bearing the superintendent’s signature, to the university in which the candidate is enrolled.
4. The university verifies that the teacher has completed the teacher preparation program by signing and returning the completed CTE-37 to the candidate.
5. The candidate applies for the career-technical license and uploads the CTE-37 in CORE.

## 6.0 Adult Workforce Education

Visit the Ohio Department of Higher Education’s webpage at [ohiohighered.org](http://ohiohighered.org) and search *Adult Teacher Certification*.

## 7.0 Out-of-State Applicants

Information for out-of-state applicants is available on the Ohio Department of Education’s website ([education.ohio.gov](http://education.ohio.gov)). Search *Out-of-State Licensure* or click [Out of State Licensure](#).

## 8.0 Provisional & Supplemental License Teaching Field Codes – Career-Technical Workforce Development

### Agriculture

010200 Agribusiness  
012100 Agricultural Biotechnology  
010300 Agricultural Industrial Equipment  
010101 Animal Production  
010400 Food Science  
010500 Horticulture  
010600 Natural Resources

### Arts and Communication

340125 Media Arts  
340130 Performing Arts  
340100 Visual Design and Imaging

### Business and Administrative Services

140300 Administrative Office Technology  
140800 Business Administration & Management  
140350 Legal Office Management  
140370 Medical Office Management

### Construction Technology

170100 Air Conditioning/Heating  
171011 Building & Property Maintenance  
171017 Building Technology  
171001 Carpentry  
171100 Custodial Services  
179960 Diversified Cooperative Training  
171002 Electrical Trades  
171003 Heavy Equipment (Construction)  
171005 Interior Design Applications  
171004 Masonry  
173601 Millwork & Cabinet Making  
171007 Plumbing & Pipefitting

### Education and Training

090201 Early Childhood Education & Care

### Engineering and Science Technology

172000 Chemical Laboratory Assisting  
171650 Energy Science

171807 Engineering Technologies – Design  
171808 Engineering Tech- Processes  
171809 Engineering Tech – Products/Services  
172004 Industrial Laboratory Assisting  
171402 Power Transmission  
171504 Telecommunications

### Finance

140100 Accounting

### Government and Public Administration

360224 Government & Public Administration

### Health Science

074850 Biotechnology  
070906 Community Health Aide  
070101 Dental Assisting  
070103 Dental Laboratory Technology  
070998 Diversified Health Occupations (DHO)  
070410 Fitness Aide/Athletic Trainer Assisting  
074840 Health Support Systems  
070913 Health Unit Coordinator  
070307 Home Health Aide  
070904 Medical Assisting  
070203 Medical Lab Assisting  
070303 Nurse Assisting  
070603 Optometric Occupations  
070994 Patient Care Technician  
070912 Pharmacy Assisting  
070204 Phlebotomy  
070302 Practical (Vocational) Nurse  
070305 Surgical Technology  
074820 Tech Prep Diagnostic Cluster  
074890 Health Informatics  
074830 Tech Prep Therapeutic Cluster

### Hospitality and Tourism

090203 Culinary Arts & Food Service Management  
090205 Hotels and Resorts  
041118 Travel & Tourism Marketing

### Human Services

172601 Barbering  
172602 Cosmetology  
172610 Family & Community Services

### Information and Technology

140200 Business & Information Services

### Law and Public Safety

172810 Career Paths for the Law Profession  
172802 Criminal Justice  
172811 Emergency Medical Technician – Secondary  
172801 Firefighter Training  
172809 Fundamentals of Public Safety  
172808 Private Security

### Manufacturing Technologies

170200 Appliance Repair  
170375 Automation & Robotics  
171300 Drafting Occupations  
171503 Electronics  
171012 Industrial Maintenance & Repair  
172303 Manufacturing Occupations  
170380 Manufacturing Operations  
172302 Precision Machining  
172306 Welding and Cutting

### Marketing Education

041900 Acquisition & Logistics  
044105 Entrepreneurship  
047000 Marketing Communications  
040810 Marketing Management

### Transportation Systems

170401 Aircraft Maintenance  
170301 Auto Collision Repair  
170303 Auto Specialization  
170302 Auto Technology  
170400 Aviation Occupations  
170403 Ground Operations  
171200 Medium/Heavy Truck Technician  
173100 Power Equipment Technology  
170801 Maritime Occupations

## 9.0 Work Experience Requirements, Table 1

Two sets of requirements must be met for an applicant to meet the work experience requirement in the standard. The first set of requirements appears in Table 1 below. The second set appears in Section 10, Table 2. (Refer to Section 2.1 for the procedures in reviewing a CTE-36.)

**Table 1**  
**Work experience requirements**

Educational Background	Work Experience Requirement
Successful completion a career-technical specific two-year program at the secondary level	4 years of related work experience
Baccalaureate or master's degree in the content (i.e., subject matter, career field or career-technical category)	2 years of related work experience
Baccalaureate or master's degree in education that led to a teaching certificate or license but not in the teaching area	5 years of related work experience
Baccalaureate degree outside the career field/career-technical subject area	5 years of related work experience
Associate degree in the content (i.e., subject matter, career field or career-technical category) or 60 semester credit hours in the content (i.e., subject matter, career field or career-technical category)	3 years of related work experience
High school diploma AND an adult education certificate or the equivalent in the content/subject matter/career field/career-technical category	4 years of related work experience
High school diploma	5 years of related work experience

## 10.0 Work Experience Requirements, Table 2

Two sets of requirements must be met for an applicant to meet the work experience requirement for Alternative Resident Educator for Career-Technical Workforce Development programs. The first set of requirements appeared in Section 9, Table 1. The second set appears in this section, Table 2. (Refer to Section 2.1 for the procedures in reviewing a CTE-36.)

**Table 2**

**Chart of licensure areas with related work experience, industry credentials, and other related information**

**NOTE: Work experience demonstrated on the CTE-36 should be related to the licensure area/teaching field.**

### Agricultural and Environmental Systems

Licensure Area/Teaching Field	Requirements	Recommendations / Additional Information
Animal Production CW 010101		<ul style="list-style-type: none"> <li>American Association of Laboratory Animal Science</li> <li>National Dog Groomers' Association</li> <li>Pet Industry Joint Advisory Council and/or Veterinary Technician certifications</li> </ul>
Agribusiness CW 010200		
Agricultural Industrial Equipment CW 010300		
Food Science CW 010400		<ul style="list-style-type: none"> <li>International Hazard Analysis Critical Control Points certification</li> <li>Pathway is combined with Biotechnology to align with the (A3) Agriculture, Food and Natural Resources Bioscience Pathway.</li> </ul>
Horticulture CW 010500		<ul style="list-style-type: none"> <li>Ohio Certified Nursery Technician</li> </ul>
Natural Resources CW 010600		<ul style="list-style-type: none"> <li>OSHA-certified Hazardous Materials Training including, but not limited to, HAZWOPER (Hazardous Waste Operations) and confined space training</li> </ul>
Agricultural Biotechnology CW 012100		<ul style="list-style-type: none"> <li>Pathway is combined with Biotechnology to align with the (A3) Agriculture, Food, and Natural Resources Bioscience Pathway.</li> </ul>

### Arts and Communication

Licensure Area/Teaching Field	Requirements	Recommendations / Additional Information
Visual Design and Imaging CW 340100		
Media Arts CW 340125		
Performing Arts CW 340130		

**Business and Administrative Services**

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Administrative Office Technology CW 140300		Credentials that could add value: <ul style="list-style-type: none"> <li>• Certified Administrative Professional</li> </ul>
Legal Office Management CW 140350		Credentials that could add value: <ul style="list-style-type: none"> <li>• American Alliance Certified Paralegal</li> <li>• Certified Legal Assistant/Certified Paralegal</li> <li>• Certified Legal Secretary Specialist</li> <li>• Professional Paralegal</li> </ul>
Medical Office Management CW 140370		Credentials that could add value: <ul style="list-style-type: none"> <li>• Certified Clinical Data Manager</li> <li>• Certified Coding Associate</li> <li>• Certified Health Unit Coordinator</li> <li>• Certified Medical Coder</li> <li>• Certified Medical Insurance Specialist</li> <li>• Certified Medical Manager</li> <li>• Certified Medical Office Manager</li> <li>• Certified Medical Transcriptionist</li> <li>• Certified Professional Coder;</li> <li>• Registered Health Information Administrator</li> <li>• Registered Medical Transcriptionist</li> </ul>
Business Administration & Management CW 140800		Credentials that could add value: <ul style="list-style-type: none"> <li>• Certified Associate in Project Management</li> <li>• Certified Business Analysis Professional</li> <li>• Certified in Production and Inventory Management</li> <li>• Certified Manager</li> <li>• Certified Professional in Supply Management</li> <li>• Certified Purchasing Manager</li> <li>• International Project Management Association Certification</li> <li>• Manager of Quality/Organizational Excellence</li> <li>• Professional in Human Resources</li> <li>• Project Management Professional</li> </ul>

**Construction Technologies**

Licensure Area/Teaching Field	Requirements	Recommendations / Additional Information
Heavy Equipment CW 171003	<ul style="list-style-type: none"> <li>• Must meet industry qualifications to operate and train on equipment.</li> </ul>	
Air Conditioning/ Heating CW 170100		

Carpentry CW 171001		<ul style="list-style-type: none"> <li>• National Center for Construction Education and Research (NCCER)</li> <li>• Apprenticeship</li> <li>• Do not approve a cabinetmaker. Use caution with a person doing only remodeling.</li> </ul>
Electrical Trades CW 171002	<ul style="list-style-type: none"> <li>• Meets local requirements to do electrical work.</li> <li>• Must be knowledgeable of current National Electrical Codes</li> </ul>	<ul style="list-style-type: none"> <li>• National Center for Construction Education and Research (NCCER)</li> <li>• Apprenticeship</li> </ul>
Masonry CW 171004		<ul style="list-style-type: none"> <li>• National Center for Construction Education and Research (NCCER)</li> <li>• Apprenticeship</li> </ul>
Interior Design Applications CW 171005		
Plumbing and Pipefitting CW 171007	<ul style="list-style-type: none"> <li>• Meets local requirements to do plumbing.</li> </ul>	<ul style="list-style-type: none"> <li>• National Center for Construction Education and Research (NCCER)</li> <li>• Apprenticeship</li> </ul>
Building & Property Maintenance CW 171011	<ul style="list-style-type: none"> <li>• Meets local requirements for plumbing/electrical if part of program.</li> <li>• Limit program to areas of training and/or work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship</li> </ul>
Building Technology CW 171017	<ul style="list-style-type: none"> <li>• Meets local requirements for plumbing/electrical if part of program.</li> <li>• Limit program to areas of training and/or work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship</li> </ul>
Custodial Services CW 171100		
Millwork and Cabinet Making CW 173601		

### Education and Training

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Early Childhood Education CW 090201	<ul style="list-style-type: none"> <li>• Employed as a teacher or director in a preschool or day care facility.</li> <li>• Associate or baccalaureate degree in Early Childhood.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Development Associate</li> <li>• First Aid/CPR certification</li> <li>• Communicable disease certification</li> <li>• Child Abuse Recognition certification</li> </ul>
Teaching Professions	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any academic subject area</li> <li>• Master's Degree</li> <li>• Five years teaching experience</li> <li>• Hold a teaching license or certificate for high school grades, such as 4-12 or 7-12</li> </ul>	

### Engineering and Science Technologies

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Power Transmission CW 171402		<ul style="list-style-type: none"> <li>• Prefer experience in power distribution as lineman.</li> </ul>
Telecommunications CW 171504		
Energy Science CW 171650		<ul style="list-style-type: none"> <li>• Associate or bachelor's degree in energy science or a related field is preferred.</li> </ul>
Engineering Technology—Design CW 171807		<ul style="list-style-type: none"> <li>• Associate or bachelor's degree in engineering technology or engineering is preferred.</li> </ul>
Engineering Technology—Process CW 171808		<ul style="list-style-type: none"> <li>• Associate or bachelor's degree in engineering technology or engineering is preferred.</li> </ul>
Engineering Technology— Products/ Services CW 171809		<ul style="list-style-type: none"> <li>• Associate or bachelor's degree in engineering technology or engineering is preferred.</li> </ul>

### Family and Consumer Sciences

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Early Childhood Education CW 090201	<ul style="list-style-type: none"> <li>• Employed as a teacher or director in a preschool or day care facility</li> <li>• Associate or baccalaureate degree in Early Childhood</li> </ul>	<ul style="list-style-type: none"> <li>• Child Development Associate</li> <li>• First Aid/CPR certification</li> <li>• Communicable disease certification</li> <li>• Child Abuse Recognition certification</li> </ul>
Culinary Arts CW 330005		<ul style="list-style-type: none"> <li>• Certified or certifiable for American Culinary Federation or ProStart</li> </ul>
Hotels and Resorts CW 090205		<ul style="list-style-type: none"> <li>• Certified or certifiable for American Hotel and Lodging Association</li> </ul>

### Finance

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Accounting CW 140100		<p>Credentials that could add value:</p> <ul style="list-style-type: none"> <li>• Chartered Financial Analyst</li> <li>• Certified Public Accountant</li> <li>• Financial Risk Manager Certification</li> <li>• Certified Financial Planner</li> <li>• Certified in Financial Management</li> <li>• Chartered Life Underwriter</li> <li>• Real Estate Agent/Broker</li> <li>• Insurance Agent/Broker</li> <li>• Securities Broker</li> </ul>



**Government and Public Administration**

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Government and Public Administration CW 360224	<ul style="list-style-type: none"> <li>Baccalaureate degree in area related to career field technical content standards.</li> </ul>	<ul style="list-style-type: none"> <li>Civil service rating</li> <li>Foreign language fluency</li> <li>Master's degree in area related to career field technical content standards</li> </ul>

**Health Science**

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Dental Assisting CW 070101	<ul style="list-style-type: none"> <li>Faculty providing didactic instruction must have earned at least a baccalaureate degree.</li> <li>Laboratory, preclinical and clinical faculty must hold a current Certified Dental Assistant by the Dental Assisting National Board.</li> </ul>	Current Dental Assistant Radiographer's Certificate by the Dental Assisting National Board.
Dental Laboratory Technology CW 070103	<ul style="list-style-type: none"> <li>Current Certified Dental Technician issued by National Board for Certification in Dental Laboratory Technology.</li> </ul>	
Medical Laboratory Assisting CW 070203	<ul style="list-style-type: none"> <li>Current Registration by the American Society of Clinical Pathologists as a medical technologist or medical lab tech OR</li> <li>Current Registration by National Credentialing Agency for Laboratory Personnel</li> </ul>	
Phlebotomy CW 070204	<ul style="list-style-type: none"> <li>Current Certified Phlebotomist by the National Credentialing Agency for Laboratory Personnel OR</li> <li>Current American Society of Phlebotomy Technician</li> </ul>	
Practical Nurse CW 070302	<ul style="list-style-type: none"> <li>A baccalaureate degree in nursing.</li> <li>Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Ohio Administrative Code.</li> <li>Current, valid licensure as a registered nurse in Ohio</li> <li>Experience for at least two years in the practice of nursing as a registered nurse</li> <li>Any additional requirements specified in 4723-5-11 of the Ohio Administrative Code.</li> </ul>	

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Nurse Assisting CW 070303	<ul style="list-style-type: none"> <li>• Current, valid licensure as a registered nurse or licensed practical nurse in Ohio.</li> <li>• All other requirements specified in 3701-18-09 (E) of the Ohio Administrative Code.</li> <li>• Registered nurses, shall have a minimum of two years of experience in caring for the elderly or chronically ill of any age.</li> <li>• Licensed practical nurses, shall have a minimum of two years of experience in caring for the elderly or chronically ill of any age obtained through employment in a long-term care facility.</li> <li>• Refer to OAC 3701-18-09(E)(2) for experience specifics.</li> </ul>	
Surgical Technology CW 070305	<ul style="list-style-type: none"> <li>• Current Certified Surgical Technician by the National Board of Surgical Technology and Surgical Assisting OR</li> <li>• Current Certified Operating Room Nurse by Association of Operative Registered Nurses</li> </ul>	Associate or technical degree with minimum 30 semester hours in technical area related to program content.
Home Health Aide CW 070307	<ul style="list-style-type: none"> <li>• Current, valid licensure as a registered nurse in Ohio</li> <li>• Must meet the qualifications established by the National Home Caring Council (NHAC), a division of the Foundation for Hospice and Homecare.</li> </ul>	
Fitness Aide/Athletic Trainer Assisting CW 070410	<ul style="list-style-type: none"> <li>• Current Certified Strength and Fitness Specialist OR</li> <li>• Current Licensed Physical Therapist OR</li> <li>• Current Physical Therapy Assistant OR</li> <li>• Licensed Athletic Trainer</li> </ul>	<p>Baccalaureate degree with a major in:</p> <ul style="list-style-type: none"> <li>• Sports medicine;</li> <li>• Exercise physiology;</li> <li>• Physical education;</li> <li>• Health education; or</li> <li>• Athletic training.</li> </ul> <p>Equivalent area of study must have 30 semester hours in a technical area related to program content.</p>
Optometric Occupations CW 070603	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Current Certified Ophthalmic Technician</li> <li>• Current Certified Optician</li> <li>• Current Ophthalmic Medical Technologist</li> <li>• Current Licensed Optometrist</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Medical Assisting CW 070904	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Current Certified Medical Assistant issued by American Association of Medical Assistants</li> <li>• Registered Medical Assistant issued by the American Medical Technologists</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Community Health Aide CW 070906	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Physician Assistant</li> <li>• Licensed social worker</li> <li>• Doctor</li> <li>• Counselor</li> <li>• Pharmacist</li> <li>• Etc.</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Pharmacy Assisting CW 070912	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Current Certified Pharmacy Technician by Pharmacy Technician</li> <li>• Licensed pharmacist</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Health Unit Coordinator CW 070913		
Patient Care Technician CW 070994	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Current Certified Patient Care Technician by national credentialing agency</li> <li>• Current Registered Nurse</li> <li>• Other licensed medical personnel</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Diagnostic Pathway CW 074820		
Therapeutic Pathway CW 074830		
Health Support Services CW 074840		Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Biotechnology CW 074850	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Medical Lab Technician</li> <li>• Medical Technologist</li> <li>• Registered Nurse</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Health Informatics CW 074890	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Certified Medical Assistant</li> <li>• Registered Medical Assistant</li> <li>• Registered Nurse</li> <li>• Certified Health Unit Coordinator</li> <li>• Registered Health Information Technician</li> </ul>	Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
PN Coordinator CW 079950	<ul style="list-style-type: none"> <li>• A master's degree (see other information)</li> <li>• Current, valid licensure as a registered nurse in Ohio</li> <li>• Any additional requirements specified in 4723-5-11 of the Ohio Administrative Code.</li> </ul>	If the individual does not possess a Bachelor of Science in nursing degree, the master's or other academic degree, including, but not limited to a Ph.D., shall be in nursing. If the individual possesses a Bachelor of Science in nursing degree, the master's degree may be, but is not required to be, in nursing.

### Hospitality and Tourism

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Culinary Arts CW 330005		<ul style="list-style-type: none"> <li>• Certified or certifiable for American Culinary Federation or ProStart</li> </ul>
Hotels and Resorts CW 090205		<ul style="list-style-type: none"> <li>• Certified or certifiable for American Hotel and Lodging Association</li> </ul>

### Human Services

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Barbering CW 172601	<ul style="list-style-type: none"> <li>• Must complete all application, fee and testing requirements per Ohio Revised Code 4709.10(C)</li> <li>• Current barber license issued pursuant to Ohio Revised Code 4709.10</li> </ul>	
Cosmetology CW 172602	<ul style="list-style-type: none"> <li>• Current, valid advanced cosmetologist license issued in Ohio.</li> <li>• Must meet or complete all other requirements per Ohio Revised Code 4713.31(A-J)</li> </ul>	
Family & Community Services CW 172610	<ul style="list-style-type: none"> <li>• Current valid Ohio license as licensed social worker, professional counselor by Ohio Counselor, Social Worker and Marriage &amp; Family Therapist Board, Certified Child Life Specialist or Certified Family Life Educator is required.</li> <li>• Minimum associate degree in technical content area</li> </ul>	

### Information Technology

Licensure Area/Teaching Field	Requirements	Recommendations / Additional Information
Business & Information Services CW 140200		A wide range of third party and vendor-based IT certifications can be a valuable source of information.

**Law and Public Safety**

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Firefighter Training CW 172801	<ul style="list-style-type: none"> <li>• Shall possess a current and valid firefighter certificate that is in good standing.</li> <li>• Valid instructor's certificate to teach the Fire Fighter Level II as identified by the Department of Public Safety Division of EMS is required.</li> <li>• If teaching EMT - EMT-B Instructors Certification issued by the Ohio Department of Public Safety EMS is required.</li> <li>• In the preceding seven years, an applicant shall have been certified for at least five years as a firefighter.</li> <li>• Shall pass the fire instructor knowledge examination as set forth in rule 4765-21-05 of the Ohio Administrative Code. The fire instructor knowledge examination shall be taken within one year prior to admission into a fire instructor course.</li> <li>• Shall complete a fire instructor training course consisting of a minimum of 60 hours, as set forth in paragraph (A) of rule 4765-24-15 of the Ohio Administrative Code.</li> <li>• Shall pass the instructional methods examination, as set forth in rule 4765-21-05 of the Ohio Administrative Code.</li> <li>• Shall comply with the requirements for a firefighter certificate as set forth in paragraph (F) of rule 4765-20-02 of the Ohio Administrative Code.</li> <li>• Shall submit a completed "Fire, Assistant Fire, or Fire Safety Inspector Instructor Initial Application" no later than two years after passing the fire instructor knowledge examination.</li> <li>• Must meet or complete all other requirements per OAC 4765-21-03.</li> </ul>	
Criminal Justice CW 172802	<ul style="list-style-type: none"> <li>• Current Ohio Peace Officer Basic Training Program approved by the Ohio Peace Officer Training Commission or equivalent.</li> <li>• Current OPOTA Private Security Instructor Certification if offering Private Security Certification.</li> <li>• Current Instructor Cards for any other specialty certifications instructed (TASER, MACE, ASP, etc.).</li> </ul>	Associate degree or higher in criminal justice, law enforcement or related field.  An individual having served as a private security training school commander as identified by the Ohio Peace Officer Training Commission is preferred.
Private Security CW 172808	<ul style="list-style-type: none"> <li>• Current Ohio Peace Officer Basic Training Program approved by the Ohio Peace Officer Training Commission or equivalent.</li> <li>• Current OPOTA Private Security Instructor Certification if offering Private Security Certification.</li> <li>• Current Instructor Cards for any other specialty certifications instructed (TASER, MACE, ASP, etc.).</li> </ul>	Associate degree or higher in criminal justice, law enforcement or related field.  An individual having served as a private security training school commander as identified by the Ohio Peace Officer Training Commission is preferred.
Fundamentals of Public Safety		

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
CW 172809		
Career Paths for the Law Profession CW 172810	<ul style="list-style-type: none"> <li>• Associate degree in paralegal studies (minimum).</li> </ul>	
Emergency Medical Technician—Secondary CW 172811	<ul style="list-style-type: none"> <li>• Current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant.</li> <li>• In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant.</li> <li>• Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider within the preceding three years.</li> <li>• Has passed the practical examination for the individual's level of certification within the preceding three years.</li> <li>• Has successfully completed an EMS instructor training program as set forth in this chapter.</li> <li>• Has passed the instructional methods examination established by the board pursuant to section 4765.11 of Ohio Revised Code within one year of completion of all other components of the EMS instructor training program, except as provided in 4765-18-13 of the Ohio Administrative Code. Failure to pass this examination within three attempts will require completion of a new EMS instructor training program.</li> <li>• Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Ohio Administrative Code.</li> <li>• Must meet or complete all other requirements per OAC 4765-18-05.</li> </ul>	

### Manufacturing Technologies

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Appliance Repair CW 170200		
Manufacturing Operations CW 170380		<ul style="list-style-type: none"> <li>• ISO</li> <li>• Experience with EPA and OSHA standards</li> </ul>
Automation & Robotics CW 170375		
Industrial Maintenance & Repair		

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
CW 171012		
Drafting Occupations CW 171300	<ul style="list-style-type: none"> <li>• Must have experience with drafting conventions and dimensioning practices in mechanical and architectural areas.</li> <li>• Must demonstrate proficiency in the use of various computer hardware and software systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended experience with 2D and 3D.</li> </ul>
Electronics CW 171503		
Precision Machining CW 172302		<ul style="list-style-type: none"> <li>• National Institute of Metalworking Skills (NIMS)</li> </ul>
Manufacturing Occupations CW 172303		
Welding and Cutting CW 172306		<ul style="list-style-type: none"> <li>• American Welding Society (AWS)</li> <li>• Certified Welder or Certified Welding Inspector</li> <li>• National Center for Construction Education and Research (NCCER)</li> </ul>

### Marketing

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Marketing Management CW 040810		Credentials that could add value: <ul style="list-style-type: none"> <li>• Professional Certified Marketing</li> <li>• Certified Professional Marketing</li> <li>• Certified Marketing Executive</li> <li>• Certified Professional Salesperson</li> <li>• Certified Sales Executive</li> </ul>
Marketing Communications CW 047000		Credentials that could add value: <ul style="list-style-type: none"> <li>• Professional Certified Marketing</li> <li>• Certified Professional Marketing</li> <li>• Certified Marketing Executive</li> <li>• Certified Marketing Professional</li> </ul>
Acquisition & Logistics CW 041900		Credentials that could add value: <ul style="list-style-type: none"> <li>• Certified in Production and Inventory Management</li> <li>• Certified in Logistics, Transportation and Distribution</li> <li>• Certified Supply Chain Professional</li> <li>• Certified Logistics Technician</li> <li>• SCPro Certification</li> </ul>
Entrepreneurship CW 044105		

## Transportation Systems

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Aviation Occupations CW 170400	<ul style="list-style-type: none"> <li>• Must hold a Federal Aviation Administration certification in the primary area of training, as applicable.</li> <li>• May not work on aircraft maintenance without FAA Airframe and Power Plant certification.</li> </ul>	Note: May be Aviation Maintenance or Aviation Operations person.
Auto Collision Repair CW 170301	<ul style="list-style-type: none"> <li>• Automotive Service Excellence or I-CAR current certification is required in areas of teaching responsibility.</li> </ul>	
Auto Technology CW 170302	<ul style="list-style-type: none"> <li>• Automotive Service Excellence current certification is required in areas of teaching responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Master certification recommended.</li> <li>• Caution should be used if approving “mechanics” in service stations, tire dealerships, department or discount stores and self-employment.</li> </ul>
Auto Specialization CW 170303	<ul style="list-style-type: none"> <li>• Automotive Service Excellence current certification is required in areas of teaching responsibility.</li> </ul>	Master certification recommended.
Aircraft Maintenance CW 170401	<ul style="list-style-type: none"> <li>• FAA Airframe and Power Plant license is required along with approval by the FAA local field inspector.</li> </ul>	
Ground Operations CW 170403	<ul style="list-style-type: none"> <li>• Must hold a Federal Aviation Administration certification in the primary area of training, as applicable.</li> <li>• May not work on aircraft maintenance without FAA Airframe and Power Plant certification.</li> <li>• Note: May be taught by Aviation Maintenance or Aviation Occupations person as well.</li> </ul>	
Maritime Occupations CW 170801		Recommend candidates possess any Coast Guard or National Maritime Credentials appropriate to the content they are instructing.
Medium/Heavy Truck Technician CW 171200	<ul style="list-style-type: none"> <li>• Automotive Service Excellence current certification is required in areas of teaching responsibility.</li> </ul>	
Power Equipment Technology CW 173100		Outdoor Power Equipment or Original Equipment Manufacturing (OEM) Certification recommended.



## 11.0 Career-Technical Licensure Programs Directory

The following list of approved programs offered at colleges and universities in Ohio includes references to three paths toward a teaching license.

College/University	Program	Contact
<i>Bowling Green State University</i>	<b>Alternative Resident Educator</b>	Mrs. Cindy Ross Bowling Green State University Bowling Green, OH 43403 Phone: (419) 372-7318 Email: <a href="mailto:rosscin@bgsu.edu">rosscin@bgsu.edu</a>
	<b>Endorsement</b> Transition to Work	Jeanne Novak, Associate Professor Intervention Services Bowling Green State University Bowling Green, Ohio 43403 Phone: 419-372-6826 Email: <a href="mailto:jnovak@bgsu.edu">jnovak@bgsu.edu</a>
<i>Kent State University</i>	<b>Alternative Resident Educator</b>	Dr. Davison Mupinga Career-Technical Education 412 White Hall Kent State University Kent, OH 44242 Phone: (330) 672-0676 Email: <a href="mailto:dmupinga@kent.edu">dmupinga@kent.edu</a>
	<b>Endorsement</b> Career-Based Intervention	
	<b>Endorsement</b> Transition to Work	Dr. Robert Cimera 405 White Hall Kent State University Kent, OH 44242 Phone: (330) 672-5795 Email: <a href="mailto:rcimera@kent.edu">rcimera@kent.edu</a>
<i>The Ohio State University</i>	<b>Alternative Resident Educator</b>	Dr. Christopher Zirkle, Professor 468 PAES Building 305 Annie and John Glenn Avenue Columbus, OH 43210 Phone: (614) 247-6227 Email: <a href="mailto:zirkle.6@osu.edu">zirkle.6@osu.edu</a>
<i>Rio Grande, University of</i>	<b>Alternative Resident Educator</b>	Dr. Richard Fisher Assistant Professor, Career Tech 311 Anniversary Hall Rio Grande, Ohio 45674 Phone: 740 245-7336 Email: <a href="mailto:rfisher@rio.edu">rfisher@rio.edu</a>
<i>Toledo, The University of</i>	<b>Alternative Resident Educator</b>	Eric Landversicht, Director Career and Technical Education 2801 West Bancroft St. 2000C Gillham Hall University of Toledo Toledo, OH 43606 Phone: (419) 530-7291 Email: <a href="mailto:eric.landversicht@utoledo.edu">eric.landversicht@utoledo.edu</a>
	<b>Endorsement</b> Career-Based Intervention Transition to Work Work Site Teacher/Coordinator	