Career-Technical Education

Middle School Validation Instructions

January 2023

Overview

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 (CTE) middle school validation course. It is recommended that teachers complete the middle school validation course prior to teaching CTE 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.

ADDITIONAL 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. Teachers must go through every module to access the quizzes.

- Teachers with specific vendor certification, such as Project Lead the Way (PLTW), 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 FCS and CBI programs.

- Only teachers currently employed by a school will be eligible to receive the certificate of completion. To receive Continuing Education Units (CEUs), contact middleschoolvalidation@education.ohio.gov

Ohio Department of Education & Workforce

Enrolling in the Middle School Validation Course in Learning Management System

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

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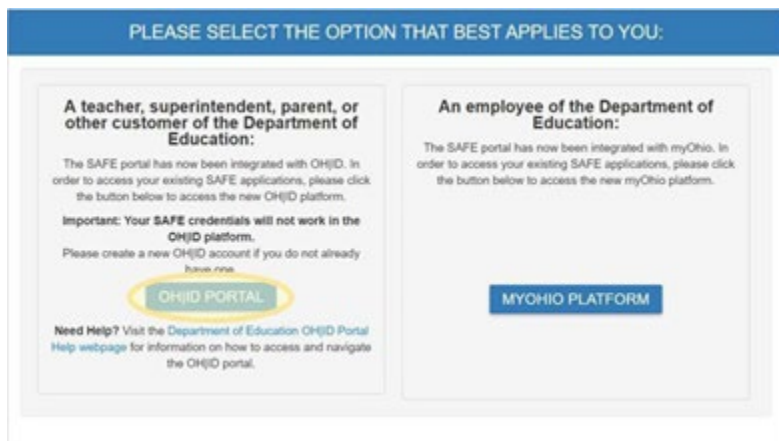
OH│ID ASSISTANCE

For assistance 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, please visit OH│ID Portal Help, call 1-877-644-6338 or email Profile.Help@education.ohio.gov.

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 the profile is setup, click on the "Learning Management System" (LMS) tile.
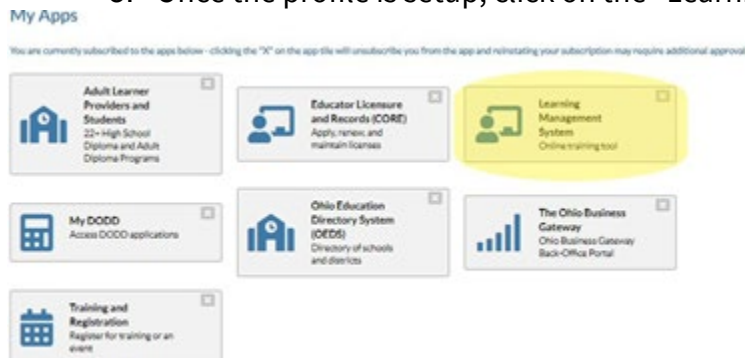
4. The LMS opens to the **LMS Home Page**. From any page in the LMS, return to the **LMS Home Page** by clicking on "My Home" or by clicking on the Ohio Department of Education logo.


5. Click on "Course Catalog."

6. Search the catalog for *Middle School Validation*. In the catalog, click on the image or title to open the course page for *Career Technical Education (CTE) Middle School Validation_Revised2021.*
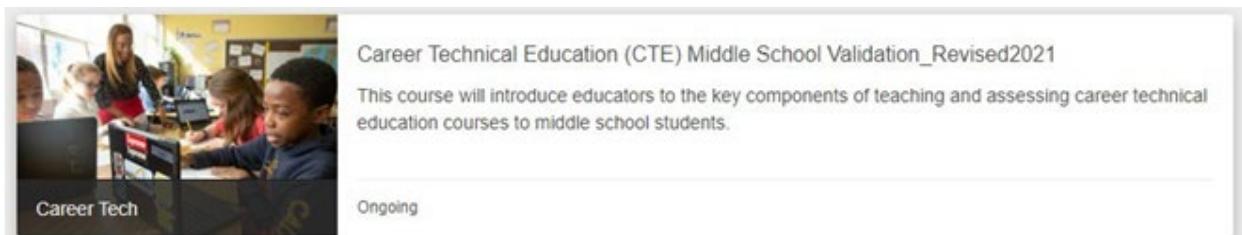
7. Course pages contain the course description, objectives, approximate contact hours, course instructional features and contact information for the instructor.
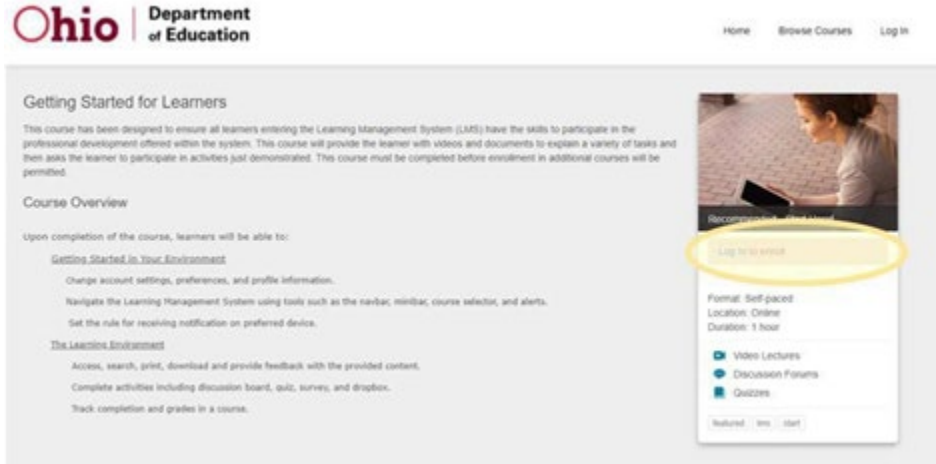
8. Click "Launch Course."
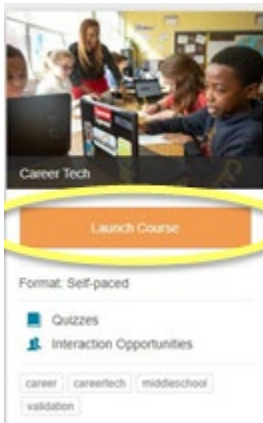
The course should open automatically. When logging back in, the **LMS Home Page** will open. On the right side in "My Courses" select the course and click on the title to open the course. All modules must be complete to access the quiz.
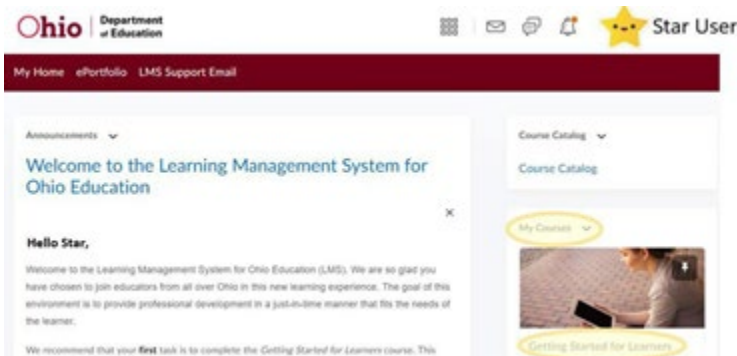
9. After completing all modules and receiving a passing score of 90% or higher on the final assessment, download the middle school validation application from LMS. Fill it out completely and email it to middleschoolvalidation@education.ohio.gov in order to receive the certificate of validation. Work with the local school district to receive all of the required 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 five contact hours, for teachers who have met the requirements for attaining a CTE middle school validation. Please keep this document on record.