

# **Guide for Licensing Candidates for Career-Technical Education in Ohio**

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## Table of Contents

	<u>Section</u>	<u>Page</u>
Preface	1.0	5
Licensure Standards Addressed in this <i>Guide</i>	2.0	6
Paths toward Licensure	3.0	6
Resident Educator	3.1	6
Alternative Resident Educator	3.2	6
Supplemental License for Career-Technical Workforce Development Programs	3.3	7
Endorsement	3.4	8
Alternative Educator Licensure (Including Conditional Teaching Permit)	3.5	8
Substitute Licenses	3.6	8
Career-Tech Substitute Licenses	3.6.1	9
Short-term Substitute Licenses	3.6.2	9
Long-term Substitute Licenses	3.6.3	9
Renewal of a Substitute License	3.6.4	9
Recruitment and Hiring	4.0	9
CTE-36/37 Process for Career-Technical Licenses	5.0	11
Reviewing the CTE-36 for Career-Technical Licenses	5.1	12
Work Experience Requirements, Table 1	5.1.1	13
Work Experience Requirements, Table 2	5.1.2	15
Checklist	5.1.3	57
Process for Validating Equivalent Work Experience		
Standard 3301-24-05 (C.7.b)—Panel of Experts	5.2	58
Panel Recruitment and Composition	5.2.1	59
Panel of Experts Procedures	5.2.2	59
Panel of Experts Review Form	5.2.3	61
Licensure Plan	5.2.4	65
Portfolio	5.2.5	67
Processing the CTE-37 for Career-Technical Licenses	5.3	68
Supplemental Teaching License for Career-Technical Workforce Developing Areas	6.0	70
Acquiring the Supplemental Teaching License for Career-Technical Workforce Development Areas	6.1.	70
Processing the CTE-36	6.2.	70
Checklist for Review of CTE-36	6.3.	71
Processing the CTE-37	6.4.	72
Renewing the Initial Supplemental License	6.5.	74
Acquiring the Career-Technical License	6.6.	74
Adding Teaching Fields (Licensure Areas) to a Career-Technical License	7.0	74

Acquiring the Five-Year Professional License	8.0	75
Resident Educator	8.1	75
Alternative Resident Educator	8.2	75
Career-Based Intervention	9.0	76
Acquiring CBI Endorsement	9.1	76
Processing the CTE-36 for CBI Endorsement	9.2.	77
Checklist for Review of CTE-36 for Career-Based Intervention Programs	9.3.	77
Processing the CTE-37 for CBI Endorsement	9.4.	78
Renewing the Initial Supplemental CBI Endorsement	9.5.	79
Acquiring the CBI Endorsement	9.6.	80
Alternative Educator Licensure (non-Career-Technical)	10.0.	80
Tests in Alternative Educator License Path	10.1.	81
Additional Test Information	10.2.	81
Resident Educator	10.3	81
Adult Workforce Education	11.0.	81
Professional Pathway	11.1	82
Adult Education Permit	11.2	82
Adult Education Endorsement—full-time adult programs	11.3	82
Out-of-State Applicants	12.0	83
Responsibilities of the Various Parties	13.0	83
Responsibilities of the Hiring School District	13.1	83
Responsibilities of the Alternative Resident Educator Teacher Candidate	13.2	84
Responsibilities of Universities	13.3	84
Summary of Licensing Process for Career-Technical Education Teachers	14.0	85
Recruitment and Hiring of Teachers with an Applicable Certificate or License	14.1	85
Recruitment and Hiring of Teachers without an Applicable Certificate or License	14.2	85
Recruitment and Hiring of Teachers holding a professional license in an academic area	14.3	86
Summary of Licensing Process for Career-Based Intervention Teachers	15.0	87
Recruitment and Hiring of Teachers with an Applicable CBI Endorsement	15.1	87
Recruitment and Hiring of Teachers without and Applicable CBI Endorsement	15.2	87
Summary of Licensing Process for Adult Workforce Education Teachers	16.0	88
<i>Career-Technical Licensure Programs Directory</i>	17.0	89

## 1.0. Preface

The purpose of career-technical education (CTE) in Ohio is to:

- meet the current needs and anticipate the future workforce demands of the economy;
- prepare learners to succeed in lifelong learning and careers through secondary-postsecondary programs of study that include high-level academic and technical skills in real-work contexts;
- support career development for all learners, career pathways for high school students and workforce development and literacy for adults;
- comply with the federal Carl D. Perkins IV Act, which is the CTE plan that sets direction for leading, working and experiencing the changing realities of education, policy development, resource management and society.

The many drivers of change that impact the preparation of teachers in career-technical education include program structures and the delineation of core competencies, pathway competencies and specialized occupational competencies. Emphasis is placed on career-focused education and career pathways. Tech Prep continues to expand across the state. As the expectations continue to be raised for higher academic standards and achievement for all students, including students in career-technical education, teachers more than ever need to provide students with the academic as well as career-technical competencies they will need to succeed.

Over the past several years, shifts in funding patterns and new legislative initiatives have impacted the preparation of teachers in career-technical education. In many cases, societal and workplace changes as well as funding and legislative issues have been the driving forces for change.

Many of the changes that continue to occur in teacher preparation and in school districts are in direct response to a changing workforce. This workforce is one that embraces diversity, problem solving, critical thinking, higher technical skill standards, responsible decision making and process thinking.

*A Guide for Licensing Candidates for Career-Technical and Adult Education in Ohio* was introduced in 1998 as a means to assist school districts, universities and ODE as they transitioned to the new 1998 licensure standards and the resultant process changes. Having been revised in 2001, 2005, 2007, and 2010, this 2011 version reflects updated standards language as well as refined processes.

The *Guide* defines the roles and responsibilities of the stakeholders (i.e., the school districts, the new career-technical teachers, the university and ODE). The *Guide* also provides the “how” in the credential review process. Career-technical program guidelines have also been provided to assist school district administrators in assessing the required qualifications for various subject codes. Instructions have been provided to assist the school district with the completion of the forms.

More than ever, school districts and universities with approved teacher preparation programs need to partner for the recruitment and development of new career-technical teachers. A listing of universities and contacts with approved programs in career-technical licensure areas has been provided in this document. Well prepared and successful teachers coincide with higher levels of achievement by their students. A well-designed teacher selection and preparation process is a major contributor to the preparation of these effective teachers. The teacher selection and preparation process includes the following complementary components:

- a recruitment program that will yield the best candidate for the position;
- a thorough review of the candidate’s credentials;
- a quality teacher preparation program;
- a quality teacher development program including school-based mentoring; and
- a comprehensive assessment process.

These components will contribute to high-quality teaching professionals prepared to meet the needs of all students and the workforce.

## **2.0. Licensure Standards Addressed in This Guide**

House Bill 1, passed in 2009, established a new licensure structure for Ohio educators, effective in 2011. A [chart](#) outlining the new four-tiered structure as well as all other existing licenses, certificates and permits that are issued by ODE is available at [www.education.ohio.gov](http://www.education.ohio.gov). This 2011 version is designed to update the *Guide* based on HB1 changes. This *Guide* provides information on the **Resident Educator (RE)**, **Alternative Resident Educator for Workforce Development (A-RE)**, and **Supplemental License for Career Technical Workforce Development (S)** and **Endorsements**.

## **3.0 Paths Toward Licensure**

The three paths toward a career-technical license to teach the subjects named in such a license to learners ages eight and beyond and grades four and beyond are named in 2.0 above and described in this section. *A summary of steps in the licensing process appears in Section 14.0.*

All new teachers must complete the state-approved **Resident Educator** program. The Resident Educator program consists of both a formal program of support, including mentoring to foster professional growth of the individual, and assessment of the performance of the beginning teacher.

### **3.1. Resident Educator (RE)**

Prior to teaching, the individual successfully completes a career-technical teacher preparation program at an Ohio college or university that has been approved to offer the program. The **RE** career-technical license may be obtained by an individual who holds the baccalaureate degree, who has successfully completed an examination prescribed by the State Board of Education, who has been recommended by the dean or head of teacher education at an institution approved to prepare career-technical teachers and who evidences two years of recent and successful related work experience or the equivalent in the teaching area. Teacher preparation programs may be offered in the following areas:

- (i) Agriculture
- (ii) Integrated Business
- (iii) Family and Consumer Sciences
- (iv) Marketing
- (v) Technology Education

A listing of Ohio universities offering approved Resident Educator preparation programs is located in the *Directory of Career-Technical Licensure Programs* in this *Guide*.

### **3.2. Alternative Resident Educator for Career-Technical Workforce Development Programs (A-RE)**

The individual is hired to teach in career-technical education without having completed a teacher preparation program in that teaching area but who provides evidence of having the minimum level of education and work experience in the career or career field required by the licensure standards.

The **A-RE** programs 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; and who completes a minimum of four semester hours of an approved pre-service career-technical education program. Upon completion of the approved preparation program of 24 semester hours an examination prescribed by the State Board of Education, and an RE program and recommendation by the dean or head of teacher education at an institution approved to prepare teachers, a professional license shall be issued for specific programs or taxonomies in the following occupational fields even though the baccalaureate degree is not held:

- (i) Agriculture
- (ii) Arts and Communication
- (iii) Business and Administrative Services
- (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
- (xvi) Transportation Systems

A listing of universities in Ohio offering approved Alternative Resident Educator preparation programs is located in the *Directory of Career-Technical Licensure Programs* in this *Guide*. Other information regarding Alternative Resident Educator is provided throughout this *Guide*.

**The requirement to pass the Praxis II Principles of Learning and Teaching exam was suspended, effective March 31, 2005. (See letter at the end of this document for explanatory letter from ODE.)**

### **3.3. Supplemental License for Career-Technical Workforce Development Programs (S)**

The individual is hired to teach in career-technical education, holding a standard teaching license and meeting the work experience and industry credentials (if appropriate) in the career or career field required by the licensure standards. The **Supplemental** license may be obtained by an individual who holds that standard teaching license; who evidences five years of full-time work experience or the equivalent in the career field; and who completes a minimum of three semester hours of an approved pre-service career-technical education program. The **Supplemental** license is renewable. Upon completion of the approved preparation program and recommendation by the dean or head of teacher education at an institution approved to prepare teachers, a professional license shall be issued for specific programs or taxonomies in the following occupational fields:

- (i) Agriculture
- (ii) Arts and Communication
- (iii) Business and Administrative Services
- (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
- (xvi) Transportation Systems

A listing of universities in Ohio offering approved career-technical teacher preparation programs is located in the Directory of Career-Technical Licensure Programs in this *Guide*.

### 3.4 Endorsements

An endorsement of a teacher license, valid for teaching the subject or learners named, shall be issued to an individual who holds a baccalaureate degree; who is deemed to be of good moral character; who has successfully completed an approved program of preparation; who has successfully completed an examination prescribed by the State Board of Education; and who has been recommended by the dean or head of teacher education at an approved institution. The endorsement may be added to any standard teaching license unless limited by age or grade as noted below:

- Adult education – full-time adult programs.
- Career-based Intervention (CBI) shall require a baccalaureate degree, two years of successful teaching experience under a standard teaching license, and evidence of the equivalent of one year of work experience outside of education. This endorsement is valid for teaching learners ages 12 through 21, or grades 7 through 12. The local school superintendent may make the recommendation for this endorsement.
- Transition to work (limited to intervention specialist license or career-technical license).
- Career-technical work-site teacher/coordinator (limited to professional career-technical license).

### 3.5 Alternative Resident Educator (non-Career-Technical)

In addition to single subject academic content areas, the alternative educator licensure route is available in the following non-career technical areas:

High School 7-12 Business Education (non-career-technical)—teaching field 030000  
 High School 7-12 Bookkeeping and Basic Business (non-career-technical)—teaching field 030300  
 High School 7-12 Home Economics (non-career-technical)—teaching field 230000  
 High School 7-12 Industrial Technology (non-career-technical)—teaching field 101315

This path is NOT available for any career-technical teaching fields (licensure areas). This path is intended only for single-subject, non-career-technical high school areas.

#### 3.6.0. Substitute Teaching Licenses

Information regarding substitute teaching licenses is available at [www.education.ohio.gov](http://www.education.ohio.gov), search: “Educator Licensure” under the Teaching dropdown down bar. Substitute teaching licenses may be



short-term and long-term. These licenses are designed for individuals who will be teaching as substitutes for regular full-time teachers.

### **3.6.1. Career-Technical Substitute License**

Although individuals who do not hold a baccalaureate degree may not apply for a short-term substitute license, they may request a long-term substitute license in a Career-Technical licensure area. They must complete a CTE-36 with the employing district to verify their training and experiences. The district then signs the CTE-37 identifying the teaching field code they are requesting. To get the CTE-36 and 37 forms go to ODE home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “*CTE Teacher Prep, Licensure*” under the *Career-Tech* drop-down bar. The CTE-37 is attached to the application for the initial long-term substitute license that is submitted to the ODE Office of Certification and Licensure. The license will show the teaching field(s) in which they are eligible to substitute teach, and it will also carry the statement, “May be used only to substitute teach in the subject(s) listed on this license.” These individuals may NOT be used as short-term substitutes in other areas.

### **3.6.2. Short-Term Substitute License**

To earn short-term substitute teaching licenses, the individual must hold a baccalaureate degree. An individual holding a short-term substitute license may serve for up to five days in a given assignment. For periods longer than five days, an individual with a long-term substitute license must be employed.

### **3.6.3. Long-Term Substitute License**

A long-term substitute career-technical license, valid for the area listed on the license, may be issued in the areas of Agriscience, Integrated Business, Marketing, and Family and Consumer Sciences. The individual must hold a baccalaureate degree and 20 semester credit hours in the subject.

### **3.6.4. Renewal of a Substitute Teaching License**

All substitute licenses may be renewed upon the recommendation of an Ohio school district superintendent without additional requirements.

## **4.0. Recruitment and Hiring**

The recruitment and hiring process is one of the most important responsibilities of the school district. A school district should hire new teachers who have completed a teacher preparation program in the appropriate area. When an individual with the appropriate license is not available, then consider hiring someone directly from business and industry.

Steps to hiring the “most qualified” candidate:

1. Determine the licensure or certification area needed to teach the program or course by completing a *Certification and Licensure Search*, located at [www.education.ohio.gov](http://www.education.ohio.gov) with the keywords: “*Regular Teaching Certificates and Licenses*” and type the “Subject Code.” The certification/licensure area must be one of the areas identified for teaching the “subject” to pass the EMIS check.

As you determine the qualifications needed for a teaching position, be sure to visit this site to determine the licensure areas (teaching fields) needed on an individual’s license to teach the applicable subjects (courses). Initiatives such as career pathways may require more than one

teacher with varying licenses. For example, a business and management career pathway may consist of a collection of courses that require teachers with licensure in business and marketing.

It is possible that an applicant would have (or be eligible for) BOTH the needed “business” teaching field on the license AND the needed “marketing” teaching field. However, you may not be able to identify an individual with these qualifications. In such a case, you would need to consider hiring two teachers, one with the “business” license and the other with the “marketing” license.

2. Retrieve the applications of those individuals who have previously submitted them.
3. Submit the opening to the *Web-based Recruiting (WBR)* system, an interactive tool that helps match school district vacancies with prospective educators. Go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “Education Jobs” under the Teaching drop-down bar.
4. Contact the universities that offer teacher preparation programs in the program area in which the candidate will teach. A listing appears in the licensure programs directory within this guide.
  - a. Call the contact person listed for that program area
  - b. Call the office at the institution that assists students in finding employment (may be called the Placement Office, Career Services, or a similar name) to post the opening. This posting will reach both graduating students and alumni who are registered with the office.
5. Apply school district standards and procedures for hiring an individual with a teaching certificate or license that includes a certification or licensure area that is valid for teaching the subject (course or program) as identified through a *Certification and Licensure Search* [www.education.ohio.gov](http://www.education.ohio.gov), search for Valid Subjects, using the drop-down menu for Career Technical (CT).
6. If you are not able to find an individual who is acceptable and holds the required license or certificate for the position, recruit from business and industry. Use networking strategies.

Tips:

  - a. Ask advisory committee members.
  - b. Ask administrators, counselors and teachers within your district and in other districts.
  - c. Call the Office of Career-Technical, Ohio Department of Education, or for Adult Education, contact the Ohio Board of Regents.
  - d. Place advertisements in nearby newspapers (advertise under both “teacher” and the career field and/or occupational category).
  - e. Contact appropriate local labor unions.
  - f. Contact applicable departments of two-year and four-year colleges and universities for graduates of programs related to the career field/occupational category.
7. For each candidate under consideration who does not have an Ohio teaching license or certificate that includes the required certification/licensure area, provide a blank CTE-36. Go to the ODE home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “CTE Teacher Prep, Licensure” under the Career-Tech drop-down bar. Review the form with the candidate to assure that all parts of

the CTE-36 are completed properly and so that all supporting materials will be received with the form (e.g., employment verification forms, transcripts, etc.).

8. Provide the candidate with information regarding fingerprinting. This process is explained on the *Initial Ohio License* application. Go to the *Department of Education home page* ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “*Educator Licensure*” under the *Teaching* drop-down bar.
9. Apply school district standards and procedures for hiring such as pre-employment testing and interviewing.

#### **5.0. CTE-36/37 Process for Career-Technical Licenses**

The purpose of the CTE-36/37 process is to assure that an individual who does not have a teaching certificate or license with the required teaching field on it has the education and content/subject matter knowledge and skills needed to successfully teach the course or program. The CTE-36 and CTE-37 forms are available by going to the *Department of Education home page* ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “*CTE Teacher Prep, Licensure*” under the *Career-Tech* drop-down bar.

- The CTE-36/37 process used for the Career-Based Intervention endorsement may be found in the CBI Section of this *Guide*.
- A CTE-36/37 process is NOT used in Resident Educator because Resident Educator is a path that leads to a career-technical license through a degree program completed PRIOR to teaching.

The following process is used in **Alternative Resident Educator** that addresses the following standard:

**Standard 3301-24-05 (D) (7) (b).** 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; and who completes a minimum of four semester hours of an approved pre-service career-technical education program. Upon completion of the approved preparation program of twenty-four semester hours and the Resident Educator Program and recommendation by the dean or head of teacher education at an institution approved to prepare teachers, a professional license shall be issued for specific programs or taxonomies in the following occupational fields even though the baccalaureate degree is not held:

- (i) Agriculture
- (ii) Arts and Communication
- (iii) Business and Administrative Services
- (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
- (xvi) Transportation Systems

This standard requires the candidate to have at least a high school diploma and related work experience from which the candidate will have learned that subject matter knowledge and those skills.

The CTE-36 (Qualification Form) and CTE-37 (Teacher Eligibility and Education Verification) forms are located by going to the ODE home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “CTE Teacher Prep, Licensure” under the Career-Tech drop-down bar.

**5.1. Reviewing the CTE-36 for Career-Technical Licenses (Alternative Resident Educator)**

Follow these steps:

1. Review current teaching certificates or licenses the candidate already possesses (if any).
  - a. If the certificate or license type, code and grade needed to teach the subject appears on the certificate or license, the candidate is qualified to teach the course or program and does not need to complete a CTE-36. To determine this, conduct a Certification and Licensure Search. A link to the Search appears on the EMIS page of the ODE Web site, key search: *Certification and Licensure Search.* Type the subject code to be taught and click “submit.” The required certificate or license types, codes, and grades will appear.
  - b. If the certificate or license has expired, the candidate must renew the certificate or license.
  - c. The history and status of an individual’s teaching certificates and licenses are available by going to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “Educator Profile” under the Educators (bottom of page) drop-down bar. Review the candidate’s Educational Record. The candidate must have at least a high school diploma. The CTE-36 must be accompanied by evidence to verify ALL appropriate educational levels completed. Examples are copies of diplomas and official transcripts. Only an official transcript(s) that has been forwarded directly from the college(s) or university (ies) should be accepted.
  
2. Review the candidate’s work experience. The standard refers to “full-time work experience.” One year of “full-time” work experience is interpreted as 2,000 hours (40 hours per week x 50 weeks, the traditional calculation) except for Early Education and Care (see Section 5.1.2, Table 2). Part-time experience counts toward the 2,000 hours for a year. For example, if an individual needs two years (4,000 hours) of related work experience, a calculation might be:

Position 1	30 hours per week in a related position 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

In this case, the individual has met the two years (4,000 hours) of related work experience requirement.

**Two sets of requirements must be met. The first set appears in Section 5.1.1 (Table 1). The second set of requirements appears in Section 5.1.2 (Table 2).**

Follow these steps when evaluating the work experience:

- a. Identify the requirements to teach the course (subject) from the two sets of requirements (Sections 5.1.1 and 5.1.2, Tables 1 and 2).
  - b. Determine if the work experience is “related.” Refer to the “job title” and “skills/duties” section of the Employment Verification forms in the CTE-36, and the requirements and guidelines in Section 5.1.2 (Table 2). Technical Content Standards (TCP) should be used as a resource.
  - c. Determine if the work experience is recent. The recommendation is at minimum to have three of the five years of experience be within the last five years. Determine if a certificate or license from a professional association or industry is required. Refer to Section 5.1.2 (Table 2) for this information.
  - d. Count the hours of work experience.
  - e. Verify the hours, dates of employment and skills/duties by calling the employer(s) cited on the CTE-36.
  - f. If the work experience includes self-employment, the following procedure must be followed.
    - (1) The candidate’s signature on the completed CTE-36 must be notarized.
    - (2) Three letters from long-term customers must be provided.
    - (3) A letter from the business’ accountant must be included. The letter must verify all of the following:
      - (a) the candidate was self-employed during the time span indicated on the CTE-36
      - (b) the candidate’s business was the one named in the CTE-36
      - (c) the candidate worked in the business for the number of hours indicated on the CTE-36
      - (d) the candidate performed the skills/duties indicated on the CTE-36
    - (4) 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 so do NOT need to be included with the CTE-36. The candidate is NOT required to, but may show tax records to provide evidence of sufficient hours of related work experience in the applicable field.
3. If the work experience requirements are not met, consider following the 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 process used to determine if the individual meets the “equivalency” option appears in Section 5.1.2 of this *Guide*.

**5.1.1. 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 5.1.2, Table 2. (Refer to Section 5.1 for the procedures in reviewing a CTE-36.)

**Table 1**  
**Work Experience Requirements**

<b>Educational Background</b>	<b>Work Experience Requirement <sup>1</sup></b>
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 content/subject matter/career field/career-technical category	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

<sup>1</sup>Candidates who have successfully completed a career-technical specific two-year program at the secondary level will have the work experience requirement reduced by one year or 2,000 hours.

### 5.1.2. Work Experience Requirements

Two sets of requirements must be met for an applicant to meet the work experience requirement in the standard for Alternative Resident Educator for Career-Technical Workforce Development programs. The first set of requirements appeared in Section 5.1.1, Table 1. The second set appears in this section, Table 2. (Refer to Section 5.1 for the procedures in reviewing a CTE-36.)

**Table 2**

**Chart of Licensure Areas with related work experience, industry credentials, Technical Content Standards, and other related information**

#### **Agricultural and Environmental Systems**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Agricultural and Environmental Systems Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Agricultural Industrial Equipment CT 010300	Through education and work related experiences, applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.		Reference the specific Agricultural and Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.	These programs address the breadth of the power equipment business including: <ul style="list-style-type: none"> <li>• Construction</li> <li>• Agriculture</li> <li>• Forestry</li> <li>• Mining and</li> <li>• Outdoor Power Equipment</li> </ul>
Agribusiness CT 010200	<i>Through education and work related experiences, applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.</i>		<i>Reference the specific Agricultural and Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.</i>	<i>These programs address the breadth of the agricultural industry that extends from the business of producing food and fiber; to the associated business services provided to</i>

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Agricultural and Environmental Systems Career Field Technical Content Standards (CFTCS)	Other Information
				<i>producers and processors; to the associated research, communications, and educational services.</i>
Horticulture CT 010500	<i>Through education and work related experiences, applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.</i>	Ohio Certified Nursery Technician (OCNT) is recommended.	<i>Reference the specific Agricultural and Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.</i>	<i>These programs are expected to prepare students for opportunities across Horticulture including but limited to Arboriculture, Landscape Systems, Turfgrass Mgmt., Floral Design, Greenhouse and Nursery Production and Garden Center Mgmt.</i>
Natural Resources CT 010600	<i>Through education and work related experiences, applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.</i>	OSHA-certified Hazardous Materials Training including, but not limited to, HAXWOPER (Hazardous Waste Operations) and confined space training is recommended.	<i>Reference the specific Agricultural and Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.</i>	<i>Applicant can apply animal, plant and environmental sciences to the management and protection of renewable and non-renewable resources. Applicant has experience in</i>



Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Agricultural and Environmental Systems Career Field Technical Content Standards (CFTCS)	Other Information
				<i>managing land use, watersheds, wildlife, fisheries, forests, and air and water quality. The applicant has experience implementing business principles related to the industry.</i>
Animal Production CT 010101	Through education and work related experiences, applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.	Recommended: <ul style="list-style-type: none"> <li>• AALAS (American Association of Laboratory animal Science)</li> <li>• National Dog Groomers' Association</li> <li>• PIJAC (Pet Industry Joint Advisory Council) and/or</li> <li>• Veterinary Technician certifications</li> </ul>	Reference the specific Agricultural and Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.	Applicant can apply the principles of anatomy and physiology, nutrition, reproduction, health, genetics and behavior to the production, management, marketing and training of large and small domesticated animals. The applicant has experience implementing business principles related to the industry.
Food Science CT 010400	Through education and work related experiences,	International HACCP (Hazard Analysis Critical	Reference the specific Agricultural and	Applicant can apply principles of

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Agricultural and Environmental Systems Career Field Technical Content Standards (CFTCS)	Other Information
	<p>applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.</p>	<p>control Points) certification is recommended</p>	<p>Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.</p>	<p>biochemistry and production research to the production and manufacture of food. Applicant has experience in product development, testing, grading, inspecting, processing and marketing of food products. The applicant has experience implementing business principles related to the industry.</p>
<p>Agricultural Biotechnology CT 012100</p>	<p><i>Through education and work related experiences, applicant must demonstrate attainment of 75% of the knowledge and skills specified in the content standard's level II benchmarks and indicators related to this pathway.</i></p>		<p><i>Reference the specific Agricultural and Environmental Systems Career Field Technical Content Standards, Benchmarks and Indicators for this pathway.</i></p>	

**Arts and Communication**

Licensure Area/Teaching Field	Work Experience	Industry Credential Required, Recommended for Candidate	Arts and Communication Career Field Technical Content Standards (CFTCS)	Other Information
Visual Design and Imaging CT 340100 040101 170700 171900	<i>Experience/education in 70% or more of the breadth of the content standards of the pathway including career exploration and development; personal employability traits; business processes; health and safety; legal and ethical aspects; and the analysis, creation and finalization of layouts and illustrations on various mediums.</i>	NA	<i>Experience/education in standards of the pathway, including all the competencies in Units 1-5 for the core, and 70% of the competencies in units 6-16, excluding eight competencies that are listed as not applicable.</i>	<i>Certification for VDI – Teachers in this field should be familiar with <u>PrintED/SkillsUSA Skill Connect Assessments.</u></i>
Media Arts CT 340125 040115 170900 050403	<i>Experience/education in 70% or more of the breadth of the content standards of the pathway including career exploration and development; personal employability traits; business processes; health and safety; legal and ethical aspects; and the components of print, audio and video/visual production.</i>	NA	<i>Experience/education in standards of the pathway, including all the competencies in Units 1-5 for the core, and 70% of the competencies in units 6-9 and 13-16, excluding four competencies that are listed as not applicable.</i>	
Performing Arts	<i>Experience/education in 70% or more of the breadth of the</i>	NA	<i>Experience/education in standards of the</i>	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required, Recommended for Candidate	Arts and Communication Career Field Technical Content Standards (CFTCS)	Other Information
CT 340130 040115	<i>content standards of the pathway including career exploration and development; personal employability traits; business processes; health and safety; legal and ethical aspects; and the musical, dance and theatrical aspects of performance art.</i>		<i>pathway, including all the competencies in Units 1-5 for the core, and 70% of the competencies in units 6,7, 13-22, excluding 30 competencies that are listed as not applicable.</i>	

**Business and Administrative Services**

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Business and Administrative Services Career Field Technical Content Standards (CFTCS)	Other Information
Administrative Office Technology CT 140300	Broad experiences within the areas of administrative assistant, customer service representative, executive assistant, office manager, project coordinator, virtual secretary, etc.	Recommended: <ul style="list-style-type: none"> <li>• Certified Administrative Professional (CAP)</li> </ul>	Administrative Professional Support Pathway	N/A
Legal Office Management CT 140350	Broad experiences within the areas of Compliance analyst, Court Administrator, Court Reporter, Deputy Clerk,	Recommended: <ul style="list-style-type: none"> <li>• <i>American Alliance Certified Paralegal (AACP)</i></li> <li>• <i>Certified Legal Assistant/Certified</i></li> </ul>	Legal Management and Support Pathway	N/A

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Business and Administrative Services Career Field Technical Content Standards (CFTCS)	Other Information
	Legal Administrator, Legal Case Coordinator, Legal Office Manager, Legal Secretary, Legal Specialist, Legal Assistant, Paralegal, Regulatory Analyst, Stenocaptionist, Communication—Access Real-time Translator (CART), etc.	<i>Paralegal (CLA/CP)</i> <ul style="list-style-type: none"> <li>• <i>Certified Legal Secretary Specialist (CLSS)</i></li> <li>• <i>Professional Paralegal (PP)</i></li> <li>• <i>Registered Professional Reporter (RPR)</i></li> </ul>		
Medical Office Management CT 140370	Broad experience within the areas of Admission Specialist, Benefits Coordinator, Clinical Data Specialist, Patient Information Coordinator, Medical Billing Specialist, Medical Records and Health Information Technician, Medical Accounts Specialist, Medical Compliance Officer, Medical Office Manager, Claims Processor, Medical Code Specialist (insurance), etc.	Recommended: <ul style="list-style-type: none"> <li>• Certified Clinical Data Manager (CCDM)</li> <li>• Certified Coding Associate (CCA)</li> <li>• Certified Health Unit Coordinator (CHUC)</li> <li>• Certified Medical Coder (CMC)</li> <li>• Certified Medical Insurance Specialist (CMIS)</li> <li>• Certified Medical Manager (CMM)</li> <li>• Certified Medical Office Manager (CMOM)</li> <li>• Certified Medical Transcriptionist (CMT)</li> <li>• Certified Professional Coder (CPC)</li> </ul>	Medical Management and Support Pathway	N/A

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Business and Administrative Services Career Field Technical Content Standards (CFTCS)	Other Information
		<ul style="list-style-type: none"> <li>• Registered Health Information Administrator (RHIA)</li> <li>• Registered Medical Transcriptionist (RMT)</li> </ul>		
Business Administration and Management CT 140800	Broad experiences within the areas of Non-Profit and For-Profit Manager, Business Analyst, Business Process Manager, Chief Operations Officer, Director, District Manager, Entrepreneur, Master Scheduler, Procurement Analyst, Project Manager, Purchasing Manager, Quality Manager, Regional Manager, Relationship Manager, Small Business Manager, Store Manager, Supervisor, Supply Chain Manager, Benefits Administrator, Compensation Analyst, Human Resources Generalist or Manager, Labor Relations Manager, Recruiter, Training Manager, etc.	<p>Recommended:</p> <ul style="list-style-type: none"> <li>• Certified Associate in Project Management</li> <li>• Certified Business Analysis Professional (CBAP)</li> <li>• Certified in Production and Inventory Management (CPIM)</li> <li>• Certified Manager (CM)</li> <li>• Certified Professional in Supply Management (ISM)</li> <li>• Certified Purchasing Manager (CPM)</li> <li>• International Project Management Association Certification (IPMA)</li> <li>• Manager of Quality/Organizational Excellence (CMQ/OE)</li> <li>• <i>Professional in Human Resources (PHR)</i></li> <li>• <i>Project Management Professional (PMP)</i></li> </ul>	Business Management Pathway	N/A

**Construction Technologies**

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Construction Career Field Technical Content Standards (CFTCS)	Other Information
Heavy Equipment (Construction) CT 171003	Experiences the operation, maintenance and setup of heavy-duty construction equipment and the gasoline or diesel engines powering the equipment. This should also include transportation of equipment and site preparation.	Must meet industry qualifications to operate and train on equipment	Units 1-13 Core Unit 19 Heavy Equipment operations	
Air Conditioning/ Heating CT 170100	Experience in a heating and air conditioning company installing, servicing, and repairing central heating and air conditioning units in business, residential, or industrial setting.		Units 1-13 Core Unit 17 Environmental Controls Technologies	
Carpentry CT 171001	Experience as a rough and/or finish carpenter in the construction of residential and commercial structures. Experience in construction of roof trusses is important.		Units 1-13 Core Unit 14 Carpentry	(Do not approve a cabinetmaker. Use caution with a person doing only remodeling)
Electrical Trades CT 171002	Experience as a residential, commercial or industrial electrician, to assemble, install, test and repair	Meets local requirements to do Electrical Work	Units 1-13 Core Unit 16 Electrical	

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Construction Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	electrical systems. Must be knowledgeable of current National Electrical Codes (NEC). Experience in the reading of architectural, schematic and line drawings are critical.			
Masonry CT 171004	Experience as a brick, stone, block, or cement mason constructing stone, block, brick, glass block or concrete structures, including the cutting and chipping of the building materials. Experience with reading architectural plans and computing of materials is required.		Units 1-13 Core Unit 15 Brick Block and Cement Masonry	
Interior Design Applications CT 171005	Work experience in interior design applications careers in the interior construction industry, including painting, wallpapering, flooring, tiling, drywall, trim, and lighting.		Units 1-13 Core Unit 20 Interior Design Applications	
Plumbing and Pipefitting CT 171007	Experience as a plumber installing and repairing water systems and related fittings and fixtures in residential, commercial,	Meets local requirements to do plumbing.	Units 1-13 Core Unit 18 Plumbing and Pipefitting	



<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Construction Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	and industrial settings, experience with pipe cutting, binding, threading, soldering, and welding of plastic, copper, and galvanized pipe.			
Building and Property Maintenance CT 171011	Experience as a general maintenance person installing, maintaining, and repairing electrical, plumbing, heating, and A/C equipment; performing carpentry, grounds keeping, roofing, and masonry skills; and performing minor appliance service in multi-family dwellings and commercial buildings.		Units 1-13 Core Units 14-21 as appropriate to Building and Property Maintenance	
Building Technology CT 171017	Experience as a general contractor and demonstrate expertise in multiple areas such as carpentry, electrical, masonry, and plumbing, along with skills in planning, estimating and managing building projects.		Units 1-13 Core Units 26-29 Building Technology	
Custodial Services	Experience as a custodian/janitor in a		Units 1-13 Core Units 14-21 as	

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Construction Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
CT 171100	school, office, or commercial setting maintaining grounds, cleaning furniture, floors, bathroom fixtures, toilets, windows, and other related operations.		appropriate to Building and Property Maintenance	
Millwork and Cabinet Making CT 173601	Work experiences in areas of wood product materials and technologies; design and production of window frames, molding, trims and panels; and wood crafting skills, including the design and manufacture of wood products such as furniture, moldings, trims, fixtures and cabinetry.		Units 1-13 Core Unit 21 Wood products Technology	

**Education and Training**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Education and Training Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Early Childhood Education  <i>Licensure code CT 090201</i>	Employed as a teacher or director in a preschool or day care facility  <i>Five years' work experience.</i> Associate	Required: <ul style="list-style-type: none"> <li>• First Aid/CPR Certification</li> <li>• Communicable disease Certification</li> <li>• Child Abuse Recognition Certification</li> </ul>	Early Childhood Education Pathway	If a teacher also serves as the Director of the preschool, they shall hold one of the following: (a) A valid

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Education and Training Career Field Technical Content Standards (CFTCS)	Other Information
	Degree or Baccalaureate Degree in Early Childhood required.	Recommended: <ul style="list-style-type: none"> <li>• Child Development Associate (CDA)</li> </ul>		prekindergarten teaching certificate issued under section 3301.50 of the Ohio Revised Code; or; <p>(b) A valid elementary principal's certificate issued under sections 3319.22 to 3319.29 54 of the Ohio Revised Code and have completed at least four courses in child college;</p> <p>(c) An early childhood license pursuant to paragraph (C) of 33010-24-05 of the Ohio Administrative Code. Development or early childhood education from an accredited college, university, or technical college.</p>

**Engineering and Science Technologies**

<p><b>Licensure Area/Teaching Field</b></p>	<p><b>Work Experience</b></p>	<p><b>Industry Credential Required/Recommended for Candidate</b></p>	<p><b>Engineering and Science Technologies Career Field Technical Content Standards (CFTCS)</b></p>	<p><b>Other Information</b></p>
<p>Power Transmission CT 171402</p>	<p>Experience in the technology and business processes of power production and transmission, including erecting and maintaining power lines and circuits for transmission and distribution of electrical power and assembling and erecting related equipment and structures.</p>	<p>Five years' experience in the field. Prefer experience in power distribution as lineman.</p>	<p>Units 1 – 9 and Power Transmission</p>	
<p>Tele-communications CT 171504</p>	<p>Experience in the technology and business processes of telecommunications, including the assembly, installation, operation, maintenance and repair of a variety of telecommunication equipment</p>	<p>Five years' experience in telecommunications.</p>	<p>No career field document</p>	
<p>Energy Science CT 171650</p>	<p>Experience in the theory and technology of wind, solar, fossil fuel, nuclear, geothermal, biomass, and fuel cell energy and its</p>		<p>Units 1-9 and Energy Science Units 98-106</p>	<p>Associate or Bachelor's degree in energy science or a related field is preferred.</p>

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Engineering and Science Technologies Career Field Technical Content Standards (CFTCS)	Other Information
	application in society.			
Engineering Technology— Design CT 171807	Experience/education as a technician with a focus on activities related to the design process, including performing design related computations, interpreting various codes, specifications and drawings and using technology to complete the design process.		Units 1-9 and Engineering Technology Units 86 - 97	Associate or Bachelor’s degree in engineering technology or engineering is preferred.
Engineering Technology— Process CT 171808	Experience/education as a technician focused on activities related to the installation, maintenance and testing of electrical, electronic and electro-mechanical devices and systems. Skills include the use of various testing and analytical equipment and an understanding of applicable codes, specifications, and safety procedures.		Unit 1 – 9 and Engineering Technology Units 86 - 97	Associate or Bachelor’s degree in Engineering technology or engineering is preferred.
Engineering Technology— Products/	Experience/education as a technician focused on activities related to the		Units 1-9 and Engineering Technology Units 86 -	Associate or Bachelor’s degree in engineering

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Engineering and Science Technologies Career Field Technical Content Standards (CFTCS)	Other Information
Services CT 171809	planning and implementation of manufacturing related processes. Necessary skills include the use of technology, e.g. CAD, CAM and CIM, along with modern inspection and quality techniques.		97	technology or engineering is preferred.
Chemical Laboratory Assisting CT 172000	Experience in the quantitative, qualitative and analytical analysis of human or naturally occurring substances in a chemical laboratory.	<b><i>This is no longer a fundable program.</i></b>		Associate or Bachelor's degree in engineering technology , engineering or a related field is preferred.
Industrial Lab Assisting CT 172004	Experience in the quantitative, qualitative and analytical analysis of human or naturally occurring or synthesized substances and structures in an industrial laboratory.	<b><i>This is no longer a fundable program.</i></b>		Associate or Bachelor's degree in engineering technology, engineering or related field is preferred.

**Finance**

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Career Field Technical Content Standards (CFTCS)	Other Information
Accounting CT 140100	Broad experience within the area of <i>accounting clerk, certified public accountant, financial accountant, management accountant, auditor, government accountant, international accountant, forensic accountant, controller, treasurer, bookkeeper, loan officer, credit analyst, branch manager, securities sales agent, investment banker, trader, real estate broker, appraiser, insurance sales representative, insurance underwriter, claims adjuster, loss control specialist, personal financial advisor, financial planner, bank teller, financial manager, treasurer, financial analyst, credit manager, cash manager, investor relations manager, controller, acquisitions project manager, etc.</i>	Recommended: <ul style="list-style-type: none"> <li>• Certified Financial Management Analyst (CFMA)</li> <li>• Certified in Financial Management (CFM)</li> <li>• Certified Financial Planner (CFP)</li> <li>• Certified Management Accountant (CMA)</li> <li>• Certified Payroll Professional (CPP)</li> <li>• Certified Public Accountant (CPA)</li> <li>• Certification issued by Accountancy Board of Ohio</li> <li>• Chartered Financial Consultant (ChFC)</li> <li>• Chartered Life Underwriter (CLU)</li> <li>• Chartered Property and Casualty Underwriter (CPCU)</li> <li>• Fundamental Payroll Certification (CPC)</li> <li>• Other credential recognized by the industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Pathway</li> <li>• Financial Services Pathway</li> </ul>	N/A

**Government and Public Administration**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Government and Public Administration CT 360224	Employee in government or public administration position in an agency. Baccalaureate degree in area related to career field technical content standards. Master Degree in area related to career field technical content standards. (optional)	Recommended: <ul style="list-style-type: none"> <li>• Civil Service rating</li> <li>• Foreign language fluency</li> </ul>	All pathways may be included in the program	

**Information Technology**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Information Technology Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Business Information Systems CT 140200	Experience/education in one of the following areas of information technology: Information Support and services, Network Systems, Programming and software Development, or Interactive Media with broad experiences across all four of these areas.			A wide range of third party and vendor-based IT certifications can be a valuable source of information.



**Health Science**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Dental Assisting CT 070101	Experience as an assistant to a dentist performing administrative and clinical duties. Experience with chair side assisting, x-ray, mixing of dental materials, scheduling appointments, maintaining office records, etc.	Current Ohio Certified Dental Assistant (OCDA) or Advanced Qualified Person (AQP) issued by the Ohio Commission on Dental Assistant Certification , or a Certified Dental Assistant (CDA) by the Dental Assisting National Board is recommended.	Units 1-5 Core Unit 6 Clinical Health Care Core Competencies Unit 12 Dental Assistant	
Dental Laboratory Technology CT 070103	Experience as a technician preparing restorative dental appliances, such as bridges, dentures, crowns, and braces as authorized by a dentist.	Certified Dental Technician (CDT) issued by National Board for Certification in Dental Laboratory Technology.	Units 1-5 Core Unit 6 Clinical Health Care Core Dental Laboratory Competencies	
Medical Laboratory Assisting CT 070203	Experience as a medical lab tech (MLT) or medical technologist (MT) by a clinical laboratory in a hospital or private laboratory. Experience in administering a variety of clinical laboratory tests required.	Current registration by the American Society of Clinical Pathologists (ASCP) as MT or MLT or National Credentialing Agency for Laboratory Personnel is required.	Units 1-5 Core Units 34-50 Biomedical R&D Pathway	
Phlebotomy CT 070204	Experience in collection of blood specimens, preparation and testing of	Certified Phlebotomist by the National Credentialing Agency for Laboratory	Units 1-5 Core Unit 6 Clinical Health Care Core	

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	specimen.	Personnel or American Society of Phlebotomy Technician (ASPT) is required.	Unit 7 Phlebotomist	
Practical Nurse CT 070302	Minimum of two years in the practice of nursing as a Registered Nurse with at least one year in acute care within the past 3 years.	Current, valid and unrestricted Ohio license to practice as a Registered Nurse is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 8 Practical Nurse	Bachelor of Science in Nursing required
Nurse Assisting CT 070303	Experience as a registered nurse providing direct patient care in an acute or long term care facility. Experience with all personal care procedures. Experience with in-service education highly desirable.	Current, valid, and unrestricted Ohio license to practice as a Registered Nurse is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 11 Nurse Assistant	While the type of nursing experience is not specified by Teacher Certification and Licensure standards, an approved Nurse Aide Training and Competency Evaluation Program (NATCEP) is a required component of the Nurse Assisting curriculum. If the individual is to serve as Program Coordinator and/or Primary Teacher in a NATCEP, he/she must have two years' experience in the care

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
				of the elderly and/or chronically ill of any age, one year of which must be in long term care facility. He/she must also have completed a Train the Trainer (TTT) program approved by the Ohio Department of Health.
Surgical Technology CT 070305	Experience as surgical technician to include preparation of patient for surgery, set up instruments, supplies and equipment, and assist during surgical procedures.	Current certification as Certified Surgical Technician by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) or Certified Operating Room Nurse by Association of Operative Registered Nurses (AORN) is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 14 Surgical Technician	Recommend associate or technical degree with minimum thirty semester hours in technical area related to program content.
Home Health Aide CT 070307	Experience as a Registered Nurse providing direct patient care to include minimum of one year in home health.	Current, valid, and unrestricted Ohio license to practice as a Registered Nurse is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 11 Nurse Assistant	While the type of nursing experience is not specified by the Teacher Certification and Licensure standards, an approved Home Health Aide Training and Competency Evaluation Program

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Health Science Career Field Technical Content Standards (CFTCS)	Other Information
				(TCEP) is a required component of the Home Health curriculum. Teacher must meet the qualifications established by the National Home Caring Council (NHAC), a Division of the Foundation for Hospice and Homecare.
Fitness Aide/ Athletic Trainer Assisting CT 070410	Experience as health and fitness instructor or director, strength and conditioning specialist, exercise specialist, or personal trainer in an educational institution, professional or amateur sports organization, athletic facility, rehabilitation or health care facility dealing with sports medicine, physical therapy or athletic training.	Certified Strength & Fitness Specialist, Licensed Physical Therapist, Physical Therapy Assistant, or Licensed Athletic Trainer is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Units 24-31 Exercise Science/Sports and Recreational Health Care	Baccalaureate degree with a major in: <ul style="list-style-type: none"> <li>• Sports medicine</li> <li>• Exercise physiology</li> <li>• Physical education</li> <li>• Health education</li> <li>• Athletic training</li> <li>• Equivalent area of study (must have thirty semester hours in technical area related to program content)</li> </ul>
Optometric Occupations CT 070603	Experience in ocular measurements, basic vision tests, assist patients in	Certified Ophthalmic Technician (COT), Certified Optician, Ophthalmic	Units 1-5 Core Unit 6 Clinical Health Care Core	Recommend associate or technical degree with minimum

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	selection & fitting of frames, order lenses, minor repairs of glasses, cut, grind, finish, polish and mount lenses.	Medical Technologist (COMT) or Licensed Optometrist is required.	Optician competencies	thirty semester hours in technical area related to program content.
Medical Assisting CT 070904	Experience as an assistant in a physician's office or clinic engaged in clinical and administrative duties. Experience with direct patient care procedures, office records, scheduling appointments, preparing correspondence, administering medication, maintaining supply inventory, etc.	Current Certified Medical Assistant (CMA) issued by American Association of Medical Assistants, or Registered Medical Assistant (RMA) issued by the American Medical Technologists is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 9 Medical Assistant	Recommend associate or technical degree with minimum thirty semester hours in technical area related to program content.
Community Health Aide CT 070906	Experience as liaison between professional health workers and recipient of healthcare	Current license or certificate as a healthcare professional (RN, PA, LSW, MD, counselor, pharmacist, etc.) is required.	Units 1-5 Core Unit 6 Clinical Health Care Core	
Pharmacy Assisting CT 070912	Experience in preparation of medications for dispensing, label prescriptions, inventory and order supplies, maintain records, and retail duties.	Current Certified Pharmacy Technician by Pharmacy Technician Certification Board (PTCB) or licensed pharmacist is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 13 Pharmacy Technician	Recommend associate or technical degree with minimum thirty semester hours in technical area related to program content.
Health Unit	Experience managing	Current Certified Health	Units 1-5 Core	Recommend

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Coordinator CT 070913	components of non-patient care activities in a health care facility. Experience includes transcribing physician's orders, acting as liaison with other departments and agencies providing patient services, and using communication devices. Responsible for the accuracy and completeness of records, delivery of messages, and prompt reporting of needed repairs or services, patient processing, legal and ethical standards, and health and safety.	Unit Coordinator by National Association of Health Unit Coordinators (NAHUC).	Unit 32 Health Information Management	associate or technical degree with minimum of thirty semester hours in technical area related to program content.
Patient Care Technician CT 070994	Experience in direct patient care, entry-level office skills, performance of basic diagnostic procedures in a variety of healthcare settings under supervision of Registered Nurse, Physician or other medical personnel.	Certified Patient Care Technician by national credentialing agency, Registered Nurse or other licensed medical personnel.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 11 Nurse Assistant Unit 7 Phlebotomist Unit 9 Medical Assistant	While the type of nursing experience is not specified in Teacher Licensure standards, an approved Nurse Aide Training and Competency Evaluation Program (NATCEP) is a recommended component of Patient

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
				Care Technician curriculum. If the Individual is to serve as Program Coordinator and primary teacher in a NATCEP, he/she must have two years of experience in the care of the elderly and/or chronically ill of any age, one year of which must have been in a long term care facility. He/she must also have completed a Train the Trainer (TTT) program approved by the Ohio Department of Health.
Tech Prep Diagnostic Cluster CT 074820	Experience in the cause and nature of diseases and disorders in relation to status of body functions at one point in time.	Current certification or license as: <ul style="list-style-type: none"> <li>• Medical Lab Technician (MLT)</li> <li>• Medical Technologist (MT)</li> <li>• Registered Nurse (RN)</li> </ul>	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 7 Phlebotomist Unit 9 Medical Assistant	
Tech Prep Therapeutic	Experience in the care and treatment of individuals for	Current valid and unrestricted Ohio license	Units 1-5 Core Unit 6 Clinical Health	An approved Nurse Aide Training and

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Cluster CT 074830	the promotion and maintenance of wellness, prevention and treatment of physical, mental, and emotional disorders over time.	to practice as a Registered Nurse, Licensed, Certified Athletic Trainer, or Exercise & Strength Specialist is required.	Care Core Unit 11 Nurse Assistant Unit 9 Medical Assistant Unit 13 Pharmacy Technician	Competency Evaluation Program (NATCEP) is a recommended component of the Therapeutic curriculum. If the individual is to serve as Program Coordinator and Primary Teacher in a NATCEP, he/she must have two years of experience in the care of the elderly and/or chronically ill of any age, one year of which must have been a long term care facility. He/she must also have completed a Train the Trainer (TTT) program approved by the Ohio Department of Health.
Health Support Systems CT 074840	Experience and education in the operation, resource management, esthetics, and aseptic procedures for		Units 1-5 Core Unit 33 Support Services	Recommend minimum associate or technical degree with minimum thirty



Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Health Science Career Field Technical Content Standards (CFTCS)	Other Information
	environmental services in a health care setting.			semester hours in technical area related to program content.
Biotechnology CT 074850	Experience in the bioscience industry performing technical functions in the areas of production, research and development, quality systems and diagnostic work.	Current certification or license as: <ul style="list-style-type: none"> <li>• Medical Lab Technician (MLT)</li> <li>• Medical Technologist (MT)</li> <li>• Registered Nurse (RN)</li> </ul>	Units 1-5 Core Units 34-50 Biomedical R&D Pathway	Minimum associate or technical degree with minimum thirty semester hours in technical area related to program content.
Tech Prep Information Cluster CT 074890	Experience in the compilation, maintenance, and retrieval of records, reports and statistical data on health services.	Current certification or license as: <ul style="list-style-type: none"> <li>• Certified Medical Assistant (CMA)</li> <li>• Registered Medical Assistant (RMA)</li> <li>• Registered Nurse (RN)</li> <li>• Certified Health Unit Coordinator (CHUC)</li> <li>• Registered Health Information Technician (RHIT)</li> </ul>	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 32 Health Information Management	Recommend minimum associate or technical degree with minimum thirty semester hours in technical area related to program content.
PN Coordinator 079950	At least five years of experience in the practice of nursing as a registered nurse, two years as a faculty member of a registered or practical nursing education program, bachelor and/or	Current, valid and unrestricted Ohio license to practice as a Registered Nurse is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 8 Practical Nurse	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

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Health Science Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	master's degree of science in nursing.			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.
Vocational Work-Site Teacher Coordinator CT 600120 (Endorsement)	Experience in the Healthcare Industry as a practitioner or manager.	Baccalaureate degree in Health Science field or related teaching area, a valid Health Science teaching certificate or license, minimum 2 years of teaching experience under Health Science certificate or license, and 2 years work experience outside of education is required.	Units 1-5 Core Unit 6 Clinical Health Care Core Unit 9 Medical Assistant Unit 11 Nurse Assistant Unit 12 Dental Assistant	

**Hospitality and Tourism**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Hospitality and Tourism Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
<i>Travel and Tourism Marketing CT 330020</i>	<i>Broad range of experience in marketing in the Hospitality and tourism industry with experience in</i>		<i>Lodging and Travel Services pathway</i>	<ul style="list-style-type: none"> <li>• Certified Marketing Executive</li> <li>• Certified Travel Associate</li> </ul>

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Hospitality and Tourism Career Field Technical Content Standards (CFTCS)	Other Information
	<i>minimum or 75% of the competencies identified in the Hospitality and Tourism Career Field Technical Content Standards document-Lodging and Travel Services pathway.</i>			<ul style="list-style-type: none"> <li>• Certified Travel counselor</li> <li>• Certified Destination Specialist</li> </ul>
Culinary Arts and Food Service Operations CT 330005	Employment experience that includes a wide variety of culinary arts skills and quantity food production and service in a full service restaurant and that provides proficiency in 75% of the competencies in the Hospitality and Tourism Technical Content Standards document-Culinary Arts and Food Service Operations pathway	<p>Recommended</p> <ul style="list-style-type: none"> <li>• Ohio Sanitation Certification (i.e. ServSafe Certification)</li> </ul>	Culinary Arts and Food Service Operations pathway	<ul style="list-style-type: none"> <li>• Foodservice Management Professional (FMP)</li> <li>• Certified Secondary Food Service Educator (CSFE) or American Culinary Federation (ACF)</li> <li>• Certified Culinary Educator (CCE) Certified Secondary Culinary Educator (CSCE)</li> </ul>
Lodging CT 330010	<i>Employment in a full service lodging facility with experience in a wide variety of front- and back-of-the-house jobs and that provide proficiency in 75% of the competencies in the Hospitality and Tourism Technical Content</i>	<p><i>Recommended:</i></p> <p><i>American Hotel and Lodging Association Education Institute (AHLA) Summer Institute (3 levels)</i></p>	Lodging and Travel Services pathway	<ul style="list-style-type: none"> <li>• Certified Hospitality Educator (CHE)</li> <li>• Certified Hospitality Administrator (CHA)</li> </ul>

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Hospitality and Tourism Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	<i>Standards document- Lodging and Travel Services pathway</i>			

**Human Services**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Human Services Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Barbering CT 172601	Experience as a licensed barber providing haircutting and styling, shaving, shampooing, and massaging services. Knowledge of shop management, hygiene, skin and scalp diseases, and sterilization techniques should be evident.	Current, valid, and unrestricted license to practice barbering and a barber teacher license issued by the Ohio State Barber Board are required.	Units 1-5 Core Units 19-22 Personal Care Unit 23 Barbering	
Cosmetology CT 172602	Experience as a practicing beautician or working manager performing all phases of cosmetology.	Current valid State of Ohio Board of Cosmetology license as cosmetologist or managing cosmetologist is required. A valid State of Ohio Board of Cosmetology Instructor license is required by the Board of Cosmetology	Units 1-5 Core Units 19-22 Personal Care	Instructing in a proprietary school is not recognized as work experience.
Family and Community	Experience in social work, marriage and family	Current valid Ohio license as licensed social worker,	Units 1-5 Core Units 6-18 Family &	Minimum associate degree in technical

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Human Services Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Services CT 172610	therapy, gerontology, chemical dependency, professional or clinical counseling.	professional counselor by Ohio Counselor, Social Worker and Marriage & Family Therapist Board, Certified Child Life Specialist (CCLS) or Certified Family Life Educator (CFLE) is required.	Community	content area.

**Law and Public Safety**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Law and Public Safety Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Firefighter Training CT 172801	Experience as a full-time, paid fire fighter. Should have experience in the use of water and various chemicals in fire control. Must have experience in the selection, care, and maintenance of firefighting equipment and vehicles, including ladders, self-contained breathing apparatus, and salvage equipment. Should exhibit skills in arson investigation, chemical and radiation hazard recognition.	Valid instructor's certificate to teach the 240 Hour Paid Fire Fighter Level II as identified by the Department of Public Safety Division of EMS is required.	Units 1 – 8 and Fire Science Pathway Units 25 - 27	

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Law and Public Safety Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Criminal Justice CT 172802	Experience as a duly appointed law enforcement officer by a city police department, county sheriff department or state patrol, with experiences in traffic control, domestic disturbances, accident and crime scene investigation, finger printing, crowd control, etc. Must have completed an Ohio Peace Officer Basic Training Program approved by the Ohio Peace Officer Training Commission or equivalent.		Unit 1 – 8 and Criminal Justice Pathway Units 9 - 17	An individual having served as an academy commander or unit instructor is preferred. An Associate Degree or higher in criminal justice, law enforcement or related field is preferred.
Private Security CT 172808	A minimum of five years full-time employment as a private security person, including a minimum of two years full-time experience in a management level position. Should have experience in the administration and operation of a private security firm, legal issues in private security, human relations, communications, loss prevention, safety and		Unit 1 – 8 and Private Security Unit 14	An individual having served as a Private Security Training School commander as identified by the Ohio Peace Officer Training Commission is preferred.

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Law and Public Safety Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	protective services, unarmed self-defense, and first aid			
Fundamentals of Public Safety CT 172809	Experience as a duly appointed law enforcement officer, state highway patrol, firefighter or emergency medical responder with knowledge of incident command, cultural diversity, communications, teamwork and critical thinking skills.		Unit 1 - 8	
Career Paths for the Law Profession CT 172810	Experience as an attorney or paralegal with a minimum of associate degree in paralegal studies.		Unit 1 – 8 and Legal Career Pathway Unit 37 – 40.	
Emergency Medical Technician— Secondary CT 172811	Experience as a practitioner at the EMT-Basic level or higher.	EMT-B Instructors Certification issued by the Ohio Department of Public Safety EMS is required.	Unit 1 – 8 and Emergency Medical Technician-Paramedic Pathway Unit 28 – 36.	

**Manufacturing Technologies**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Manufacturing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Appliance	Experience as an appliance	N/A	Manufacturing	N/A

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Manufacturing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Repair CT 170200	dealer, distributor, or in a major department store installing, servicing, or repairing major household appliances.		Technical and Academic Competencies (ITAC) Units Core 1-10 Units 40-43	
Manufacturing Operations CT 170380	Experience in manufacturing operations, including supervisory, quality assurance, cost, logistics, inventory control, health, safety and environmental assurance.	ISO	Manufacturing Operations Pathway Units Core 1-10 Units 11-17	Recommended experience with EPA and OSHA standards.
Automation and Robotics CT 170375	Experience in automation and robotics, including computer numerical control (CNC), data acquisition and analysis, electrical and electronic controls, fluid power and programmable logic controllers (PLC).	N/A	Manufacturing Technologies Career Field Standards Document Units Core 1-10 Units 34-39	N/A
Industrial Maintenance and Repair CT 171012 (Integrated Systems Technology)	Experience as a maintenance person or millwright in a factory or industrial setting. Experiences in welding, turbines machine shop, electrical, and hydraulic systems necessary to inspect, install, repair and	N/A	Manufacturing Technologies Career Field Standards Document Units Core 1-10 Units 56-65	Experience in Automation and Robotics a plus.



<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Manufacturing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	disassemble equipment and machines.			
Drafting Occupations (Development & Design) CT 171300	Experience as a drafter, architect, designer, or engineer producing drawings of an architectural or mechanical nature, on paper and electronically. Must have experience with drafting conventions and dimensioning practices in mechanical and architectural areas. Must also demonstrate proficiency in the use of various computer hardware and software systems.	Recommended experience with 2D and 3D	Manufacturing Technologies Career Field Standards Document Units Core 1-10 Units 18-24	N/A
Electronics CT 171503	Experience as an electronics technician with business and industry to troubleshoot, repair, and replace electronic devices in timers, computers, VCR's, robots, communication systems, etc. Experience with analog and digital circuits, microprocessors and robotics is critical. Use	Recommended Credentials through ETA Student Electronics Technician (SET) See details in ETA.	Manufacturing Technologies Career Field Standards Document Units Core 1-10 Units 40-43	N/A

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Manufacturing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	caution when only experience is radio/TV repair.			
Precision Machining CT 172302	Experience as a general machinist operating a variety of machines, including the lathe, milling machine, planer, shaper, and grinder. Experience with reading blueprints, use of precision gauges and micrometers and other precision tools. Experience with numerical controlled machines and computer aided machine operations extremely desirable.	Recommended National Institute of Metalworking Skills (NIMS)	Manufacturing Production Pathway Units Core 1-10 Units 25-33	N/A
Manufacturing Occupations CT 172303	Experience in manufacturing occupations, including industrial maintenance and repair, precision machining, welding and cutting, tool and die making.	N/A	Manufacturing Technologies Career-Field Standards Document Units Core 1-10 Units 25-33 Units 40-43 Units 44-47	N/A
Welding and Cutting CT 172306	Experience as a welder, cutting, brazing, and welding a variety of metals in vertical, horizontal, and overhead positions.	Schools Excelling through National Skills Education (SENSE) American Welding Society (AWS)	Manufacturing Technologies Career Field Standards Document Units Core 1-10	

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Manufacturing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	Experiences with oxyacetylene, shielded metal arc gas, metal inert gas, and tungsten inert gas welding methods.	Recommended Certified Welding Inspector (CWI) Welding-National Construction Career Test-National Center for Construction Education and Research (NCCER) Optional.	Units 44-54	

**Marketing**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Marketing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Marketing Management CT 040810	Middle or top level management or ownership experience in a minimum of 75% of the competencies identified in the Marketing Career Field Technical Content Standards document-Marketing Management Pathway.		Marketing Management pathway	<ul style="list-style-type: none"> <li>• Certified Associate Manager</li> <li>• Certified eMarketer</li> <li>• Certified Marketing Executive</li> <li>• Certified Professional Manager</li> <li>• Certified Sales Executive</li> <li>• Certified in Principles of Marketing Research</li> <li>• Certified Professional Salesperson</li> </ul>

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Marketing Career Field Technical Content Standards (CFTCS)	Other Information
				<ul style="list-style-type: none"> <li>• Certified Product Manager</li> <li>• Certified Internet Marketing and Business Strategist</li> </ul>
Marketing Communications CT 047000	Broad range of experience in Marketing Communications specialty in a minimum of 75% of the competencies identified in the Marketing Career Field Technical Content Standards document-Marketing Communications Pathway		Marketing Communications pathway	<ul style="list-style-type: none"> <li>• Certified Associate Manager</li> <li>• Certified eMarketer</li> <li>• Certified Marketing Executive</li> <li>• Certified Professional Manager</li> <li>• Certified Sales Executive</li> <li>• Certified in Principles of Marketing Research</li> <li>• Certified Professional Salesperson</li> <li>• Certified Product Manager Certified Internet Marketing and Business Strategist</li> </ul>
Acquisition and Logistics CT 041900	<i>Broad range of experience in a minimum of 75% of the competencies identified in the Marketing</i>		<i>Supply Chain Management pathway</i>	<ul style="list-style-type: none"> <li>• <i>Certified in Production and Inventory Management</i></li> </ul>

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Marketing Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	<i>Career Field Technical Content Standards-Supply Chain Management Pathway</i>			<ul style="list-style-type: none"> <li>• <i>Certified Supply Chain Professional</i></li> <li>• <i>Certified in Transportation and Logistics</i></li> <li>• <i>Certified Professional in Supply Chain Management</i></li> </ul>
Entrepreneurship CT 044105	Business start-up experience recommended with minimum of upper-level management experience in a minimum of 75% of the competencies in the Marketing Career Field Technical Content Standards - Entrepreneurship Pathway document		Entrepreneurship pathway	

**Transportation Systems**

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Transportation Systems Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Aviation Occupations CT 170400	Experience related to: <ul style="list-style-type: none"> <li>• Aircraft maintenance, operation</li> <li>• Operation and/or ground</li> </ul>	Must hold a Federal Aviation Administration (FAA) certification in the primary area of training,	Units 1-10 Core Aviation Occupations Units 50-63	

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Transportation Systems Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
	support	as applicable. May not work on aircraft maintenance without FAA Airframe and Power Plant certification. Note: May be Aviation Maintenance or Aviation Operations person as well.		
Auto Collision Repair CT 170301	Experience as a body technician and painter with auto dealer or independent garage. Experience with unibody construction is a must. Knowledge and experience with unibody frame straightening equipment should be evident.	Automotive Service Excellence (ASE) or I-CAR current certification is required in areas of teaching responsibility.	Units 1-10 Core Units 22-28 Collision Repair Technology	
Auto Technology CT 170302	Experience as a line mechanic or auto technician in a dealership or large independent garage. Should have experience in maintenance, repair and replacement of components in all eight major areas, plus the new concepts of electronic fuel	Automotive Service Excellence (ASE) current certification is required in areas of teaching responsibility. Master Certification recommended.	Units 1-10 Core Units 11-21 Automotive Service Technology	Caution should be used if approving “mechanics” in service stations, tire dealerships, department or discount stores, and self-employment.

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Transportation Systems Career Field Technical Content Standards (CFTCS)	Other Information
	injection engine, and computer command controls.			
Auto Specialization CT 170303	Experience as an Automotive Technician or Collision Repair Specialist in the areas of specialization.	Automotive Service Excellence (ASE) current certification is required in areas of teaching responsibility. Master Certification recommended.	Units 1-10 Core Units 11-21 Automotive Service Technology Units 22-28 Collision Repair Technology	
Aircraft Maintenance CT 170401	Experience as an aircraft mechanic, servicing and repairing the power plant of the aircraft (engine) and the airframe (the plane structure).	FAA Airframe and Power Plant (A & P) license is required along with approval by the FAA local Field inspector.	Units 1-10 Core Units 44-49 Aviation Maintenance	
Ground Operations CT 170403	Experience related to airport ground operations.	Must hold a Federal Aviation Administration (FAA) certification in the primary area of training, as applicable. May not work on aircraft maintenance without FAA Airframe and Power Plant certification. Note: May be taught by Aviation Maintenance or Aviation Occupations person as well.	Units 1-10 Core Units 50-63 Aviation Occupations	
Maritime	Experience in Maritime	Recommend candidates		

<b>Licensure Area/Teaching Field</b>	<b>Work Experience</b>	<b>Industry Credential Required/Recommended for Candidate</b>	<b>Transportation Systems Career Field Technical Content Standards (CFTCS)</b>	<b>Other Information</b>
Occupations CT 170801	related Occupations	possess any Coast Guard or National Maritime Credentials appropriate to the content they are instructing.		
Medium/Heavy Truck Technician CT 171200	Experience as a diesel truck mechanic by a dealer, trucking company, or diesel garage, servicing, repairing, and replacing all components of large multi-gearred over-the-road diesel trucks. Experience in fuel injection systems, drive trains, suspension, hydraulic units, transmission, brakes, etc.	Automotive Service Excellence (ASE) current certification is required in areas of teaching responsibility.	Units 1-10 Core Units 29-40 Medium/Heavy Truck	
Power Equipment Technology CT 173100	Experience as a mechanic to service, maintain, and repair two and four cycle engines used in lawn mowing equipment, chain saws, motorcycles, snowmobiles, rototillers, etc.	Outdoor Power Equipment Certification recommended.	Units 1-10 Core Units 41-43 Power Equipment Technology	



**5.1.3. Checklist**—The following checklist is intended to serve as an aid in the CTE-36 review process. It does NOT provide criteria but, rather, will assist in the review process.

**Checklist for the Review of the CTE-36 for:**

- (i) Agriculture
- (ii) Arts and Communication
- (iii) Business and Administrative Services
- (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
- (xvi) Transportation Systems

**This form is intended to aid in the CTE-36 review process. It does NOT set forth criteria but, rather, assists an individual reviewing a CTE-36.**

Date [Click here to enter text.](#)

Name of Candidate [Click here to enter text.](#)

Service Area [Click here to enter text.](#)

Subject Code [Click here to enter text.](#) Subject Name [Click here to enter text.](#)

Approved [Click here to enter text.](#)

Not Approved [Click here to enter text.](#)

***Reason(s) for non-approval (check one or more of the following if this CTE-36 is not approved):***

**Personal Information:**

Complete personal information

**Education**

High School diploma

Official college transcript(s) if any listed on CTE-36

**Work Experience**

Professional/industry certificate or license if required (e.g., ASE, Nursing License, Cosmetology Instructor License, Ohio Police Officer Training Association Instructor Certificate, etc.)—see table in this *Guide* for requirements—check currency of license

Hours of related work experience—see requirements in this *Guide*

Work experience is related to the subject—see table in this *Guide*

Called employer(s) to verify hours, dates of employment, and skills/duties

- If self-employed, candidate's signature on the completed CTE-36 is notarized
- If self-employed, 3 letters from long-term customers are provided
- If self-employed, a letter from the accountant verifies the following:
  - the candidate was self-employed during the time span indicated on the CTE-36
  - the candidate's business was the one named in the CTE-36
  - the candidate worked in the business for the number of hours indicated on the CTE-36
  - the candidate performed the skills/duties indicated on the CTE-36
- If a letter from an accountant is not possible or does not provide the necessary information, tax records verifies the information listed above
- If appropriate , the Panel of Experts has been organized and this process has been initiated
- Other  
(specify: [Click here to enter text.](#))

## 5.2. Process for Validating Equivalent Work Experience Under Standard 3301-24-05 (C.7.b)--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. In other words, this process does not apply to Alternative Resident Educator candidates who have successfully demonstrated through the CTE-36 process that they have the required work experience.*

The standard for Alternative Resident Educator career-technical licenses requires candidates to evidence:

- five years of full-time work experience or the equivalent in the career field

Following completion of the CTE-36 review, if the candidate has NOT provided evidence of having this work experience in the career field, the superintendent has two options: 1) discontinue consideration of this candidate or 2) elect to determine if the candidate has the equivalent experience in the subject/content area necessary to effectively teach the subject.

This process of validating equivalent work experience has three components:

- review by a panel of experts
- development of a Licensure Plan (when required by the panel of experts)
- development of a portfolio (required for candidates on a Licensure Plan)

Candidates undergoing this process must meet all other requirements for hiring, including required education and program area certification or licensure requirements or industry standards where applicable (see Section 5.1.2, Table 2).

The school district has the option of assessing the candidate considered to be the most logical applicant to hire or assessing more than one applicant in case the first person is not qualified.

To determine if the candidate has the necessary subject knowledge and skills to teach the program or courses under consideration, a panel of experts is convened to make that assessment.

The hiring school district organizes the panel of experts. Further guidelines may be provided by the career field consultant

### **5.2.1 Panel Recruitment and Composition**

The superintendent designates a representative from the hiring school district to recruit participants in the panel review of the candidate. The following outlines the requirements for panel composition and the responsibilities of panel participants.

#### **Panel Review Members**

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

*Required* panel review members:

- A minimum of three individuals from business and industry who are currently active in the career or career field for which the candidate is being assessed.
- These representatives must constitute the majority of panel review members.
- Districts are strongly encouraged to include in this group individual(s) who are representative of 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.
- A teacher educator from an Ohio college or university approved to deliver teacher education for the applicable licensure area and with specific content expertise in the occupation or career field for which the candidate is being assessed.

*Responsibilities of panel review members:*

Panel review members will be charged with determining if the candidate has sufficient work experience and/or content knowledge to teach the subject (program or course)

*Responsibilities of the hiring school district:*

One educator representing the hiring school district should be named to the panel to serve as a facilitator of the panel review process. This person may also be charged with panel recruitment duties.

Additional members may be seated on the panel to provide background information on program goals, school setting, university curriculum, or other contextual information that may assist panel review members in their deliberations. These members could include teacher educators, staff or other persons with an appropriate identified purpose for being on the panel. These consultative members and the panel facilitator are NOT to determine if the candidate has or has not met the equivalency option.

### **5.2.2. Panel of Experts Procedures**

These procedures are to be followed:

1. A representative from the hiring school district calls a face-to-face meeting (or meetings if more than one meeting is necessary) of the panel of experts. School districts have the option of

forming multiple-district panels but a representative from the actual hiring school district should serve as the facilitator for the panel.

2. At the first meeting, the panel members are informed of the following:
  - Interview techniques that ensure equal opportunity for all candidates.
  - Responsibilities of the panel, including the role played by panel review members and consultative panel members. The panel should be reminded that the intent of the review is to make a determination relative to work experience and content/subject knowledge. The panel is NOT to make a recommendation regarding hiring.
  - The content of the subject to be taught by the candidate if hired. The panel members must receive a copy of the technical content standards related to the course(s) to be taught (e.g., Technical Content Standards, Technical Competency Profiles (TCPs), etc.) and other relevant materials, including the applicable course of study.
  - Information from the candidate's CTE-36 and supporting materials related to work experience, college content courses, industry certifications, etc. (panel members are NOT to see transcripts that include grades unless permission has been granted by the candidate).
3. The panel reviews the material, comparing the candidate's experiences and the content of the program to be taught if hired.
4. The review panel may use a variety of interview and assessment methods. Examples are hands-on demonstrations, CTE Technical Assessments, National Occupational Competency Testing Institute (NOCTI) and other tools as deemed appropriate.
5. Following completion of the interview process, the candidate is excused to allow for panel deliberation. Panel review members may confer with consultative members.
6. The panel review members determine whether or not the candidate has sufficient work experience and subject knowledge to teach the subject (program or course). Specifically, the review panel determines one of the following:
  - The equivalency option in the work experience requirement of the following *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 deficiencies. (It is then recommended that the candidate be required to follow a licensure plan addressing these deficiencies. For example, if a candidate has limited experience in working in the field, the panel could recommend that the candidate participate in a job shadowing or internship experience in order 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 so indicates on the review form, signs it, and forwards it to the superintendent who then may sign the CTE-37. Go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access "CTE Teacher Prep, Licensure" under the Career-Tech drop-down bar.
9. If the panel determines that the equivalency option has NOT been met, the panel so indicates on the review form, signs it, and forwards it to the superintendent who does NOT sign the CTE-37. The candidate ceases to be considered for the teaching position.
10. If the panel determines that the equivalency option has been met but with deficiencies, the panel members list the deficient knowledge and skills on the review form and select three of its business representatives to assist the superintendent or designee in the preparation of a

licensure plan. The panel members then sign the review form and forward it to the superintendent who then consults with the business representatives in the preparation of the licensure plan (see Section 5.2.4). After the licensure plan has been prepared and signed by the superintendent, business persons, and candidate, the superintendent signs the CTE-37.

### 5.2.3. 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.**

\_\_\_\_\_  
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 OF EXPERTS**

**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.

**5.2.4. Licensure Plan**

The licensure plan is a document that identifies the experiences to be required of the candidate to strengthen their competence in the content or subject matter to be taught. The licensure plan is only required if the panel of experts determines the work equivalency option has not been completely met.

It is the responsibility of the hiring school district in consultation with at least three of the panel of expert business persons to develop the licensure plan. The plan addresses the knowledge and skills listed in the Review Form.

Follow this process:

1. Use the licensure plan form appearing in this *Guide*.
2. List the deficient knowledge and skills that appear on the review form in the left column.
3. Identify experiences or courses in the second column. Examples of such experiences are:
  - course work at two- or four-year colleges and universities,
  - course work through adult career-technical education,
  - experiences with industry-based training programs,
  - targeted work experience on their own,
  - targeted work experience through an internship at a college or university,
  - targeted job shadowing and
  - interviewing practitioners and/or management.

4. Identify the evidence to be placed in the candidate’s portfolio and the timeline. Evidence may include:
  - Transcripts
  - Letters from employers documenting experiences and knowledge/skill development
  - Contracts
  - Videos, pictures
  - Lesson plan
  - Course papers, journals
  - Descriptions of experiences
5. The candidate may be consulted in this process.
6. The superintendent, business representatives, and candidate sign the licensure plan. If the candidate does not agree to this plan, the CTE-37 is NOT prepared.
7. CTE-37 is prepared in the same manner as the CTE-37 for candidates who have completely met the work experience requirement. The CTE-37 is available *by going to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “CTE Teacher Prep, Licensure” under the Career-Tech drop-down bar.*
8. The CTE-37 is forwarded to the university (see Section 20.0) with a copy of the Licensure Plan and the CTE-36 and accompanying material.

### Licensure Plan

Name of Candidate: [Click here to enter text.](#) Date [Click here to enter text.](#)

Licensure Area (teaching field) and Code Number [Click here to enter text.](#)

Subject to be Taught and Code Number [Click here to enter text.](#)

School District: [Click here to enter text.](#)School [Click here to enter text.](#)

Knowledge and skills related to subject (from course of study, TCS, etc.)	Experience or course	Evidence to be submitted by candidate in portfolio	Due Date	✓
<a href="#">Click here to enter text.</a>	XXX internship at a XXX type of business (to be arranged by candidate) for XXX days	(ex.: letter from company representative)	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	Job shadow XXX at a XXX business (to be arranged by XXX) for XXX days	(ex.: letter from company representative)	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	XXX course at XXX Community College	Transcript	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	XXX course at XXX University	Transcript	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	XXX course through adult education at XXX Career Center	Record from XXX Career Center	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	Interview XXX workers and mgrs. at XXX company (arranged by dir.)	(ex.: letters from workers and managers)	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

**Approved by:**

Signature of Superintendent \_\_\_\_\_  
Printed Name [Click here to enter text.](#) **Date** [Click here to enter text.](#)

Signature of Candidate \_\_\_\_\_  
Printed Name [Click here to enter text.](#) **Date** [Click here to enter text.](#)

**Business Representatives (minimum of 3 required)**

Signature of Business Representative \_\_\_\_\_  
Printed Name [Click here to enter text.](#) **Company** [Click here to enter text.](#) **Date** [Click here to enter text.](#)

Signature of Business Representative \_\_\_\_\_  
Printed Name [Click here to enter text.](#) **Company** [Click here to enter text.](#) **Date** [Click here to enter text.](#)

Signature of Business Representative \_\_\_\_\_  
Printed Name [Click here to enter text.](#) **Company** [Click here to enter text.](#) **Date** [Click here to enter text.](#)

**5.2.5. Portfolio**

If a licensure plan is prepared, the candidate must maintain a portfolio that documents the successful completion of activities in the plan. The portfolio is to contain the evidence listed in the licensure plan. ***Binders and sheet protectors are recommended.*** The following organization is suggested:

Title Page
Name
School
School District
Date
Licensure Plan (as signed by superintendent and candidate)
Summary of Portfolio
Deficient knowledge and skills
Experience 1—description
Documentation of completion of Experience 1
Experience 2—description
Documentation of completion of Experience 2
Etc.

## Process

Follow this procedure:

1. The teacher creates the portfolio.
2. The teacher submits the portfolio to the school district superintendent or designee during the second year of teaching.  
The superintendent is responsible for the review of the portfolio with assistance from the three or more business representatives listed on the licensure plan.
3. The reviewers determine if adequate evidence exists that the candidate has made sufficient progress for recommending continued teaching. They may wish to create a rubric to assist them with this task. The reviewers have the option of collecting additional information/materials from the candidate and/or other sources.
4. When a decision has been reached, it is the responsibility of the superintendent and NOT the committee to inform the candidate of the results of the assessment.

### 5.3. Processing the CTE-37 for Career-Technical Licenses

If the candidate meets the requirements to be issued an Alternative Resident Educator license based upon the review of the CTE-36, and the school district would like to hire the individual, it is very important to acquire a university signature on a CTE-37 before hiring the individual. The CTE-37 form is available *by going to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access "CTE Teacher Prep, Licensure" under the Career-Tech drop-down bar.* Otherwise, the school district may enter into a contract with an individual who is then denied admission into an applicable university program. Universities have the option of establishing admission standards such as minimum grade point average of previous college course work.

Follow these steps:

1. The school district initiates the CTE-37. Type the name and other requested information in section A. Then, in section B, select "Alternative Resident Educator" or "Alternative Resident Educator License with Deficiencies." In section C, type teaching field code being requested. Refer to the licensure application for these codes.

If the candidate will miss the summer workshop and/or is being hired using the panel of experts and licensure plan to address work experience issues, complete section D.

The CTE-37 is then signed by the school district's superintendent or designee. The signature must be on file with the Center for Teaching Professions, Office of Educator Licensure office in the ODE. No one else is authorized to sign the form. Then, type the name of the signatory, his/her title, and the date of signature.

By signing the CTE-37 on the signature line on the, the signatory is indicating that the candidate whose name appears on the CTE-37 meets the educational requirements and work experience (or equivalent) requirements to receive an Alternative Resident Educator license to teach subjects identified in the *EMIS Manual*. Go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access "Education Management Information System" under the Data drop-down bar.

2. Provide to the candidate a copy of the list of approved teacher preparation programs that appears in this *Guide*. Also give the candidate copies of materials that may have been provided by universities. Such materials may include program descriptions, checklists of courses, and admissions and registration procedures (including fees). You may obtain these materials by contacting the individuals listed.

The candidate has the choice of applying for admission into any applicable approved university program in Ohio as identified.

Once the candidate has selected the university, the candidate checks the name of that university on the CTE-37, signs and dates the document.

3. The candidate or school district sends the CTE-37, a copy of the CTE-36 and accompanying materials, and the Licensure Plan (if applicable—see Section 5.2.4) to the contact person at the university selected. All accompanying materials must be included such as copies of diplomas, transcripts, and Employment Verification forms. The contacts appear with the list of approved teacher education programs in this *Guide*.
4. After receiving the material, the university determines whether or not the candidate meets entrance requirements. If so, the candidate applies to that institution and enrolls in the summer course or workshop that proceeds the first year of teaching. If the candidate successfully completes the course or workshop, the university representative signs the CTE-37, keys in the requested information, makes a photocopy of it, and returns the original to the candidate. The candidate then acquires a teaching application at [www.education.ohio.gov](http://www.education.ohio.gov), search: *Go to the ODE home page [www.education.ohio.gov](http://www.education.ohio.gov) to access “Ohio Educator Preparation Programs” under Educator Preparation under the Teaching drop-down bar.*, complete it carefully, following all instructions on the form, and send it along with the CTE-37 and the required check to the address provided on the teaching application. It is suggested that the school district assist the candidate with the preparation and mailing of the teaching application. The candidate and school district should keep copies of the CTE-37 and teaching application.

If the candidate does not meet the entrance requirements of the university, the candidate may choose another university to which the CTE-37 is to be sent. If the candidate is unable to enroll in an approved, appropriate licensure program at a university, the CTE-37 will not be signed by a university representative, and the candidate will not be able to obtain a license.

5. If the CTE-37 is completed after the summer course or workshop and the candidate has not been hired in time for the summer course or workshop, the same procedure is followed. However, the CTE-37 is to be marked in the following manner as deficient in Block D.

Late hires must apply and be admitted into an appropriate university teacher education program immediately. The candidate is to immediately contact the chosen university to apply and, if admitted, to choose the first course for which she/he is to register. Hiring districts should assist the candidate with this procedure.

## **6.0. Supplemental Teaching License for Career-Technical Workforce Development Areas**

A supplemental teaching license provides a vehicle for licensed teachers to also become licensed in a career technical teaching field. The license is valid for one year. The initial supplemental teaching license may be renewed on completion of semester hours of course work in an approved program leading to a Career-Technical license in the area in which the supplemental license is held. A supplemental license may be renewed no more than three times. All licenses have a starting date of July 1.

### **OAC 3301-24-14**

A supplemental license may be issued at the request of an employing Ohio superintendent or head of school to the holder of a standard license who evidences five years of fulltime work experience or the equivalent in the career field, an a minimum of three semester hours of an approved preservice career-technical program from a university that is approved to prepare career-technical workforce development teachers. Applicants for an initial Workforce Development (CTE 36) and admission to an approved program at an Ohio university must include a completed CTE 37 form signed by the superintendent and the university official.

## **6.1. Acquiring the Supplemental Teaching License for Career-Technical Workforce Development Areas**

The supplemental license requires a baccalaureate degree, a professional teaching license, and five years full-time work experience or the equivalent as validated on the CTE 36 in the career field in which the license is being sought.

### **A checklist of steps in the licensing process appears in section 23.0 (may change)**

When the school district chooses to hire or assign a teacher to a Career Technical teaching field not already licensed in that area, eligible individuals may apply for a supplementary teaching license. A CTE 36-37 process is followed.

Prior to teaching the CT field, the individual meets all prerequisite requirements and enrolls in a CT program at a university in Ohio that has been approved to offer the CT program (see Directory in Section xx). Upon enrolling in the CT program, the application must be processed through the university. A CTE-37 and CTE-37 must be completed and attached. Follow the “Processing the CTE-36 and 37” section below.

## **6.2. Processing the CTE-36**

### **Supplemental License for Career-Technical Workforce Development programs.**

The CTE-36 review process is used to verify whether or not an individual holds the qualifications required for the addition of a CT license and for the issuance of a supplemental license.

Follow these steps to review the CTE-36:

1. Review the educational background of the candidate making sure that they possess a baccalaureate degree.
2. Review current teaching certificate/license making sure it is applicable and valid. A copy of a valid teaching certificate or license must be provided by the teacher with the application packet. The teaching certificate, or teaching license must be a professional or permanent, or career-technical certificate OR a professional, or career-technical license.
3. Verify that the candidate has five years full-time work experience outside of education in the career field to be taught. Follow these steps when evaluating the work experience:

- a. Identify the requirements to teach the course (subject) from the Table 2, Section 5.1.2.
  - b. Determine if the work experience is “related.” Refer to the “job title” and “skills/duties” section of the Employment Verification forms in the CTE -36, and the requirements and guidelines in Section 5.1.2 (Table 2). Technical Content Standards (TCP) should be used as a resource.
  - c. Determine if the work experience is recent. The recommendation is that the minimum is to have three of the five years of experience within the last five years. Determine if a candidate or license from a professional association or industry is required. Refer to Section 5.1.2 (Table 2) for this information.
  - d. Count the hours of work experience.
  - e. Verify the hours, dates of employment and skills/ duties by calling the employer(s) cited on the CTE-36.
  - f. If the work experience includes self-employment, the following procedure must be followed:
    - i. The candidate’s signature on the completed CTE-36 must be notarized
    - ii. Three letters from long-term customers must be provided.
    - iii. A letter from the business’ accountant must be included. The letter must verify all of 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.
      - 5) The candidate performed the skills/duties indicated on the CTE-36.
  - g. 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; they do NOT need to be included with the CTE-36. The candidate is NOT required to, but he/she may show tax records to provide evidence of sufficient hours of related work experience in the applicable field.
4. If the work experience requirements are not met, consider following the 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 process used to determine if the individual meets the “equivalency” option appears in Section 5.1.2 of this *Guide*.

**6.3. Checklist for Review of CTE-36 for Supplemental License for Career-Technical Workforce Development Programs**

Date [Click here to enter text.](#)

Name of Candidate [Click here to enter text.](#)

Certification/License Code [Click here to enter text.](#)

Certification/License Area [Click here to enter text.](#)

Subject Code and Title [Click here to enter text.](#)

Approved [Click here to enter text.](#) Not /Approved [Click here to enter text.](#)

Reason(s) for non-approval (check one or more of the following if this CTE-36 (form available on ODE CTAE web site) if not approved)

Personal Information

[Click here to enter text.](#)

Education

[Click here to enter text.](#)

[Click here to enter text.](#)

Work Experience

[Click here to enter text.](#)

[Click here to enter text.](#)

#### **6.4. Processing the CTE-37 for the Supplemental License for Career-Technical Workforce Development Programs**

If the candidate meets the requirements to be issued a Supplemental License for Career-Technical Workforce Development Programs, based upon the review of the CTE-36, the following steps are to be followed:

1. The school district initiates the CTE-37. This Supplemental License for Career-Technical Workforce Development Programs can only be issued at the request of an employing school district. The CTE-37 is located at ODE web site in the Office of Career Technical Education.

Type the name and other information in the form. Then, type the teaching area and teaching field (licensure area) code. Use the name of the teaching area as it appears in the Certification and Licensure Search not the program or course title that is used in your school district. The only available licensure codes are those listed on the Supplemental Teaching License Application.

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



By signing the CTE-37 on the signature line, the signatory is indicating that the candidate whose name appears on the CTE-37 has:

- The required educational background
  - A valid teaching certificate or license
  - The required years of recent and relevant work experience or the equivalent
  - A CTE 36 on file
- A. Provide the candidate with a copy of the list of approved Supplemental License for Career-Technical Workforce Development Programs that appears in the licensure programs directory within this guide. Also give the candidate copies of materials that may have been provided by universities. Such materials may include program descriptions, checklist of courses, and admission and registration procedures. You may obtain these materials by contacting the individuals listed in the *Licensure Programs Directory within this Guide*. The candidate has the choice of applying for admission into any applicable approved university program in Ohio.
- B. The candidate or school district sends the CTE-37 and a copy of the CTE-36 and accompanying materials to the contact person at the university selected. All accompanying materials must be included such as copies of diplomas, transcripts, a copy of the valid teaching certificate or license, employment verification forms, and a licensure plan, if applicable. The contacts appear with the list of approved teacher education programs. Refer to the *“Licensure Programs Directory within this Guide”*.
- C. After receiving the material, the university determines whether or not the candidate meets entrance requirements. If so, the candidate applies to that institution and enrolls in the appropriate summer course or workshop. If the candidate successfully completes the course or workshop, the university representative signs the CTE-37, keys in the requested information, checks the box, “Initial Supplemental” under “Teaching Certificate/License Verification,” makes a photocopy of it, and returns the original to the candidate. The candidate then acquires an application (Supplemental License), completes an application (Supplemental License), completes it carefully, following all instructions on the form, and sends it with the CTE-37 and the required check to the address provided on the teaching application. It is suggested that the school district assist the candidate with the preparation and mailing of the teaching application. The candidate and school district should keep copies of the CTE-37 and teaching application.
- D. If the candidate does not meet the entrance requirements of the university, the candidate may choose another university to which the CTE-37 is to be sent. If the candidate is unable to enroll in an approved Career Technical university program at a university, the CTE-37 will not be signed by a university representative, and the candidate will not be able to obtain a supplemental license.

If the CTE-37 is completed after the summer course or workshop and the candidate has not been hired or assigned in time for the summer course or workshop, the same procedure is followed. However, the CTE-37 will be marked by the university to indicate the individual is deficient of the required credit hours. Late hires must apply and be admitted into an appropriate university program immediately. The candidate is to immediately contact the chosen university to apply and, if admitted, to choose the first course for which she/he is to register. Districts should assist the candidate with this procedure.

## **6.5. Renewing the Initial Supplemental License for Career-Technical Workforce Development Programs**

The initial supplemental teaching license may be renewed on completion of course work in an approved program leading to a Career-Technical license in the area in which the supplemental license is held. A supplemental license may be renewed no more than two times. All licenses have a starting date of July 1.

To qualify for a renewal, the teacher must have a completed CTE-37 signed by the university indicating progress in the approved Career-Technical university program. To renew the supplemental license, the school district keys in the name and other information in the CTE-37 form. The school district also keys in the same teaching area and teaching field code as on the initial CTE-37 and the initial supplement license. Again, be sure to use the name of the teaching area as it appears in the Certification and Licensure Search engine available on the ODE Web site.

The CTE-37 is then signed by the school district's superintendent or designee if the teacher is still employed by the school district to teach the same subject.

The candidate or school district then forwards the CTE-37 to the university in which the candidate is enrolled. The university verifies that the teacher is making satisfactory progress in the Career-Technical university program and, if so, checks the box, "Renewal of Supplemental License" under "Teaching Certificate/License Verification," signs the CTE-37 and returns the CTE-37 to the teacher using the address appearing on the top of the CTE-37. The teacher then secures a teaching application (Supplemental License) and completes it carefully following all instructions appearing on the form, and mails it, along with the CTE-37 and check to the address given on the teaching application. Upon approval, ODE then issues the renewal of the supplemental license.

## **6.6. Acquiring the Career-Technical License**

Upon completion of the Career-Technical program at an approved university, the candidate applies for the license through the university.

First, the CTE-37 is completed. The school district keys in the name and other information on the CTE-37. The school district also keys in the same teaching area and teaching field as on the previous CTE-37. Again, be sure to use the subject number as it appears in the Certification and Licensure Search, not the program or course title that is used in your school district.

The school district's superintendent or designee signs the CTE-37. The candidate or school district then forwards the CTE-37 to the university in which the candidate is enrolled. The university verifies that the teacher has completed the university program, checks the box, "Add Teaching Field to Existing License," and signs it.

The teacher secures a teaching application form, completes it carefully following all instructions appearing on the form, and submits it, along with a check, to the university. If the university program has been completed, the dean or head of teacher education signs the application and submits it, along with the check, the CTE-37, to ODE. Upon approval, ODE then issues the license.

## **7.0 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 through the following options:

If the teacher is seeking to qualify for adding a licensure area to the career-technical license that is available through the Alternative Resident Educator, the entire process of verifying work experience (or the equivalent) must be completed. In such a case, consult Section 5.0 (CTE 36/37 Process). Per this process, the superintendent verifies the work experience (or the equivalent), prepares and signs the CTE-37 and submits it to the university with a licensure application (see Section 17.0 *Directory*).

The university then reviews the CTE-37 and other materials it may require and determines eligibility into the university program. If admitted, the individual must successfully complete the Career- Technical program. In some instances, the individual may have already completed the applicable Alternative Resident Educator program for the initial certificate or license and, if so, may or may not need to complete any further university course work. This determination is made by the university.

## **8.0 Acquiring the Five-Year Professional License**

### **8.1 Resident Educator**

Those teachers receiving their Resident Educator license through completing an approved degree program prior to teaching, will be eligible for a five-year professional license upon successful passage of the Resident Educator Program. *Go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “Educator Licensure” under the Teaching drop-down bar.* The school district should assist the teacher with this process.

The professional license is valid for five years. Information on renewing the license appears in the next section of this *Guide*.

### **8.2 Alternative Resident Educator**

Those teachers who have received their Alternative Resident Educator Career-Technical licensure meet the following requirements to be eligible for the five-year professional license:

- successful completion of the university Career-Technical pre-service teacher education program
- successful completion of the Licensure Plan (if applicable)
- successful completion of the Resident Educator assessment
- 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. The candidate secures a Career-Technical application( *go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “Educator Licensure” under the Teaching drop-down bar.*) and carefully completes it following all instructions appearing on the form.
2. The school District initiates the CTE-37 form which is available by going to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “CTE Teacher Prep, Licensure” under the Career-Tech drop-down bar. The school district keys in the name and other information on the CTE-37. The school district also keys in the same teaching area (licensure area) and teaching field code as on the previous CTE-37. Type the name of the signatory, his/her title, and the date of signature. Check the box in front of the item, “Initial Five-Year Professional Career-Technical License.”
3. The CTE-37 is signed by the school district’s superintendent or designee if the following conditions are met:

- The teacher has successfully completed the activities in the Licensure Plan (if applicable), as evidenced by the portfolio submitted by the teacher.
  - The teacher has successfully completed the portion of the Resident Educator Program provided by the district (mentoring).
4. The candidate or school district forwards the following material to the university in which the candidate has been enrolled:
    - application
    - CTE-37
    - university transcript showing the courses completed within the 24 semester credit hour licensure program
    - a copy of the Alternative Resident Educator license
    - a copy of the teacher's Portfolio (if applicable)
  5. The university verifies that the teacher has successfully completed the Career -Technical program. If so, upon approval of the dean or head of teacher education, the university completes the remaining portion of the CTE-37 and forwards the material to the ODE.
  6. ODE determines whether or not the teacher has successfully completed the portion of the Resident Educator Program provided by the state. If so, ODE issues the five-year professional license.

### **9.0. Career-Based Intervention**

An endorsement is the addition of a teaching area to an existing certificate or license after completion of an approved program of preparation. The standards provide for an endorsement in Career-Based Intervention (CBI), found in 3301-24-05 (E) (4), as follows:

#### **Endorsements**

An endorsement of a teacher license, valid for teaching the subject or learners named, shall be issued to an individual who holds a baccalaureate degree; who is deemed to be of good moral character; who has successfully completed an approved program of preparation; who has successfully completed an examination prescribed by the State Board of Education; and who has been recommended by the dean or head of teacher education at an approved institution. The endorsement may be added to any standard teaching certificate, or provisional or professional teaching license, unless limited by age or grade as noted below:

- Career-based intervention (CBI) shall require a baccalaureate degree, two years of successful teaching experience under a standard teaching certificate, a provisional teaching licensure, or a professional teaching license, and evidence of the equivalent of one year of work experience outside of education. This endorsement is valid for teaching learners ages twelve through twenty-one, or grades seven through twelve. The local school superintendent may make the recommendation for this endorsement.

#### **9.1. Acquiring the Career-Based Intervention Endorsement**

Currently, the CBI endorsement requires a baccalaureate degree, two years of successful teaching under a standard teaching certificate, a provisional or a professional teaching license, and one year of full-time work experience outside of education.

When the school district chooses to hire or assign a teacher to CBI who has NOT yet completed a college or university CBI endorsement program, eligible individuals may apply for a supplementary teaching license for the endorsement. A CTE 36-37 process is followed.

Prior to teaching CBI, the individual meets all prerequisite requirements and enrolls in a CBI endorsement program at a college or university in Ohio that has been approved to offer the program, see (*Licensure Programs Directory with this Guide*). Upon enrolling in the CBI endorsement program, the application must be processed through the university. A CTE-36 and CTE-37 must be completed and attached. Follow the “Processing the CTE-36 and 37” sections below.

### **9.2. Processing the CTE-36 for the CBI Endorsement**

The CTE-36 review process is used to verify whether or not an individual holds the qualifications required for the addition of a CBI endorsement onto a teaching certificate or teaching license and for the issuance of a supplemental endorsement.

Follow these steps to review the CTE-36:

1. Review the educational background of the candidate making sure that they possess a baccalaureate degree. A copy of an official university transcript must be provided.
2. Review current teaching certificate/license making sure it is applicable and valid. A copy of a valid teaching certificate or license must be provided. The teaching certificate or teaching license must be a professional, permanent, career-technical certificate, a professional or career-technical license.
3. Verify that the candidate has had a minimum of two years of teaching experience under an eight-year professional, permanent, career-technical certificate OR a professional or career-technical license.
4. Verify a minimum of one year of work experience outside of education. Work experience can be an accumulative total and there is no time limitation as to when the work was performed. Verification can be by signature of former employers on the CTE-36 form or letter on business letterhead, including dates of employment and signature of employer.

For your convenience, a “Checklist for Review of CTE-36 for Career-Based Intervention Programs” is provided.

### **9.3. Checklist for Review of CTE-36 for Career-Based Intervention**

Date [Click here to enter text.](#)

Name of Candidate [Click here to enter text.](#)

Certification/License Code [Click here to enter text.](#)

Certification/License Area [Click here to enter text.](#)

Subject Code and Title [Click here to enter text.](#)

Approved [Click here to enter text.](#) Not /Approved [Click here to enter text.](#)

Reason(s) for non-approval (check one or more of the following if this CTE-36 (form available on ODE CTAE web site) if not approved)

Personal Information

[Click here to enter text.](#)

## Education

Click here to enter text.

Click here to enter text.

## Work Experience

Click here to enter text.

Click here to enter text.

### 9.4. Processing the CTE-37 for the CBI Endorsement

If the candidate meets the requirements to be issued a supplemental CBI endorsement based upon the review of the CTE-36, the following steps are to be followed:

1. If the applicant is employed by a school district, the school district initiates the CTE-37. If not, the university initiates the process. The CTE-37 is located at ODE web site in the Office of Career Technical Education.

Type the name and other information. Then, type the CBI teaching area and teaching field (licensure area) code (600100). Use the name of the teaching area as it appears in the *Certification and Licensure Search* not the program or course title that is used in your school district.

The CTE-37 is then signed by the school district's superintendent or designee if employed by a school district. If not, the university's teacher educator or dean signature will suffice. The signature must be on file with the Office of Educator Licensure, Ohio Department of Education. No one else is authorized to sign the form. Then, type the name of the signatory, his/her title, and the date of signature.

By signing the CTE-37 on the signature line, the signatory is indicating that the candidate whose name appears on the CTE-37 has...

- the required educational background
- a valid teaching certificate or license
- the required years of teaching experience, and
- the required work experience

...to receive a supplemental CBI endorsement to teach subjects identified in the *Certification and Licensure Search*.

2. Provide the candidate with a copy of the list of approved CBI teacher preparation programs that appears in Section 9.0 of this *Guide*. Also give the candidate copies of materials that may have been provided by colleges and universities. Such materials may include program descriptions, checklists of courses, and admissions and registration procedures. You may obtain these materials by contacting the individuals listed in Section 9.0. The candidate has the choice of applying for admission into any applicable approved university program in Ohio as identified in Section 9.0.

3. The candidate or school district sends the CTE-37 and a copy of the CTE-36 and accompanying materials to the contact person at the university selected (Section 9.0). All accompanying materials must be included such as copies of diplomas, transcripts, and a copy of the valid teaching certificate or license, and Employment Verification forms. The contacts appear with the list of approved teacher education programs in this *Guide* (Section 9.0).
4. After receiving the material, the university determines whether or not the candidate meets entrance requirements. If so, the candidate applies to that institution and enrolls in the appropriate summer course or workshop. If the candidate successfully completes the course or workshop, the university representative signs the CTE-37, keys in the requested information, checks the box, "Initial Supplemental Endorsement" under "Teaching Certificate/License Verification," makes a photocopy of it, and returns the original to the candidate. The candidate then acquires an application (SUPPLEMENTAL LICENSE) completes it carefully, following all instructions on the form, and sends it with the CTE-37 and the required check to the address provided on the teaching application. It is suggested that the school district assist the candidate with the preparation and mailing of the teaching application. The candidate and school district should keep copies of the CTE-37 and teaching application.
5. If the candidate does not meet the entrance requirements of the university, the candidate may choose another university where the CTE-37 is to be sent. If the candidate is unable to enroll in an approved CBI endorsement program at a university, the CTE-37 will not be signed by a university representative, and the candidate will not be able to obtain a temporary (supplemental) endorsement.
6. If the CTE-37 is completed after the summer course or workshop and the candidate has not been hired or assigned in time for the summer course or workshop, the same procedure is followed. However, the CTE-37 will be marked by the university to indicate the individual is deficient of the required credit hours.

Late hires must apply and be admitted into an appropriate university endorsement program immediately. The candidate is to immediately contact the chosen university to apply and, if admitted, to choose the first course for which she/he is to register. Districts should assist the candidate with this procedure.

### **9.5. Renewing the Initial CBI Endorsement**

The initial supplemental teaching endorsement may be renewed on completion of six semester hours of course work in an approved program leading to an endorsement in the area in which the supplemental endorsement is held. A supplemental teaching endorsement may be renewed no more than four times. All endorsements have a starting date of July 1 of the issuance of the license.

To qualify for a renewal, the teacher must have successfully completed 6 semester hours (9-quarter hours) of an approved teacher education endorsement program.

To renew the supplemental endorsement, the school district keys in the name and other information in the CTE-37 form. The school district also keys in the same CBI teaching area and teaching field code (600100) as on the initial CTE-37 and initial supplemental endorsement. Again, be sure to use the name of the teaching area as it appears in the *Certification and Licensure* Search not the program or course title that is used in your school district.

The CTE-37 is then signed by the school district's superintendent or designee if the teacher is still employed by the school district to teach the same CBI subject. The candidate or school district then forwards the CTE-37 to the university in which the candidate is enrolled. The university verifies that the teacher is making satisfactory progress in the CBI endorsement program and, if so, checks the box, "Renewal of Temporary Endorsement" under "Teaching Certificate/License Verification," signs the CTE-37 and returns the CTE-37 to the teacher using the address appearing on the top of the CTE-37.

The teacher then secures a teaching application (SUPPLEMENTAL LICENSE) and completes it carefully following all instructions appearing on the form, and mails it, along with the CTE-37 and check to the address given on the teaching application. Upon approval, ODE then issues the renewal of the supplemental CBI endorsement.

### **9.6. Acquiring the CBI Endorsement**

Upon completion of the CBI endorsement program at an approved college or university, the candidate applies for the CBI endorsement through the university.

First, the CTE-37 is completed. The school district keys in the name and other information on the CTE-37. The school district also keys in the same CBI teaching area and teaching field code (600100) as on the previous CTE-37. Again, be sure to use the name of the teaching area as it appears in the *Certification and Licensure Search*, not the program or course title that is used in your school district.

The school district's superintendent or designee signs the CTE-37. The candidate or school district then forwards the CTE-37 to the university in which the candidate is enrolled. The university verifies that the teacher has completed the endorsement program, checks the box, "Add Endorsement to Existing Certificate/License," and signs it.

The teacher secures a teaching application form to "add an area" to an existing license or certificate, completes it carefully following all instructions appearing on the form, and submits it, along with a check, to the university. If the university endorsement program has been completed, the dean or head of teacher education signs the application and submits it, along with the check, CTE-37, to ODE. Upon approval, ODE then issues the endorsement to the teacher's existing certificate/license.

Further information on Career-Based Intervention can be found on the ODE CBI website.

### **10.0. Alternative Educator Licensure (non-Career-Technical)**

In addition to single subject academic content areas, the alternative educator licensure route is available in the following non-career technical areas:

High School 7-12 Business Education (non-career-technical)—teaching field 030000  
High School 7-12 Bookkeeping and Basic Business (non-career-technical)—teaching field 030300  
High School 7-12 Home Economics (non-career-technical)—teaching field 230000  
High School 7-12 Industrial Technology (non-career-technical)—teaching field 101315

This path is NOT available for any career-technical teaching fields (licensure areas). This path is intended only for single-subject, non-career-technical high school areas.



Information regarding the alternative educator license is available at the following Web site: [www.education.ohio.gov](http://www.education.ohio.gov). The rule for alternative educator license (3301-24-10) appears below.

### 10.1. Tests in Alternative Educator License Path (non-Career-Technical)

**Content (subject) Knowledge (successful completion required prior to issuance of the nonrenewable, two-year alternative educator license)**

Licensure Area (teaching field)	Praxis II Test Name and Test Code
-Business Education (non-career-technical)--teaching field 030000	Business Education—0101
Bookkeeping and Basic Business (non-career-technical)—teaching field 030300	Business Education—0101
Home Economics (non-career technical)—teaching field 230000	Family and Consumer Sciences—0121
Industrial Technology (non-career-technical—teaching field 101315	No required content test (none available)

**Professional Knowledge (successful completion required prior to issuance of the two-year provisional license)**

Licensure Area (teaching field)	Praxis II Test Name and Test Code
Bookkeeping and Basic Business (non-career-technical)—teaching field 030300	Principles of Learning and Teaching (7-12) – 0524
Home Economics (non-career-technical—teaching field 230000	Principles of Learning and Teaching (7-12)—0524
Industrial Technology (non-career-technical)—teaching field 101315	Principles of Learning and Teaching (7-12)—0524
All areas of Business (non-career-technical) 030000	Principles of Learning and Teaching (7-12)—0524

### 10.2. Additional Test Information

Additional information regarding the tests themselves is available at [www.ets.org](http://www.ets.org).

### 10.3 Resident Educator

The Resident Educator Program is required to become eligible for a five-year professional license.

### 11.0. Adult Workforce Education

(Go to the Ohio Board of Regents web page [[www.regents.ohio.gov](http://www.regents.ohio.gov)] search: *Adult Workforce Education*)

***A checklist of steps in the licensing process appears in Section 24.0.***

To teach adult education, a candidate can receive a license by following one of three paths: professional pathways; adult education permit; or adult education endorsement. To determine the certificate or license record of an individual, go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “Ohio Educator Preparation Programs” under Educator Preparation under the Teaching drop-down bar.

The individual's last name and identification number (usually, social security number) are needed. The individual can also check their own status in this manner.

To determine the licensure or certification area (i.e., teaching field) needed on a license or certificate to teach a particular subject in adult education, consult the certification and licensure crosswalk for adult workforce education.

The three paths to licensure for teaching adults follow.

### **11.1. Professional Pathway**

By completing a Career-Technical Licensure Program, an individual will be licensed to teach ages 8 and beyond and grades 4 and beyond. This includes adult education.

The professional pathway leads to a license in a particular licensure area (i.e., teaching field).

This rule means that an individual successfully completing a university teacher preparation program (e.g., agricultural education or integrated business) prior to teaching will be eligible to teach adult education. An individual entering teaching directly out of business and industry will also be eligible to teach adult education.

### **11.2. Adult Education Permit**

An adult education permit is available for individuals who do not pursue the professional pathway or adult education endorsement options. This permit is valid for one year (July 1-June 30) and must designate a specified program area (e.g., public safety), as determined by the local adult administrator. The local superintendent signs the application. Additional information on adult education permits is available at [www.regents.ohio.gov](http://www.regents.ohio.gov).

The applicable Rule 3301-24-05 (M) is below.

The adult education permit, valid for one year for teaching adults in an adult education program, shall be issued to an appropriately qualified individual who is:

- Deemed to be of good moral character
- Who has a high school diploma, or the equivalent, and
- Who has been recommended by the employing school district

An adult education program, includes, but is not limited to, the following examples:

- (1) a career-technical education program which provides training for out-of-school adults, frequently to improve occupational skills
- (2) a community-based education program for personal enrichment, such as photography

### **11.3. Adult Education Endorsement—full-time programs**

Rule 3301-24-05 (E) (2) provides for an “adult education-full-time adult programs” endorsement. The rule is below. An endorsement of a teacher license, valid for teaching the subject or learners named, shall be issued to an individual:

- who holds a baccalaureate degree;
- who is deemed to be of good moral character;
- who has successfully completed an approved program of preparation;
- who has successfully completed an examination prescribed by the State Board of Education; and
- who has been recommended by the dean or head of teacher education at an approved institution.

Thus, the candidate must have completed an approved licensure program at a college or university. The list of institutions offering this program appears in the *Licensure Programs Directory* within this *Guide*. The university's Dean or designee signs the teaching application for this endorsement.

The State Board of Education has NOT prescribed an examination for this endorsement.

The endorsement is intended for teachers who desire to update their existing certificate or license with a focus on the adult learner, regardless of the certification or licensure area of their existing credential. An endorsement is added to an existing certificate or license after an additional preparation program has been completed.

The endorsement can be added to any standard teaching certificate or provisional or professional teaching license.

### **12.0. Out-of-State Applicants**

Information for out-of-state applicants is available *by going to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access "Educator Licensure" under the Teaching drop-down bar.*

Individuals who have completed a career-technical teacher education program outside the state of Ohio and who are requesting initial licensure need to submit a request for an out-of-state packet to:

Ohio Department of Education  
Office of Certification/Licensure  
25 South Front Street, Mail Stop 105  
Columbus, Ohio 43215-4183

Individuals may also call (614) 466-3593 to request a packet.

The out-of-state packet contains the information and application materials needed to complete the Ohio certification/licensure process.

### **13.0. Responsibilities of the Various Parties**

**13.1 Responsibilities of the Hiring School District** (the following list is not comprehensive; specific duties appear throughout this *Guide*)

- Follow the procedures outlines in this *Guide*.
- Recruit and hire a qualified candidate.
- If a licensed applicant is not available, participate in the CTE-36/37 process for candidates following career-technical licensure.

- Provide a CTE-36 to applicants. *Go to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access “CTE Teacher Prep, Licensure” under the Career-Tech drop-down bar.*
- Review the CTE-36 and documenting applicable industry credential material to determine if the applicant meets the education, work experience, requirements of the licensure standard.
- Arrange for mentoring of the new teacher.
- Arrange for the state-required mentoring and performance assessment.
- Assist the candidate with the application for teaching license as appropriate.
- Collaborate with the candidate, university and ODE.
- Respond to questions from candidates, universities and ODE.

**13.2. Responsibilities of the Alternative Resident Educator Teacher Candidate** (The following list is not comprehensive; specific duties appear throughout this *Guide*.)

- Complete the CTE-36, available at [www.education.ohio.gov](http://www.education.ohio.gov), search: *CTE Form*, and submit all required documentation to the employing school district. Completion of the CTE-36 does not guarantee employment.
- Apply for admission to a university with an approved Career -Technical teacher preparation program Apply for Alternative Resident Educator license.
- Participate in and successfully completes all workshops, seminars, courses, and other required experiences in the university’s teacher preparation program.
- Obtain the schedule of classes for each term and register for workshops, seminars, courses and other required experiences in the university’s teacher preparation program. Pay associated fees.
- Consult with the advisor assigned by the university.
- Assume all responsibilities of a college or university student.
- Successfully complete the required Resident Educator Program and assessments within the allowed time periods.
- Successfully complete the university teacher preparation program and Resident Educator program.
- Maintain industry certification or licensure if appropriate or required for the career-technical program or subject.
- Apply for the five-year professional license.
- Seek information regarding the requirements and procedures for renewing licenses.
- Cooperate with the Local Professional Development Committee.
- Complete the requirements for renewals of the license including the degree requirement for the second renewal.
- Collaborate with the school district, university and Ohio Department of Education.
- Respond to questions from the school district, university and ODE.

**13.3. Responsibilities of Universities** (the following list is not comprehensive, specific duties appear throughout this *Guide*.)

- Follow the procedures outlined in this *Guide*.
- Respond to requests of individuals and school districts for material related to admissions, registration and program requirements.
- Reviews submitted CTE-37 and determine eligibility for admission to the institution and program. An approved representative from the institution signs the CTE-37 and returns it to the

candidate. Inform candidates who have not met admission requirements (Alternate Resident Educator).

- Provide advising services to teachers enrolled in an appropriate licensure program.
- Provide the candidate with a copy of the appropriate licensure program requirements.
- Review the material submitted after having successfully completed the licensure program and the Resident Educator Program
- Administer the approved program for licensure in accordance with college and university requirements and state Teacher Education and Licensure Standards.
- Establish and maintain a working relationship with school districts to facilitate the teacher development process.
- Collaborate with the candidate, school district, and Ohio Department of Education.
- Respond to questions from candidates, school districts, and ODE.

#### **14.0. Summary of Licensing Process for Career-Technical Education Teachers**

##### **14.1 Recruitment and Hiring of Teachers with an Applicable Certificate or a License**

- Recruit from pool of teachers with an applicable certificate or license, including those graduating from universities
- If the teacher holds Resident Educator license, provide for mentoring and assessment
- Upon passage of the Resident Educator Program and all other requirements, assist teacher in applying for 5-year professional license
- Assist teachers in the license renewal process

##### **14.2. Recruitment and Hiring of Teachers for Career Technical Workforce Development Programs**

- Recruit a professional from applicable career field. If an industry credential is required in the career field, then the candidate must hold a current credential in order to be considered.
- Provide CTE-36 to applicants under consideration
- Receive completed CTE-36 from candidate
- Review CTE-36
- Complete mandatory background check for applicants under consideration
- If candidate meets the requirements, make hiring decision contingent upon the recommended teacher being accepted into an applicable, approved teacher-prep program at a university
- If candidate does not meet standard, either discontinue consideration or complete panel of expert's process
- Panel of experts determines whether or not candidate has needed content competencies
- If panel of experts determines candidate has sufficient content competencies for hiring but has deficiencies, develop Licensure Plan
- If panel of experts determines candidate does not have sufficient content competencies, discontinue consideration
- Make hiring decision contingent upon the recommended teacher being accepted into an applicable, approved teacher preparation program at a university
- Prepare CTE-37 for hiring candidate
- Share information regarding universities with an approved teacher preparation program

in that applicable teaching area, including contact information from the *Directory of Career-Technical Licensure Programs*

- After candidate has chosen the university, forward the CTE-37 to the university contact person for consideration for admittance into the Alternate Resident Educator program
- After receiving the signed CTE-37 back from the university, assist the candidate with submitting the application to ODE for Alternative Resident Educator license (application, signed CTE-37, background checks, payment)
- Cooperate with university offering the Alternate Resident Educator program for teacher education
  - Provide for Alternative Resident Educator Program, mentoring and assessment
  - Upon meeting the following requirements, sign CTE-37 for five-year professional license and submit to university (university processes teaching application and accompanying materials. The requirements include:
    - passage of the applicable university program
    - completion of the Licensure Plan (where applicable)
    - passage of the Resident Educator Program
- If the teacher does not pass the applicable university program, complete the Licensure Plan (where applicable), or pass the Resident Educator Program under the Alternative Resident Educator license, discontinue employment for teaching this licensure area
- Assist teachers in the license renewal process

#### **14.3. Recruitment and Hiring of Teachers holding a professional license in an academic area**

- Recruit a professional from an applicable career field, having documented recent and relevant work experience in the career field area. If an industry credential is required in the career field, then the candidate must hold a current credential in order to be considered.
- Provide CTE-36 to applicants under consideration
- Receive completed CTE-36 from candidate
- Review CTE-36
- If candidate meets the requirements, make hiring decision contingent upon the recommended teacher being accepted into an applicable, approved teacher-prep program at a university
- If candidate does not meet standard, either discontinue consideration or complete panel of expert's process
- Panel of experts determines whether or not candidate has needed content competencies
- If panel of experts determines candidate has sufficient content competencies for hiring but has deficiencies, develop Licensure Plan
- If panel of experts determines candidate does not have sufficient content competencies, discontinue consideration
- Make hiring decision contingent upon the recommended teacher being accepted into an applicable, approved teacher preparation program at a university
- Prepare CTE-37 for hiring candidate
- Share information regarding universities with an approved teacher preparation program in that applicable teaching area, including contact information from the *Directory of Career-Technical Licensure Programs*
- After candidate has chosen the university, forward the CTE-37 to the university contact person for consideration for admittance into the Alternate Resident Educator program

- After receiving the signed CTE-37 back from the university, assist the candidate with submitting the application to ODE for the Supplemental Teaching license (application, signed CTE-37, payment)
- Cooperate with university offering the Career Tech program for teacher education (same program as Alternative Resident Educator, yet coursework may be reduced at the university discretion)
- If the teacher does not pass and complete the university program, or complete the Licensure Plan (where applicable), discontinue employment for teaching this licensure area
- Assist teachers in the license renewal process

## **15.0. Summary of Licensing Process for Career-Based Intervention Teachers**

### **15.1. Recruitment and Hiring of Teachers with an Applicable CBI Endorsement (16.00-16.6)**

- Recruit from pool of teachers with an applicable certificate or license who have already
- completed a university CBI endorsement program and whose certificate or license
- includes the CBI endorsement (600100) or Occupational Work Adjustment (04.9998)
- or Occupational Work Experience (17.9999) (4.0)
- Hire and assign teacher to CBI classes

### **15.2. Recruitment and Hiring of Teachers without the CBI Endorsement**

- Recruit from pool of interested teachers
- Provide CTE-36 to teachers under consideration
- Receive completed CTE-36's from teachers
- Review CTE-36's to verify whether or not the individual qualifies for the addition of a CBI endorsement upon completion of an approved endorsement program at a university
- Make hiring decision contingent upon the recommended teacher being accepted into an approved CBI endorsement program at a university
- Share information regarding universities with an approved CBI endorsement program, including contact information from the *Directory of Career-Technical Licensure Programs*
- Process CTE-37
- After candidate has chosen the university, forward the CTE-37 to the university contact person for consideration for admittance into the CBI endorsement program (see Directory)
- After receiving the signed CTE-37 back from the university, assist the teacher with submitting the application (Supplemental) and supporting materials to the ODE for the Supplemental CBI endorsement
- Cooperate with the university offering the CBI endorsement program for the teacher
- Assist the teacher in applying for the renewal of the (Supplemental) CBI endorsement
- Upon meeting the requirements, assist the teacher in applying for the CBI endorsement through the university, including submitting the signed CTE-37 to the university

**16.0. Summary of Licensing Process for Adult Workforce Education Teachers** Go to the Ohio Board of Regents web page ([www.regents.ohio.gov](http://www.regents.ohio.gov)).

Identify the required licensure or certification needed (see the certification and licensure crosswalk for adult workforce education).

Recruit instructor who meets one of the following certification/licensure criteria:

- Holds applicable career-technical license
- Holds applicable adult endorsement
- Is eligible to apply for adult education permit

Make hiring decision.

- Process adult permit application for candidate (if applicable).



### 17.0. Career-Technical Licensure Programs Directory

The following listing of approved programs offered at colleges and universities in Ohio includes references to 3 paths toward a teaching license. These routes are based upon Rule 3301-24-05 (C) (7) of the Teacher Education and Licensure Standards of 1998.

#### Career-Technical Licensure Program Directory

<b>College/University</b>	<b>Program</b>	<b>Contact</b>
<i>Akron, The University of</i>	<b>Resident Educator</b> FCS (Work & Family Studies)	Dr. Anne Weiner, Director The University of Akron School of Family and Consumer Sciences 215 Schrank Hall Akron, OH 44325-6103 Phone: (330) 972-6049 Fax: (330) 972-4934 E-mail: <a href="mailto:aweiner@uakron.edu">aweiner@uakron.edu</a>
<i>Ashland University</i>	<b>Resident Educator</b> FCS (Work & Family Studies)	Dr. Deborah Sullivan Ashland University Phyllis Kates Hall 401 College Avenue Ashland, OH 44805 Phone: (419) 289-5290 Fax: (419) 289-5333 E-mail: <a href="mailto:dsulliv@ashland.edu">dsulliv@ashland.edu</a>
<i>Bluffton University</i>	<b>Resident Educator</b> FCS (Work & Family Studies)	Dr. Kay Soltesz, Chair Department of Family & Consumer Sciences 1 University Drive Bluffton, OH 45817 Phone: (419) 358-3233 Fax: (419) 358-3323 E-mail: <a href="mailto:solteszk@bluffton.edu">solteszk@bluffton.edu</a>
<i>Bowling Green State University</i>	<b>Resident Educator</b> Integrated Business (undergraduate and graduate programs) Marketing Education (undergraduate and graduate programs)	Dr. Robert Berns, Professor Business and Marketing Education Bowling Green State University Bowling Green, OH 43403 Phone: (419) 372-2904 Fax: (419) 372-9486 E-mail: <a href="mailto:rberns@bgnnet.bgsu.edu">rberns@bgnnet.bgsu.edu</a>

**Alternative Resident Educator** and

Dr. Frederick Polkinghorne,  
Assistant Professor, Business and  
Marketing Education  
Bowling Green State University  
Bowling Green, OH 43403  
Phone: (419) 740-7308  
Fax: (419) 372-9486  
E-mail: [fpolkin@bgnet.bgsu.edu](mailto:fpolkin@bgnet.bgsu.edu)

**Endorsement**  
Transition to Work

Jeanne Novak, Associate Professor  
Intervention Services

Bowling Green State University  
Bowling Green, Ohio 43403  
Phone: 419-372-6826  
Fax: 419-372-8265  
E-mail: [jnovak@bgsu.edu](mailto:jnovak@bgsu.edu)

**Resident Educator**  
Technology Education

Dr. Larry Hatch  
Professor  
Visual Communication and  
Technology  
Bowling Green State University  
Bowling Green, OH 43403  
Phone: (419) 372-7574  
Fax: (419) 372-6066  
E-mail: [lhatch@bgsu.edu](mailto:lhatch@bgsu.edu)

*Kent State University*

**Alternative Resident Educator**

Dr. Patrick O'Connor  
Trade and Industrial Education  
316 White Hall  
Kent State University  
Kent , OH 44242  
Phone: (330) 672-2656  
Fax: (330) 672-3063  
E-mail: [poconnor@kent.edu](mailto:poconnor@kent.edu)

**Endorsement**  
Career –Based Intervention

Dr. Lyle Barton  
405 White Hall  
Kent State University  
Kent, OH 44242  
Phone: (330) 672-8394  
Fax: (330) 672-3063  
E-mail: [lbarton@kent.edu](mailto:lbarton@kent.edu)

Transition to Work

	<b>Resident Educator</b> Technology Education	Dr. Verna Fitzsimmons 209 Van Duessen Hall Kent State University Kent, OH 44242 Phone: (330) 672-7090 Fax: (330) 672-4231 E-mail: <a href="mailto:vfitzsim@kent.edu">vfitzsim@kent.edu</a>
<i>Mount Vernon Nazarene</i>	<b>Resident Educator</b> Integrated Business	Judy Madtes Mt. Vernon Nazarene College 800 Martinsburg Road Mount Vernon, OH 43050-9500 Phone: (740) 392-6868 Fax: (740) 397-2769 E-mail: <a href="mailto:judy.madtes@mvnu.edu">judy.madtes@mvnu.edu</a>
	FCS (Work & Family Studies)	Dr. Candace Fox, CRF Chair, Department of Family & Consumer Sciences Mt. Vernon Nazarene College 800 Martinsburg Road Mount Vernon, OH 43050-9500 Phone: (740) 392-6868, ext. 3722 Fax: (740) 397-2769 E-mail: <a href="mailto:cfox@mvnu.edu">cfox@mvnu.edu</a>
<i>The Ohio State University</i>	<b>Resident Educator</b> Agriculture	Dr. Jamie Cano The Ohio State University 208 Agricultural Admin Bldg. 2120 Fyffe Road Columbus, OH 43210-1067 Phone: (614) 292-6909 Fax: (614) 292-7007 E-mail: <a href="mailto:cano.1@osu.edu">cano.1@osu.edu</a>
	FCS (Family and Consumer Sciences)	Dr. Ruth Dohner Associate Professor The Ohio State University College of Education and Human Ecology 464 PAES Building 305 W. 17 <sup>th</sup> Ave Columbus, OH 43210-1295 Phone: (614) 292-5714 Fax: (614) 292-4255 E-mail: <a href="mailto:dohner.1@osu.edu">dohner.1@osu.edu</a>
	Integrated Business	

	<p><b>Alternative Resident Educator Endorsement</b> Career-Based Intervention</p>	<p>Dr. Christopher Zirkle, Professor 468 PAES Building 305 W 17<sup>th</sup> Avenue Columbus, Ohio 43210 Phone: (614) 247-6227 Fax: (614) 292-4255 E-mail: <a href="mailto:zirkle.6@osu.edu">zirkle.6@osu.edu</a></p>
<i>Ohio University</i>	<p><b>Resident Educator</b> FCS (Work &amp; Family Studies)</p>	<p>V. Ann Paulins, Chair Human and Consumer Sciences Grover Center E160 Ohio University Athens, OH 45701-2979 Phone: (740) 593-2870 Fax: (740) 593-0289 E-mail: <a href="mailto:Paulins@ohio.edu">Paulins@ohio.edu</a></p>
<i>Rio Grande, University of</i>	<p><b>Resident Educator</b></p>	<p>Dr. Phyllis J. McQueen Director of Career-Technical Programs P.O. Box 500 Rio Grande, OH 45674 Phone: (740) 245-7399 Fax: (740) 245-7523 E-mail: <a href="mailto:pmcqueen@rio.edu">pmcqueen@rio.edu</a></p>
	<p><b>Alternative Resident Educator</b></p>	<p>Dr. Richard Fisher Assistant Professor, Career Tech P.O. Box 500 Rio Grande, Ohio 45674 Email: <a href="mailto:rfisher@rio.edu">rfisher@rio.edu</a> Phone: 740 245-7336</p>
<i>Toledo, The University of</i>	<p><b>Alternative Resident Educator Endorsement</b> Career-Based Intervention Transition to Work Work Site Teacher/Coordinator</p>	<p>Paul Hubaker, Director Career and Technical Education 2801 West Bancroft St. 2000C Gillham Hall University of Toledo Toledo, OH 43606 Phone: (419) 530-7291 Fax: (419) 530-7292 E-mail: <a href="mailto:Paul.hubaker@utoledo.edu">Paul.hubaker@utoledo.edu</a></p>

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