

Career-Technical Education Licensing Guide



Guide for Appropriately
Credentialing Candidates in
Career-Technical Education



**Department of
Education &
Workforce**

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Preface

This document serves as a comprehensive guide for appropriately credentialing candidates in Career-Technical Education (CTE). It provides detailed information on the various licensure options available for CTE programs, ensuring that candidates are well-informed about their choices. The guide is designed to assist both administrators and teacher candidates in navigating the licensure process efficiently.

In addition to outlining the licensure options, this document offers step-by-step instructions for completing the licensure process. It includes essential procedures and requirements that candidates must follow to obtain their CTE license. By following these guidelines, candidates can ensure that they meet all necessary qualifications and are prepared for their roles in CTE.

Furthermore, this guide provides valuable information for school districts on how to verify the qualifications of teacher candidates in relation to CTE. It outlines the necessary steps and documentation required for verification, helping districts to ensure that their teachers are properly qualified. This comprehensive approach aims to support the successful implementation of CTE programs and the professional development of educators.

Our goal is to equip you with the knowledge and tools necessary to navigate the complexities of this topic and to empower you to make informed decisions. We hope that you find this document to be a valuable resource and that it serves as a catalyst for further exploration and understanding.

Paths Toward Licensure

Educators may earn licensure for career-technical education career fields through multiple avenues.

Initial Provisional License for Career-Technical Workforce Development (CTWD)

Candidates may pursue one of the following licensure pathways by applying for an initial 2-Year Provisional Career-Technical Workforce Development (CTWD) license using the appropriate CTE-37:

- **For candidates who are enrolled in an approved university-based CTWD educator preparation program and employed in an Ohio school district.** In addition to the online application for the license, the candidate must submit the Initial CTE-37 completed by the employing district superintendent and the university in which they are enrolled.
- **For candidates who are enrolled in an approved university-based CTWD educator preparation program and are NOT employed in an Ohio school district.** In addition to the online application for the license, the candidate must submit a completed CTE-37U signed by the university at which they are enrolled.
- **For candidates who are employed in an Ohio school district and completing an approved CTWD educator program created by an Ohio career-technical planning district (CTPD).** In addition to the online application for the license, the candidate must submit a CTE-37CTPD completed by the employing district superintendent and the CTPD superintendent.
- **For licensed educators who meet qualifications and are completing mentored teaching through an employing Ohio school or district.** Candidates must apply for a 2-Year Provisional CTWD license to complete the required four years of mentored teaching experience under the Provisional CTWD license through an employing Ohio school or district. In addition to the online application for the license, the candidate must submit a CTE-37LE completed by the employing district superintendent. (The license can only be renewed one time.)

Please see the [State Board of Education's](#) Career-Technical Workforce Development Licenses webpage for instructions.

Supplemental License Options

The supplemental teaching license allows educators who hold a currently, valid standard Ohio teaching certificate or license to teach in a supplemental area, at the request of an employing Ohio school district, while they are in the process of obtaining standard licensure for that area.

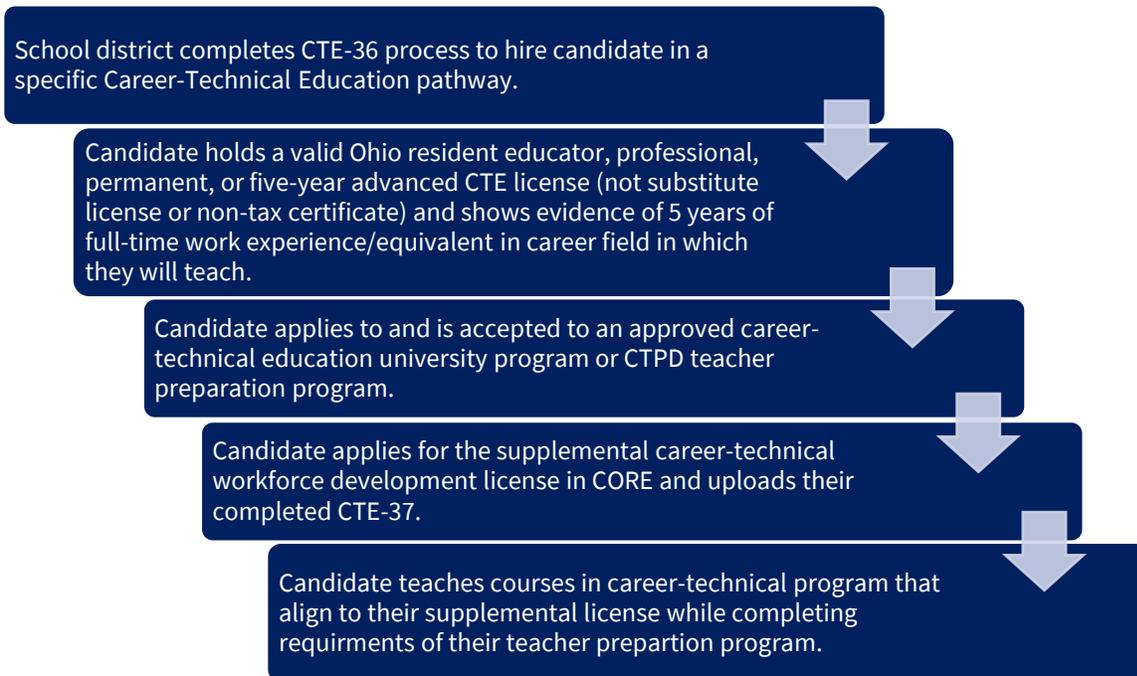
Note: Once an educator has been issued a supplemental teaching license for a particular licensure area or teaching field, the educator must either complete the supplemental licensure pathway and be issued a standard teaching license in that area OR the previously issued supplemental license must be expired prior to requesting a supplemental teaching license in another area.

Supplemental License for Career-Technical Workforce Development Programs	Supplemental License for Career-Technical Education
<p>Teaching Fields:</p> <ul style="list-style-type: none"> All Teaching Fields 	<p>Teaching Fields:</p> <ul style="list-style-type: none"> Agriscience Business Administration Family Consumer Science Marketing Technology Education
<p>Requirements of Candidate:</p> <ul style="list-style-type: none"> Hold a currently valid, standard Ohio teaching certificate or license; Have five years of full-time work experience or the equivalent in the career field (verified by the employing Ohio school or district); Be employed in a teaching position requiring the supplemental licensure area in an Ohio school; AND Submit a completed Initial CTE-37 with the online application for the supplemental license. <ul style="list-style-type: none"> The employing Ohio school district initiates the CTE-37. The employing superintendent and the university official must sign the CTE-37. Please note that the employing school or district shall assign a mentor to the individual holding a supplemental teaching license. The assigned mentor shall be an experienced teacher who 	<p>Requirements of Candidate:</p> <ul style="list-style-type: none"> Hold an active, standard Ohio teaching certificate or license; Successfully complete the content assessment for the licensure area; AND <ul style="list-style-type: none"> Agriscience Family Consumer Science Integrated Business Marketing Technology Education Be employed in a teaching position requiring the supplemental licensure area in an Ohio school. Note that supplemental licenses will not be issued after April 1 if requested for the current school year. Please note that the employing school or district shall assign a mentor to the individual holding a supplemental teaching license. The assigned mentor shall be an experienced teacher who holds an active, standard Ohio teaching license in the same, or a

Supplemental License for Career-Technical Workforce Development Programs	Supplemental License for Career-Technical Education
currently holds a standard teaching license in the same, or a related, content area as the supplemental license.	related, content area as the requested supplemental license.

SUPPLEMENTAL LICENSE FOR CAREER-TECHNICAL WORKFORCE DEVELOPMENT PROGRAMS

To earn a license for career-technical workforce development programs through the supplemental licensure pathway, the candidate should work with the hiring school district to complete the steps below.



A supplemental license is active for one year. After one year, this license may be renewed two times if the requirements to advance to a five-year advanced career-technical workforce

development license have not yet been met. To renew a one-year supplemental license, the teacher must have completed at least six semester hours in the university teacher preparation program. Review information and application instructions are on the State Board of Education's Career-Technical Workforce Development Supplemental Licenses webpage.

The [renewal process](#) is outlined below.

SUPPLEMENTAL LICENSE FOR CAREER-TECHNICAL EDUCATION

Due to the shortage of career-technical teachers in specific career fields, this license option was established to provide opportunities for experienced industry workers to teach career-technical education. The supplemental license for career-technical education is available only to five specific career fields, including:

- Agriscience
- Family Consumer Science
- Integrated Business
- Marketing
- Technology Education

The CTE-36/37 process is **not** used to apply for the supplemental license in career-technical education.

To earn a supplemental license for career-technical education, the candidate should work with the hiring school district to complete the steps below:

School district hires candidate to teach in a specific Career-Technical Education pathway.

Candidate holds a valid Ohio resident educator, professional, permanent, or five-year advanced career-technical teaching license (not substitute license) and shows evidence of 5 years of full-time work experience/equivalent in career field in which they will teach.

Candidate takes and passes the content knowledge test in Agriscience, Family Consumer Science, Integrated Business, Marketing or Technology Education. Scores are automatically sent to State Board of Education of Ohio.

Candidate applies for the supplemental career-technical license in CORE and uploads their transcripts for review from an approved university.

Candidate teaches courses in career-technical program that align to their supplemental license while completing any coursework or requirements indicated by the State Board of Education of Ohio or approved university.

Educators may renew their one-year supplemental teaching license two times to allow completion of the supplemental licensure pathway requirements. Educators must meet the following requirements to renew a one-year supplemental license:

- Hold an active, standard Ohio teaching certificate or license; AND
- Be employed in a teaching position requiring the supplemental licensure area in an Ohio school.

Family and Consumer Sciences License

To be hired as a Family and Consumer Sciences teacher, a candidate must meet one of the following requirements:

1. Hold a 4-year Resident Educator Career-Technical Family and Consumer Science License, 5-year Professional Career Technical Family and Consumer Science License, 5-year Professional Vocational Family and Consumer Science License or a Permanent Vocational Family and Consumer Science Certificate.
2. Qualify for a Provisional License for Career-Technical Workforce Development in one of the following:
 - a. Culinary Arts and Food Service Management
 - b. Early Childhood Education
 - c. Hotels and Resorts
3. Qualify for a Supplemental License in Career-Technical Workforce Development in one of the following:
 - a. Culinary Arts and Food Service Management
 - b. Early Childhood Education
 - c. Hotels and Resorts
4. Qualify for a Supplemental Career-Technical Family and Consumer Science License.
5. Hold a professional or permanent career technical teaching license and add a teaching field.

CTE-36 Qualification Evaluation and CTE-37 for Career-Technical Licenses

The CTE-36 qualification evaluation process and CTE-37 are only for candidates seeking an initial two-year provisional license, or to renew a two-year provisional license.

The following licensure applications require the CTE-36 and the CTE-37 process:

- Provisional License for Career-Technical Workforce Development
- Supplemental License for Career-Technical Workforce Development Programs
- Career-Based Intervention Endorsement
- Adding teaching fields
- 12-hour permit (CTE-36 only)
- Career-Technical Substitute License (CTE-36 only)

The CTE-36 form is available on the Ohio Department of Education and Workforce's [Preparation and Licenses webpage](#). The CTE-37 forms are available on the State Board of Education's Career-Technical Workforce Development [\(CTWD\) Licenses webpage](#).

Reviewing the CTE-36 for Career-Technical Licenses

During hiring, candidates should complete the CTE-36 and submit it to the local school district for qualification evaluation. Below are the steps the school administrator should take to assist the candidate in completing the CTE-36 process.

1. Evaluate the candidate's work experience:
 - a. Review Appendices I and II to identify any additional requirements for teaching in this pathway. Verify that candidates have earned any required certificates or licenses. Confirm work experience relates to the pathway by examining the Job Title and Skills/Duties sections on Employment Verification forms in CTE-36. Use the Career Field Technical Content Standards as a reference.
 - b. Verify that the candidate's work experience is recent.
 - c. Add up all work hours to determine total years of experience. Part-time and non-continuous work counts toward the minimum requirement. Full-time work equals 2,000 hours per year, except for Early Childhood Education and Care.
2. Contact the employer(s) cited on the form and verify the accuracy of the information on the CTE-36.
 - a. If the work experience includes self-employment:
 - 1) The candidate must provide three letters from long-term customers.
 - 2) The candidate must provide a letter from their business accountant. The letter must state:
 - The candidate was self-employed during the period stated on the CTE-36;
 - The candidate's business is named in the CTE-36;

- The candidate worked in the business for the number of hours indicated on the CTE- 36; and
 - The candidate performed the skills/duties indicated on the CTE-36.
- 3) If a letter from an accountant is not possible or does not provide the necessary information, ask to see tax records. To protect the candidate’s confidentiality, do not include the tax records with the CTE-36. Candidates may provide tax records as evidence of their related work experience hours, though it is not required.
 3. If the candidate does not meet work experience requirements in Appendix I, use the Panel of Experts to validate equivalent work experience.
 4. Once the superintendent has verified all information on the CTE-36, the superintendent signs the CTE-36 and keeps it on-file at the school district. The CTE-36 is used at the local level and may be requested by the universities for verification. The candidate and school administration may now proceed to the CTE-37 and process.

Process for Validating Equivalent Work Experience Using a Panel of Experts

This section applies **ONLY** to provisional and supplemental licensure candidates who have NOT met the minimum work experience requirements through the CTE-36 process.

A school district may use a panel of experts:

- If the candidate did not provide evidence of five years of full-time work experience in the career field;
- To identify the top candidate, or to evaluate multiple candidates if the first choice does not meet the qualifications; or
- To determine if the candidate has the requisite subject knowledge and skills required to teach the career- technical course(s) under consideration.

The panel of experts may come to any of the following conclusions:

Conclusion	Description
Meets	The candidate meets the equivalency of required full-time work experience and is qualified to teach the career-technical course(s) under consideration.
Meets Plus Plan	The candidate meets the equivalency of required full-time work experience, but with deficiencies. In this case, the panel recommends that the candidate follow a licensure plan to address the deficiencies.
Does Not Meet	The candidate has not met the equivalency of required full-time work experience and should no longer be considered for employment in this position.

PANEL ORGANIZATION, RECRUITMENT AND COMPOSITION

The panel of experts is responsible for determining if the candidate has sufficient work experience and/or content knowledge to teach the program course.

The hiring district is responsible for organizing the panel of experts. An educator from the hiring district should facilitate the panel. This individual may be tasked with panel recruitment responsibilities but does not make determinations regarding whether the candidate has met the equivalency criteria.

To secure the panel of experts:

1. Recruit at least three active business and industry professionals from the career field. These representatives must make up the majority of the review panel. Districts are strongly encouraged to include individuals who represent the district's nontraditional and minority populations.
2. Though the following are optional, they are recommended: Select a representative from the career field who is affiliated with a post-secondary institution. Recruit a teacher-preparation educator from an Ohio college or university approved to deliver teacher education for the licensure area.

Additional members may serve on the panel to provide background information on program goals, school setting, university curriculum or other contextual information that might assist panel review members in their deliberations. These members may include teachers, staff, or other individuals with a clearly identified purpose for being on the panel. **Any panel members employed by the hiring school district, including the facilitator, are not responsible for determining whether the candidate has met the equivalency option.**

PANEL OF EXPERTS PROCEDURES

The hiring school district should work with the panel facilitator to complete the following steps.

1. Schedule a face-to-face, virtual or hybrid meeting of the panel of experts. School districts may form a multi-district panel, but a representative from the hiring school district should serve as the panel facilitator. The Panel of Experts Form should be completed throughout the process. The panel may meet more than one time, if necessary.
2. During the first meeting, the facilitator should discuss:
 - a. Interview techniques that ensure consistency.
 - b. The purpose of the panel, which is to determine if the candidate has the work experience and/or subject knowledge to effectively teach the content area; the purpose is NOT to make a hiring decision
 - c. The responsibilities of the panel and its members

- d. The content that the candidate will teach if hired; Additionally, panel members must be given all relevant materials including a copy of the course of study and technical content standards for the courses to be taught
 - e. Information from the candidate's CTE-36 and supporting materials that document work experience, college content courses, industry certifications and other qualifications; no transcripts with grades should be reviewed unless the candidate grants permission.
3. Facilitate the panel to review the content to be taught and compare it to the candidate's experiences.
 4. Assist the panel in using a variety of interview and assessment methods, such as hands-on demonstrations, career-technical education technical assessments, National Occupational Competency Testing Institute and other appropriate assessment tools to interview and/or assess the candidate.
 5. After the interview and/or assessment process, excuse the candidate for panel deliberation.
 6. Facilitate the panel in determining whether the candidate has sufficient work experience and subject knowledge to teach the course(s). Specifically, the review panel determine one of the following:
 - a. The equivalency option in the work experience requirement **has** been met. The candidate has sufficient work experience and subject knowledge to teach the subject.
 - b. The equivalency option in the work experience requirement of this standard **has not** been met.
 - c. The equivalency option in the work experience requirement of this standard **has been met but with deficiencies**. The panel then recommends that the candidate follow a licensure plan to address these deficiencies. For example, if a candidate has limited experience working in the field, the panel could recommend that the candidate participate in a job shadowing or internship experience.
 7. Ask all panel members to sign the Panel of Experts Review Form—Part 3 and Part 4 before leaving the deliberation room.
 - a. If the panel determines that the equivalency option has been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who then may sign the CTE-37.
 - b. If the panel determines that the equivalency option has not been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who does not sign the CTE-37. The candidate will no longer be considered for the teaching position.
 - c. If the panel determines that the candidate has met the equivalency option but with deficiencies, the panel members list the deficient knowledge and skills on the review form and select three panel business representatives to help the superintendent or designee prepare a licensure plan. The panel members then sign the review form and forward it to the superintendent, who consults with the business representatives in preparing the licensure plan. After the licensure plan is prepared

and signed by the superintendent, business representatives and candidate, the superintendent signs the CTE-37.

8. Finish completing the Panel of Experts Review Form and secure the superintendent's signature. The candidate and administrator may then move forward working together to complete the CTE-37. The Panel of Experts Review Form stays on file at the local school district.

Processing the Initial CTE-37 for Career-Technical Licenses

Once the administrator has verified all information on the CTE-36, signed the CTE-36 and, if applicable, the Panel of Experts Review Form, the teacher candidate should complete the Initial CTE-37.

To complete the CTE-37, the school district and teacher candidate should follow these steps:

1. The school district initiates the CTE-37 in Connected Ohio Records for Educators (CORE). Type the name and other requested information at the top of the form. Select the appropriate license type. Type the requested Teaching Field Code and Teaching Field Name from Appendix II.
2. Provide the list of approved teacher preparation programs. The teacher candidate selects one of these approved programs in Ohio at which to apply and completes the appropriate CTE-37 based on their selected instructor preparation program.
3. The school district's superintendent or designee signs the CTE-37 and includes required information. By signing the CTE-37, the superintendent or designee indicates that the candidate whose name appears on the CTE-37 meets the educational and work experience (or equivalent) requirements for the career-technical license listed on the CTE-37 and to teach subjects identified in the current Education Management Information Systems (EMIS) Manual.
4. For candidates completing a full 24-hour university program, the candidate emails the CTE-37U to the contact person at the selected university in which the candidate plans to take required coursework. The candidate must include all accompanying materials required by the specific university if applicable. If a Panel of Experts determined that a licensure plan is required, the Panel of Experts form must be sent with the CTE-37U.

After receiving the materials, the university determines whether the candidate meets entrance requirements. If so, the candidate applies to that institution and enrolls in the summer course or workshop that precedes the first year of teaching. Additionally, a university representative signs the CTE-37U and returns it to the candidate.

If the candidate does not meet the university's entrance requirements, the candidate may choose another university to send the CTE-37U. If the CTE-37U is not signed by a university representative, the candidate will not be able to obtain a career-technical teaching license without completing a different preparation program approved under

HB 432. **The candidate and school district should keep copies of the CTE-37 on file at the school.**

5. Once the candidate receives the CTE-37 signed by all responsible parties, the candidate must apply for the appropriate career- technical teaching license. The CORE Applicant User Manual outlines the specific instructions to complete this application.

Renewing a Provisional or Supplemental License

Provisional and supplemental licenses may be renewed to ensure a teacher has the necessary timeframe to complete all required coursework and/or other licensure requirements to advance to a professional license.

Renewing the Initial Provisional License for Career-Technical Workforce Development

The 2-Year Provisional Career-Technical Workforce Development (CTWD) license may be renewed provided the CTPD, employing school or district, or the university in which the candidate is enrolled verify the applicant is making sufficient progress in their licensure pathway.

- Candidates who are enrolled in an approved university-based CTWD educator preparation program and employed in an Ohio school district must submit the Renewal CTE-37 with the online application to renew the license.
- Candidates who are enrolled in an approved university-based CTWD educator preparation program and are NOT employed in an Ohio school district must submit a completed CTE-37U that is signed by the university at which they are enrolled with the online application to renew the license.
- Candidates who have completed all university program requirements and are not yet employed in an Ohio school district may renew their 2-Year Provisional CTWD license. Candidates must work with their university to complete any renewal requirements (as determined by the university).
- Candidates who are employed in an Ohio school district and completing an approved CTWD educator program created by an Ohio career-technical planning district (CTPD) must submit a CTE-37CTPD completed by the employing district superintendent and the CTPD superintendent with the online application to renew the license.
- Licensed candidates who meet qualifications and are completing mentored teaching through an employing Ohio school or district must submit a CTE-37LE completed by the employing district superintendent with the online application to renew the license (Renewable only one time).

Please see the State Board of Education's Career-Technical Workforce Development (CTWD) Licenses webpage for renewal application instructions.

Renewing the Initial Supplemental License for Career-Technical Workforce Development

A supplemental license may be renewed two times. To renew an initial supplemental license, at least six of the 12 required semester hours of teacher preparation coursework must be completed. Visit the State Board of Education’s Career-Technical Workforce Development Supplemental Licenses webpage for renewal information.

To qualify for renewal, the teacher must complete a Renewal CTE-37 signed by the school district’s superintendent or designee. The university must then verify that the teacher has completed six credit hours in the university career-technical program, check the box indicating “Renewal of Supplemental License” under “Teaching Certificate/License Verification” section, and sign the CTE-37. The teacher is required to upload the newly signed CTE-37 along with the online supplemental renewal application.

Renewing the Initial Supplemental License for Career-Technical Education

A supplemental license may be renewed twice. To renew an initial supplemental license, visit the Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License webpage for renewal information and application instructions.

Advancing a Provisional or Supplemental License

After a teacher has completed all necessary requirements for a provisional or supplemental license, as indicated by the State Board of Education, the teacher may apply to advance their license.

Advancing the Provisional License for Career- Technical Workforce Development to a Five-Year Advanced Career- Technical Workforce Development License

Teachers may advance the 2-Year Provisional CTWD license to the 5-Year Advanced CTWD license upon successful completion of an approved CTWD educator preparation program (university or school district-based) AND employment in an Ohio district.

- **Candidates who have completed an approved university-based CTWD educator preparation program and are employed in an Ohio school district** must submit the Advance or Add Area CTE-37 completed by the employing superintendent and the university at which they completed their approved CTWD educator preparation program along with the online application to advance from the Provisional to the Advanced CTWD license.
- **Candidates who are employed in an Ohio school district and have completed an approved CTWD educator program through an Ohio lead district** must submit an Advance or Add Area CTE-37 completed by the employing district superintendent with the online application for licensure. Additionally, the employing school district superintendent or human resources director must complete and submit the work experience verification form verifying the candidate's four years of teaching experience under the 2-Year Provisional CTWD teaching license.
- **Licensed candidates who met qualifications and completed mentored teaching through an employing Ohio school or district** must submit a CTE-37LE completed by the employing district superintendent with the online application for licensure. Additionally, the employing school district superintendent or human resources director must complete and submit the work experience verification form verifying the candidate's four years of teaching experience under the 2-Year Provisional CTWD teaching license.

Teachers who are completing an approved university-based CTWD educator preparation program and are employed in an Ohio school district must meet the following requirements to be eligible for the five-year advanced license:

- Complete 24-credit hour university career-technical preservice teacher education program.
- Complete licensure plan and portfolio, if applicable.
- Complete performance-based assessment.
- Complete two years of teaching under the provisional career-technical workforce development license.
- Secure a recommendation by the dean or head of teacher education at the university in which the career-technical program was completed.

Upon successful completion of the requirements listed above, the teacher should follow the steps below to apply for the Five-Year Advanced Career-Technical Workforce Development License.

1. Complete the Advance/Add Area CTE-37.
 - a. Select “Advance 2-Year CTWD License to 5-Year Advanced CTWD Educator License.”
 - b. Sign and date the CTE-37.
2. Email the CTE-37 to the school superintendent.
 - a. The superintendent or designee must sign the CTE-37 if the teacher has successfully completed the activities in the licensure plan, if applicable, as shown by the teacher’s submitted portfolio.
3. Forward the signed CTE-37 to the university in which the candidate completed the 24-hour career- technical teacher preparation program.
 - a. The university must verify that the teacher successfully completed the career- technical program by signing and returning the completed CTE-37 to the applicant.

Please visit the State Board of Education’s Career-Technical Workforce Development Licenses webpage for application instructions.

Advancing the Supplemental License for Career-Technical Workforce Development to a Five-Year Advanced Career-Technical Workforce Development License

Teachers may add a teaching field for specific pathways in the following career fields:

- Agricultural and Environmental Systems
- Arts and Communication
- Business Administration
- Construction Technologies
- Education and Training
- Engineering and Science Technologies
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety
- Manufacturing Technologies
- Marketing
- Transportation Systems

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

- Complete a 12-credit hour university career-technical preservice teacher education program
- Complete one year of teaching under the supplemental career-technical workforce development license

Upon successful completion of the requirements listed above, the teacher should follow the procedure below to add a teaching field to their license.

1. Complete the Advance/Add Area CTE-37.
 - a. Check “Add Teaching Field to Existing License.”
 - b. Sign and date the CTE-37.
2. Email the CTE-37 to the school superintendent.
 - a. The school district superintendent or designee must sign the CTE-37 and return it to the candidate if the candidate has completed the requirements listed above.
3. Forward the signed CTE-37 to the university in which the candidate completed the 12-hour career-technical teacher preparation program.
 - a. The university must verify that the teacher has completed the 12-hour teacher preparation program by signing and returning the completed CTE-37 to the candidate.

Please review the application instructions on the [State Board of Education’s Career-Technical Workforce Development Supplemental Licenses and Endorsements webpage](#).

Advancing the Supplemental License for Career-Technical Education to a standard Career-Technical Education License

Teachers who hold a supplemental career-technical education license in any of the following areas may apply for a professional license upon completion of their requirements.

- Agriscience
- Family Consumer Science
- Integrated Business
- Marketing
- Technology Education

Educators must complete one of the supplemental pathway options below to meet eligibility for a standard license.

Option A

Option A requires completion of an approved, traditional teacher preparation program through an accredited college or university culminating in that institution's recommendation for licensure.

- Educators must contact the college or university for specific program requirements.

Option B

Option B has two requirements:

- Pedagogy coursework: Educators must complete a grade level-specific pedagogy course (Adolescence to Young Adult or 7-12; Multi-Age or K-12) through an accredited college or university; and
- Work experience: Educators must complete a minimum of two full school years of mentored teaching in the requested licensure area while holding the requisite supplemental license. We recommend that educators who choose to complete Option B request an evaluation by the State Board of Education to determine which requirements must be completed for the standard license.

Review information on the [State Board of Education's](#) Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching Licenses webpage for instructions.

Adding Teaching Fields to a Career-Technical License

A teacher may add one or more teaching fields to a career-technical license by following the CTE-36 and CTE-37 process.

Through this process, the superintendent verifies the work experience or equivalent, prepares and signs the CTE-37 and emails it to an approved university (Bowling Green State University, Kent State University, The Ohio State University, University of Rio Grande, or the University of Toledo) where the candidate plans to complete coursework. The candidate also signs the CTE-37.

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

Additional Pathways for Career-Technical Education Instruction

In addition to provisional and supplemental license pathways, there are several other options for becoming qualified to teach specific Career-Technical Education courses. These include endorsements, overrides, and permits.

Endorsements

Endorsements may be added to current teaching licenses to allow a teacher to teach additional courses while ensuring funding for those courses. Teachers must complete the appropriate requirements to add an endorsement to their license. Some endorsements are limited to specific license types. Endorsements are only valid for teaching the subject or learners named in the endorsement.

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

- Career-based Intervention
- Transition to Work (Limited to intervention specialist license, career-technical license or pupil services license).
- Career-Technical Worksite Teacher/Coordinator (Limited to professional career-technical license).

APPLYING FOR AN ENDORSEMENT

Individuals applying for a Transition to Work or Career-Technical Worksite Teacher/Coordinator endorsement should follow the steps on the State Board of Education's Career-Technical Workforce Development (CTWD) Licenses webpage to add an endorsement to their current teaching license.

CAREER-BASED INTERVENTION

The Career-Based Intervention endorsement requires:

1. A baccalaureate degree;
2. Two years of successful teaching under a professional, permanent, resident educator or five- year career-technical teaching license; and
3. One year of full-time work experience outside education.

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

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

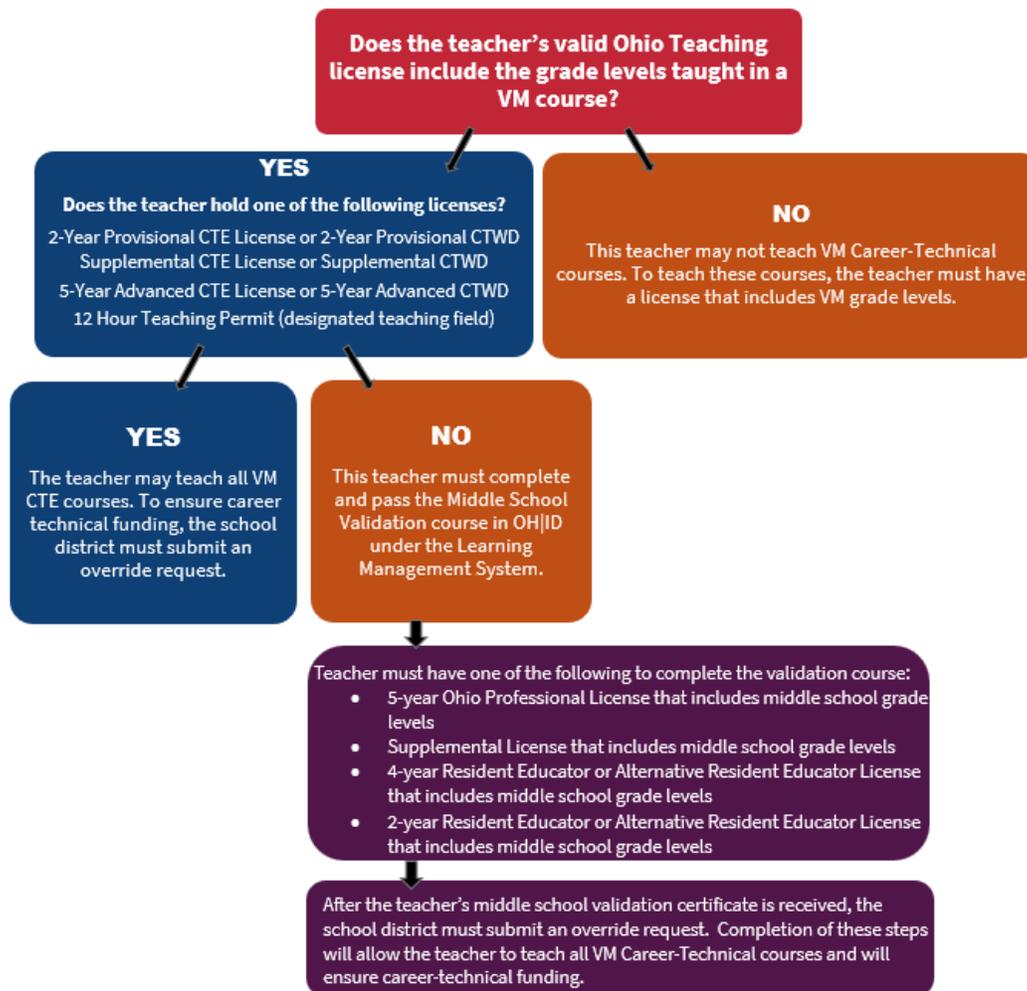
When a school district hires, or assigns, an eligible teacher to Career-Based Intervention who has not yet completed a university career-based intervention endorsement program, the individual may apply for a supplemental teaching license for the endorsement. The CTE-36 and CTE-37 process is followed. The career field code for career-based intervention is (600100).

Please review application instructions on the [State Board of Education's Career-Technical Workforce Development \(CTWD\) Licenses](#) webpage to add an endorsement to your current teaching license.

Middle School Validation and Overrides

Middle School Validation confirms that a teacher with a valid Ohio teaching license, covering middle grades, possesses the necessary foundational understanding of career-technical (CTE) concepts. This knowledge is required for teaching VM-designated, introductory CTE courses at the middle school level. Additionally, it provides instructional flexibility by allowing an override of the teacher's licensure field, as these exploratory courses do not need a specific career-technical license.

The flow chart below indicates the requirements necessary to teach VM courses.



After completion of the Middle School Validation LMS course with a minimum score of 90% on the exam, please submit your application to request your certificate of completion. Once your license is verified, your certificate will be issued. Upon receipt of your certificate, an override request must be submitted.

For additional information regarding certification to teach VM-designated courses, please review the [Career-Technical Education Middle School Validation Instruction Manual](#).

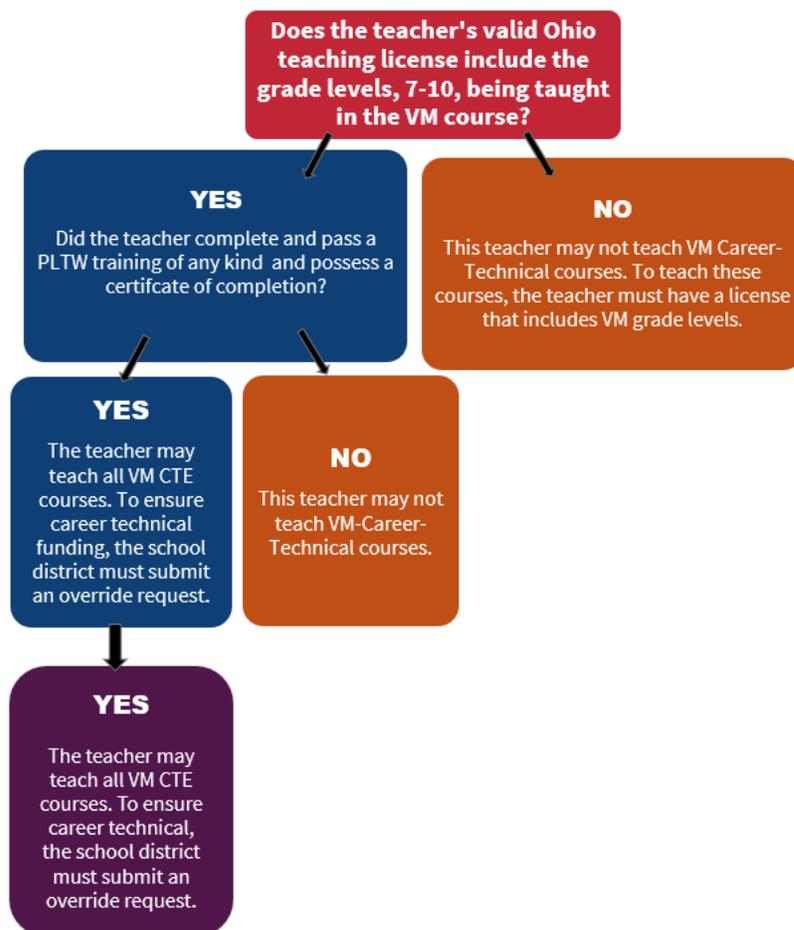
NOTE: The middle school validation does not appear on the teacher’s credential. The school district must submit an override form to ensure funding. Information about overrides and how to apply for an override may be found in the Teacher Override Request Instructions.

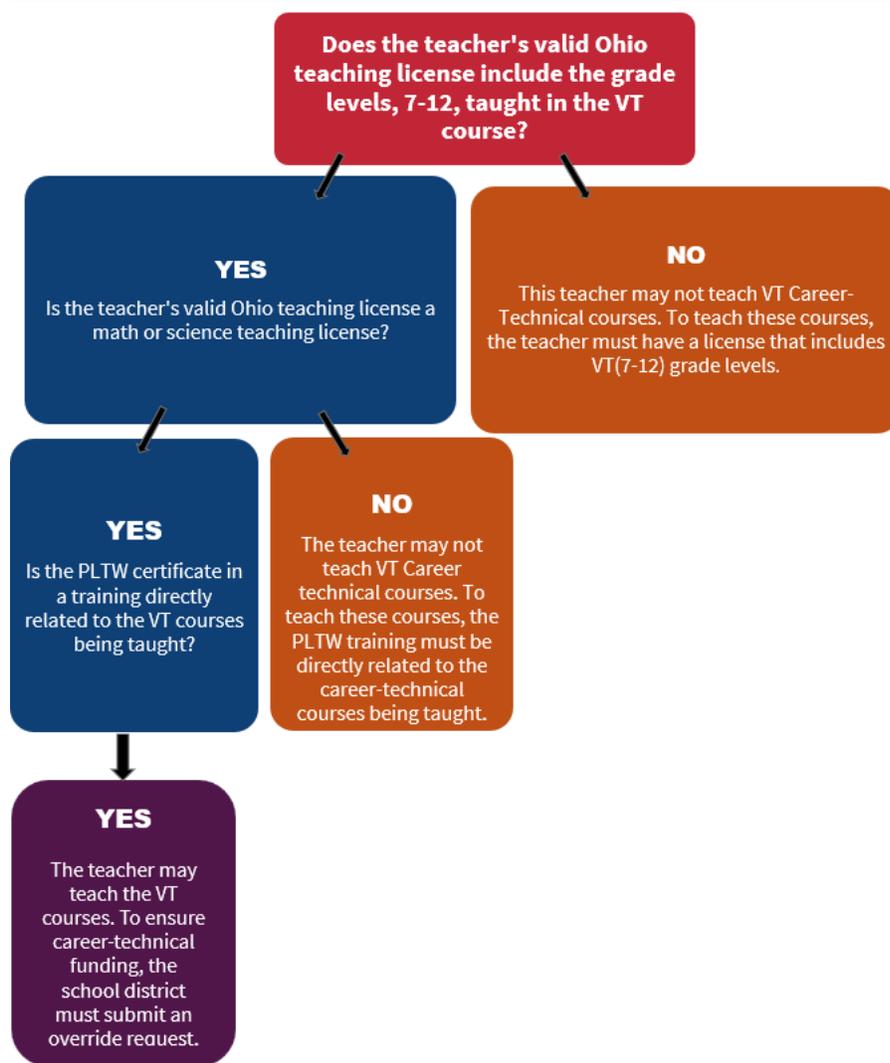
Project Lead the Way Overrides

Project Lead the Way training may lead to a teacher having the opportunity to teach courses in the Engineering (F6) and Health Science (J0) pathways even if they are outside of the teacher’s current licensure area. Use the flow chart below to determine if a teacher’s Project Lead the Way training allows them to teach career-technical funded courses.

NOTE: Information Technology Project Lead the Way certification is NOT accepted for an override.

Project Lead the Way does not appear on the teacher’s credential. The school district must submit an override form to ensure funding. Information about overrides and how to apply for an override may be found in the Teacher Override Request Instructions.





Temporary Teaching Permits

12-HOUR TEACHING PERMITS

The 12-hour teaching permit is a one-year renewable permit.

- Step 1: Candidates must have a minimum of a bachelor's degree from an accredited university found in the Database of Accredited Postsecondary Institutions and Programs (DAPIP) in the subject area to be taught OR significant work experience in the subject area to be taught (verified by the employing school or district).
- Step 2: Candidates should not apply for this license (new or renewal) until they have completed the requirements below; otherwise, the application may be declined. Candidates must:
 - Complete the employment process at the Ohio school district, STEM school, or dropout prevention and recovery community school where they are interested in teaching.

- Notify the employing school or district and request the employer's IRN to use in the online application.
- Step 3: All applicants must have [current background checks](#) on file with the State Board of Education.
- Step 4: Submit online application
 - Access your [OHID account](#).
 - Click Educator Licensure and Records (CORE).
 - Complete the online application from your CORE Dashboard.
 - See the Online CORE License System FAQs on the State Board of Education website for additional information.

Industry Credential Only Programs

Industry Credential Only programs can have a teacher of record who holds any valid permanent teaching license for the grade band in which they are providing instruction

40-HOUR TEACHING PERMIT FOR INDUSTRY-RECOGNIZED CREDENTIAL ONLY PROGRAM AT A DROP OUT RECOVERY AND PREVENTION COMMUNITY SCHOOL

- The 40-hour teaching permit is a one-year renewable permit. Educators are limited to teaching 40 hours a week in the subject area(s) listed on the permit. The one-year permit is valid only for teaching in an [Ohio industry-recognized credential program](#) in the requesting [dropout prevention and recovery community school](#).
- Step 1: Candidates must have a minimum of a bachelor's degree from accredited university found in the Database of Accredited Postsecondary Institutions and Programs (DAPIP) in the subject area to be taught OR significant work experience in the subject area to be taught (verified by the employing school or district).
- Step 2: Candidates should not apply for this license (new or renewal) until they have completed the following; otherwise, the application may be declined. Candidates must:
 - Complete the employment process at the Ohio school district, STEM school, or dropout prevention and recovery community school where they are interested in teaching.
 - Notify the employing school or district and request the employer's IRN to use in the online application.
- Step 3: All applicants must have [current background checks](#) on file with the State Board of Education.
- Step 4: Submit online application
 - Access your [OHID account](#).
 - Click Educator Licensure and Records (CORE).
 - Complete the online application from your CORE Dashboard.
 - See the Online CORE License System FAQs on the State Board of Education website for additional information.

More information about the permit and how to apply for a permit may be found on the [State Board of Education's 12-Hour and 40-Hour Temporary Teaching Permits webpage](#).

Adult Workforce Education

Candidates who do not have valid Ohio teaching certificates or licenses and are hired by a school or district to teach adults in adult workforce education programs must have active adult education permits. Candidates applying for an adult education teaching permit for an adult workforce education program will choose from the teaching field code(s) below in the online application:

- Agriculture (010000)
- Emergency Medical Technician (070907)
- Family & Consumer Science (090000)
- Firefighter Training (172801)
- Health Occupations (070000)
- Industrial & Engineering Technologies (170000)
- Marketing Education (040000)
- Office Operation (140000)
- Personal Living (091064)

Out-of-State Applicants

Information for out-of-state applicants is available on the state Board of Education's Out-of-State Educator License webpage.

Appendix I

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 the table below. Candidates must have the work experience requirement that aligns with their educational background. If they do not have the minimum work experience, the panel of experts' procedure should be followed. The second set of requirements appears in Appendix II.

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

Appendix II

Provisional and Supplemental License Teaching Field Codes – Career-Technical Workforce Development

<p>Agriculture</p> <p>010200 Agribusiness 012100 Agricultural Biotechnology 010300 Agricultural Industrial Equipment 010101 Animal Production 010131 Equine Science 010400 Food Science 010500 Horticulture 010600 Natural Resources 010104 Production Agriculture 010191 Zoo Animal Production Care</p> <p>Arts and Communication</p> <p>170700 Commercial Art Occupations 070900 Commercial Photography Occupation 040115 Entertainment Marketing 071900 Graphic Occupations 140240 Interactive Media 340125 Media Arts 340130 Performing Arts 340100 Visual Design and Imaging</p> <p>Business & Administrative Services</p> <p>140300 Administrative Office Technology 140800 Business Administration & Management 140350 Legal Office Management 140370 Medical Office Management 140230 Programming/Software Development 040840 Sports Marketing</p> <p>Construction Technology</p> <p>170100 Air conditioning/Heating 171011 Building & Property Maintenance 171017 Building Technology 171001 Carpentry 171805 Construction – Design and Build 171806 Construction Management 171100 Custodial Services 179960 Diversified Cooperative Training (DCT) Coordinator 171002 Electrical Trades 171003 Heavy Equipment 171005 Interior Design Applications 171004 Masonry 173601 Millwork & Cabinet Making 171007 Plumbing & Pipefitting</p> <p>Education and Training</p> <p>090201 Early Childhood Education & Care</p>	<p>Engineering and Science Technology</p> <p>170600 Business Machine Maintenance 172000 Chemical Laboratory Assisting 171505 Computer Network Technician 171650 Energy Science 171801 Engineering Technology 171807 Engineering Technologies – Design 171808 Engineering Tech – Processes 171809 Engineering Tech – Products/Services 172304 Heavy Metal Fabrication 172004 Industrial Laboratory Assisting 171802 Manufacturing Engineering Technology 171403 Motor Repair 172700 Plastics Occupations 171402 Power Transmission 172305 Sheet Metal Fabrication 171504 Telecommunications</p> <p>Finance</p> <p>140100 Accounting</p> <p>Government and Public Administration</p> <p>360224 Government & Public Administration</p> <p>Health Science</p> <p>074850 Biotechnology 070906 Community Health Aide 070101 Dental Assisting 070103 Dental Laboratory Technology 079960 DCHO Coordinator 074820 Diagnostic Pathway 070998 Diversified Health Occupations (DHO) 070907 Emergency Medical Technician 070410 Fitness Aide 074840 Health Support Systems 070913 Health Unit Coordinator 070307 Home Health Assisting 070904 Medical Assisting 070203 Medical Lab Assisting 070303 Nurse Assisting 070603 Optometric Occupations 070994 Patient Care Technician 070912 Pharmacy Assisting 070204 Phlebotomy 070302 Practical Nurse 079950 Practical Nurse Coordinator 070305 Surgical Technology 074890 Health Informatics 074830 Therapeutic Pathway</p>	<p>Hospitality and Tourism</p> <p>090203 Culinary Arts & Food Service Management 090205 Hotels and Resorts 041118 Travel & Tourism Marketing</p> <p>Human Services</p> <p>172601 Barbering 172602 Cosmetology 172610 Family & Community Services 600010 Transition to Work (JTC)</p> <p>Information and Technology</p> <p>140200 Business Information Systems 140210 Information Services & Support 140220 Network Systems 160610 Technology Education</p> <p>Law and Public Safety</p> <p>172810 Career Paths for the Law Profession 172802 Criminal Justice 172820 Criminal Science Technology 172811 Emergency Medical Technician (Secondary) 172801 Firefighter Training 172809 Fundamentals of Public Safety 172808 Private Security</p> <p>Manufacturing Technologies</p> <p>170200 Appliance Repair 170375 Automation and Robotics 171300 Drafting Occupations 171503 Electronics 171012 Industrial Maintenance & Repair 172303 Manufacturing Occupations 170380 Manufacturing Operations 172302 Precision Machining 172307 Tool & Die Making 172306 Welding and Cutting</p> <p>Marketing Education</p> <p>041900 Acquisition & Logistics 040115 Entertainment Marketing 044105 Entrepreneurship 047000 Marketing Communications 040810 Marketing Management 040830 Marketing Technology</p> <p>Transportation Systems</p> <p>170401 Aircraft Maintenance 170301 Auto Collision Repair 170303 Auto Specialization 170302 Automotive Technology 170400 Aviation Occupations 170403 Ground Operations 171200 Medium/Heavy Truck Technician 173100 Power Equipment Technology 170802 Marine Maintenance 170801 Maritime Occupations</p>
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