



Guide for Licensing Candidates for Career-Technical Education in Ohio

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1.0 Preface

Career-technical education in Ohio must:

- Meet the current needs and anticipate the future workforce demands of the economy;
- Prepare learners to succeed in lifelong learning and careers through secondary and 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 career-technical education plan that sets direction for leading, working and experiencing the changing realities of education, policy development, resource management and society.

A Guide for Licensing Candidates for Career-Technical and Adult Education in Ohio was introduced as a means to assist school districts, colleges and universities, and the Ohio Department of Education as they transitioned to the new 1998 licensure standards. Although revised several times over the years, this 2016 version reflects updated language as well as refined processes.

The 2016 Licensure Guide defines the roles and responsibilities of the school districts, new career-technical teachers, colleges and universities, and the Department of Education. The guide includes information about the credential review process, instructions to assist the school district with completing required forms, and guidelines to assist school district administrators in assessing the qualifications required to teach career-technical programs.

School districts need to collaborate with colleges and universities with approved teacher preparation programs to recruit and assist new career-technical teachers. A contact list for universities with approved career-technical licensure programs is available in section 17 of this guide. Well-prepared and successful teachers coincide with higher levels of student achievement. A well-designed teacher selection and preparation process is a major contributor to preparing effective teachers.

The teacher selection and preparation processes include the following complementary components:

- A recruitment program that yields 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 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 information about other existing licenses, certificates and permits that are issued by the Ohio Department of Education are available on the [Career Tech Teacher Preparation and Licenses](#) page. This 2016 version updates the licensure guide based on HB 1 changes and provides information on the **Resident Educator (RE)**, **Alternative Resident Educator for Workforce Development (Alt-RE)**, and **Supplemental License for Career Technical Workforce Development (S)** and **Endorsements**.

3.0 Paths toward Licensure

This section describes the paths to obtain a career-technical teaching license (grades 4-12).

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

3.1 Resident Educator (RE)

Prior to teaching, the individual successfully completes a career-technical teacher preparation program at an Ohio college or university approved by the Ohio Department of Higher Education. An individual may obtain a **Resident Educator** career-technical license if he or she:

- holds a baccalaureate degree;
- has successfully completed an examination prescribed by the State Board of Education;
- has been recommended by the dean or head of teacher education at an institution approved to prepare career-technical teachers; and
- evidences two years of recent and successful related work experience or 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; and
- (iv) Technology Education.

A list of Ohio universities offering approved Resident Educator preparation programs is located in the *Directory of Career-Technical Licensure Programs* in [section 13](#) and is available on the Ohio Department of Higher Education Website at ohiohighered.org.

3.2 Alternative Resident Educator for Career-Technical Workforce Development Programs (Alt-RE)

A district may hire an individual who has not completed a teacher preparation program to teach in career-technical education. The individual will obtain the **Alternative Resident Educator (Alt-RE)** license if he or she:

- holds a minimum of a high school diploma;
- evidences five years of full-time work experience or the equivalent in the career field; and
- completes an approved pre-service career-technical education program.

After the individual completes the 24-semester hour approved teacher preparation program and the Resident Educator program, a five-year professional license is issued for specific pathways in the following career fields even though the baccalaureate degree is not held:

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

A list of Ohio colleges and universities offering approved Alternative Resident Educator preparation programs is located in the *Directory of Career-Technical Licensure Programs* in [section 13](#) of this guide. Additional

information regarding the Alternative Resident Educator license occurs throughout this guide and on the [Alternative Resident Educator](#) webpage.

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

An individual who holds a 5-year Professional teaching license, meets the work experience, and holds the necessary industry credentials (if appropriate) may be hired to teach in career-technical education. An individual may obtain a **Supplemental** license if he or she:

- holds a 5-year Professional teaching license;
- evidences five years of full-time work experience or the equivalent in the career field; and
- completes an approved pre-service career-technical education program.

The **Supplemental** license is renewable twice.

Upon completion of the approved preparation program, a professional license shall be issued for specific pathways in the following occupational fields:

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

A list of Ohio colleges and universities offering approved career-technical teacher preparation programs is located in the *Directory of Career-Technical Licensure Programs* in [section 13](#).

3.4 Endorsements

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

The endorsement may be added to any 5-year Professional teaching license, unless limited by age or grade as noted below:

- Career-based Intervention 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 worksite teacher/coordinator (limited to professional career-technical license).

3.5 Career-Technical Substitute Teaching Licenses

Career-technical substitute teaching licenses are long term. Individuals who do not hold baccalaureate degrees may not apply for short-term substitute licenses, but they may request a long-term career-technical substitute license. They must complete a [CTE-36](#) with the employing district to verify their training and experiences.

The license is valid for the area listed on the license and carries the statement, “May be used only to substitute teach in the subject(s) listed on this license.” These individuals may NOT serve as short-term substitutes in other areas. For example, an individual licensed to substitute for Criminal Justice may not substitute for an academic teacher or another career-technical program teacher. Visit the [Substitute License](#) webpage for more information.

3.5.1 Renewal of a Substitute Teaching License

All substitute licenses may be renewed with 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 teacher preparation programs in the appropriate areas. 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](#) and type the “Subject Code.” The certification/licensure area (teaching fields) must be one of the areas identified for teaching the applicable subjects (courses) to pass the EMIS check.
2. Retrieve the applications of those individuals who have previously submitted.
3. Submit the opening to the [Web-based Recruiting \(WBR\)](#) system, an interactive tool that helps match school district vacancies with prospective educators.
4. Contact the universities that offer teacher preparation programs in the program area in which the candidate will teach. A list of teacher preparation programs appears in [section 13](#) within this guide.
 - Call the contact person listed for that program area;
 - 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.
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](#).
6. If you are not able to find an individual who is acceptable and holds the required license or certificate for the position, then recruit from business and industry. Use networking strategies. Here are some tips:
 - Ask advisory committee members;
 - Ask administrators, counselors and teachers within your district and in other districts;
 - Call the Office of Career-Technical Education at the Ohio Department of Education, or for Adult Education, contact the Ohio Department of Higher Education;
 - Place advertisements in nearby newspapers (advertise under both “teacher” and the career field and/or occupational category);
 - Contact appropriate local labor unions;
 - Contact applicable departments of two-year and four-year colleges and universities for graduates of programs related to the career field/occupational category.
7. Provide a blank [CTE-36](#) for each candidate under consideration who does not have an Ohio teaching license or certificate in the required certification/licensure area. Review the form with the candidate to

assure that all parts of the CTE-36 are accurate and all supporting materials accompany the form (e.g., employment verification forms, transcripts, etc.).

8. Apply school district standards and procedures for hiring such as pre-employment testing and interviewing.

5.0 CTE-36 and CTE-37 Process for Career-Technical Licenses

The purpose of the CTE-36 and CTE-37 process is to assure that an individual who does not have a teaching certificate or license with the required teaching field has the education and content/subject matter knowledge and skills needed to successfully teach the career-technical course or program. The CTE-36 and CTE-37 forms are also available on the Ohio Department of Education's website on the [Career Tech Teacher Preparation and Licenses](#) page.

The CTE-36 and CTE-37 process used for the Career-Based Intervention endorsement is located in the [Career-Based Intervention section](#) of this guide. The Resident Educator path does NOT utilize the CTE-36/37 process because the path 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:

Ohio Administrative Code 3301-24-22.

- A) A four-year alternative resident educator license for teaching in a career-technical workforce development program shall be issued to an individual who is deemed to be of good moral character and who evidences meeting the requirements specified in paragraph (A) of this rule:
 - (1) A minimum of a high school diploma;
 - (2) Five years of fulltime work experience or the equivalent in the career field, as verified by the employing school district in accordance with procedures and forms prescribed by the Ohio Department of Education (education.ohio.gov); and
 - (3) Successful completion of a summer training institute established under section [3319.26](#) of the Revised Code, from a college or university that is approved to prepare career-technical workforce development teachers, which will provide instruction in the principles and practices of career-technical teaching for individuals seeking an alternative resident educator license.
- (B) The holder of an alternative resident educator license for teaching in a career-technical workforce development program shall meet the requirements specified in paragraph (B) of this rule as a condition of continuing to hold the license:
 - (1) Participate in the four year Ohio resident educator program (information available at education.ohio.gov);
 - (2) Show satisfactory progress in taking and successfully completing a twenty-four semester hour program of preparation and professional development, from a college or university that is approved to prepare career-technical workforce development teachers, consisting of career-technical professional education coursework in areas such as the principles and practices of career-technical teaching, student development and learning, pupil assessment procedures, curriculum development, classroom management, teaching methodology and other areas appropriate for career-technical workforce development teachers.
- (C) Eligibility for a professional educator license. A professional educator license shall be issued to the holder of an alternative resident educator license for teaching in a career-technical workforce development program upon successful completion of the requirements specified in paragraph (C) of this rule:
 - (1) Four years of successful teaching experience under the alternative resident educator license as verified by the employing superintendent;
 - (2) Successful completion of the four year Ohio resident educator program (information available at education.ohio.gov); and
 - (3) Successful completion of the approved preparation program of twenty-four semester hours from a college or university that is approved to prepare career-technical workforce development teachers, as referenced in paragraph (B)(2) of this rule.

(D) A four-year alternative resident educator license for teaching in a career-technical workforce development program may be extended by the Ohio department of education on a case by case basis in order to enable the license holder to complete the four year Ohio Resident Educator program.

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 appear 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](#). Type the subject code that the individual will teach and click “submit.” The required certificate or license types, codes and grades will appear.

The screenshot shows the Ohio.gov Department of Education website. The main heading is "Teaching Certificate & License Search". Below the heading, there is a search form with a "Submit" button. To the right of the search form, there is a section titled "Search for Valid Subjects by" which includes a dropdown menu for "Cert./Lic. Type" and several input fields for "& Codes (up to 6):". The page also includes a navigation menu on the left and a "Printer Friendly Version" link.

- 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 visiting the [Educator Search](#) webpage. Review the candidate’s Educational Record. The candidate must have at least a high school diploma. The CTE-36 must be accompanied by evidence, such as copies of diplomas and official transcripts, in order to verify all educational levels completed. Accept only an official transcript sent directly from the college or university.

The screenshot shows the Ohio.gov Department of Education website. The main heading is "Educator Search". Below the heading, there is a search form with a "Find Educator" button. The form includes input fields for "Educator State ID", "First Name", "Last Name", "Date of Birth: (mm/dd/yyyy)", and "Credential Number". There are "Search" and "Clear" buttons at the bottom of the form. The page also includes a navigation menu on the left and a "Printer Friendly V." link.

d. The CTE-36 stays with the hiring district. Do NOT submit the CTE-36 to ODE!

2. Review the candidate’s work experience. The standard refers to “full-time work experience.” One year of “full-time” work experience equates to 2,000 hours (40 hours per week multiplied by 50 weeks is 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:

1. 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).
2. 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.
3. 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.
4. Count the hours of work experience.
5. Verify the hours, dates of employment and skills/duties by calling the employer(s) cited on the CTE-36.
6. If the work experience includes self-employment, utilize the following procedure:
 - a) Three letters from long-term customers must be provided.
 - b) A letter from the business’ accountant must be included. The letter must verify all of the following:
 - i. The candidate was self-employed during the time span indicated on the CTE-36;
 - ii. The candidate’s business was the one named in the CTE-36;
 - iii. The candidate worked in the business for the number of hours indicated on the CTE-36;
 - iv. The candidate performed the skills/duties indicated on the CTE-36.
 - c) If a letter from an accountant is not possible or does not provide the necessary information, ask to see tax records. Copies of tax records are confidential so do NOT need to be included with the CTE-36. The candidate is NOT required to, but he or she may show tax records to provide evidence of sufficient hours of related work experience in the applicable field.
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

Educational Background	Work Experience Requirement ¹
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, careerfield 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

¹Candidates 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, Table 2

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

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Animal Production CW 010101	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the content standards and sample course outlines.	Recommended: <ul style="list-style-type: none"> • American Association of Laboratory Animal Science; • National Dog Groomers' Association; • Pet Industry Joint Advisory Council and/or Veterinary Technician certifications. 	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.
Agribusiness CW 010200	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the content standards and sample course outlines.		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 producers and processors to the associated research, communications and educational services.
Agricultural Industrial Equipment CW 010300	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the content standards and sample course outlines.		These programs address the breadth of the power equipment business including: <ul style="list-style-type: none"> • Construction; • Agriculture; • Forestry; • Mining and Outdoor Power Equipment.
Food Science CW 010400	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the	International Hazard Analysis Critical Control Points certification is recommended.	Applicant can apply principles of 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

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	content standards and sample course outlines.		implementing business principles related to the industry. Pathway is combined with Biotechnology to align with the (A3) Agriculture, Food and Natural Resources Bioscience Pathway.
Horticulture CW 010500	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the content standards and sample course outlines.	Ohio Certified Nursery Technician is recommended.	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 Management.
Natural Resources CW 010600	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the content standards and sample course outlines.	OSHA-certified Hazardous Materials Training including, but not limited to, HAZWOPER (Hazardous Waste Operations) and confined space training is recommended.	Applicant can apply animal, plant and environmental sciences to the management and protection of renewable and non-renewable resources. Applicant has experience in managing land use, watersheds, wildlife, fisheries, forests, and air and water quality. The applicant has experience implementing business principles related to the industry.
Agricultural Biotechnology CW 012100	Through education and work-related experiences, applicant must demonstrate attainment of 75 percent of the knowledge and skills specified in the content standards and sample course outlines.		Pathway is combined with Biotechnology to align with the (A3) Agriculture, Food, and Natural Resources Bioscience Pathway.

Arts and Communication

Licensure Area/Teaching Field	Work Experience	Industry Credential Required, Recommended for Candidate	Other Information
Visual Design and Imaging CW 340100	Sufficient experience and/or education in the field; understanding of business		

Licensure Area/Teaching Field	Work Experience	Industry Credential Required, Recommended for Candidate	Other Information
	processes and industry standards (experience examples: graphic design, art direction, packaging, advertising, print production).		
Media Arts CW 340125	Sufficient experience and/or education in the field; understanding of business processes and industry standards (examples: television/video production, audio engineering, broadcasting, copywriting).		
Performing Arts CW 340130	Sufficient experience and/or education in the field; understanding of business processes and industry standards (examples: professional dancer/singer/musician, stage management, theatre tech, talent management).		

Business and Administrative Services

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Administrative Office Technology CW 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"> • Certified Administrative Professional. 	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Legal Office Management CW 140350	Broad experiences within the areas of Compliance Analyst, Court Administrator, Court Reporter, Deputy Clerk, Legal Administrator, Legal Case Coordinator, Legal Office Manager, Legal Secretary, Legal Specialist, Legal Assistant, Paralegal, Regulatory Analyst, Stenocaptionist, Communication—Access Real-time Translator, etc.	Recommended: <ul style="list-style-type: none"> • American Alliance Certified Paralegal; • Certified Legal Assistant/Certified Paralegal; • Certified Legal Secretary Specialist; • Professional Paralegal; • Registered Professional Reporter. 	
Medical Office Management CW 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"> • Certified Clinical Data Manager; • Certified Coding Associate; • Certified Health Unit Coordinator; • Certified Medical Coder; • Certified Medical Insurance Specialist; • Certified Medical Manager; • Certified Medical Office Manager; • Certified Medical Transcriptionist; • Certified Professional Coder; • Registered Health Information Administrator; • Registered Medical Transcriptionist. 	
Business Administration and Management CW 140800	Broad experiences within the areas of Nonprofit and For-Profit Manager, Business Analyst, Business Process Manager, Chief Operations Officer, Director, District Manager, Entrepreneur, Master Scheduler, Procurement Analyst, Project Manager,	Recommended: <ul style="list-style-type: none"> • Certified Associate in Project Management; • Certified Business Analysis Professional; • Certified in Production and Inventory Management; • Certified Manager; 	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	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.	<ul style="list-style-type: none"> • Certified Professional in Supply Management; • Certified Purchasing Manager; • International Project Management Association Certification; • Manager of Quality/Organizational Excellence; • Professional in Human Resources; • Project Management Professional. 	

Construction Technologies

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Heavy Equipment CW 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.	
Air Conditioning/ Heating CW 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.		
Carpentry CW 171001	Experience as a rough and/or finish carpenter in the construction of residential and		(Do not approve a cabinetmaker. Use caution with a person doing only remodeling.)

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	commercial structures. Experience in construction of roof trusses is important.		
Electrical Trades CW 171002	Experience as a residential, commercial or industrial electrician to assemble, install, test and repair electrical systems. Must be knowledgeable of current National Electrical Codes. Experience in the reading of architectural, schematic and line drawings are critical.	Meets local requirements to do electrical work.	
Masonry CW 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.		
Interior Design Applications CW 171005	Work experience in interior design applications careers in the interior construction industry, including painting, wallpapering, flooring, tiling, drywall, trim and lighting.		
Plumbing and Pipefitting CW 171007	Experience as a plumber installing and repairing water systems and related fittings and fixtures in residential, commercial and industrial settings; experience with pipe cutting, binding, threading,	Meets local requirements to do plumbing.	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	soldering, and welding of plastic, copper and galvanized pipe.		
Building and Property Maintenance CW 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.		Meets local requirements for plumbing/electrical if part of program. Limit program to areas of training and/or work experience.
Building Technology CW 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.		Meets local requirements for plumbing/electrical if part of program. Limit program to areas of training and/or work experience.
Custodial Services CW 171100	Experience as a custodian/janitor in a school, office or commercial setting maintaining grounds, cleaning furniture, floors, bathroom fixtures, toilets, windows and other related operations.		
Millwork and Cabinet Making CW 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		

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	furniture, moldings, trims, fixtures and cabinetry.		

Education and Training

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Early Childhood Education and Care CW 090201	Employed as a teacher or director in a preschool or day care facility Five years' work experience. Associate degree or baccalaureate degree in Early Childhood required.	Required: <ul style="list-style-type: none"> • First Aid/CPR certification; • Communicable disease certification; • Child Abuse Recognition certification. Recommended: <ul style="list-style-type: none"> • Child Development Associate 	

Engineering and Science Technologies

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Power Transmission CW 171402	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.	Five years' experience in the field. Prefer experience in power distribution as lineman.	
Telecommunications CW 171504	Experience in the technology and business processes of telecommunications, including the assembly, installation, operation, maintenance and repair of a variety of telecommunication equipment.	Five years' experience in telecommunications.	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Energy Science CW 171650	Experience in the theory and technology of wind, solar, fossil fuel, nuclear, geothermal, biomass and fuel cell energy and its application in society.		Associate or bachelor's degree in energy science or a related field is preferred.
Engineering Technology— Design CW 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.		Associate or bachelor's degree in engineering technology or engineering is preferred.
Engineering Technology-Process CW 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.		Associate or bachelor's degree in engineering technology or engineering is preferred.
Engineering Technology— Products/ Services CW 171809	Experience/education as a technician focused on activities related to the planning and implementation of manufacturing related processes. Necessary skills include the use of		Associate or bachelor's degree in engineering technology or engineering is preferred.

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	technology, e.g. CAD, CAM and CIM, along with modern inspection and quality techniques.		
Chemical Laboratory Assisting CW 172000		<i>This is no longer a fundable program.</i>	
Industrial Lab Assisting CW 172004		<i>This is no longer a fundable program.</i>	

Finance

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Accounting CW 140100	Broad experience within the area of 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,	Recommended: <ul style="list-style-type: none"> • Certified Financial Management Analyst; • Certified in Financial Management; • Certified Financial Planner; • Certified Management Accountant; • Certified Payroll Professional; • Certified Public Accountant; • Certification issued by Accountancy Board of Ohio; • Chartered Financial Consultant; • Chartered Life Underwriter; • Chartered Property and Casualty Underwriter; • Fundamental Payroll Certification; • Other credential recognized by the industry. 	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	financial manager, treasurer, financial analyst, credit manager, cash manager, investor relations manager, controller, acquisitions project manager, etc.		

Government and Public Administration

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Government and Public Administration CW 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"> • Civil service rating; • Foreign language fluency. 	

Information Technology

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Business Information Systems CW 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

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Dental Assisting CW 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 or Advanced Qualified Person issued by the Ohio Commission on Dental Assistant Certification, or a Certified Dental Assistant or Dental Assistant Radiographer's Certificate by the Dental Assisting National Board is recommended.	
Dental Laboratory Technology CW 070103	Experience as a technician preparing restorative dental appliances, such as bridges, dentures, crowns and braces as authorized by a dentist.	Certified Dental Technician issued by National Board for Certification in Dental Laboratory Technology.	
Medical Laboratory Assisting CW 070203	Experience as a medical lab tech or medical technologist 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 as a medical technologist or medical lab tech or National Credentialing Agency for Laboratory Personnel is required.	
Phlebotomy CW 070204	Experience in collection of blood specimens, preparation and testing of specimen.	Certified Phlebotomist by the National Credentialing Agency for Laboratory Personnel or American Society of Phlebotomy Technician is required.	
Practical Nurse CW 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 three years.	Current, valid and unrestricted Ohio license to practice as a Registered Nurse is required.	Bachelor of Science in Nursing required

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Nurse Assisting CW 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.	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 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 program approved by the Ohio Department of Health.
Surgical Technology CW 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 or Certified Operating Room Nurse by Association of Operative Registered Nurses is required.	Recommend associate or technical degree with minimum 30 semester hours in technical area related to program content.
Home Health Assisting CW 070307	Experience as a registered nurse providing direct patient care to include a minimum of one year in home health.	Current, valid and unrestricted Ohio license to practice as a registered nurse is required.	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 (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 CW 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	Certified Strength and Fitness Specialist, Licensed Physical Therapist, Physical Therapy Assistant or Licensed Athletic Trainer is required.	Baccalaureate degree with a major in: <ul style="list-style-type: none"> • Sports medicine; • Exercise physiology; • Physical education; • Health education; • Athletic training;

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	organization, athletic facility, rehabilitation or health care facility dealing with sports medicine, physical therapy or athletic training.		<ul style="list-style-type: none"> Equivalent area of study (must have 30 semester hours in a technical area related to program content.
Optometric Occupations CW 070603	Experience in ocular measurements, basic vision tests, assist patients in selection and fitting of frames, order lenses, minor repairs of glasses, cut, grind, finish, polish and mount lenses.	Certified Ophthalmic Technician, Certified Optician, Ophthalmic Medical Technologist or Licensed Optometrist is required.	Recommend associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Medical Assisting CW 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 issued by American Association of Medical Assistants or Registered Medical Assistant issued by the American Medical Technologists is required.	Recommend associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Community Health Aide CW 070906	Experience as liaison between professional health workers and recipient of healthcare	Current license or certificate as a healthcare professional (registered nurse, physician assistant, licensed social worker, doctor, counselor, pharmacist, etc.) is required.	
Pharmacy Assisting CW 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 or licensed pharmacist is required.	Recommend associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Health Unit Coordinator CW 070913			

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Patient Care Technician CW 070994	Experience in direct patient care, entry-level office skills, performance of basic diagnostic procedures in a variety of healthcare settings under supervision of a registered nurse, physician or other medical personnel.	Certified Patient Care Technician by national credentialing agency, Registered Nurse or other licensed medical personnel.	While the type of nursing experience is not specified in Teacher Licensure standards, an approved Nurse Aide Training and Competency Evaluation Program is a recommended component of Patient 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 also must have completed a train-the-trainer program approved by the Ohio Department of Health.
Diagnostic Pathway CW 074820			
Therapeutic Pathway CW 074830			
Health Support Services CW 074840	Experience and education in the operation, resource management, esthetics and aseptic procedures for environmental services in a health care setting.		Recommend associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Biotechnology CW 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"> • Medical Lab Technician; • Medical Technologist; • Registered Nurse. 	Recommend associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.
Health Informatics (Tech-Prep) CW 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"> • Certified Medical Assistant; • Registered Medical Assistant; • Registered Nurse; 	Recommend associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
		<ul style="list-style-type: none"> • Certified Health Unit Coordinator; • Registered Health Information Technician. 	
PN Coordinator CW 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 master's degree of science in nursing.	Current, valid and unrestricted Ohio license to practice as a Registered Nurse is required.	If the individual does not possess a bachelor of science in nursing degree, the master's or other academic degree, including, but not limited to a Ph.D., shall be in nursing. If the individual possesses a bachelor of science in nursing degree, the master's degree may be, but is not required to be, in nursing.
Vocational Work-Site Teacher Coordinator CW 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 two years of teaching experience under Health Science certificate or license, and two years' work experience outside of education is required.	

Hospitality and Tourism

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Culinary Arts CW 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 percent of the competencies in the Hospitality and Tourism Technical Content Standards	Recommended: <ul style="list-style-type: none"> • Ohio Sanitation Certification (i.e. ServSafe Certification). 	<ul style="list-style-type: none"> • Foodservice Management Professional ; • Certified Secondary Food Service Educator; or American Culinary Federation; • Certified Culinary Educator; Certified Secondary Culinary Educator.

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	document-Culinary Arts and Food Service Operations pathway		
Hotels and Resorts CW 090205	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 percent of the competencies in the Hospitality and Tourism Technical Content Standards document Hospitality pathway	Recommended: American Hotel and Lodging Association Education Institute Summer Institute (3 levels)	<ul style="list-style-type: none"> • Certified Hospitality Educator; • Certified Hospitality Administrator.

Human Services

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Barbering CW 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.	
Cosmetology CW 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.	Instructing in a proprietary school is not recognized as work experience.
Family and Community Services	Experience in social work, marriage and family therapy, gerontology, chemical	Current valid Ohio license as licensed social worker, professional counselor by Ohio Counselor, Social Worker and	Minimum associate degree in technical content area.

CW 172610	dependency, professional or clinical counseling.	Marriage & Family Therapist Board, Certified Child Life Specialist or Certified Family Life Educator is required.	
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Law and Public Safety

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Firefighter Training CW 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. If teaching EMT - EMT-B Instructors Certification issued by the Ohio Department of Public Safety EMS is required.	
Criminal Justice CW 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.	OPOTA Private Security Instructor Certification is required if offering Private Security Certification. Must hold Instructor Cards for any other specialty certifications instructed i.e. (TASER, MACE, ASP, etc.)	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.

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Private Security CW 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 protective services, unarmed self-defense and first aid	OPOTA Private Security Instructor Certification is required if offering Private Security Certification. Must hold Instructor Cards for any other specialty certifications instructed i.e. (TASER, MACE, ASP, etc.)	An individual having served as a private security training school commander as identified by the Ohio Peace Officer Training Commission is preferred.
Fundamentals of Public Safety CW 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.		
Career Paths for the Law Profession CW 172810	Experience as an attorney or paralegal with a minimum of an associate degree in paralegal studies.		
Emergency Medical Technician—Secondary CW 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.	

Manufacturing Technologies

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Appliance Repair CW 170200	Experience as an appliance dealer or distributor or in a major department store installing, servicing or repairing major household appliances.		
Manufacturing Operations CW 170380	Experience in manufacturing operations, including supervisory, quality assurance, cost, logistics, inventory control, health, safety and environmental assurance.	ISO	Recommended experience with EPA and OSHA standards.
Automation and Robotics CW 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).		
Industrial Maintenance and Repair CW 171012	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 disassemble equipment and machines.		Experience in Automation and Robotics helpful.
Drafting Occupations CW 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	Recommended experience with 2D and 3D.	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	practices in mechanical and architectural areas. Also must demonstrate proficiency in the use of various computer hardware and software systems.		
Electronics CW 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 caution when only experience is radio/TV repair.	Recommended credentials through ETA Student Electronics Technician. See details in ETA.	
Precision Machining CW 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.	
Manufacturing Occupations CW 172303	Experience in manufacturing occupations, including industrial maintenance and repair, precision machining, welding and cutting, tool and die making.		

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Welding and Cutting CW 172306	Experience as a welder, cutting, brazing and welding a variety of metals in vertical, horizontal and overhead positions. Experiences with oxyacetylene, shielded metal arc gas, metal inert gas and tungsten inert gas welding methods.	Schools Excelling through National Skills Education, American Welding Society, Recommended Certified Welding Inspector, Welding-National Construction Career Test-National Center for Construction Education and Research Optional.	

Marketing

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Marketing Management CW 040810	Middle or top level management or ownership experience in a minimum of 75 percent of the competencies identified in the Marketing Career Field Technical Content Standards document-Marketing Management Pathway.		<ul style="list-style-type: none"> • Certified Associate Manager; • Certified eMarketer; • Certified Marketing Executive; • Certified Professional Manager; • Certified Sales Executive; • Certified in Principles of Marketing Research; • Certified Professional Salesperson; • Certified Product Manager; • Certified Internet Marketing and Business Strategist.
Marketing Communications CW 047000	Broad range of experience in marketing communications specialty in a minimum of 75 percent of the competencies identified in the Marketing Career Field Technical Content Standards document-Marketing Communications Pathway		<ul style="list-style-type: none"> • Certified Associate Manager; • Certified eMarketer; • Certified Marketing Executive; • Certified Professional Manager; • Certified Sales Executive; • Certified in Principles of Marketing Research; • Certified Professional Salesperson; • Certified Product Manager; • Certified Internet Marketing and Business Strategist.

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Acquisition and Logistics CW 041900	Broad range of experience in a minimum of 75 percent of the competencies identified in the Marketing Career Field Technical Content Standards-Supply Chain Management Pathway.		<ul style="list-style-type: none"> • Certified in Production and Inventory Management; • Certified Supply Chain Professional; • Certified in Transportation and Logistics; • Certified Professional in Supply Chain Management.
Entrepreneurship CW 044105	Business start-up experience recommended with minimum of upper-level management experience in a minimum of 75 percent of the competencies in the Marketing Career Field Technical Content Standards - Entrepreneurship Pathway Document.		

Transportation Systems

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Aviation Occupations CW 170400	Experience related to: <ul style="list-style-type: none"> • Aircraft maintenance, operation; • Operation and/or ground support. 	Must hold a Federal Aviation Administration 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 Aviation Maintenance or Aviation Operations person as well.	
Auto Collision Repair CW 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	Automotive Service Excellence or I-CAR current certification is required in areas of teaching responsibility.	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
	unibody frame straightening equipment should be evident.		
Auto Technology CW 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 injection engine and computer command controls.	Automotive Service Excellence current certification is required in areas of teaching responsibility. Master certification recommended.	Caution should be used if approving “mechanics” in service stations, tire dealerships, department or discount stores and self-employment.
Auto Specialization CW 170303	Experience as an automotive technician or collision repair specialist in the areas of specialization.	Automotive Service Excellence current certification is required in areas of teaching responsibility. Master certification recommended.	
Aircraft Maintenance CW 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 license is required along with approval by the FAA local field inspector.	
Ground Operations CW 170403	Experience related to airport ground operations.	Must hold a Federal Aviation Administration 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.	
Maritime Occupations CW 170801	Experience in maritime-related occupations.	Recommend candidates possess any Coast Guard or National Maritime Credentials appropriate to the content they are instructing.	

Licensure Area/Teaching Field	Work Experience	Industry Credential Required/Recommended for Candidate	Other Information
Medium/Heavy Truck Technician CW 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 current certification is required in areas of teaching responsibility.	
Power Equipment Technology CW 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.	

5.1.3 Checklist

Checklist for the Review of the CTE-36 for the following career fields:

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

The following checklist is intended to assist in the CTE-36 review process. It does NOT set forth criteria.

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 incomplete or missing areas 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 section 5.1.2. Table 2 in this guide—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, three 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 verify 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 — 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.

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

- Five years of full-time work experience or 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) determine if the candidate has the equivalent experience in the subject/content area necessary to teach the subject effectively.

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; and
- 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; and
- 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 teachers, 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, 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 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 (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.
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 Alternative Resident Educator 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 (OAC 3301-24-22)

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 (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)

Click here to enter text.

Panel Review Member Signatures

Signature

Signature

Signature

Signature

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 required of the candidate to strengthen his or her 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 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 below.
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:
 - Coursework at two- or four-year colleges and universities;
 - Coursework through adult career-technical education;
 - Experiences with industry-based training programs;
 - Targeted work experience on his or her 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; and
 - 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. The [CTE-37](#) is prepared in the same manner as for candidates who have completely met the work experience requirement.
8. Send the CTE-37 electronically to the university (see Section 20.0). Do NOT send the CTE-36 to ODE.

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	✓
Click here to enter text.	XXX internship at a XXX type of business (to be arranged by candidate) for XXX days	(ex.: letter from company representative)	Click here to enter text.	Click here to enter text.
Click here to enter text.	Job shadow XXX at a XXX business (to be arranged by XXX) for XXX days	(ex.: letter from company representative)	Click here to enter text.	Click here to enter text.
Click here to enter text.	XXX course at XXX Community College	Transcript	Click here to enter text.	Click here to enter text.
Click here to enter text.	XXX course at XXX University	Transcript	Click here to enter text.	Click here to enter text.
Click here to enter text.	XXX course through adult education at XXX Career Center	Record from XXX Career Center	Click here to enter text.	Click here to enter text.
Click here to enter text.	Interview XXX workers and mgrs. at XXX company (arranged by dir.)	(ex.: letters from workers and managers)	Click here to enter text.	Click here to enter text.

Approved by:

Signature of Superintendent _____

Printed Name of Superintendent [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 three 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 ([CTE-37](#)). Otherwise, the school district may enter into a contract with an individual who is denied admission into an applicable university program. Universities have the option of establishing admission standards such as minimum grade point average of previous college coursework.

Follow these steps:

1. The school district initiates the CTE-37. Type the name and other requested information at the top of the form. Select “Alternative Resident Educator.” Type the requested Teaching Field Code and Teaching Field Name. Refer to [Table 2](#) in Section 5.1.2 or the [Alternative License Teaching Field Codes Career-Technical Workforce Development](#) for available codes.

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

By signing the CTE-37 on the signature line, 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 current [EMIS Manual](#).

2. Provide the candidate a copy of the list of approved teacher preparation programs found in [Section 13](#) in this guide. In addition, give the candidate copies of materials that may have been provided by universities. 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 in the directory.

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 emails the CTE-37 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 university contact information appears in section 17 of this guide.
4. After receiving the materials, 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 precedes 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.

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

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

- a. The candidate creates a [SAFE](#) account.

The screenshot shows the Ohio Department of Education's SAFE account management page. At the top left is the Ohio.gov logo and the Department of Education name. On the right, there are links for 'What is SAFE?', 'ODE Home', and 'Contact Us'. The main content area is divided into two sections. The left section, titled 'What is SAFE?', provides a brief description of the SAFE system and includes two buttons: 'Sign Up' and 'Check Signup Status'. A red arrow points from the 'Check Signup Status' button towards the right section. The right section, titled 'Sign in with your SAFE Account', contains a checkbox for 'Are you an ODE employee?', input fields for 'User Name' and 'Password', a 'Forgot user name or password?' link, and a 'Sign In' button.

- b. Once the applicant has access to the SAFE account, select *ODE.CORE*

Ohio.gov | Department of Education

Michelle Rammel
[Contact Us](#) | [SAFE Home](#) | [ODE Home](#) | [Sign Out](#)

Michelle Rammel
[Change Name](#) | [Change Password](#)
[Change Email](#) | [Request access to Adult learner/Scholarship/CCIP](#)
[Change Address](#) | [Web system access information](#)
[Change Phone](#) | [Show my current roles/access](#)

Web Systems	Description
Adult Learner	Adult Learner
HRMS	Human Resources Management System
ODE.CORE	Online Licensure System
STARS V2.0	STARS Professional Development and Technical Assistance System

- c. Select the *UPDATE* button to enter or correct your contact information, including email address, on the My Information Page.

My Profile: **UPDATE** My Personal Information

New Application: **APPLY** for a NEW License, Permit or Certificate

My Credentials: **RENEW** Advance, Transition, Add an Area, Extend an RE, or Print My Credential

My Account: **PAY** My Fees and View Financial Transaction History

My Documents: **VIEW or UPLOAD** Documents/Transcripts

My Applications: **STATUS** Check the Status of My Application or Edit a Submitting Application

- d. Use the drop-down menu at the top right to return to the CORE dashboard.

Ohio.gov | Department of Education

Welcome Michelle Rammel

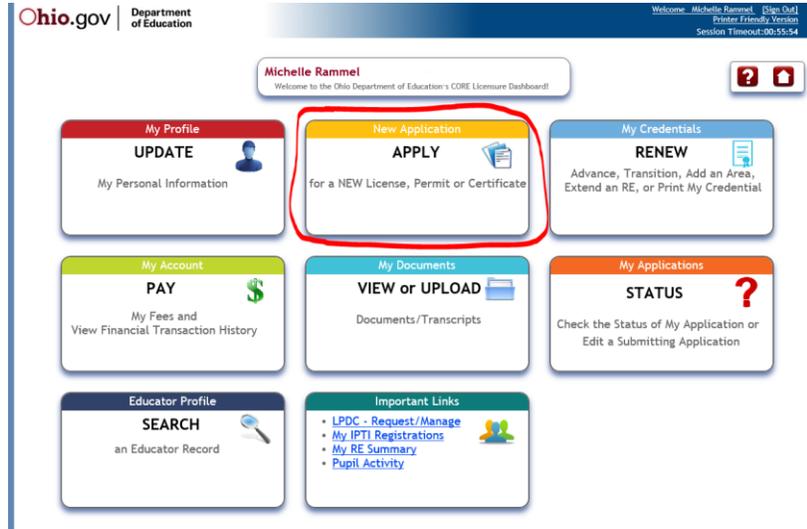
My Educator Profile ▾ Educator Licensure ▾ Pupil Activity ▾ LPDC ▾ Core Dashboard ▾

Core Dashboard
Core Home

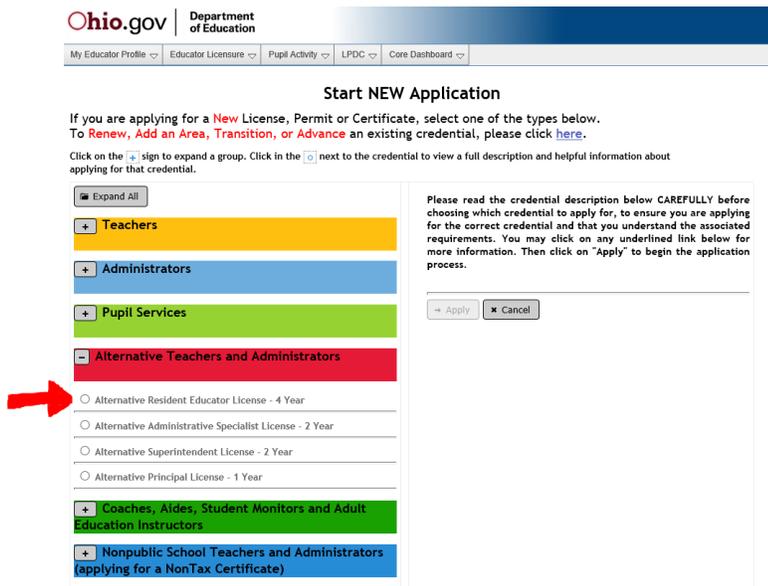
PLEASE NOTE - To improve the speed and efficiency of the Ohio educator licensure system, the Department of Education processes only online licensure requests. Please log in to ODE.CORE. From your Dashboard you may update your information, complete applications, pay licensure fees, and upload documents. Thank you for using the Ohio educator licensure system.

My Information
Please review your address, phone number, and e-mail address information below for accuracy.

e. Select APPLY to enter *My Applications*.



f. Expand *Alternative Teachers and Administrators* and select *Alternative Resident Educator License- 4 year* and click *Apply*

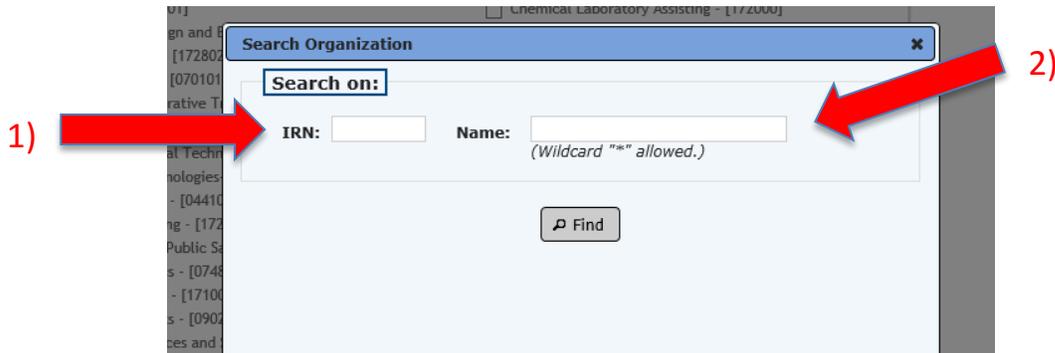


- g. Go to Credential and select *4-year Alternative Resident Educator License-Career Technical Workforce Development*

- h. Complete Application and follow prompts
- o Select the effective year
 - o Select the Teaching Field(s)

- i. Click the Magnifying Glass to search for the Organization

- j. Here you have two options:
- 1) If you know the IRN type the number into the IRN box.
 - OR
 - 2) If you do not know the IRN, type the organization's name into the Name box.



3) Click *Save Application and Next*

k. Background checks and signatures

- Military Service
- Signatures
- Click on the Magnifying Glass to Select the Organization
- Residency
- Background Checks
- Legal Questions
- Applicant Signature

Application for: [New In State 4 Year Alternative Resident Educator License - Career Technical Workforce Development](#)

Military Service

Are you currently a member or a veteran of the U.S Armed Forces, Reserves, or National Guard; a spouse of an active duty service member, or a current member of the Ohio Militia under the office of Ohio's Adjutant General? Yes No
 Note: For more information please click [here](#).

Signatures

Please select Organization for Superintendent Signature

Superintendent Signature

Residency

Have you lived continuously in Ohio for the past five years? Yes No

Background Checks

Legal Questions

Are you currently a defendant in a pending court case involving any misdemeanor offense OR have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense? Yes No

Are you currently a defendant in a pending court case involving any felony offense OR have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any felony other than a traffic offense? Yes No

Have you ever had a criminal conviction sealed or expunged? Yes No

Have you ever had ANY certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied? Yes No

Have you ever surrendered ANY certificate, license or permit? Yes No

Applicant Signature

I certify under penalty of loss of my right to teach or work in the schools of Ohio that the information provided on this application is true and correct in every respect.

- I. Upload required Documents
 - o CTE-37
 - o Verification of Military Service, if applicable
 - o Other documents, if required
- m. To upload, Select *Document Type*
- n. Select *Browse*
- o. Locate the document, click *Upload*
- p. Once all documents are uploaded, Click *Save Application and Done*

Application for: [New In State 4 Year Alternative Resident Educator License - Career Technical Workforce Development](#)

Document Instructions

Please [click here](#) to determine if documents are required for this application.

The following documents may be required for your particular application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Licensure Assessment
- ACTFL Rating
- Transcript
- Montessori Document
- CTE-37 Form
- Verification of Military Service - Military Fee Waiver Only

If a transcript is required to process your application, please scan and upload your [original](#), [official](#) transcript in PDF format only. We cannot accept grade reports, photos of transcripts or unofficial transcripts. It is not necessary to resubmit transcripts already on file.

- Confer date of degree must be visible.
- Include all pages of transcript (front and back).
- Registrar's signature and transcript key/guide must be visible.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (i.e. each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education
Office of Educator Licensure
25 S. Front Street, Mail Stop 105
Columbus, OH 43215.

Document Type:*

Select Document:*

[Only PDF files with maximum file size 3.5 mb allowed.]

Uploaded Documents

No Documents found.

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.

Late hires must apply and be admitted into an appropriate university teacher education program immediately. The candidate is to 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 licensed teachers a way 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 coursework 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 start date of July 1.

OAC 3301-24-14

(A) A one-year supplemental teaching license, renewable two times, shall be issued at the request of the superintendent of a city, local, exempted village, or joint vocational school district, educational service center, or the governing authority of a chartered nonpublic school or community school to an individual who is deemed to be of good moral character and who evidences the following:

1. A currently valid professional or permanent Ohio teaching certificate or resident educator license or professional teaching license, senior professional educator license or lead professional educator license;
2. Completion of the prerequisite requirements for the requested supplemental teaching license as specified in paragraphs (A)(2)(a) to (A)(2)(e) of this rule:
(e) Career-technical workforce development areas: Five years of full-time work experience or the equivalent in the career field, as verified by the employing school district in accordance with procedures and forms prescribed by the Ohio department of education (education.ohio.gov), and a minimum of three semester hours of an approved pre-service career-technical education program from a college or university that is approved to prepare career-technical workforce development teachers.
3. The individual who is issued the supplemental teaching license agrees to complete, while employed under the supplemental teaching license and subsequent renewals thereof, additional coursework and testing requirements for full licensure in the supplemental area as a condition of holding and teaching under a supplemental teaching license.

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

The supplemental license requires 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.

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 supplemental teaching license. A CTE-36/37 process is followed.

Prior to teaching the career-technical field, the individual meets all prerequisite requirements and enrolls in a career-technical program at a university in Ohio that has been approved to offer the career-technical program (see program provider directory in this guide). Upon enrolling in the career-technical 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.

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 career-technical license and for the issuance of a supplemental license.

Follow these steps to review the CTE-36:

1. 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 license must be professional or permanent, or a career-technical certificate or professional license.
2. 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 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. Three letters from long-term customers must be provided.
 - ii. 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.
 - 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 or she 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.

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 is 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 on the Ohio Department of Education's website.

Type the name and other information in the form. 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 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. Also, type the name of the signatory, his or 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:

- A valid teaching certificate or license;
- The required years of recent and relevant work experience or the equivalent; and
- A CTE-36 on file with the hiring district.

2. Provide the candidate with a copy of the list of approved Supplemental License for Career-Technical Workforce Development Programs that appears in Section 17 of this guide. In addition, give the candidate copies of materials that may have been provided by universities. Materials may include program descriptions, checklist of courses, and admission and registration procedures (including fees).

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

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 to the selected university's contact person. 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 university contact information appears in Section 17 in this guide.
4. After receiving the materials, 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 then emails the original to the candidate.

The candidate then acquires an application (Supplemental License), completes an online application (Supplemental License), following all instructions on the form and submits it with the CTE-37 and the required payment. It is suggested that the school district assist the candidate with the preparation and submission 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 sent. If the CTE-37 is not signed by a university representative, then the candidate will not be able to obtain a supplemental license.

*Late hires must apply and be admitted into an appropriate university program immediately. The candidate is to 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 upon completion of a minimum of six semester hours of teacher preparation coursework. 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 and the school district's superintendent or designee indicating progress in the approved career-technical university program.

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. The teacher submits the new CTE-37 along with the supplemental renewal application.

6.6 Acquiring the Career-Technical License

Upon completion of the career-technical teacher preparation program, the candidate applies for the license by submitting an "Adding a Teaching Field" application.

First, the CTE-37 is completed. Next, 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 teacher preparation program, checks the box, "Add Teaching Field to Existing License," and signs it.

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 by following the CTE-36 process found in Section 5.0 in this guide.

Through 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).

The university reviews the CTE-37 and determines eligibility into the university program. The individual may have already completed the applicable Alternative Resident Educator program for the initial certificate or license and may not need to complete any further university coursework. This decision is made by the university.

8.0 Acquiring the Five-Year Professional License

8.1 Alternative Resident Educator

Teachers who hold the Alternative Resident Educator Career-Technical license must meet the following requirements to be eligible for the five-year professional license:

- Successful completion of the university career-technical 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 school district initiates the CTE-37 form, which is available by going to the department of education's home page (education.ohio.gov) to access "CTE Teacher Prep, Licensure." Check the box in front of the item, "Initial Five-Year Professional Career-Technical License."
2. 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).
3. 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 returns to applicant.
4. The Ohio Department of Education determines whether or not the teacher has successfully completed the portion of the Resident Educator program provided by the state. If so, the department 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, found in **Ohio Administrative Code 3301-24-05 (B) (4)**, as follows:

Endorsements

(B) 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, except that the teacher leader endorsement shall require a master's 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, grade, or license type as noted in this paragraph:

(4) Career-based intervention shall require a baccalaureate degree, two years of successful teaching experience under a standard teaching certificate, or a provisional or 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. In addition to the dean or head of teacher education of the approved program, the employing superintendent may make the recommendation for this endorsement upon evidence of completion of an approved program of preparation for this endorsement;

9.1 Acquiring the Career-Based Intervention Endorsement

Currently, the Career-Based Intervention endorsement requires a baccalaureate degree, two years of successful teaching under a standard teaching certificate, **OR** 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 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 supplementary teaching license for the endorsement. A CTE-36/37 process is followed.

9.2 Processing the CTE-36 for the Career-Based Intervention Endorsement

The CTE-36 review process is used to verify whether or not an individual holds the qualifications required for the addition of a Career-Based Intervention endorsement on 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 he or she possesses 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 or a professional or career-technical license.
3. Verify that the candidate has had a minimum of two years of teaching experience under a standard teaching certificate or a provisional or professional teaching 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 is 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 Career-Based Intervention Endorsement

If the candidate meets the requirements to be issued a supplemental Career-Based Intervention 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.

Type the name and other information. Then, type the Career-Based Intervention 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 Ohio Department of Education's Office of Educator Licensure. No one else is authorized to sign the form. Then, type the name of the signatory, his or 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 following to receive a supplemental Career-Based Intervention endorsement to teach subjects identified in the *Certification and Licensure Search*:

- The required educational background;
 - A valid teaching certificate or license;
 - The required years of teaching experience; and
 - The required work experience.
2. Provide the candidate with a copy of the list of approved Career-Based Intervention 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. 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 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 and employment verification forms.
 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," 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 payment. It is suggested that the school district assist the candidate with the preparation and submission 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 Career-Based Intervention 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.

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 Supplemental License for Career-Based Intervention

The initial supplemental teaching endorsement may be renewed on completion of six semester hours of coursework. A supplemental teaching license may be renewed no more than two times. All endorsements have a starting date of July 1 of the issuance of the license.

To renew the supplemental endorsement, the school district types the name and other information in the CTE-37 form. The school district also types the same Career-Based Intervention 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 Career-Based Intervention 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-Based Intervention endorsement program and, if so, checks the box, "Renew Supplemental" under "Extending/Advancing License Renewals," signs the CTE-37 and returns the CTE-37 to the teacher.

The teacher then secures a teaching application (Supplemental License) and completes it carefully following all instructions appearing on the form, and submits it along with the CTE-37 and payment. Upon approval, the department then issues the renewal of the supplemental Career-Based Intervention endorsement.

9.6 Acquiring the Career-Based Intervention Endorsement

Upon completion of the Career-Based Intervention endorsement program at an approved college or university, the candidate applies for the Career-Based Intervention endorsement through the university.

First, the CTE-37 is completed. The school district types the name and other information on the CTE-37. The school district also types the same Career-Based Intervention 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 used in your local 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 License," and signs it.

If the university endorsement program has been completed, the dean or head of teacher education signs the CTE-37. Upon approval, the department then issues the endorsement to the teacher's existing certificate/license.

Further information on Career-Based Intervention can be found on the department of education's Career-Based Intervention website.

10.0 Adult Workforce Education

Go to the Ohio Department of Higher Education's Web page at ohiohighered.org and search *Adult Teacher Certification*.

11.0 Out-of-State Applicants

Information for out-of-state applicants is available on the Ohio Department of Education's home page (education.ohio.gov). Search to access "Out of State Licensure" or click [Out of State Licensure](#).

12.0 Responsibilities of the Various Parties

12.1 Responsibilities of the Hiring School District (The following list is not comprehensive; specific duties appear throughout this guide.)

- Follow the procedures outlined 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 the applicant. Go to the department of education's home page (education.ohio.gov) to access "CTE Teacher Prep, Licensure";
- Review the CTE-36 and documenting applicable industry credential material to determine if the applicant meets the education, work experience and 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 Ohio Department of Education; and
- Respond to questions from candidates, universities and the Ohio Department of Education.

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

- Complete the [CTE-36](#). The form is also available at education.ohio.gov, search CTE-36. 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 an Alternative Resident Educator license;
- Participate in and successfully complete 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 Ohio Department of Education.

12.3 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;
- Review the submitted [CTE-37](#) to 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 the Ohio Department of Education.

13.0 Career-Technical Licensure Programs Directory

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

College/University	Program	Contact
<i>Akron, The University of</i>	Resident Educator FCS (Family and Consumer Sciences)	Dr. Virginia Gunn, Director The University of Akron School of Family and Consumer Sciences 215 Schrank Hall Akron, OH 44325-6103 Phone: (330) 972-7729 Email: vgunn@uakron.edu
<i>Bowling Green State University</i>	Resident Educator Integrated Business (Undergraduate and Graduate Programs) Marketing Education (Undergraduate and Graduate Programs)	Dr. DJ Kern-Blystone, Professor Business & Marketing Education Bowling Green State University Bowling Green, OH 43403 Phone: (419) 372-2902 Email: djkern@bgsu.edu
	Alternative Resident Educator	Dr. Frederick Polkinghorne, Associate Professor, Workforce Education & Development Bowling Green State University Bowling Green, OH 43403 Phone: (419) 372-7334 Email: fpolkin@bgsu.edu
	Endorsement Transition to Work	Jeanne Novak, Associate Professor Intervention Services Bowling Green State University Bowling Green, Ohio 43403 Phone: 419-372-6826 Email: 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 Email: lhatch@bgsu.edu

<i>Kent State University</i>	Alternative Resident Educator	Dr. Patrick O'Connor Trade and Industrial Education 316 White Hall Kent State University Kent, OH 44242 Phone: (330) 672-2656 Email: poconnor@kent.edu
	Endorsement Career-Based Intervention Transition to Work	Dr. Lyle Barton 405 White Hall Kent State University Kent, OH 44242 Phone: (330) 672-8394 Email: lbarton@kent.edu
	Resident Educator Technology Education	Dr. Verna Fitzsimmons 209 Van Duessen Hall Kent State University Kent, OH 44242 Phone: (330) 672-7090 Email: vfitzsim@kent.edu
<i>Mount Vernon Nazarene</i>	Resident Educator Integrated Business	Judy Madtes Mt. Vernon Nazarene College 800 Martinsburg Road Mount Vernon, OH 43050-9500 Phone: (740) 392-6868 Email: judy.madtes@mvenu.edu
<i>The Ohio State University</i>	Resident Educator Agriculture	Dr. Jamie Cano The Ohio State University 208 Agricultural Admin Bldg. 2120 Fyffe Road Columbus, OH 43210-1067 Phone: (614) 292-6909 Email: cano.1@osu.edu
	FCS (Family and Consumer Sciences)	
	Alternative Resident Educator Endorsement Career-Based Intervention	Dr. Christopher Zirkle, Professor 468 PAES Building 305 W 17 th Avenue Columbus, Ohio 43210 Phone: (614) 247-6227 Email: zirkle.6@osu.edu
<i>Ohio University</i>	Resident Educator FCS (Work & Family Studies)	Human and Consumer Sciences Grover Center E160 Ohio University Athens, OH 45701-2979 Phone: (740) 593-2870

<i>Rio Grande, University of</i>	Resident Educator	Dr. Phyllis J. McQueen Director of Career-Technical Programs P.O. Box 500 Rio Grande, OH 45674 Phone: (740) 245-7399 Email: pmcqueen@rio.edu
	Alternative Resident Educator	Dr. Richard Fisher Assistant Professor, Career Tech P.O. Box 500 Rio Grande, Ohio 45674 Phone: 740 245-7336 Email: rfisher@rio.edu
<i>Toledo, The University of</i>	Alternative Resident Educator Endorsement Career-Based Intervention Transition to Work Work Site Teacher/Coordinator	Eric Landversicht, Director Career and Technical Education 2801 West Bancroft St. 2000C Gillham Hall University of Toledo Toledo, OH 43606 Phone: (419) 530-7291 Email: eric.landversicht@utoledo.edu
<i>Wilmington College</i>	Resident Educator Agriculture	Monte Anderson, Chair Agriculture Department 251 Ludovic St. Wilmington College Wilmington, OH 45177 Phone: (937) 382-6661, ext. 327 Email: monte_anderson@wilmington.edu
<i>Youngstown State University</i>	Resident Educator	Professor Virginia Phillips Youngstown State University Office 334 Meshel One University Plaza Youngstown, OH 44555 Phone: (330) 941-3120 Email: phillips@cis.yzu.edu
	FCS (Work & Family Studies)	Mr. Abel Waithaka FCS ED Coordinator Phone: (330) 941-1333 Email: agwaithaka@ysu.edu