

# A Guide for Licensing Candidates in Career-Technical Education



**OFFICE OF CAREER-TECHNICAL EDUCATION**

## Preface

The Career-Technical Education (CTE) Licensure Guide outlines licensure options for CTE programs. The guide includes instructions for administrators and teacher candidates to complete the licensure process. It also includes procedures for school districts to verify teacher candidate qualifications in relation to CTE. When using this guide in a digital PDF, it is interactive. Click on the links to direct you to various parts of the document as well as online resources. When using this as a printed guide, there are no interactive links, instead it may be read from the beginning.

### What is your role in the school system?

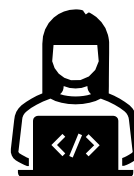
Click the role for which you are seeking information.



[Administrator](#)



[Current Teacher](#)



[Teacher Candidate](#)

## Administrator

### What information are you seeking?

Click a topic to take you directly to that specific information.



[An overview of the CTE-36 and CTE-37 process](#)



[Reviewing a CTE-36 for a potential career-technical teacher](#)



[Validating a candidate's work experience using the Panel of Experts](#)



[Processing the initial CTE-37 form for a career-technical teacher](#)



[Licensure paths available to career-technical teachers](#)



[Licensure paths for Family and Consumer Sciences](#)



[An overview of endorsements available](#)



[Career-technical substitute teacher licenses](#)



[Middle school validation and override processes](#)



[Project Lead the Way override information](#)



[An overview of senior-only teaching permits](#)



[How to add teaching fields to a current career-technical license](#)



[Adult workforce education information](#)



[Industry Credential Only program teacher requirement](#)



[Out-of-state career-technical teacher candidates](#)



[Education and work experience requirements for a provisional license](#)



[Pathway specific requirements for career-technical teachers](#)



[Teaching field codes available to career-technical license applicants](#)

## Current Teacher

### What are you hoping to accomplish?

Click a topic to take you directly to that specific information.



[Earn a career-technical teaching license](#)



[Review the steps in the CTE-36 and CTE-37 process](#)



[Renew my career-technical teaching license](#)



[Advance my career-technical teaching license](#)



[Teach Family and Consumer Sciences](#)



[Add a teaching field/licensure area to my current career-technical license](#)



[Use Project Lead the Way training to teach career-technical courses](#)



[Teach middle school career-technical courses](#)



[Add a Career-Technical Worksite Teacher/Coordinator endorsement](#)



[Add a Transition to Work endorsement](#)



[Add a Career-Based Intervention endorsement](#)



[Earn a Senior Only Teaching Permit](#)



[Teach Adult Workforce Education](#)



[Begin teaching in Ohio with an out-of-state teaching license](#)



[Find a specific teaching field code for a career-technical license](#)

## Potential Teacher Candidate

Which teaching field or subject area do you hope to teach?

Click a box to take you directly to the specific information.



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

The purpose of the CTE-36 and CTE-37 process is to ensure that an individual has the knowledge and skills to successfully instruct career-technical education courses. **A candidate must be hired by the school district before completing the CTE-37 form.** The following licensure applications require the CTE-36 and CTE-37 process:

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

The CTE-36 and CTE-37 forms are available on the Ohio Department of Education's [Career Tech Teacher Preparation and Licenses](#) webpage.

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

Once hired as the teacher of record, the candidate should complete the [CTE-36 form](#) and submit it to the local school district. The following is a list of steps for the school administrator to take to assist the candidate in completing the CTE-36 process.

1. Evaluate the candidate's work experience:
  - a. Identify if there are additional requirements to teach in the pathway. Refer to [Appendices I and II](#) to determine additional requirements. If a specific certificate or license is required, verify that the candidate has earned it. Determine if the candidate's work experience is related to the pathway. Refer to the Job Title and Skills/Duties sections of the Employment Verification forms in the CTE-36 and use the [Career Field Technical Content Standards](#) as a resource.
  - b. Determine if the candidate's work experience is recent. The recommendation is for a minimum of 60% of the experience to have occurred within the last five years.
  - c. Count the hours of work experience to determine years of experience. The years of experience do not need to be continuous, and part-time experiences may be combined to meet the minimum standard. One year of full-time work experience equates to 2,000 hours except for Early Childhood Education and Care ([Appendix I](#)).
2. Verify the information is accurate on the CTE-36 by calling the employer(s) cited on the form.
  - a. If the work experience includes self-employment:
    - 1) The individual must provide three letters from long-term customers.
    - 2) A letter from the accountant for the business must be included:
      - 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; and
      - The candidate performed the skills/duties indicated on the CTE-36.
    - 3) If a letter from an accountant is not possible or does not provide the necessary information, ask to see tax records. Copies of tax records are confidential; therefore, do NOT include tax records with the CTE-36. The candidate is not required to, but they may show tax records to provide evidence of sufficient hours of related work experience in the applicable field.
3. If the candidate does not meet work experience requirements in [Appendix I](#), the [Panel of Experts](#) should be used to validate equivalent work experience.
4. When the Superintendent has verified all information on the CTE-36 form, the Superintendent signs the CTE-36 form and **keeps it on file at the school district**. The CTE-36 form is used at the local level and may be requested by the universities for verification. The candidate and school administration may now proceed to the [CTE-37 form and process](#).

## 2.2 Process for Validating Equivalent Work Experience Using a Panel of Experts

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

A school district may use a panel of experts:

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

The Panel of Experts may conclude any of the following:



The candidate meets the equivalency of required full-time work experience and is qualified to teach the career-technical courses under consideration.



The candidate meets the equivalency of required full-time work experience, but with deficiencies. In this case, the panel recommends that the candidate follow a licensure plan to address the deficiencies.



The candidate has not met the equivalency of required-full time work experience and should no longer be considered for employment in this position.

Panel of Experts candidates must meet all other requirements for hiring see [Appendix II](#). This includes required education and licensure or industry standards.

### 2.2.1 Panel Organization, Recruitment and Composition



#### Responsibilities of panel review members

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



#### Responsibilities of the hiring school district

The hiring district organizes the Panel of Experts. One educator from the hiring school district should serve on the review panel as a facilitator. This person may be assigned panel recruitment duties but does not determine whether the candidate has met the equivalency option.

To secure the panel of experts:

1. Recruit at least three individuals from business and industry who are active in the career field. These representatives must constitute the majority of the panel review members. Districts are strongly encouraged to include individuals who represent the district's nontraditional and minority populations.
2. OPTIONAL: Choose a representative from a post-secondary institution representing the career field. Also recruit a teacher-preparation educator from an Ohio college or university approved to deliver teacher education for the applicable licensure area. These are recommended but optional.

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

### 2.2.2 Panel of Experts Procedures

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

1. Schedule a face-to-face, virtual or hybrid meeting of the panel of experts. School districts may form a

multi-district panel, but a representative from the hiring school district should serve as the panel facilitator. The [Panel of Experts Form](#) should be completed throughout the process. The panel may meet more than one time, if necessary.

2. At the first meeting, the facilitator should discuss the following:
  - a. Interview techniques that ensure consistency
  - b. Purpose of the panel, which is to determine if the candidate has the work experience and/or subject knowledge to effectively teach the content area; the purpose is NOT to make a hiring decision
  - c. Responsibilities of the panel and its members
  - d. Content to be taught by candidate if hired; panel members must receive all relevant materials including a copy of the course of study and technical content standards for the courses to be taught
  - e. Information from the candidate's CTE-36 and supporting materials that document work experience, college content courses, industry certifications and other qualifications; no transcripts with grades should be reviewed unless the candidate grants permission
3. Facilitate the panel to review the content to be taught and compare it to the candidate's experiences.
4. Assist the panel in using a variety of interview and assessment methods, such as hands-on demonstrations, career-technical education technical assessments, National Occupational Competency Testing Institute and other appropriate assessment tools to interview and/or assess the candidate.
5. After the interview and/or assessment process, excuse the candidate for panel deliberation.
6. Facilitate the panel in determining whether the candidate has sufficient work experience and subject knowledge to teach the courses. Specifically, the review panel determines one of the following:
  - a. The equivalency option in the work experience requirement **has** been met. The candidate has sufficient work experience and subject knowledge to teach the subject;
  - b. The equivalency option in the work experience requirement of this standard **has not** been met;
  - c. The equivalency option in the work experience requirement of this standard **has been met but with deficiencies**. The panel then recommends that the candidate follow a licensure plan to address these deficiencies. For example, if a candidate has limited experience working in the field, the panel could recommend that the candidate participate in a job shadowing or internship experience to gain a sense of how technical skills are used in an actual workplace setting.
7. Ask all panel members to sign the [Panel of Experts Review Form—Part 3 AND Part 4](#) before leaving the deliberation room.
  - a. If the panel determines that the equivalency option **has** been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who then may sign the CTE-37.
  - b. If the panel determines that the equivalency option **has not** been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who does not sign the CTE-37. The candidate will no longer be considered for the teaching position.
  - c. If the panel determines that the candidate **has met the equivalency option but with deficiencies**, the panel members list the deficient knowledge and skills on the review form and select three panel business representatives to help the superintendent or designee prepare a licensure plan. The panel members then sign the review form and forward it to the superintendent, who consults with the business representatives in preparing the [licensure plan](#). After the licensure plan is prepared and signed by the superintendent, business representatives and candidate, the superintendent signs the CTE-37.
8. Finish completing the Panel of Experts Review Form and secure the superintendent's signature. The candidate and administrator may then move forward working together to complete the CTE-37 form. *The Panel of Experts Review Form stays on file at the local school district.*

## 2.3 Processing the Initial CTE-37 for Career-Technical Licenses

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



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

1. The school district initiates the CTE-37 in Connected Ohio Records for Educators (CORE). Type the name and other requested information at the top of the form. Select the appropriate license type. Type the requested Teaching Field Code and Teaching Field Name from [Appendix III](#).
2. Provided the [list of approved teacher preparation programs](#), the teacher candidate selects one of these approved programs in Ohio at which to apply. The candidate selects the university on the CTE-37 and then signs and dates the document. Please note that universities may have specific admission requirements for the teacher candidate.
3. The school district's superintendent or designee signs the CTE-37 and includes required information. 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.

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

4. The candidate emails the CTE-37 to the contact person at the selected university in which the candidate plans to take required coursework. The candidate must include all accompanying materials required by the specific university if applicable. If a Panel of Experts determined that a licensure plan is required, the Panel of Experts form must be sent with the CTE-37.

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

If the candidate does not meet the university's entrance requirements, the candidate may choose another university to send the CTE-37. If the CTE-37 is not signed by a university representative, the candidate will not be able to obtain a career-technical teaching license. *The candidate and school district should keep copies of the CTE-37 on file at the school.*

6. Once the candidate receives the CTE-37 signed by a university, the candidate must apply for the appropriate career- technical teaching license. The [CORE Applicant User Manual](#) outlines the specific instructions to complete this application.

NOTE: If the CTE-37 is completed after the summer course or workshop and the candidate was hired in time for the summer course or workshop, the same procedure should be followed. Late hires must then enroll in the first course of the program.

### 3.0 Paths Toward Licensure

Educators may earn licensure for Career-Technical career fields through multiple avenues. The traditional method is to complete a Career-Technical Education Bachelor's degree with licensure at an Ohio university. Universities offering these programs may be found on the [Department of Higher Education website](#). The paths outlined in this section discuss options for educators not pursuing the traditional method.

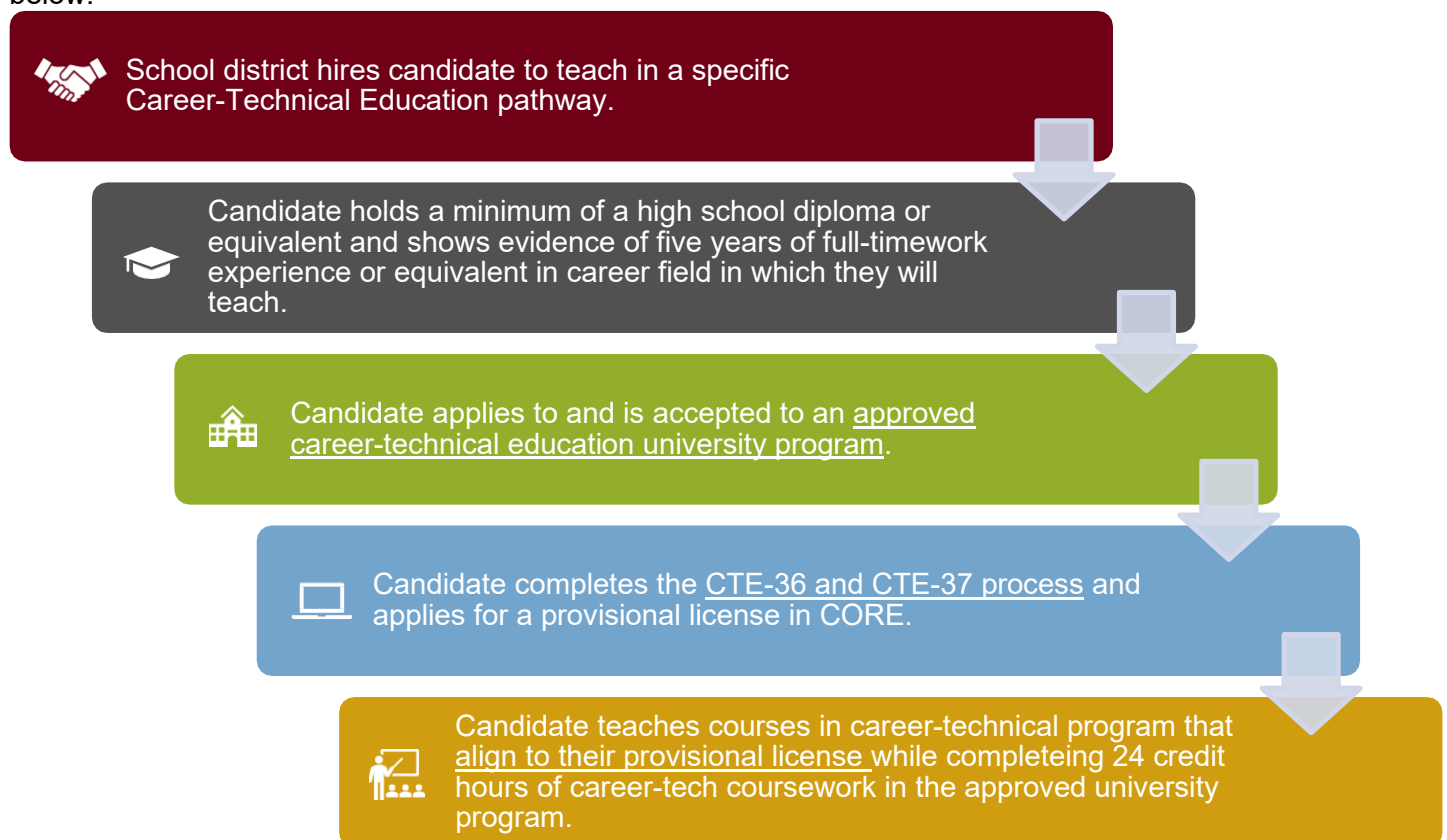
#### 3.1 Provisional License for Career-Technical Workforce Development

The provisional license for Career-Technical Workforce Development is available to individuals with career experience related to the career-technical pathway in which they are hired by a school district to teach. To apply for a provisional license, an individual *must first be hired by a school district* in the subject area designated on the provisional license.

Provisional licenses are available for pathways within in the following CTE career fields:

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

To earn a provisional license, the candidate should work with the hiring school district to complete the steps below.



A provisional license is active for two years. After the two years, the license may be renewed one time if the requirements to advance to a five-year advanced career-technical workforce development license have not yet been met. To renew a two-year provisional license, the teacher must have made adequate progress in the university teacher preparation program, as assessed by the university. The renewal process is outlined in [Section 3.3.1](#).

### 3.2 Supplemental License Options for Current Teachers

Individuals currently holding a valid Ohio teaching license (not a substitute teaching license) may apply for a supplemental license to teach CTE courses. The type of supplemental license to apply for depends on the candidate’s highest level of education and/or the career field or area in which the candidate plans to apply. *To apply for a supplemental license, an individual must first be hired by a school district in the subject area designated on the supplemental license.*

The chart below indicates the differences between the supplemental licenses.

<u>Supplemental License for Career-Technical Workforce Development Programs (3.2.1)</u>	<u>Supplemental License for Career-Technical Education (3.2.2)</u>
<p><b>Career Fields:</b></p> <ul style="list-style-type: none"> <li>• Agricultural and Environmental Systems</li> <li>• Arts and Communication</li> <li>• Business Administration</li> <li>• Construction Technologies</li> <li>• Education and Training</li> <li>• Engineering and Science Technologies</li> <li>• Finance</li> <li>• Government and Public Administration</li> <li>• Health Science</li> <li>• Hospitality and Tourism</li> <li>• Human Services</li> <li>• Information Technology</li> <li>• Law and Public Safety</li> <li>• Manufacturing Technologies</li> <li>• Marketing</li> <li>• Transportation Systems</li> </ul>	<p><b>Career Fields/Subject Areas:</b></p> <ul style="list-style-type: none"> <li>• Agriscience</li> <li>• Business Administration</li> <li>• Family Consumer Science</li> <li>• Marketing</li> <li>• Technology Education</li> </ul>
<p><b>Requirements of Candidate:</b></p> <ol style="list-style-type: none"> <li>1. Hold a valid Ohio resident educator, professional, permanent or five-year advanced career-technical teaching license (the license may not be a substitute teaching license); and</li> <li>2. Show evidence of five years or equivalent of full-time work experience in the career field; and</li> <li>3. Is accepted to complete an approved preservice career-technical education program of 12 semester hours at an <a href="#">approved university</a></li> </ol>	<p><b>Requirements of Candidate:</b></p> <ol style="list-style-type: none"> <li>1. Hold a valid Ohio resident educator, professional, permanent or five-year career-technical teaching license (the license may not be a substitute teaching license); and</li> <li>2. Hold a baccalaureate degree; and</li> <li>3. Pass the content-knowledge test from the list below that is in the related content area:               <ol style="list-style-type: none"> <li>a. Agriscience</li> <li>b. Family Consumer Science</li> <li>c. Integrated Business</li> <li>d. Marketing</li> <li>e. Technology Education</li> </ol> </li> </ol>

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

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



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



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



Candidate applies to and is accepted to an approved career-technical education university program.



Candidate completes the CTE-36 and CTE-37 process and applies for a provisional license in CORE.



Candidate teaches courses in career-technical program that align to their supplemental license while completing 12 credit hours of career-tech coursework in the approved university program.

A supplemental license is active for one year. After one year, this license may be renewed two times if the requirements to advance to a five-year advanced career-technical workforce development license have not yet been met. To renew a one-year supplemental license, the teacher must have completed at least six semester hours in the university teacher preparation program. The renewal process is outlined in [Section 3.3.2](#).

### 3.2.2 Supplemental License for Career-Technical Education

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

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

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

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



School district hires candidate to teach in Agriscience, Family Consumer Science, Integrated Business, Marketing or Technology Education.



Candidate holds a valid Ohio resident educator professional, permanent or five-year advanced career-technical teaching license (not substitute license) and has earned a baccalaureate degree.



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



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



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

A supplemental license is active for one year. After one year, this license may be renewed two times if the requirements to advance to a five-year advanced career-technical workforce development license have not yet been met. The renewal process is outlined in [Section 3.3.3](#).

### 3.3 Renewing a Provisional or Supplemental License

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

#### 3.3.1 Renewing the Initial Provisional License for Career-Technical Workforce Development

A provisional license may be renewed one time. To renew a provisional license, the candidate must have made satisfactory progress in the CTE program, as verified by the university. Visit the [Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License](#) website for renewal information.

To qualify for a renewal, the teacher must complete a [Renewal CTE-37](#) signed by the school district's superintendent or designee. The university should then verify that the teacher is making satisfactory progress in the university career-technical program, check the box for "Renewal of Provisional License" under "Teaching Certificate/License Verification" and sign the CTE-37. The teacher should upload the new CTE-37 with the online provisional renewal application.

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

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

To qualify for a renewal, the teacher must complete a [Renewal CTE-37](#) signed by the school district's superintendent or designee. The university should then verify that the teacher has completed six credit hours

in the university career-technical program, check the box for “Renewal of Supplemental License” under “Teaching Certificate/License Verification” and sign the CTE-37. The teacher should upload the new CTE-37 with the online supplemental renewal application.

### 3.3.3 Renewing the Initial Supplemental License for Career-Technical Education

A supplemental license may be renewed two times. To renew an initial supplemental license, visit the [Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License](#) website for renewal information.

## 3.4 Advancing a Provisional or Supplemental License

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

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

Teachers may apply for Five-Year Advanced Career-Technical Workforce Development License for specific pathways in the following career fields:

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

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

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

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

1. Complete the [Advance/Add Area CTE-37](#).
  - a. Check “Advance 2-Year CTWD License to 5-Year Advanced CTWD Educator License.”
  - b. Sign and date the document.
2. Email the form to the school superintendent.

- a. The superintendent or designee signs the CTE-37 if the teacher has successfully completed the activities in the licensure plan, if applicable, as shown by the teacher’s submitted portfolio.
3. Forward the signed CTE-37 to the university in which the candidate completed the 24-hour career-technical teacher preparation program.
  - a. The university verifies that the teacher successfully completed the career-technical program by signing and returning the completed CTE-37 to the applicant.
4. Apply for the 5-Year Advanced Career-Technical Workforce Development Educator License and upload the CTE-37 in CORE.

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

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

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

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

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

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

1. Complete the [Advance/Add Area CTE-37](#).
  - a. Check “Add Teaching Field to Existing License.”
  - b. Sign and date the document.
2. Email the form to the school superintendent.
  - a. The school district superintendent or designee signs the CTE-37 and returns it to the candidate if the candidate has completed the requirements listed above.
3. Forward the CTE-37, signed by the superintendent, to the university in which the candidate completed the 12-hour career-technical teacher preparation program.
  - a. The university verifies that the teacher has completed the 12-hour teacher preparation program by signing and returning the completed CTE-37 to the candidate.
4. Apply to add the teaching field and upload the CTE-37 in CORE.

### 3.4.2 Advancing the Supplemental License for Career-Technical Education to a Five-Year Advanced Career-Technical Education License

Teachers who hold the supplemental career-technical workforce development license must meet the requirements indicated by the Office of Licensure when the initial license is granted. Additional information regarding advancing the license will also come from the Office of Licensure.

## 3.5 Family and Consumer Sciences




To be hired to teach Family and Consumer Sciences, a candidate must meet **one** of the following requirements:

1. Hold a 4-year Resident Educator Career-Technical Family and Consumer Science License, 5-year Professional Career Technical Family and Consumer Science License, 5-year Professional Vocational Family and Consumer Science License or a Permanent Vocational Family and Consumer Science Certificate
2. Qualify for a Provisional License for Career-Technical Workforce Development in one of the following as outlined in [Section 3.1](#)
  - a. Culinary Arts
  - b. Early Childhood Education
  - c. Hotels and Resorts
3. Qualify for a Supplemental License in Career-Technical Workforce Development in one of the following as outlined in [Section 3.2.1](#)
  - a. Culinary Arts
  - b. Early Childhood Education
  - c. Hotels and Resorts
4. Qualify for a Supplemental Career-Technical Family and Consumer Science License as outlined in [Section 3.2.2](#)
5. Hold a professional or permanent career technical teaching license and add a teaching field

The teaching field/endorsement code for Family and Consumer Science is 090660.

## 3.6 Endorsements

Endorsements may be added to current teaching licenses to allow a teacher to teach additional courses while ensuring funding for those courses. Teachers must complete appropriate requirements to add an endorsement to their license, and some endorsements are limited to specific license types.

The following endorsements may be added to any five-year professional teaching licenses, unless limited by age or grade:		
 <p><a href="#">Career-Based Intervention</a></p>	 <p><a href="#">Transition to Work (limited to intervention specialist license or career-technical license)</a></p>	 <p><a href="#">Career-Technical Worksite Teacher/Coordinator (limited to professional career-technical license)</a></p>

To apply for an endorsement, an individual must meet all of the following criteria:

- Hold a baccalaureate degree
- Be of good moral character
- Successfully complete an approved teacher preparation program in the specific area



NOTE: An endorsement is valid only for teaching the subject or learners named in the endorsement.

### 3.6.1 Applying for an Endorsement

Individuals applying for a Transition to Work or Career-Technical Worksite Teacher/Coordinator endorsement should follow the steps in the [CORE Applicant User Manual](#) to add an endorsement to their current teaching license.

### 3.6.2 Career-Based Intervention

The Career-Based Intervention endorsement requires:

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

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

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

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

## 3.7 Career-Technical Substitute Teaching Licenses

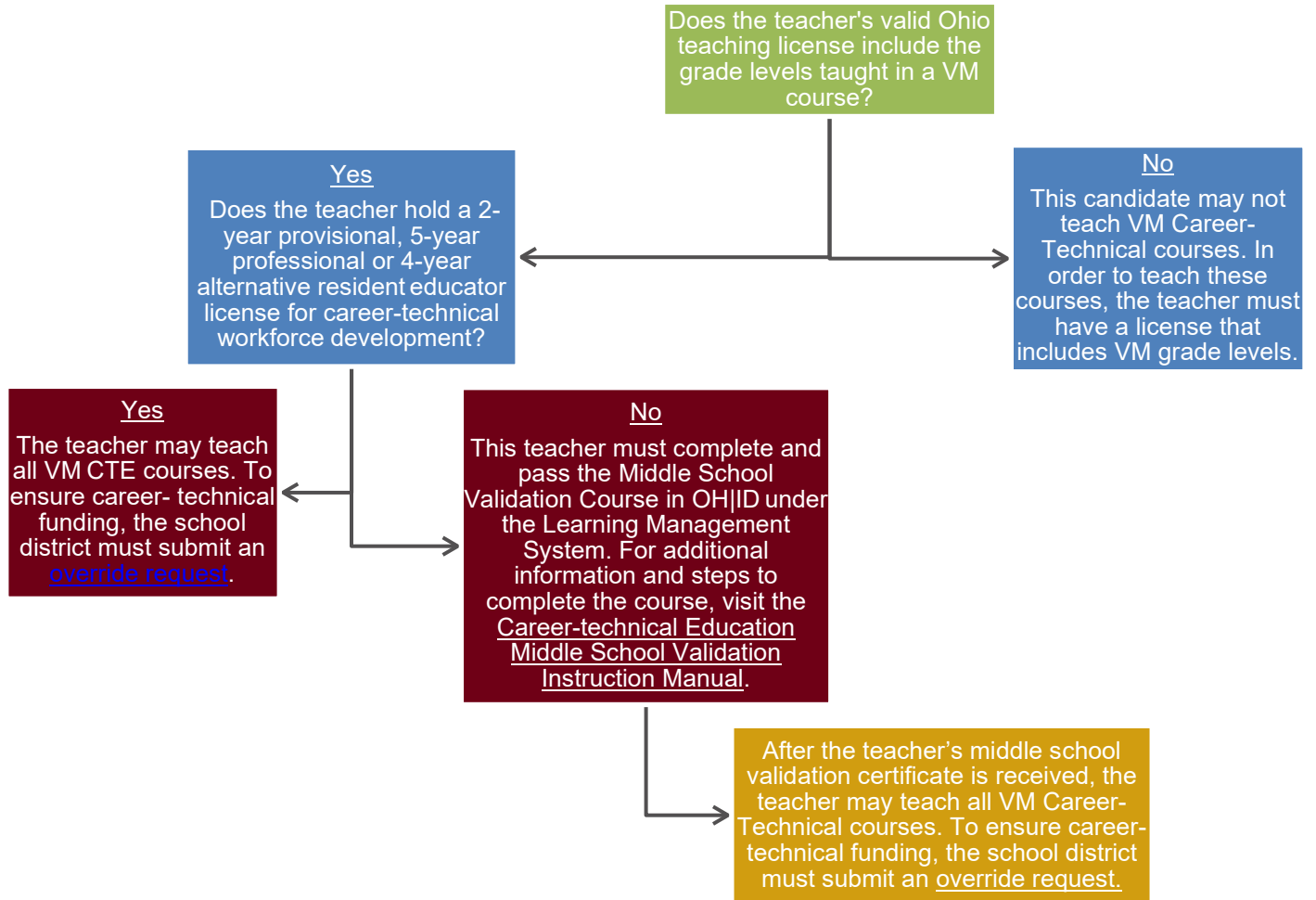
The holder of a Career-technical workforce development education substitute teaching license can teach for an unlimited number of days in the area of licensure. Otherwise, the individual may teach for one full semester in any other career-technical workforce development area subject to the approval of the employing school district's board of education. A district superintendent can ask the board to approve one or more additional semester-long periods. Visit the Ohio Department of Education's [Substitute License](#) webpage for more information.

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

Substitute licenses may be renewed without additional requirements with the recommendation of an Ohio school district superintendent. Visit the Ohio Department of Education's [Substitute License](#) webpage for more information.

## 3.8 Middle School Validation & Overrides

CTE continues to expand into middle school grade levels. There is a process in place to ensure schools have appropriately trained teachers to provide instruction in VM courses to students in grades 7 through 10. The flow chart below indicates the requirements necessary to teach VM courses.

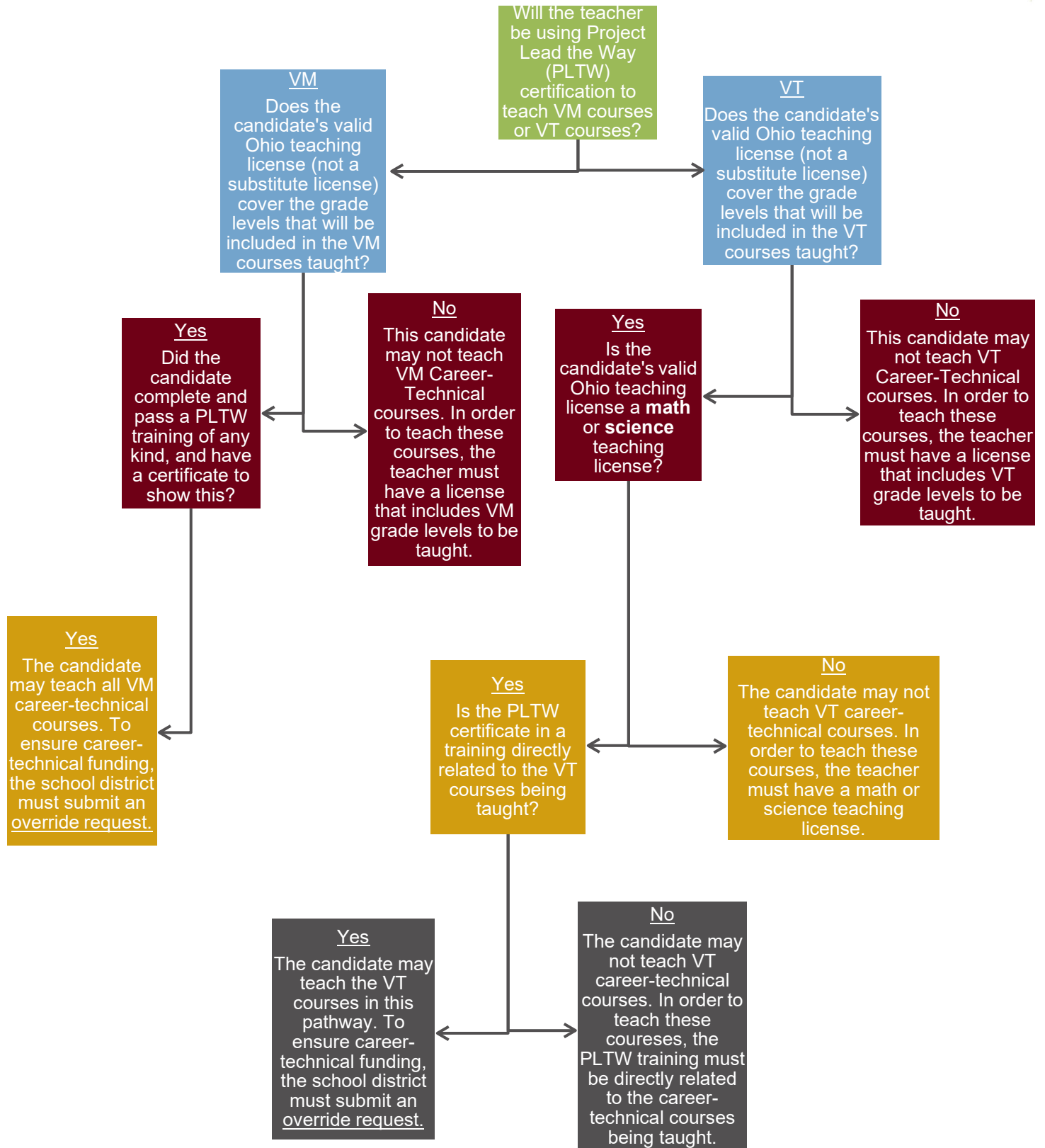


For additional information regarding vendor certification to teach VM courses, please visit the [Career-Technical Education Middle School Validation Instruction Manual](#).

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

### 3.9 Project Lead the Way Overrides

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



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

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

### 3.10 Senior Only 12-Hour Teaching Permit

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

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

Educators may teach only the subject area(s) listed on the temporary permit.

More information about the permit and how to apply for a permit may be found on the [12-Hour and 40-Hour Temporary Teaching Permits page](#) of the Ohio Department of Education website.

### 3.11 Senior Only 40-Hour Industry-Recognized Credential Career-Technical Workforce Development Teaching Permit

The 40-hour teaching permit is a one-year renewable permit. An individual who is deemed to be of good moral character and either holds a baccalaureate degree in the subject area to be taught **or** has significant work experience in that subject area can apply for the permit.

Individuals who hold or have ever held a valid teaching certificate or license are not eligible for the 40-hour permit.

Educators are limited to teaching 40 hours per week in the subject area(s) listed on the permit. This permit is valid only for teaching in an Ohio industry-recognized credential program in the requesting dropout prevention and recovery community school.

More information about the permit and how to apply for a permit may be found on the [12-Hour and 40-Hour Temporary Teaching Permits page](#) of the Ohio Department of Education website.

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

A teacher may add one or more teaching fields (licensure areas) to a career-technical license by following the [CTE-36 and CTE-37 process](#).

Through this process, the superintendent verifies the work experience or equivalent, prepares and signs the CTE-37 and emails it to an [approved university](#) where the candidate plans to complete coursework. The candidate also signs the CTE-37.

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

## 5.0 Adult Workforce Education

Visit the [Adult Education Permit page](#) of the Ohio Department of Education website.

## 6.0 Out-of-State Applicants

Information for out-of-state applicants is available on the [Out-of-State Educator License page](#) of the Ohio Department of Education website.

## 7.0 Industry Credential Only Programs

Industry Credential Only programs can have a teacher of record who holds any valid permanent teaching license. It is recommended that the teacher also hold the industry credential(s) or a related advanced credential.

## Appendix I

Two sets of requirements must be met for an applicant to meet the work experience requirement in the standard. The first set of requirements appears in the table below. Candidates must have the work experience requirement that aligns with their educational background. If they do not have the minimum work experience, the Panel of Experts procedure should be followed. The second set of requirements appears in Appendix II.

### Work experience requirements

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

## Appendix II

Two sets of requirements must be met for an applicant to meet the work experience requirement in the standard. The second set of requirements, according to career field or program, appears in the table below. The first set of requirements appeared in Appendix I.

**Table 2**

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

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

### Agricultural and Environmental Systems

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

### Arts and Communication

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

**Business and Administrative Services**

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



		<ul style="list-style-type: none"> <li>Professional in Human Resources</li> <li>Project Management Professional</li> </ul>
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### Construction Technologies

Licensure Area/Teaching Field	Requirements	Recommendations/Additional Information
Heavy Equipment CW 171003	<ul style="list-style-type: none"> <li>Must meet industry qualifications to operate and train on equipment.</li> </ul>	
Air Conditioning/ Heating CW 170100		
Carpentry CW 171001		<ul style="list-style-type: none"> <li>National Center for Construction Education and Research (NCCER)</li> <li>Apprenticeship</li> <li>Do not approve a cabinetmaker. Use caution with a person doing only remodeling.</li> </ul>
Electrical Trades CW 171002	<ul style="list-style-type: none"> <li>Meets local requirements to do electrical work.</li> <li>Must be knowledgeable of current National Electrical Codes</li> </ul>	<ul style="list-style-type: none"> <li>National Center for Construction Education and Research (NCCER)</li> <li>Apprenticeship</li> </ul>
Masonry CW 171004		<ul style="list-style-type: none"> <li>National Center for Construction Education and Research (NCCER)</li> <li>Apprenticeship</li> </ul>
Interior Design Applications CW 171005		
Plumbing and Pipefitting CW 171007	<ul style="list-style-type: none"> <li>Meets local requirements to do plumbing.</li> </ul>	<ul style="list-style-type: none"> <li>National Center for Construction Education and Research (NCCER)</li> <li>Apprenticeship</li> </ul>
Building & Property Maintenance CW 171011	<ul style="list-style-type: none"> <li>Meets local requirements for plumbing/electrical if part of program.</li> <li>Limit program to areas of training and/or work experience.</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship</li> </ul>
Building Technology CW 171017	<ul style="list-style-type: none"> <li>Meets local requirements for plumbing/electrical if part of program.</li> <li>Limit program to areas of training and/or work experience.</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship</li> </ul>
Custodial Services CW 171100		
Millwork and Cabinet Making CW 173601		

**Education and Training**

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

**Engineering and Science Technologies**

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

**Family and Consumer Sciences**

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

**Finance**

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

**Government and Public Administration**

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

**Health Science**

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information
Dental Assisting CW 070101	<ul style="list-style-type: none"> <li>• Laboratory, preclinical and clinical faculty must hold a current Certified Dental Assistant by the Dental Assisting National Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Dental Assistant Radiographer's Certificate by the Dental Assisting National Board</li> </ul>
Dental Laboratory Technology CW 070103	<ul style="list-style-type: none"> <li>• Current Certified Dental Technician issued by National Board for Certification in Dental Laboratory Technology.</li> </ul>	
Medical Laboratory Assisting CW 070203	<ul style="list-style-type: none"> <li>• Current Registration by the American Society of Clinical Pathologists as a medical technologist or medical lab tech</li> <li>OR</li> <li>• Current Registration by National Credentialing Agency for Laboratory Personnel</li> </ul>	
Phlebotomy CW 070204	<ul style="list-style-type: none"> <li>• Current Certified Phlebotomist by the National Credentialing Agency for Laboratory Personnel</li> <li>OR</li> <li>• Current American Society of Phlebotomy Technician</li> </ul>	

<p>Practical Nurse CW 070302</p>	<ul style="list-style-type: none"> <li>• A baccalaureate degree in nursing.</li> <li>• Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Ohio Administrative Code.</li> <li>• Current, valid licensure as a registered nurse in Ohio</li> <li>• Experience for at least two years in the practice of nursing as a registered nurse</li> <li>• Any additional requirements specified in 4723- 5-11 of the Ohio Administrative Code.</li> </ul>	
<p>Nurse Assisting CW 070303</p>	<ul style="list-style-type: none"> <li>• Current, valid licensure as a registered nurse or licensed practical nurse in Ohio.</li> <li>• All other requirements specified in 3701-18-09 (E) of the Ohio Administrative Code.</li> <li>• Registered nurses shall have a minimum of two years of experience in caring for the elderly or chronically ill of any age.</li> <li>• Licensed practical nurses shall have a minimum of two years of experience in caring for the elderly or chronically ill of any age obtained through employment in a long-term care facility.</li> <li>• Refer to OAC 3701-18-09(E)(2) for experience specifics.</li> </ul>	
<p>Surgical Technology CW 070305</p>	<ul style="list-style-type: none"> <li>• Current Certified Surgical Technician by the National Board of Surgical Technology and Surgical Assisting OR</li> <li>• Current Certified Operating Room Nurse by Association of Operative Registered Nurses</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with minimum 30 semester hours in technical area related to program content.</li> </ul>
<p>Home Health Aide CW 070307</p>	<ul style="list-style-type: none"> <li>• Current, valid licensure as a registered nurse in Ohio</li> <li>• Must meet the qualifications established by the National Home Caring Council (NHAC), a division of the Foundation for Hospice and Homecare.</li> </ul>	

<p>Fitness Aide/Athletic Trainer Assisting CW 070410</p>	<ul style="list-style-type: none"> <li>• Current Certified Strength and Fitness Specialist OR</li> <li>• Current Licensed Physical Therapist OR</li> <li>• Current Physical Therapy Assistant OR</li> <li>• Licensed Athletic Trainer</li> </ul>	<ul style="list-style-type: none"> <li>• Baccalaureate degree with a major in:             <ul style="list-style-type: none"> <li>▪ Sports medicine;</li> <li>▪ Exercise physiology;</li> <li>▪ Physical education;</li> <li>▪ Health education; or</li> <li>▪ Athletic training.</li> </ul> </li> <li>• Equivalent area of study must have 30 semester hours in a technical area related to program content.</li> </ul>
<p>Optometric Occupations CW 070603</p>	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Current Certified Ophthalmic Technician</li> <li>• Current Certified Optician</li> <li>• Current Ophthalmic Medical Technologist</li> <li>• Current Licensed Optometrist</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
<p>Medical Assisting CW 070904</p>	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Current Certified Medical Assistant issued by American Association of Medical Assistants</li> <li>• Registered Medical Assistant issued by the American Medical Technologists</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
<p>Community Health Aide CW 070906</p>	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Physician Assistant</li> <li>• Licensed social worker</li> <li>• Doctor</li> <li>• Counselor</li> <li>• Pharmacist</li> <li>Etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
<p>Pharmacy Assisting CW 070912</p>	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Current Certified Pharmacy Technician by Pharmacy Technician</li> <li>• Licensed pharmacist</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
<p>Health Unit Coordinator CW 070913</p>		
<p>Patient Care Technician CW 070994</p>	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Current Certified Patient Care Technician by national credentialing agency</li> <li>• Current Registered Nurse</li> <li>• Other licensed medical personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
<p>Diagnostic Pathway CW 074820</p>		
<p>Therapeutic Pathway CW 074830</p>		
<p>Health Support Services CW 074840</p>		<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
<p>Biotechnology CW 074850</p>	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> <li>• Medical Lab Technician</li> <li>• Medical Technologist</li> <li>• Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>

Health Informatics CW 074890	Current certification or license in ONE of: <ul style="list-style-type: none"> <li>• Certified Medical Assistant</li> <li>• Registered Medical Assistant</li> <li>• Registered Nurse</li> <li>• Certified Health Unit Coordinator</li> <li>• Registered Health Information Technician</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or technical degree with a minimum of 30 semester hours in a technical area related to program content.</li> </ul>
PN Coordinator CW 079950	<ul style="list-style-type: none"> <li>• A master's degree (see other information)</li> <li>• Current, valid licensure as a registered nurse in Ohio</li> <li>• Any additional requirements specified in 4723- 5-11 of the Ohio Administrative Code.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**Hospitality and Tourism**

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

**Human Services**

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

**Information Technology**

Licensure Area/Teaching Field	Requirements	Recommendations/ Additional Information

Business & Information Services CW 140200		<ul style="list-style-type: none"> <li>• A wide range of third party and vendor-based IT certifications can be a valuable source of information.</li> </ul>
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**Law and Public Safety and Public Safety**

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

Private Security CW 172808	<ul style="list-style-type: none"> <li>• Current Ohio Peace Officer Basic Training Program approved by the Ohio Peace Officer Training Commission or equivalent.</li> <li>• Current OPOTA Private Security Instructor Certification if offering Private Security Certification.</li> <li>• Current Instructor Cards for any other specialty certifications instructed (TASER, MACE, ASP, etc.).</li> </ul>	<p>Associate degree or higher in criminal justice, law enforcement or related field.</p> <ul style="list-style-type: none"> <li>• An individual having served as a private security training school commander as identified by the Ohio Peace Officer Training Commission is preferred.</li> </ul>
Fundamentals of Public Safety CW 172809		
Career Paths for the Law Profession CW 172810	<ul style="list-style-type: none"> <li>• Associate degree in paralegal studies (minimum).</li> </ul>	
Emergency Medical Technician— Secondary CW 172811	<ul style="list-style-type: none"> <li>• Current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant.</li> <li>• In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant.</li> <li>• Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider within the preceding three years.</li> <li>• Has passed the practical examination for the individual's level of certification within the preceding three years.</li> <li>• Has successfully completed an EMS instructor training program as set forth in this chapter.</li> <li>• Has passed the instructional methods examination established by the board pursuant to section 4765.11 of Ohio Revised Code within one year of completion of all other components of the EMS instructor training program, except as provided in 4765-18-13 of the Ohio Administrative Code. Failure to pass this examination within three attempts will require completion of a new EMS instructor training program.</li> <li>• Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Ohio Administrative Code.</li> <li>• Must meet or complete all other requirements per OAC 4765-18-05.</li> </ul>	

**Manufacturing Technologies**

Licensure Area/Teaching Field	Requirements	Recommendations/Additional Information
Appliance Repair CW 170200		



Manufacturing Operations CW 170380		<ul style="list-style-type: none"> <li>• ISO</li> <li>• Experience with EPA and OSHA standards</li> </ul>
Automation & Robotics CW 170375		
Industrial Maintenance & Repair CW 171012		
Drafting Occupations CW 171300	<ul style="list-style-type: none"> <li>• Must have experience with drafting conventions and dimensioning practices in mechanical and architectural areas.</li> <li>• Must demonstrate proficiency in the use of various computer hardware and software systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended experience with 2D and 3D.</li> </ul>
Electronics CW 171503		
Precision Machining CW 172302		<ul style="list-style-type: none"> <li>• National Institute of Metalworking Skills (NIMS)</li> </ul>
Manufacturing Occupations CW 172303		
Welding and Cutting CW 172306		<ul style="list-style-type: none"> <li>• American Welding Society (AWS)</li> <li>• Certified Welder or Certified Welding Inspector</li> <li>• National Center for Construction Education and Research (NCCER)</li> </ul>

**Marketing**

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

### Transportation Systems

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

## Appendix III

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

**Agriculture**

010200 Agribusiness  
 012100 Agricultural Biotechnology  
 010300 Agricultural Industrial  
     Equipment  
 010101 Animal Production  
 010131 Equine Science  
 010400 Food Science  
 010500 Horticulture  
 010600 Natural Resources  
 010104 Production Agriculture  
 010191 Zoo Animal Production Care

**Arts and Communication**

170700 Commercial Art Occupations  
 070900 Commercial Photography  
     Occupation  
 040115 Entertainment Marketing  
 071900 Graphic Occupations  
 140240 Interactive Media  
 340125 Media Arts  
 340130 Performing Arts  
 340100 Visual Design and Imaging

**Business & Administrative Services**

140300 Administrative Office Technology  
 140800 Business Administration &  
     Management  
 140350 Legal Office Management  
 040830 Marketing Technology  
 140370 Medical Office Management  
 140230 Programming/Software  
     Development  
 040840 Sports Marketing

**Construction Technology**

170100 Air conditioning/Heating  
 171011 Building & Property Maintenance  
 171017 Building Technology  
 171001 Carpentry  
 171805 Construction – Design & Build  
 171806 Construction - Management  
 171100 Custodial Services  
 179960 Diversified Cooperative Training  
 171002 Electrical Trades  
 171003 Heavy Equipment (Construction)  
 171005 Interior Design Applications  
 171004 Masonry  
 173601 Millwork & Cabinet Making  
 171007 Plumbing & Pipefitting

**Education and Training**

090201 Early Childhood Education & Care

**Engineering and Science Technology**

170600 Business Machine Maintenance  
 172000 Chemical Laboratory Assisting  
 171650 Energy Science  
 171801 Engineering Technology  
 171807 Engineering Technologies – Design  
 171808 Engineering Tech–Processes  
 171809 Engineering Tech  
     –Products/Services  
 172304 Heavy Metals Fabrication  
 172004 Industrial Laboratory Assisting  
 171802 Manufacturing Engineering  
     Technology  
 171403 Motor Repair  
 172700 Plastics Occupations  
 171402 Power Transmission  
 172305 Sheet Metal Fabrication  
 171504 Telecommunications  
 172307 Tool & Die Making

**Finance**

140100 Accounting

**Government and Public Administration**

360224 Government & Public  
     Administration

**Health Science**

074850 Biotechnology  
 070906 Community Health Aide  
 070101 Dental Assisting  
 070103 Dental Laboratory Technology  
 079960 DCHO Coordinator  
 074820 Diagnostic Pathway  
 070998 Diversified Health Occupations  
     (DHO)

070410 Fitness Aide/Athletic Trainer  
     Assisting

074840 Health Support Systems  
 070913 Health Unit Coordinator  
 070307 Home Health Aide  
 070904 Medical Assisting  
 070203 Medical Lab Assisting  
 070303 Nurse Assisting  
 070603 Optometric Occupations  
 070994 Patient Care Technician  
 070912 Pharmacy Assisting  
 070204 Phlebotomy  
 070302 Practical (Vocational) Nurse  
 079950 Practical Nurse Coordinator  
 070305 Surgical Technology  
 074820 Tech Prep Diagnostic Cluster  
 074890 Health Informatics  
 074830 Tech Prep Therapeutic Cluster

**Hospitality and Tourism**

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

**Human Services**

172601 Barbering  
 172602 Cosmetology  
 172610 Family & Community Services  
 600010 Transition to Work (JTC)

**Information and Technology**

140200 Business & Information Services  
 171505 Computer Network Technician  
 140210 Information Services & Support  
 140220 Network Systems  
 160610 Technology Education

**Law and Public Safety**

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

**Manufacturing Technologies**

171503 Electronics  
 171012 Industrial Maintenance & Repair  
 172303 Manufacturing Occupations  
 170380 Manufacturing Operations  
 172302 Precision Machining  
 172306 Welding and Cutting

**Marketing Education**

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

**Transportation Systems**

170302 Auto Technology  
 170400 Aviation Occupations  
 170403 Ground Operations  
 171200 Medium/Heavy Truck Technician  
 173100 Power Equipment Technology  
 170802 Marine Maintenance  
 170801 Maritime Occupations

