

Evaluation for secondary CTE Director credential/endorsement

Name _____

Date _____

Option I: For candidates who currently hold a valid CTE credential. If applicant does not currently possess a valid CTE credential, see Option II.

Requirements for a Professional CTE authorization/endorsement:

To be issued a professional CTE credential applicants must meet the requirements below

Section #1: 20 semester hours (sh) of coursework from a regionally accredited institution in the areas listed below.

Coursework must be verified on an official transcript.

- A minimum of 3 sh of coursework in each of the areas listed below

Content related coursework (20 sh)*	Related coursework	Semester hours (sh)
a) Administrative strategies for CTE programs		
b) Philosophy/organization of workforce education		
c) Internship (under the supervision of a credentialed CTE director) (1 credit of this internship may be earned through participation in the LITE program)		
d) School leadership, supervision and evaluation		
e) School finance/resource management		
f) Educational reform/policy/law		
Total semester hours		

*A total of six semester hours may be earned through verified related work experience (40 hours: 1 semester hour) and/or professional development (15 hours: 1 semester hour) within the last 7 years. If an applicant uses work experience to meet coursework requirements that same work experience may not be used to meet requirements in other sections.

Section #2: 6,000 hours of verified occupational experience

6,000 hours experience in a CTE role (instructor, specialist, counselor and/or administrator) or in another educational administrative capacity within the past seven (7) years.	
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Initial CTE Authorization (For applicants not meeting professional requirements)

Applicant must meet the requirements below to receive an Initial CTE Authorization in this area and is allowed three years to fulfill the professional authorization requirements:

1. 10 semester hours of related college coursework (refer to section #1 above)
2. 6000 hours of verified occupational experience hours (refer to section #2 above)

Please be advised that the Initial CTE Authorization cannot be renewed. In order to move from an initial authorization to a professional authorization you will be assigned:

1. Additional 10 semester hours of content related coursework to reach the required 24 hours if the applicant is missing hours,

The applicant has three years to meet these requirements and submit all documentation to CDE with a new application for a professional endorsement.

Option II: For applicants who do not currently possess a valid CTE credential. Applicants who hold a valid CTE credential, see Option I.

Requirements for a Professional CTE authorization/endorsement:

To be issued a professional CTE credential applicants must meet the requirements below

Section #1: Current, valid principal or superintendent license

Section #2: 7 semester hours (sh) of coursework from a regionally accredited institution in the each of areas listed below.

Coursework must be verified on an official transcript.

Content related coursework (7 sh)*	Related coursework	Semester hours (sh)
Administrative strategies for CTE programs (3 sh)		
Philosophy/organization of workforce education (3 sh)		
Internship (under the supervision of a credentialed CTE director) (this internship may be completed through participation in the LITE program) (1 sh)		
Total semester hours		

*A total of three semester hours may be earned through verified related work experience (40 hours: 1 semester hour) and/or professional development (15 hours: 1 semester hour) within the last 7 years. If an applicant uses work experience to meet coursework requirements that same work experience may not be used to meet requirements in other sections.

Section #2: 6,000 hours of verified occupational experience

6,000 hours experience in a CTE role (instructor, specialist, counselor and/or administrator) or in another educational administrative capacity within the past seven (7) years.	
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Initial CTE Authorization (For applicants not meeting professional requirements)

Applicant must meet the requirements below to receive an Initial CTE Authorization in this area and is allowed three years to fulfill the professional authorization requirements:

- Current, valid principal or superintendent license
- 6000 hours of verified occupational experience hours (refer to section #2 above)

Please be advised that the Initial CTE Authorization cannot be renewed. In order to move from an initial authorization to a professional authorization you will be assigned:

- Additional 7 semester hours of content related coursework to reach the required 7 hours if the applicant is missing content.

The applicant has three years to meet these requirements and submit all documentation to CDE with a new application for a professional endorsement.