

Evaluation for secondary CTE Hospitality & Tourism credential/endorsement

Name _____

Date _____

Requirements for a Professional CTE authorization/endorsement:

To be issued a professional CTE credential applicants must meet the requirements in sections # 1, # 2, and #3.

Section #1: 24 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 is required in "Food safety and sanitation" and five (5) additional of the ten (10) areas listed.

Content related coursework (24 sh)*	Related coursework	Semester hours (sh)
a) Food principles & preparation		
b) Nutrition		
c) Chemistry		
d) Purchasing and/or accounting		
e) Food service operations		
f) Food safety and sanitation		
g) Hospitality industry		
h) Hospitality law		
i) Hospitality sales		
j) Economics		
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.

**Applicants who include a valid current state or national industry license or certification for the appropriate skill or trade area may have the coursework waived by the Colorado Department of Education.

Section #2: 2,000 or 4,000 hours of verified occupational experience

<p><u>Associate degree or higher:</u> A.) 2,000 hours of related occupational experience (verified using the occupation experience form in the application) within the last seven years <div style="text-align: center;">OR</div> B.) Three (3) years full-time teaching experience in this content area within the last seven years (full-time is defined as more than ½ of a teaching load is dedicated to teaching in the content area).</p> <p><u>Less than Associate degree:</u> A.) 4,000 hours of related occupational experience (verified using the occupational experience form in the application) within the last seven years <div style="text-align: center;">OR</div> B.) Three years full-time teaching experience in this content area within the last seven years (full-time is defined as more than ½ of a teaching load is dedicated to teaching in the content area).</p>	
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Section #3: CTE Coursework as assigned from the initial credential below.

Section #4: For licensure applicants only, meet Colorado testing requirements for licensure.

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. 18 semester hours of related college coursework (refer to section #1 above)
2. 50% 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 6 semester hours of content related coursework to reach the required 24 hours if the applicant is missing hours,
2. Either 4 semester hours of CTE related coursework for licensure applicants or 6 semester hours of TAP for authorization applicants (see section #3 below),
3. Any additional occupational experience required to meet the 2,000 or 4,000 hour requirement,
4. Meet Colorado testing requirements for licensure for licensure applicants.

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

Section #3: Coursework to be assigned when initial CTE authorization is issued. Applicant has three years to complete the assigned coursework requirements. Coursework can be completed through approved courses only and must be documented on a college transcript. A list of approved courses can be found at: http://www.coloradostateplan.com/cred_requirements.htm

Authorization Path
For applicants who have not completed an approved teacher education program

CTE Teacher Authorization Program coursework (6 semester hours)	Semester hours
a) Orientation & assessment of new CTE teachers/teaching strategies (2 sh)	
b) Classroom management/creating a positive learning environment/safety & liability (1 sh)	
c) Communication strategies/career advisement/facilitating CTE leadership activities (1 sh)	
d) Practicum (40 hours mentor oversight/evaluation) (1 sh)	
e) Portfolio/professional growth plan development (1 sh)	
Total Semester Hours	

OR

Licensure Path
For applicants who have completed an approved teacher education program at a regionally accredited university

Licensure Path CTE coursework (4 semester hours)	Semester hours
a) CTE philosophy, operation and management (2sh)	
(b) Student organization/leadership development and building industry partnerships (2sh)	
Total Semester Hours	

*Licensure vs Authorization, What's the Difference?

All secondary instructors in Colorado are required to have either a license or authorization to teach. Schools districts vary in their requirements. Some districts require all instructors to be licensed while others accept those with either a license or authorization. **Licensure** requires the completion of an approved educator preparation program or alternative teacher licensing program. In addition, licensure applicants must also provide evidence of a passing score for their [content area assessment](#).

In 1991, the state legislature created an **Authorization** option for instructors in specialty areas not meeting the licensure requirements. The authorization requires the applicant to meet the credentialing/endorsement criteria which does not include content area exam or completion of an approved educator preparation program. Applicants will need to determine which path is appropriate to their specific case and submit either the Initial CTE Authorization Application or Initial Licensure Application.