

# CTE Professional Growth Plan - Olympic College



**This document must be completed and signed off before the teacher candidate is admitted into the CTE Teacher Preparation Program.**

Teacher Candidate Name:	CTE Program Area: <input type="checkbox"/> Agriculture <input type="checkbox"/> Business & Marketing <input type="checkbox"/> Health & Human Services <input type="checkbox"/> Skills & Technology <input type="checkbox"/> Family & Consumer Science <input type="checkbox"/> STEM
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V-Codes for Initial Certification:	Date:
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**This plan is intended to outline procedures and timelines for you to meet requirements for the Initial CTE Certification and is a condition of employment required by state law. (WAC 181-77-014)**

**Requirements for the Initial CTE Certification are:**

- 6,000 hours of related occupational experience
- Completion a CTE Teacher Preparation Program

<b>Step 1</b>  Verification Of Occupational Experience	<p><b>6,000 occupational hours are required for CTE endorsement/certification</b></p> <p><input type="checkbox"/> Complete Form 4075V- Employer Verification Form - 6000 hours of industry experience other than teaching must be verified for most CTE programs.</p> <p><input type="checkbox"/> May use 4000 hours of teaching experience towards the 6000 needed for Biomedical, Biotechnology, <b>and STEM teachers (Certificate #V141000) may use all 6000</b> hours of teaching experience. Complete Form 4075H Verification of Teaching Experience</p> <p><input type="checkbox"/> Other (explain) _____</p> <p>If you can <b>not</b> verify 6000 hours of occupational experience, how do you plan to meet this requirement to become certified/endorsed:</p> <p>Timeline:</p>
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<b>Step 2</b>  Verification of Basic Skills or Board Certified Teacher	<p>Teacher candidates <b>must</b> provide proof of Basic Skills attainment. A passing score is not required, simply evidence of taking one of the following tests in the areas of reading, writing, and mathematics. Check the test you took and provide documentation.</p> <p> <input type="checkbox"/> WEST-B                      <input type="checkbox"/> ACT                      <input type="checkbox"/> SAT  <input type="checkbox"/> Board Certified                 </p>
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*\*Note: ALL NEW CTE employees must develop state required competencies in the following areas within 60 days of being hired (WAC 181-77-014) therefore, these courses are mandatory:*

Course	Date Planned	Date Completed	Waived
Intro to Career Technical Education-Teacher Preparation Program			
Instructional Strategies -- Introduction			
Course Organization & Curriculum Development			
Student Leadership/Development			
CTE - History and Philosophy			
Occupational Analysis and Skills Standards			
School Law			
Diversity—CTE Classroom			
Safety-- CTE Classroom			
Child Abuse Issues			
Using Technology—CTE Classroom			
Field Experience			
Culminating Project--CTE			
Work Based Learning-Coordination Techniques			

**Step 3**  
 Develop a plan to complete the required courses for certification or endorsement.

**Timeline:**  
 Two years

Course Waiver Request Submitted. **Date:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

List courses waived here:

Field Experience: Two documents required:

Rubric sign off with CTE Director – Date: \_\_\_\_\_

Current teacher evaluation sent to Olympic College – Date: \_\_\_\_\_

<p><b>Step 4</b></p> <p><b>Fingerprints and background check</b></p>	<p><b>Fingerprint and background checks are required by Washington state law for CTE teachers.</b></p> <p><input type="checkbox"/> Has been fingerprinted. Provide documentation.</p> <p><input type="checkbox"/> Complete a background check. Download the <a href="#">Request for Background Check Results</a> and follow the instructions.</p>
<p><b>Step 5</b></p> <p><b>First Aid &amp; CPR</b></p>	<p><b>All CTE teachers must have current First AID and CPR certifications.</b></p> <p><input type="checkbox"/> Holds a current First AID certification. Provide documentation.</p> <p><input type="checkbox"/> Holds a current CPR/AED certification. Provide documentation.</p> <p>If you do <b>not</b> have First Aid and CPR certifications, what is your plan to meet the requirement for Step 4.</p> <p>Timeline:</p>
<p><b>Step 6</b></p> <p><b>CTE Mentor</b></p>	<p><b>Mentor</b></p> <p>Please identify a person you can go to for advice on CTE matters.</p> <p>Name of mentor:</p>

I understand that satisfactory completion of this document, the attachments and sign off will allow me to be accepted as a candidate in the Olympic College Career Technical Education Teacher Preparation program

\_\_\_\_\_  
Educator

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Director or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Olympic College Program Manager  
CTE Teacher Preparation Program

\_\_\_\_\_  
Date