

Olympic College

CTE Teacher Preparation Program Guide



Continuing
EDUCATION

Teacher Candidate Program Guide

Table of Contents

Bring your experience into the CTE classroom.....	2
What is an Educator Preparation Program (EPP)?	2
Why Choose Olympic College for Your CTE Certification?.....	2
What Are the Experience Requirements?.....	2
Your Next Step	3
Program Information.....	3
Course Information.....	4
Course Descriptions	5
Required Courses	5
Waivable Courses	7
Ready to Get Started?	8

Contact: Mo Anduiza, Program Manager, manduiza@olympic.edu
or TeacherCTECert@olympic.edu • 360-475-7807

Bring your experience into the CTE classroom.

Career and Technical Education (CTE) connects students with real-world skills, career pathways, and future opportunities—starting as early as middle school. Taught in grades 7–12, CTE programs help students explore industries like health sciences, business, engineering, trades, IT, and more while building academic and life skills that set them up for long-term success.

CTE teachers bring valuable, hands-on experience from their own careers, helping students connect classroom learning to real-world applications. To teach CTE in Washington State public schools, you need to earn a CTE teaching certificate or endorsement. That’s where we come in.

What is an Educator Preparation Program (EPP)?

Olympic College’s Plan 2 CTE Teacher Preparation Program is designed for two kinds of aspiring educators:

- **Experienced professionals** who want to transition from industry into the classroom.
- **Current teachers** looking to add a CTE endorsement to their certification.

Our program equips you with the knowledge, tools, and confidence to thrive as a CTE teacher, whether you're new to teaching or building on your existing credentials.

Why Choose Olympic College for Your CTE Certification?

We offer a practical, affordable, and flexible pathway into CTE teaching:

- **Built for working adults.** Most courses are fully online and offered twice a year. Two courses may require in-person attendance—but many current teachers have the experience and education to waive those courses, along with five other courses.
- **“Quick Jump” summer session.** Complete four of the required courses via Zoom in late June, with coursework due by August.
- **Expert instructors.** Our faculty includes current and former CTE Directors & teachers with decades of experience in education and industry.
- **Relevant, hands-on learning.** Course content stays up to date with current trends and needs in CTE classrooms.
- **Affordable tuition.** The program costs around \$4,000 total, with no expensive textbooks.

What Are the Experience Requirements?

To enter the program, most applicants need at least **6,000 hours** of work experience in their field within the past 10 years. Some teaching experience may count in certain fields. We’ll help you assess your eligibility and guide you through the process in your first class, Introduction to CTE Teacher Education.

Your Next Step

Olympic College's CTE Teacher Prep Program has been a trusted path for educators and professionals alike since 2012. We're proud to support the next generation of CTE teachers—people like you—who are ready to bring real-world knowledge into the classroom and make a lasting impact on students.

Program Information

Our CTE Plan 2 program consists of 14 courses, 7 required and 7 waivable. Olympic College is one of only four colleges in Washington state approved by the Professional Educator Standards Board (PESB).

Any individual may enroll in our courses and earn clock hours. These courses can contribute to independent professional development. To be admitted into the program as a teacher candidate, individuals should meet the following requirements:

- Be at least 18 years of age.
- Complete external testing requirements as set by PESB. Visit [PESB.wa.gov](https://www.pesb.wa.gov) and search for “basic skills assessment” or [click here for more information](#) on the testing requirements.
- Successfully complete CNCTE 04: Introduction to CTE Teacher Education.
- Submit a comprehensive Professional Growth Plan (PGP) that outlines 6000 hours of occupational experience, “V” codes, a strategy for completing required courses or obtaining waivers, and the selection of a mentor. This is all covered in CNCTE 04.

Course Information

Course #	Course	Format	Clock Hrs	Cost	Required
CNCTE 04	Introduction to CTE Teacher Education	Online Scheduled (OS)	6 hours	\$69	Yes
CNCTE 05	Instructional Strategies - Introduction	Hybrid (HY)	30 hours	\$399	
CNCTE 06	Course Organization and Curriculum Development	Online Scheduled (OS)	30 hours	\$399	
CNCTE 07	Student Leadership/Development	Online Scheduled (OS)	30 hours	\$399	Yes
CNCTE 08	CTE History and Philosophy	Online Scheduled (OS)	30 hours	\$399	Yes
CNCTE 09	Occupational Analysis and Skills Standards	Online Scheduled (OS)	20 hours	\$299	Yes
CNCTE 11	Safety - CTE Classroom	Online Scheduled (OS)	10 hours	\$149	Yes
CNCTE 10	School Law	Online Asynchronous (OA)	30 hours	\$399	
CNCTE 17	Diversity - CTE Classroom	Online Scheduled (OS)	30 hours	\$399	
CNCTE 12	Child Abuse Issues	Online Asynchronous (OA)	10 hours	\$149	
CNCTE 13	Using Technology - CTE Classroom	Hybrid (HY)	10 hours	\$149	
CNCTE 14	Field Experience	Individualized Instruction (IS)	60 hours	\$399	
CNCTE 15	Culminating Project - CTE	Individualized Instruction (IS)	6 hours	\$69	Yes
CNCTE 16	Work-Based Learning (required as of Jan 2024, as recommended by the PEAB)	Online Asynchronous (OA)	30 hours	\$399	Yes

Estimated 2025-26 cost for all classes \$4076. Estimated 2025-26 cost for required classes \$1783

Course Descriptions

Required Courses

CNCTE 004—Introduction – CTE Teacher Preparation Program

Online Scheduled (OS), 6 clock hours

This first course provides participants with the opportunity to hear and learn first-hand the process of transitioning from business/industry to the CTE classroom/laboratory in a high school/skills center setting. The process for certified teachers to add a CTE endorsement will also be reviewed. Certification requirements from the Office of the Superintendent of Public Instruction (OSPI) will be reviewed and explained.

CNCTE 007—Student Leadership/Development

Online Scheduled (OS), 30 clock hours

This course focuses on the required student participation in a career technical student organization (CTSO) or appropriate leadership activities within CTE classes. Participants will review current research on adolescent brain development and the corresponding relationship to teaching and learning. In addition, participants will become familiar with all existing CTE youth organizations, the state adviser and contact process, and the 21st Century Skills component of course frameworks.

CNCTE 008—CTE - History and Philosophy

Online Scheduled (OS), 30 clock hours

This course explores the history, philosophy, legislation and organizational/curricular structure of career and technical education. State and federal legislation and critical reports will be examined.

CNCTE 009—Occupational Analysis and Skills Standards

Online Scheduled (OS), 20 clock hours

This course examines labor market information to discover key characteristics of jobs: purposes, task characteristics, task duties, and necessary skills. Participants will complete an occupational analysis using available labor market information to assist in determining critical job skills components to include in a high school or skills center program or course. Participants will examine career exploration assessments to assist students in making career choices.

CNCTE 011—Safety - CTE Classroom

Online Scheduled (OS), 10 clock hours

This course emphasizes the establishment and maintenance of a safe learning environment, as well as the ability to teach safety skills in a career and technical classroom and shop. Participants are introduced to resources available from OSPI, the Department of Labor, and other local, state, federal, private, and public agencies.

CNCTE 015—Culminating Project – CTE

Individualized Instruction (IS), 6 clock hours

This culminating course allows the participant to share their process of becoming a certified or endorsed CTE teacher. Participants will share their experience leading to CTE certification or endorsement and demonstrate their ability to present information about CTE programs to varied audiences.

CNCTE 016—Work-Based Learning

Online Asynchronous (OA), 30 clock hours,

Required for program completion after January 1, 2024, per PESB recommendation

This course provides an additional endorsement for teachers who desire to coordinate work-based learning activities. Teachers are required to hold or to be in the process of obtaining a CTE certificate for this endorsement. Utilizing an actual workplace, participants will learn and apply school-to-work partnerships, including legal issues and requirements, coupled with relationship building, work site observations, cooperative work experiences, field trips, and other learning experiences.

Waivable Courses

Request our Course Waiver Packet for more information on the requirements for waiving these courses.

Waivers are initiated by teachers submitting forms with Olympic College (forms are included in the Course Waiver Packet). Forms are reviewed and approved by the CTE Director or Program Manager and subsequently evaluated by a subcommittee of the Professional Educator Advisory Board for final approval or denial.

CNCTE 005—Instructional Strategies - Introduction

Hybrid (HY), 30 clock hours classroom

This course provides tools and strategies for effective teaching and learning in a Career and Technical Education classroom or lab setting. Students will learn the framework for designing lessons that personalize instruction and connect content to relevant life experiences and career opportunities. The teacher will intentionally use standards-based planning to prepare students for entry level employment, post-secondary articulation and /or industry certification. The course will use technology, when appropriate, to enhance learning.

CNCTE 006---Course Organization and Curriculum Development

Online Scheduled (OS), 30 clock hours

Participants will acquire foundational information on how a course is developed from an occupational analysis and identify industry skills standards as an integral part of a program of study with equivalent credits and a course syllabus for a high school or skills center. Participants will demonstrate essential skills: navigating the OSPI website to develop a curriculum framework in their program area; knowledge and application of CTE State Standards, CIP Codes, and Career Clusters; the CTE Program Approval process; the role/function of advisory committees; and how to work effectively with volunteer groups.

CNCTE 010—School Law

Online Asynchronous (OA), 30 clock hours

To waive, an equivalent course must have been completed within the past five years.

Participants will be introduced to the basic legal frameworks found within the public school system pertaining to students, employees, and parents: attendance, FERPA, students with special needs, student discipline, student free speech rights, and local, state and federal statutory rights of students and teachers including collective bargaining.

CNCTE 017—Diversity – CTE Classroom

Online Scheduled (OS), 30 clock hours

To waive, an equivalent course must have been completed within the past five years.

Participants will develop a broad understanding of the diverse school population and the related cultural and behavioral issues.

CNCTE 012—Child Abuse Issues

Online Asynchronous (OA), 10 clock hours

To waive, an equivalent course must have been completed within the past five years.

Participants will learn the basics of child abuse and/or neglect reporting: physical abuse, neglect, sexual abuse, medical neglect, emotional neglect/abuse, sexual exploitation and other forms of mistreatment.

CNCTE 013—Using Technology – CTE Classroom

Hybrid, 10 clock hours

Using a teaching station equipped with a computer, input devices and projectors, participants will learn basic knowledge and skills for presenting classroom resources in a professional manner to enhance teaching and student learning. Current educational software will be examined.

CNCTE 014—Field Experience

Individualized Instruction (IS), 60 clock hours

Participants will observe, assist, and teach in their program area under the direction of a certified CTE teacher. Different options are available for current teachers and teacher candidates coming from business and industry. Current teachers can waive the class with completion of waiver forms and a sign-off from their CTE Director. Teacher candidates from business and industry will need to complete a 60-hour field experience under the direction of a certified teacher in their “V” code area.

Ready to Get Started?

We’re here to help you take the next step toward becoming a CTE teacher. Whether you're transitioning from industry or already working in education, we’ll guide you through the process—from confirming your eligibility to enrolling in your first class.

Contact: Mo Anduiza, Program Manager, manduiza@olympic.edu
or TeacherCTECert@olympic.edu • 360-475-7807