

Teacher Candidate Program Guide

Career & Technical Education CTE Preparation (Grades 7 through 12)



OLYMPIC COLLEGE

**WORKFORCE DEVELOPMENT
& BASIC STUDIES**

**For more information,
please contact us:**

TeacherCTECert@olympic.edu

Olympic College is an equal opportunity institution. Information about our non-discrimination policies is available at: olympic.edu/nondiscrimination-title-ix, 360-792-6050, 1600 Chester Ave., Bremerton, WA 98337-1699.

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General Information

What is Career and Technical Education?

Career and Technical Education is a planned program of courses and learning experiences that begins with exploration of career options, supports basic academic and life skills, and enables achievement of high academic standards, leadership, preparation for industry- defined work, and advanced and continuing education offered in middle school and high school. You can turn your professional work experience into a new career teaching in grades 7 through 12.

What is Career and Technical Education certification?

In Washington State, those who want to teach Career and Technical Education classes in middle school or high school are required to hold a CTE Teacher Certificate or endorsement.

There are two routes to CTE certification:

- Business and industry route (offered at Olympic College)
- College or university route

What are the requirements for certification?

- Extensive professional experience (6,000 documented hours of paid occupational experience in a specialty or sub-category area; 2,000 hours in an industry occupation, and 4,000 hours in a combination of occupational hours and teaching hours.) Military experience may be appropriate to this requirement.
- Completion of a CTE Teacher Preparation Program.

Why select Olympic College for your CTE certification?

Courses are scheduled with the working professional in mind, which gives individuals options for program completion. Courses are a blended combination of face-to-face and online formats. Furthermore, our program is based on the requirements in the Washington Administrative Code WAC 181-77-041. To learn more about the process at the Office of the Superintendent of Public Instruction (OSPI), visit: <http://www.k12.wa.us/certification/Teacher/TeacherCTE.aspx>.

CTE Subject Areas

This certificate authorizes service as a teacher in the school district(s) or skills center(s) and shall be issued in a broad category and/or in a specific subcategory in one of the following pathways:

Agriculture and Science Pathway Diversified Occupations
Business and Marketing Pathway Health and Human Services Pathway
Work-Based Learning Technology and Industry Pathway

| Broad Categories (College and university route): Agriculture Education Marketing Education (V010000), Business Education Technology Education (V078000), Family and Consumer Sciences Education (V2000002), CTE Technical Education (V210100) | Subcategories (Business and industry route): Each subcategory/specialty area is listed with the CIP (Classification of Instructional Programs) code, which consist of the letter "V" followed by a six-digit number. |
|---|---|
| Business and Industry Route Subcategory Specialty Areas | |
| Accounting and Related Programs (V520300) Agribusiness (V010101) Agriculture Food Science (V011001) Agricultural Mechanics (V010201) Agricultural Production (V010300) Aircraft Technician (V470608) Aquaculture (V010303) Auto Body Repair (V470603) Automotive Technology (V470600) Aviation Occupations (V490100) Banking Support Services (V520895) Biomedical Science (V260102) Building Maintenance Technician (V460401) Business Management (V5210100) Career Choices (V600092) (Must also be certificated for Worksite Learning) Careers in Education (V200212) Chemical Technology (V410301) Commercial Design/Applied Art (V500400) Communication Technologies (V100100) Computer Applications & Related Programs (V521206) Computer Technology (V470110) Construction Trades (V460200) Consumer Services (V190403) Cosmetology (V120403) Criminal Protective Services (V430100) Culinary Arts (V200493) Dental Assisting (V510601) Drafting (V480101) Early Childhood Education and Services (V190708) Educational Para Pro (V200206) Electrical and Electronic Equipment Repair (V470101) Electrician (V460302) Engineering (V143501) Entrepreneurship (V080301) General Sales Operations (V080706) Global Health (V512210) Family and Community Services (V190707) Fashion Merchandising (V080102) Fire Service (V430203) Floriculture (V010603) | Food Production and Services (V120505) Food Science Dietetics and Nutrition (V190504) Forensic Technology (V430100) Health Diagnostic Careers (V510900) Health Informatics Careers (V510700) Health Science Biotechnology (V261202) Health Support Services Careers (V510710) Health Therapeutic Careers (V510800) Horticulture (V010601) Hospitality, Recreation and Tourism (V310101) Housing, Interiors and Furnishings (V190601) JROTC (V280300) Legal Administrative Services (V520403) Lodging Management (V520902) Marketing Management (V521401) Manufacturing Technology (V151000) Material Engineering (V141801) Medical Administrative Services (V520404) Nursing Assisting (V511611) Natural Resources (V030101) Personal Care Services (V310510) Precision Metal Worker (V480100) Publishing (V091001) Refrigeration/Air-Conditioning/Heating (V470201) Sign Language Interpreter (V510205) Sports Medicine (V510709) Stage Design Technician (V500502) STEM Technology (V141000) Textiles and Apparel (V190901) Translation and Interpretation (V160403) Veterinarian Assistant (V510808) Water Transportation/Worker (V490300) Worksite Learning (V600097) (Must also hold a CTE Teaching Certificate) |

*Source: <https://www.k12.wa.us/sites/default/files/public/careertech/pubdocs/VCode%20chart.pdf>

Course Details

| Course # | Course | Format | Clock Hours | Cost | Required ¹ |
|----------|--|-----------------------|-------------|-------|-----------------------|
| CNCTE 04 | Introduction – CTE Teacher Preparation Program | Face-to-Face | 6 hours | \$69 | Yes |
| CNCTE 05 | Instructional Strategies - Introduction | Face-to-Face | 30 hours | \$399 | |
| CNCTE 06 | Course Organization and Curriculum Development | Blended ² | 30 hours | \$399 | |
| CNCTE 07 | Student Leadership/Development | Blended | 36 hours | \$399 | Yes |
| CNCTE 08 | CTE History and Philosophy | Blended | 30 hours | \$399 | Yes |
| CNCTE 09 | Occupational Analysis and Skills Standards | Blended | 20 hours | \$299 | Yes |
| CNCTE 11 | Safety - CTE Classroom | Blended | 10 hours | \$124 | Yes |
| CNCTE 10 | School Law | Blended | 30 hours | \$399 | |
| CNCTE 17 | Diversity - CTE Classroom | Blended | 30 hours | \$399 | |
| CNCTE 12 | Child Abuse Issues | Blended | 10 hours | \$149 | |
| CNCTE 13 | Using Technology - CTE Classroom | Face-to-Face | 10 hours | \$149 | |
| CNCTE 14 | Field Experience | Arranged ³ | 60 hours | \$399 | |
| CNCTE 15 | Culminating Project - CTE | Arranged | 6 hours | \$69 | Yes |
| CNCTE 16 | Work Based Learning | Blended | 30 hours | \$399 | Yes |

Estimated total: \$4,076

¹ Current teachers who wish to waive a class must receive a recommendation from their current CTE Director, present documentation of PESB-approved course completion, or have documented experience. Waiver requests/recommendations must be approved by Olympic College.

² Blended: A combination of face-to-face and online instruction.

³ Arranged: This course has hours arranged between the instructor and teacher candidate.

Course Descriptions

Olympic College's course of study covers all the required competencies delineated in the Washington Administrative Code (WAC 181-77-041).

Required Courses:

CNCTE 004—Introduction – CTE Teacher Preparation Program

Face-to-Face, 6 clock hours

This first course in a series of Career Technical Education (CTE) courses provides participants 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. Participants will begin developing a professional portfolio to complement a school district's evaluation process and to meet certification requirements: documented work hours, finger printing, background check, basic skills assessment.

CNCTE 007—Student Leadership/Development

Blended, 30 clock hours classroom/6 clock hours observation

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. Participants will also research the various roles and responsibilities of a career guidance system.

CNCTE 008—CTE - History and Philosophy

Blended, 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: Morrill Act 1862, Smith Hughes Act 1927, Prosser's Theorems 1925, Manpower Development 1962, Public Law 94-482, Perkins Acts reauthorizations, School-to-Work, Common Core State Standards, 21st Century Skills, House Bill 1209 – Education Reform in WA, *A Nation at Risk*, etc.

CNCTE 009—Occupational Analysis and Skills Standards

Blended, 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.

CNCTE 011—Safety - CTE Classroom

Blended, 10 clock hours

This course emphasizes the establishment and maintenance of a safe learning environment and the ability to teach safety skills in a career technical environment, 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 016—Work Based Learning

Blended, 30 clock hours

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 experience

CNCTE 015—Culminating Project - CTE

Arranged, 6 clock hours

This culminating course allows the participant to share their process of becoming a certified CTE teacher. Participants will also provide documentation for CTE certification and enhance their ability to present information about CTE programs to varied audiences.

Waivable Courses:

CNCTE 005—Instructional Strategies - Introduction

Face-to-Face, 30 clock hours classroom/6 clock hours observation

This energetic course will engage participants in the basics of teaching and learning: characteristics of quality instructors, elements of classroom climate, learner's style and rate and the impact on lesson planning, Bloom's cognitive taxonomy, classroom management, CTE course frameworks/standards and the relationship to academic standards and lesson/unit planning, Common Core Standards and 21st Century Skills, learning principles, lesson design, and testing/measurements using performance-based measurements of student work. Participants will develop and teach a mini-lesson plan of a job skill and use a rubric to analyze teaching demonstrations of classmates.

CNCTE 010—School Law (equivalent course must have been taken within the past five years)

Blended, 30 clock hours

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 006—Course Organization and Curriculum Development

Blended, 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 equivalency 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 017—Diversity – CTE Classroom (equivalent course must have been taken within the past ten years)

Blended, 30 clock hours

Participants will develop a broad understanding of the diverse school population and the related cultural and behavioral issues. (Note: In December 2014, at the recommendation of the instructors and approved by the advisory committee, the School Law and Diversity course was divided into two courses; CNCTE 010 and CNCTE 017.)

CNCTE 012—Child Abuse Issues (equivalent course must have been taken within the past five years)

Blended, 10 clock hours

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

Face-to-Face, 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.

CNCTE 014—Field Experience

Arranged, 60 clock hours

Participants will observe, assist, and teach in their program area under the direction of a certified CTE teacher.

Washington Administrative Code 181-77-041

Requirements for candidates seeking career and technical education certification based on business and industry work experience. Candidates for certification who have not completed approved programs set forth in chapter 181-78A WAC shall complete the following requirements in addition to those set forth in WAC 181-79A-150 (1) and (2) and 181-79A-155 (1) and (2).

To read the most up-to-date version of this legislation, please visit:
<https://apps.leg.wa.gov/WAC/default.aspx?cite=181-77-041>.

CTE Program Oversight 2020-2021

The Program Education Advisory Committee (PEAC) membership is comprised of experienced CTE teachers and administrators and industry and/or community representatives. These individuals provide program oversight, ensure program quality, conduct program reviews, and suggest improvements. The PEAC is required by the Professional Board of Standards, which identifies quality elements.

| Constituency represented | Name, title, address | Phone / E-mail | Term of Office |
|---|--|--|--|
| CTE Director K-12 | John Waller, Director of CTE North Kitsap School District 18360 NE Caldart Avenue, Poulsbo, WA 98370 | jwaller@nkschools.org Office: (360) 396-3040 | Joined October 2018 Term expires June 2021 |
| CTE Director K-12 | Linda Hupka, Director of CTE, Retired | hupklin@gmail.com | Joined November 2019 Term expires December 2022 |
| Secondary Administrator | Chris Franklin, Assistant Principal Klahowya Secondary School Central Kitsap School District | christopherf@ckschools.org office: 360.662.4000 | |
| Program Completer – OC Business/Industry Teacher Prep Program | Elaine Schick, FACSE Teacher Central Kitsap School District 9210 Silverdale Way NW, Silverdale, WA 98383 | ElaineS@ckschools.org SD Office: (360) 662-1610 | Joined October 2016 Term expires June 2020 |
| Counselor K-12 | Jim Miller, Counselor Central School District | jamesm@ckschools.org | |
| Prof Tech Teacher Olympic College | Bonnie Adams, Faculty Olympic College Office Location: PSNS 242 1600 Chester Avenue, Bremerton, WA 98337 | badams@olympic.edu Office: (360) 476-2473 | Joined October 2018 Term expires November 2021 |
| PSNS Industrial Trades Faculty Olympic College | Mark Lutzenhiser, Faculty Olympic College Office Location: NAP256 1600 Chester Avenue, Bremerton, WA 98337 | mlutzenhiser@olympic.edu Office: (360) 476-4622 | Joined November 2019 Term expires December 2022 |
| Prof Tech Adviser Olympic College | Barbara Parker Olympic College Office Location: 3-118 1600 Chester Avenue, Bremerton, WA 98337 | bparker@olympic.edu Office: (360) 475-7679 | Joined November 2019 Term expires December 2022 |
| Tech Prep Liaison K-12 Olympic College | Wendy Fox, Director CTE Dual Credit & BFET Olympic College Office Location: 5-404 1600 Chester Avenue, Bremerton, WA 98337 | wfox@olympic.edu Office: (360) 475-7494 | Joined November 2019 Term expires December 2022 |
| Education Faculty Olympic College | Dr. Terry Cox Interim Dean, Workforce & Economic Development Olympic College Office Location: 5-415 1600 Chester Avenue, Bremerton, WA 98337 | tcx@olympic.edu Office: (360) 475-7549 | Joined October 2019 Term expires November 2022 |
| Business | Jenn Bressert | Bressert@skschools.org | |
| Olympic College Workforce & Economic Development | Mo Anduiza, Program Manager Olympic College Office Location: 5-419 1600 Chester Avenue, Bremerton, WA Sue Ahrens, Program Coordinator Olympic College 1600 Chester Avenue, Bremerton, WA 98337 | manduiza@olympic.edu Office: (360) 475-7237 sahrens@olympic.edu Office: 360.475.7807 | |

Course Waiver Procedure

Teacher candidates may have up to six courses waived as a part of the OC Business and Industry Route CTE Teacher Preparation Program. Those with degrees in education are likely candidates for course waivers. **Documentation is required.** A minimum of six courses in the program must be completed at OC to be considered for CTE Program completion.

The District CTE Director or the Olympic College Program Administrator:

1. Recommends (in writing) courses to be considered for waiver. Each teacher candidate's documentation will be reviewed for proof of mastery of course competencies. Copies of transcripts from the college/university or clock hour forms from other providers documenting coursework are required.
2. Forwards the recommendation and appropriate documentation to request the course waiver(s) to the OC Program Administrator.

The Olympic College Program Administrator:

1. Reviews the recommendation for compliance with course competencies.
2. Convenes a subcommittee of the Professional Educators Advisory Committee.
3. Provides the written recommendation of the subcommittee to the teacher candidate and the District CTE Director.
4. Indicates courses waived in the teacher applicant file.

Courses that may be waived with appropriate documentation:

1. Instructional Strategies - Introduction
2. Course Organization and Curriculum Development
3. Child Abuse Issues (equivalent course must have been taken within the past five years)
4. School Law (equivalent course must have been taken within the past five years)
5. Diversity - CTE Classroom (equivalent course must have been taken within the past ten years)
6. Using Technology - CTE Classroom

In addition to the courses above, **Field Experience** may also be waived. Waiving this requires:

1. Completion and submission of the CTE evaluation rubric by the CTE Director
2. Completion and submission of the Annual District Evaluation form

Courses with matching curriculum from another approved provider of Plan II Business and Industry route can waive required courses. For more information: please contact the Program Manager, Mourine Anduiza (manduiza@olympic.edu).

Waiver Request: Career and Technical Education Teacher Preparation Program

Complete all portions of this form and **attach transcripts and/or other documentation**. You may be asked to provide additional documentation to assist in the review process, such as a catalog description or course syllabi.

Name _____ Date _____

Address _____

Home _____ Work _____ Cell _____

E-mail _____

| Check to request waiver | OC course title | Equivalent course title | Year taken | College/University | Credit/clock hours | Transcript attached? |
|-------------------------|--|-------------------------|------------|--------------------|--------------------|----------------------|
| | Instructional Strategies - Introduction | | | | | |
| | Course Organization and Curriculum Development | | | | | |
| | Child Abuse Issues (equivalent course must have been taken within the past five years) | | | | | |
| | School Law (equivalent course must have been taken within the last five years) | | | | | |
| | Diversity - CTE Classroom (equivalent course taken within the past 10 years) | | | | | |
| | Using Technology - CTE Classroom | | | | | |
| | Courses with matching curriculum from another approved provider of Plan II Business & Industry | | | | | |

My signature attests that this information is true and accurate to the best of my knowledge.

Signature (Teacher Candidate) _____ Date _____

Waiver Request: From the CTE Director of the School District Cover Sheet

Date: _____

To: Subcommittee of the CTE Teacher Preparation Advisory Committee of Olympic College

Subject: Request to waive course(s) in the CTE Teacher Preparation Program

Re: _____ (Teacher Candidate)

I have reviewed the waiver request, documentation, and transcripts for this teacher candidate and recommend the following:

| Waive | Do not Waive | Course title |
|-------|--------------|--|
| | | Instructional Strategies - Introduction |
| | | Course Organization and Curriculum Development |
| | | Child Abuse Issues* |
| | | School Law* |
| | | Diversity - CTE Classroom** |
| | | Using Technology - CTE Classroom |
| | | Other (please state): |

*Equivalent course must have been taken within the past five years.

**Equivalent course must have been taken within the past ten years.

The teacher candidate taught in _____ (school district) for the past _____ years (2000 hours = 1year).

Approval Signature of the CTE Director of the School District:

Note: If a teacher candidate is not employed by a school district, then the OC CTE Teacher Preparation Program Manager, Mo Anduiza, is the signatory for this form.

Field Experience: Options A and B

For business/industry professionals: Option A

After completing all required course in the CTE Teacher Preparation Program sequence, you must enroll in and successfully complete the following course.

CNCTE 14—Field Experience

Arranged, 60 clock hours

Participants will observe, assist, and teach in their program area under the direction of a certified CTE teacher.

For the current teacher: Option B

In lieu of enrolling in Field Experience, please submit the following documentation to the OC Program Manager/Coordinator:

1. Practicum Evaluation Form (found on our website: <https://www.olympic.edu/academics/academic-pathways/social-science-service-education/cte-teacher-prep>) completed and signed by your school district CTE Director indicating satisfactory demonstration of all competencies
AND
2. A copy of your annual satisfactory teaching evaluation (TPEP) completed by a supervisor