Teacher Career and Technical Education Certification (Grades 7 through 12)

Teacher Candidate Guide

For any program related questions, please email us at:
TeacherCTECert@Olympic.edu
Career Technical Education (CTE) Teacher Candidate Guide

General Information
  •
Teacher Certification Overview
  •
Program Oversight
  •
Course and Registration Information
  •
Waiver Requirements and Process

Earn your CTE Washington Teaching Certificate at Olympic College!

For current course enrollment information and schedules, visit our website:

https://www.olympic.edu/programs-classes/workforce-development-and-basic-studies/teacher-cte-certification-program
Questions and Answers

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

Requirements for the certificate are:
- 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 Certification Program.

The 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 their website at http://www.k12.wa.us/certification/Teacher/TeacherCTE.aspx

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.

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.
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 (V5500040)
- 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 (V200439)
- 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 (V493000)
- Worksite Learning (V600097) (Must also hold a CTE Teaching Certificate)

Source: https://www.k12.wa.us/CareerTechEd/CodeChart.aspx
# CTE Course Details

<table>
<thead>
<tr>
<th>Course</th>
<th>Format</th>
<th>Clock Hours</th>
<th>Cost</th>
<th>Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNCTE 004 Introduction to Career Technical Education—Teacher Certification Program</td>
<td>Face-to-Face</td>
<td>6 hours</td>
<td>$59</td>
<td>Yes</td>
</tr>
<tr>
<td>CNCTE 005 Introduction to Instructional Strategies</td>
<td>Face-to-Face</td>
<td>30 hours**</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>CNCTE 006 Course Organization and Curriculum Development</td>
<td>Blended*</td>
<td>30 hours</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>CNCTE 007 Personal Student Development and Leadership Techniques</td>
<td>Face-to-Face</td>
<td>30 hours**</td>
<td>$275</td>
<td>Yes</td>
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<tr>
<td>CNCTE 008 History and Philosophy of Career Technical Education</td>
<td>Blended*</td>
<td>30 hours</td>
<td>$275</td>
<td>Yes</td>
</tr>
<tr>
<td>CNCTE 009 Occupational Analysis and Skills Standards</td>
<td>Blended*</td>
<td>20 hours</td>
<td>$185</td>
<td>Yes</td>
</tr>
<tr>
<td>CNCTE 010 School Law</td>
<td>Blended*</td>
<td>30 hours</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>CNCTE 017 Diversity in the Classroom</td>
<td>Blended*</td>
<td>10 hours</td>
<td>$95</td>
<td></td>
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<tr>
<td>CNCTE 011 Safety in the CTE Classroom</td>
<td>Blended*</td>
<td>10 hours</td>
<td>$95</td>
<td>Yes</td>
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<tr>
<td>CNCTE 012 Role and Responsibility of the CTE Teacher as Related to Child Abuse</td>
<td>Blended*</td>
<td>10 hours</td>
<td>$95</td>
<td></td>
</tr>
<tr>
<td>CNCTE 013 Using Technology in the Classroom</td>
<td>Face-to-Face</td>
<td>10 hours</td>
<td>$95</td>
<td></td>
</tr>
<tr>
<td>CNCTE 014 Field Experience in Your Program Area</td>
<td>Arranged</td>
<td>40 hours</td>
<td>$365</td>
<td></td>
</tr>
<tr>
<td>CNCTE 015 Culminating CTE Teacher Project</td>
<td>Arranged</td>
<td>6 hours</td>
<td>$59</td>
<td>Yes</td>
</tr>
<tr>
<td>CNCTE 016 Work Based Learning—Coordination Techniques</td>
<td>Blended*</td>
<td>30 hours</td>
<td>$275</td>
<td>Not required for initial certification</td>
</tr>
</tbody>
</table>

Estimated total: $2,698

**Arranged** This class has hours arranged between the instructor and the teacher candidate
**+ 6 observation hours**

**Blended:** A combination of face-to-face and online instruction

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. Waivers for teacher candidates from business/industry may be issued on a case-by-case basis in accordance with WAC181-77-041.

**Note:** As of fall quarter 2017, CNCTE course alpha and numbers listed above were formerly CNPRF.
Olympic College Career and Technical Teacher Certificate
Course Descriptions

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

**CNCTE 004 Introduction to Career Technical Education—Teacher Certification 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 005 Introduction to Instructional Strategies**

*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 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 007 Personal Student Development and Leadership Techniques**

*Face-to-Face, 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 History and Philosophy of Career Technical Education**

*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 010 School Law
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 017 Diversity in the Classroom
Blended, 10 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 011 Safety in the 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 012 Role and Responsibility of the CTE Teacher as Related to Child Abuse
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 in the 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 in Your Program Area
In a CTE Classroom, 40 clock hours
Participants will observe, assist and teach in their program area under the direction of a certified CTE teacher.

CNCTE 015 Culminating CTE Teacher Project
Face-to-Face, 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.

CNCTE 016 Work Based Learning – Coordination Techniques
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 work place, 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.
CTE Program Oversight 2019-2020

The Program Education Advisory Committee (PEAC) membership is comprised of experienced CTE teachers and administrators, at least one first-year teacher who has completed the respective program, 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.

<table>
<thead>
<tr>
<th>Constituency represented</th>
<th>Name, title, address</th>
<th>Phone / E-mail</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE Director K-12</td>
<td>John Waller, Director of CTE North Kitsap School District 18360 NE Caldart Avenue, Poulsbo, WA 98370</td>
<td><a href="mailto:Jwaller@nkschools.org">Jwaller@nkschools.org</a> Office: (360) 396-3040</td>
<td>Joined October 2, 2018 Term expires June 2021</td>
</tr>
<tr>
<td>CTE Director K-12</td>
<td>Sara Hatfield, Director of CTE South Kitsap School District 2689 Hoover Ave SE, Port Orchard, WA 98366</td>
<td><a href="mailto:hatfields@skschools.org">hatfields@skschools.org</a> Office: (360) 874-6281 Cell: (760) 908-8973</td>
<td>Joined November 14, 2014 Term expires June 2018 Extended to June 2019</td>
</tr>
<tr>
<td>First-Year Teacher – 2015-16 Program Completer – OC Business/Industry Teacher Prep Program</td>
<td>Carolyn Gutmann, ASL Teacher Peninsula School District 14015 62nd Ave NW, Gig Harbor, WA 98332</td>
<td><a href="mailto:gutmannnc@psd401.net">gutmannnc@psd401.net</a> SD Office: (253) 530-4400</td>
<td>Joined December 2015 Term expires June 2019</td>
</tr>
<tr>
<td>Program Completer – OC Business/Industry Teacher Prep Program</td>
<td>Elaine Schick, FACSE Teacher Central Kitsap School District 9210 Silverdale Way NW, Silverdale, WA 98383</td>
<td><a href="mailto:ElaineS@ckschools.org">ElaineS@ckschools.org</a> SD Office: (360) 662-1610</td>
<td>Joined October 2016 Term expires June 2020</td>
</tr>
<tr>
<td>CTE Teacher K-12 Graduate of a Business/Industry Teacher Prep Program</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof Tech Teacher Olympic College</td>
<td>Bonnie Adams, Faculty Olympic College 1600 Chester Avenue, Bremerton, WA 98337</td>
<td><a href="mailto:badams@olympic.edu">badams@olympic.edu</a> Office: (360) 476-2473</td>
<td>Joined October 2018</td>
</tr>
<tr>
<td>Prof Tech Adviser Olympic College</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Prep Liaison K-12</td>
<td>Leo Cagle, Director, BFET and CTE Dual Credit Olympic College 1600 Chester Avenue, Bremerton, WA 98337</td>
<td><a href="mailto:lcagle@olympic.edu">lcagle@olympic.edu</a> Office: (360) 475-7494</td>
<td>Joined February 2019</td>
</tr>
<tr>
<td>Faculty – Full Time – Education Olympic College</td>
<td>Dr. Mary Sanford, Faculty Olympic College Office Location: HSS339 1600 Chester Avenue, Bremerton, WA 98337</td>
<td><a href="mailto:msanford@olympic.edu">msanford@olympic.edu</a> Office: (360) 475-7317</td>
<td>Joined April 2016 Term expires June 2019</td>
</tr>
<tr>
<td>Business/Veteran</td>
<td>Larry Cleman, Program Coordinator Olympic College Office Location: ENG106 1600 Chester Avenue, Bremerton, WA 98337</td>
<td><a href="mailto:lclemans@olympic.edu">lclemans@olympic.edu</a> Office: (360) 475-7686</td>
<td>Rejoined October 2018 Term expires June 2019</td>
</tr>
<tr>
<td>Olympic College Workforce Development and Basic Studies</td>
<td>Mo Anduiza, Program Manager Olympic College Office Location: CSC419 1600 Chester Avenue, Bremerton, WA 98337</td>
<td><a href="mailto:manduiza@olympic.edu">manduiza@olympic.edu</a> Office: (360) 475-7237</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kelly Jelinski, Program Coordinator Olympic College 1600 Chester Avenue, Bremerton, WA 98337</td>
<td><a href="mailto:kjelinski@olympic.edu">kjelinski@olympic.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Washington Administrative Code 181-77-041

Requirements for candidates seeking career and technical education certification on the basis of 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:
Course Waiver Request Procedure

Teacher candidates may have up to six courses waived as a part of the OC Business and Industry Route CTE Teacher Certification 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 OC 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:
- **Introduction to Classroom Instructional Strategies**
- **Course Organization and Curriculum Development**
- **Role and Responsibility of the CTE Teacher as Related to Child Abuse** (within the last five years)
- **School Law**
- **Diversity in the Classroom**
- **Using Technology in the Classroom**
- **Field Experience in Your Program Area** (forms prepared when all course work completed)
  Requires: Completion and submission of the CTE evaluation rubric by the CTE Director Completion and submission of the Annual District Evaluation form.
- **Courses with matching curriculum from another approved provider of Plan II Business and Industry route.**

Further information: TeacherCTECert@Olympic.edu  OR  Mourine Anduiza (manduiza@olympic.edu)

Olympic College
1600 Chester Ave., 4th Floor
Bremerton WA 98337
(360) 475-7555
Waiver Request
Career and Technical Education Teacher Certification 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 _____________________________________________________________________________

Phone Home ______________ Work _______________ Cell ____________________________

E-mail ______________________________________________________________________________

<table>
<thead>
<tr>
<th>Check to request waiver</th>
<th>OC Course Title</th>
<th>Equivalent Course Title</th>
<th>Year Taken</th>
<th>College/University</th>
<th>Credits/Clock hrs.</th>
<th>Transcript Attached</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Classroom Instructional Strategies</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Course Organization and Curriculum Development</td>
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<tr>
<td>Role and Responsibility of the CTE Teacher as Related to Child Abuse</td>
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<tr>
<td>School Law</td>
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<tr>
<td>Diversity in the Classroom</td>
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<tr>
<td>Using Technology in the Classroom</td>
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<tr>
<td>Courses with matching curriculum from another approved provider of Plan II Business &amp; Industry route</td>
<td></td>
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</tbody>
</table>

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

Signature ___________________________________________ Date ____________________

Teacher Candidate

Field Experience Waiver process – See process listed under Option B on page 13 of this Program Guide
Course Waiver Request
From the CTE Director of the School District

Date ____________________________

To Subcommittee of the CTE Teacher Certification Advisory Committee of Olympic College

Subject Request to waive a course(s) in the Olympic College CTE Teacher Certification Program

For __________________________________
Teacher Candidate

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

<table>
<thead>
<tr>
<th>Waive</th>
<th>Do not waive</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Introduction to Instructional Strategies</td>
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<td></td>
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<td>Course Organization and Curriculum Development</td>
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<td>Roles and Responsibility as Related to Child Abuse</td>
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<td>School Law</td>
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<td></td>
<td>Using Technology in the Classroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other __________________________________________</td>
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</tbody>
</table>

This teacher candidate taught in __________________________ school district for the past _____ years (2000 hours = one year)

Approval Signature of CTE Director of the School District __________________________________________

CTE Director

Note: If a teacher candidate is not employed by a school district, then the OC CTE Teacher Certification Program Manager will review the form.
Career and Technical Education Teacher Certification Program
Field Experience Options A and B

OPTION A: After completing all required courses in the CTE Teacher Certification Program sequence, enroll in and successfully complete the following course.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Field Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In your program area in a CTE classroom</td>
</tr>
<tr>
<td></td>
<td>– 40 hours</td>
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</tbody>
</table>

Course Number: CNCTE 014
Clock hours: 40
Cost: $365
Description: Participants will observe, assist and teach in a CTE classroom under the direction of a veteran certified CTE teacher in their program area. The participant will be observed in alignment with the standards on the Practicum Evaluation Form by an Observer approved by Olympic College.

Option B: Only available to candidates in a current teaching position for one school year in a grade 7 through 12 CTE setting.

In lieu of enrolling in the Field Experience course, submit the following documentation to the OC Program Administrator:

1. Original Practicum Evaluation Form and Cover Sheet completed and signed by your school district CTE Director indicating satisfactory demonstration of all competencies; AND

2. Copy of an annual current satisfactory teaching evaluation by your supervisor.

The Practicum documentation can be found on our website at: https://www.olympic.edu/programs-classes/workforce-development-and-basic-studies/teacher-cte-certification-program.