

Summary of Requirements for Career and Technical Education Teacher Certification

(Effective date: May 1, 2009)

Below is a summary of the recently approved requirements for provisional and standard CTE K-12 Certificates offered in the following occupational areas: Agriculture, Industrial and Emerging Technologies, Family and Consumer Science, Health Careers, Education and Training, and Business and Marketing. The new requirements are the result of extensive work conducted by the Teacher Certification Sub-committee appointed by the Career and Technical Education Advisory Committee to the State Board of Career and Technological Education (CTE State Advisory Committee.) The requirements were approved by the State Board of Career and Technical Education on February 23, 2009. The new CTE certification rules will be in effect May 1, 2009.

Provisional CTE K-12 Certificate

The Provisional certificate is valid for three years and may be extended once for three years if one half of the required semester hours for the Standard CTE K-12 Certificate have been met and receive a passing score on the professional knowledge portion of the Arizona Educator Proficiency Assessment for secondary teachers or an acceptable assessment from another state. Requirements for the Provisional CTE certificate include items 1 through 5 below:

1. Complete one of the following options:

Option A: Bachelor's Degree

Bachelor's Degree in Content Area:

- (a) A Bachelor's or more advanced degree in the area for which certification is sought from an accredited institution. Official transcripts are required.
- (b) Two hundred forty (240) clock hours of verified work experience in the appropriate occupational area.
- (c) Thirty (30) semester hours of courses in the content area.

Option B: Valid non-CTE Arizona Teaching Certificate or an Arizona CTE Teaching Certificate in another content area:

- (a) A valid Arizona Teaching Certificate.
- (b) Most recent teacher evaluation conducted by a certificated administrator, or administrator' designee, in a secondary school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom, verified by a letter on official district or school letterhead, signed by a certificated administrator.
- (c) Three (3) semester hours of courses in career and technical education methods or content in the appropriate occupational area.
- (d) Two hundred forty (240) clock hours of verified work experience in the occupational area of certification.

Option C: Business and Industry Professional

- (a) Six thousand (6,000) clock hours of verified work experience in the appropriate occupational area.

Option D: Out of State Career and Technical Education Certificates

- (a) A valid career and technical education teaching certificate in the occupational area from another state.

Option E: Bachelor's Degree in Content Specific Education Preparation Program:

- (a) A Bachelor's or more advanced degree in a content specific education preparation program for which certification is sought from an accredited institution. Official transcripts are required.
- (b) Two hundred forty (240) clock hours of verified work experience in the appropriate occupational area or a practicum in the appropriate occupational area.

2. Verification of state approved Structured English Immersion (SEI) training.

Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirements for a Provisional SEI endorsement maybe waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements. For initial Career and Technical certification, the requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who apply and otherwise qualify for Provisional or Standard Career and Technical Certification under any option that does not require a valid Arizona teaching certificate.

3. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602)223-2279.

Note: If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement.

4. Arizona Constitution (a college course or the appropriate examination).
5. U.S. Constitution (a college course or the appropriate examination).

Extension of Provisional CTE K-12 Certificate

The Provisional CTE may be extended once for three years. All requirements for extension of the Provisional certificate must be met.

Requirements for the extension of the Provisional CTE Certificate are:

1. One half of the semester hours of courses required for the Standard CTE Certificate.
2. A passing score on the Professional Knowledge Secondary portion of the Arizona Educator Proficiency Assessment (AEPA). The Professional Knowledge assessment shall be waived for applicants who submit verification of **one** of the following:
 - A. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency taken within the past 7 years. Submit the original score report at time of application;
 - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. Submit the original score report and a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience at time of application.
 - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of
3. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. Please see SEI requirements. Note: Individuals who hold a Full Bilingual or Full ESL endorsements are exempt from the SEI endorsement requirement.

Standard CTE K-12 Certificate

The Standard certificate is valid for six years and is renewable. Requirements include:

1. A passing score on the secondary professional knowledge portion of the Arizona Educator Proficiency Assessment (AEPA) and of one of the following five options:

Option A: Bachelor's Degree in Content Area:

- (a) Qualification under Option A for a Provisional CTE Certificate in your career area.
- (b) Eighteen (18) semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Equivalent of six (6) semester hours (at a 15 clock hours/1semester hour ratio) may be obtained through verified ADE/CTE sponsored or approved staff development activities.
- (c) Two years of teacher evaluations approved by a certified administrator or the administrator's designee, in a secondary setting and issued during the term of the Arizona provisional CTE teaching certificate exhibiting satisfactory performance in the classroom; verified by a letter on official district or school letterhead, signed by a certificated administrator.

Option B: Current non-CTE Arizona Teaching Certificate CTE Teaching Certificate in another content area:

- (a) Qualification under Option B for the Provisional CTE Certificate in your career area.
- (b) A letter on school or district letterhead, signed by the principal, verifying two (2) years satisfactory performance in the classroom as indicate on teacher evaluations conducted by a certified administrator, or the administrator's designee, in a secondary school setting and issued during the term of the Arizona Standard Provisional CTE Teaching Certificate.
- (c) Twelve (12) semester hours of courses. Equivalent of six (6) semester hours (at a 15 clock hours/1semester ratio) may be obtained through verified ADE/CTE sponsored or approved staff/professional development activities provided by the local education agency. Courses must include:
 1. Nine (9) semester hours of courses in the subject knowledge for area of certification.
 2. Three (3) semester hours of courses in professional knowledge to included any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, classroom management, educational philosophy, instructional design/methodology, or assessment/evaluation.
- (d) An Additional 240 clock hours of verified work experience in the occupational area for a total of 480 clock hours. These hours may have been accumulated before obtaining the provisional certificate.

Option C: Business and Industry Professional

- (a) Qualification under Option C for the Provisional CTE certificate.
- (b) Two years of teacher evaluations approved by a certified administrator or the administrator's designee, in a secondary setting and issued during the term of the Arizona provisional CTE teaching certificate exhibiting satisfactory performance in the classroom; verified by a letter on official district or school letterhead, signed by a certificated administrator.
- (c) Fifteen (15) semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. Equivalent of six (6) semester hours (at a 15 clock hours/1semester hour ratio) may be obtained through verified ADE/CTE sponsored or approved staff/professional development activities provided by the local education agency.

Option D: Out of State Certificates

- (a) Qualification under Option D for the Provisional CTE Certificate in the subject area.
- (b) Two years of teacher evaluations approved by a certified administrator or the administrator's designee, in a secondary setting and issued during the term of the Arizona provisional CTE teaching certificate exhibiting satisfactory performance in the classroom; verified by a letter on official district or school letterhead, signed by a certificated administrator.

Option E: Bachelor's Degree in Content Specific Education Preparation Program:

- (a) Qualification under Option E for a Provisional CTE Certificate in your career area.
 - (b) Eighteen (18) semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Equivalent of six (6) semester hours (at a 15 clock hours/1semester hour ratio) may be obtained through verified ADE/CTE sponsored or approved staff development activities.
 - (c) Two years of teacher evaluations approved by a certified administrator or the administrator's designee, in a secondary setting and issued during the term of the Arizona provisional CTE teaching certificate exhibiting satisfactory performance in the classroom; verified by a letter on official district or school letterhead, signed by a certificated administrator.
2. Verification of state approved Structured English Immersion (SEI) training. Please see SEI requirements. Note: Individuals who hold a Full Bilingual or Full ESL endorsements are exempt from the SEI endorsement requirement. For initial Career and Technical Education certification, the requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who apply and otherwise qualify for Provisional or Standard Career and Technical Education certificate under any option that does not require a valid Arizona teaching certificate.
3. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602)223-2279.

Renewal of Standard CTE K-12 Certificate

The Standard CTE Certificate may be renewed within 6 months before it expires. *All requirements for renewal of the Standard CTE certificate must be met.*

Requirements for renewal of the Standard CTE Certificate are:

- 1. One hundred eighty (180) clock hours of professional development or 12 semester hours of coursework posted on official transcripts after the most recent issuance or renewal of the certificate.
- 2. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. Please see SEI requirements. Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.