

## **Designated Subjects: Career Technical Education**

### **1. Program Description**

#### *1.1 Narrative*

Designated Subjects Career Technical Education (DS CTE) credentialed teachers support elementary, middle and high school students in meeting high academic standards and the essential knowledge and transferable skills to match rapidly shifting workplace requirements. According to the Commission on Teacher Credentialing (CTC), this credential:

“...authorizes the holder to teach in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.”

[List of approved industry sectors \(CTC Leaflet CL-888\)](#)

To become a CTE teacher, Candidates must first earn the five-year Preliminary Designated Subjects CTE Credential, available through The North Coast Teacher Induction Program's (NCTIP) Regional Office. Each teaching credential has a unique set of standards that must be met in order to obtain the California Clear Credential. A [checklist](#) is utilized to ensure candidates meet all requirements, including an offer of employment.

In order to clear the Preliminary Credential, CTE teachers participate in the North Coast School of Education's [North Coast Teacher Induction Program](#) (NCTIP), a two-year, state-accredited Induction program that provides a link between the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities in the classroom.

Through a variety of empirical, theoretical, and cultural lenses, Candidates reflect upon their teaching practice and work with a Mentor Teacher, and an ePortfolio Review Team who provide formative assessment. Additionally, Candidates collaborate with [NCTIP staff](#) and colleagues to develop strategies and innovative pedagogy for a variety of 21st-century educational settings. Successful completion of Induction leads to recommendation for a California Clear DS CTE Credential. Upon completion of NCTIP and additional credential requirements, CTE teachers are eligible to apply for their Clear Credential.

In addition to NCTIP, Candidates have access to and complete as necessary other Commission on Teacher Credentialing (CTC) course requirements for clearing preliminary credentials such as the [U.S. Constitution](#), [Starting Out Right](#), [Foundations and Orientation](#), [Teaching English Learners](#), and the [Health Education Class](#). More information about becoming a CTE teacher, can be found on the [NCSOE website](#).

1.1.1 Table Depicting Location, Delivery Models, and Pathways; Calendars for each site can be found [here](#).

Location	Delivery Models	Pathways
Del Norte County Office of Education	Hybrid	Traditional
Humboldt County Office of Education	Hybrid	Traditional
Lake County Office of Education	Hybrid	Traditional
Mendocino County Office of Education	Hybrid	Traditional
Monterey/Santa Clara Corridor-Statewide SELPA Charter	Hybrid	Traditional
Nevada County Office of Education	Hybrid	Traditional
Sonoma County Office of Education	Hybrid	Traditional

## **2. Organizational Structure**

### *2.1 Organizational Chart/Graphic*

The Lead Educational Agency for all credential programs in the NCSOE is the Sonoma County Office of Education (SCOE):

[SCOE Organizational Chart Graphic.](#)

All Credential Programs offered through the SCOE are housed in the NCSOE:

[NCSOE Organizational Chart Graphic.](#)

## **3. Faculty Qualifications**

### *3.1 Faculty Distribution Table*

Faculty Distribution Table			
Full-time	Part-time	Adjunct	Vacancies
5	3	40	0

The NCSOE DS CTE Credential Program is facilitated throughout the consortium through faculty hired by SCOE:

Program Coordinators Staff List

Facilitators Staff List

### *3.2 Annotated Faculty List with Links to Faculty Vitae and Syllabi*

Resumes and link to Frameworks (for syllabi).

### *3.3 Published Adjunct Experience and Qualifications Requirements*

Job Descriptions for:

- [Program Coordinator](#)
- [Facilitators](#)
- [ePortfolio Review Team](#)
- [Curriculum Specialist](#)
- [Program Coordinator Roles and Responsibilities \(timeline\)](#)
- [Facilitator Roles and Responsibilities](#)
- [ePortfolio Review Team Roles and Responsibilities](#)

### *3.4 Faculty Recruitment documents (if applicable)*

See 3.3.

## **4. Course Sequence**

### *4.1 Published course sequence from Course Catalogue*

[NCTIP Course Catalogue/Handbook](#)

Candidate Roadmap Inquiry 1-2 2017-18

Candidate Roadmap Inquiry 3-4 2017-18

CTE Preliminary Credential [Checklist](#)

[CTE Clear Credential Packet](#)

## **5. Course Matrix**

*5.1 Course matrix with links to specific activities within the syllabi that provide documentation of introduction (I), Practice (P), and Assessment (A) of candidate competencies. Assessment (A) should link to the assessments used to determine competence.*

[Designated Subjects: Career Technical Education \(CTE\) Program Standards Course Matrix](#)

Candidates clearing preliminary CTE credentials with NCSOE are also required to complete [NCTIP](#), a two-year, state-accredited Induction program. Candidate competencies are measured along the [California Standards for the Teaching Profession \(CSTP\)](#) using the [Continuum of Teaching Practice](#) via an Individual Learning Plan (ILP) through an APTRA cycle (Assess, Plan, Teach/Do, Reflect, Apply). Candidates are provided with an Introduction (I) to the competencies in the Assess section of the ILP, then Practice (P) the competencies through the Plan and Teach/Do sections of the ILP. Lastly, they Assess (A) their teaching practice through the Reflect/Apply section.

The Candidate's Mentor and an ePortfolio Review Team also Assess (A) competence via observations with the Mentor Observed Evidence and the Portfolio Review Rubric, providing formative feedback as necessary as part of the Candidate's ePortfolio that demonstrates growth and candidate competency.

## **6. Fieldwork and Clinical Practice**

### *6.1 Table denoting number of hours of fieldwork, clinical practice*

Candidates are provided guidance as to how their work experience can be verified.

<b>Verification of Work Experience</b>		
CTE Preliminary and Clear Credential Work Experience Verification Guidelines	Verify industry work experience: <ul style="list-style-type: none"> <li>• With employer in industry area</li> <li>• No employer available</li> <li>• Self-employed</li> </ul>	CTE Preliminary Application Checklist

<b>Required Fieldwork/Clinical practice</b>		
<b>Credential Type</b>	<b>Requirements</b>	<b>Experience in the Field</b>
DS Preliminary CTE - 3 year	<ul style="list-style-type: none"> <li>• Three years of work experience (1000 clock hours/ year)</li> <li>• HS Diploma</li> <li>• Offer of employment</li> <li>• Verification of Notification</li> <li>• Application &amp; Fee</li> <li>• Live Scan</li> <li>• Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Three years of work experience related to industry. Options:</li> <li>• 1 year of work experience must be in the last 5 years OR 2 years in the last 10 years</li> <li>OR</li> <li>• 48 semester units (in</li> </ul>

		<p>the related field) may be substituted for 2 of the required 3 years</p> <ul style="list-style-type: none"> <li>• 1 year of industry experience is required</li> </ul>
DS CTE Clear - 5 year	<ul style="list-style-type: none"> <li>• 3 or 5 yr preliminary CTE credential</li> <li>• Personalized preparation including SDAIE - "Teaching English Learners" 4</li> <li>• Foundations &amp; Orientation</li> <li>• US Constitution</li> <li>• Health Ed (including CPR)</li> <li>• Technology Training</li> <li>• Application &amp; Fee</li> <li>• Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years of teaching on the preliminary credential</li> <li>AND</li> <li>• Commission approved personalized preparation program</li> </ul>

#### *6.2 Signed MOU or Agreement for each placement*

Memorandum of Understanding (MOU)

#### *6.3 Veteran Practitioner Training Material*

All candidates are supported by a trained, veteran teacher identified as a Mentor. Professional Coaching and Mentoring happens through a series of ongoing, professional development opportunities as described in the following:

The Mentoring System

Mentor Roles & Responsibilities

Mentor Application

Mentor Welcome Letter

Regional Staff Development, 2/year

#### *6.4 Documentation of Candidate Placements*

Candidates must submit a Verification of Employment and participate in the North Coast Teacher Induction Program in order to be recommended for a Clear Designated Subjects, CTE Credential.

Roster verifies mentor match.

## *6.5 Clinical Practice Handbook/Manual*

Candidates participate in a [two-year, state-accredited Induction program](#) that provides a link between the theory, knowledge and skills acquired in the Preliminary Credential Program to the clinical practice in the classroom. In this way, Candidates meet the [CTE Advanced Preparation Program standards](#) and competencies. Through a variety of empirical, theoretical, and cultural lenses, Candidates integrate assessment data into a plan for self-improvement to reflect upon their teaching practice through an Individual Learning Plan (ILP) and work with a Mentor Teacher, and an ePortfolio Review Team who provide formative assessment.

## *6.6 Fieldwork/Clinical Practice Syllabi*

To clear their credential candidates complete an ILP in which their fieldwork is identified. Additionally, candidates are supported through the induction program by a Mentor, who ensures fieldwork requirements are met with fidelity.

### *6.6.1 Clinical Practice Assessment Instruments*

Portfolio Review Rubric

## **7. Credential Recommendation**

### *7.1 Description of process ensuring appropriate recommendation*

A systematic process is in place to ensure the appropriate clear credential recommendation is issued with various levels of review and approvals. Upon entry into the NCTIP, the Candidate receives a credential advisement identifying all program and California Commission on Teacher Credentialing (CTC) credential requirements. The Candidate is charged with completion of the Induction Program along with any additional CTC credential requirements that may be listed on the credential posted on the [CTC website](#). Once the Program Coordinator has determined that the Candidate has met all program inquiries, the Candidate ePortfolio is submitted to the Executive Director for review. At the same time, the Candidate credential requirements are reviewed for completion by the Division Department Administrative Specialist. Once the Candidate has met all program and CTC credential requirements, the authorization is submitted to the Credentials Department for recommendation.

Requirement Checklist for Preliminary Designated Subjects: CTE Credential

Credential Analyst Advisement Checklist - Preliminary

Credential Analyst Advisement Checklist - Clear

CTC Application

### *7.1.1 Candidate Progress Monitoring Document*

#### Credential tracking spreadsheet

The Program Coordinator and Division Department Administrative Specialist advises and monitors the progress of the Candidate towards completion of all program and credential requirements. To apply for a Clear credential, a checklist is completed, documenting all required components and submitted to the NCSOE Division Department Administrative Specialist. Upon verification of all program and credential requirements, the application packet is submitted to the Executive Director for a final review and approval. The approved application packet is submitted to the Sonoma County Office of Education (SCOE) Credential Analyst who prepares the final application packet for recommendation to the CTC. A Verification of Application is then provided to the employing agency.