

CTE Professional Growth Plan - Olympic College



This document must be completed and signed off before the teacher candidate is admitted into the CTE Teacher Preparation Program.

Teacher Candidate Name:	CTE Program Area: <input type="checkbox"/> Agriculture <input type="checkbox"/> Business & Marketing <input type="checkbox"/> Health & Human Services <input type="checkbox"/> Skills & Technology <input type="checkbox"/> Family & Consumer Science <input type="checkbox"/> STEM
-------------------------	--

V-Codes for Initial Certification:	Date:
------------------------------------	-------

This plan is intended to outline procedures and timelines for you to meet requirements for the Initial CTE Certification and is a condition of employment required by state law. (WAC 181-77-014)

Requirements for the Initial CTE Certification are:

- 6,000 hours of related occupational experience
- Completion a CTE Teacher Preparation Program

Step 1 Verification Of Occupational Experience	<p>6,000 occupational hours are required for CTE endorsement/certification</p> <p><input type="checkbox"/> Complete Form 4075V- Employer Verification Form - 6000 hours of industry experience other than teaching must be verified for most CTE programs.</p> <p><input type="checkbox"/> May use 4000 hours of teaching experience towards the 6000 needed for Biomedical, Biotechnology, and STEM teachers (Certificate #V141000) may use all 6000 hours of teaching experience. Complete Form 4075H Verification of Teaching Experience</p> <p><input type="checkbox"/> Other (explain) _____</p> <p>If you can not verify 6000 hours of occupational experience, how do you plan to meet this requirement to become certified/endorsed:</p> <p>Timeline:</p>
---	--

Step 2 Verification of Basic Skills or Board Certified Teacher	<p>Teacher candidates must provide proof of Basic Skills attainment. A passing score is not required, simply evidence of taking one of the following tests in the areas of reading, writing, and mathematics. Check the test you took and provide documentation.</p> <p> <input type="checkbox"/> WEST-B <input type="checkbox"/> ACT <input type="checkbox"/> SAT <input type="checkbox"/> Board Certified </p>
---	--

**Note: ALL NEW CTE employees must develop state required competencies in the following areas within 60 days of being hired (WAC 181-77-014) therefore, these courses are mandatory:*

Course	Date Planned	Date Completed	Waived
Intro to Career Technical Education-Teacher Preparation Program			
Instructional Strategies -- Introduction			
Course Organization & Curriculum Development			
Student Leadership/Development			
CTE - History and Philosophy			
Occupational Analysis and Skills Standards			
School Law			
Diversity—CTE Classroom			
Safety-- CTE Classroom			
Child Abuse Issues			
Using Technology—CTE Classroom			
Field Experience			
Culminating Project--CTE			
Work Based Learning-Coordination Techniques			

Step 3
 Develop a plan to complete the required courses for certification or endorsement.

Timeline:
 Two years

Course Waiver Request Submitted. **Date:** _____ **Approved:** _____

List courses waived here:

Field Experience: Two documents required:

Rubric sign off with CTE Director – Date: _____

Current teacher evaluation sent to Olympic College – Date: _____

<p>Step 4</p> <p>Fingerprints and background check</p>	<p>Fingerprint and background checks are required by Washington state law for CTE teachers.</p> <p><input type="checkbox"/> Has been fingerprinted. Provide documentation.</p> <p><input type="checkbox"/> Complete a background check. Download the Request for Background Check Results and follow the instructions.</p>
<p>Step 5</p> <p>First Aid & CPR</p>	<p>All CTE teachers must have current First AID and CPR certifications.</p> <p><input type="checkbox"/> Holds a current First AID certification. Provide documentation.</p> <p><input type="checkbox"/> Holds a current CPR/AED certification. Provide documentation.</p> <p>If you do not have First Aid and CPR certifications, what is your plan to meet the requirement for Step 4.</p> <p>Timeline:</p>
<p>Step 6</p> <p>CTE Mentor</p>	<p>Mentor</p> <p>Please identify a person you can go to for advice on CTE matters.</p> <p>Name of mentor:</p>

I understand that satisfactory completion of this document, the attachments and sign off will allow me to be accepted as a candidate in the Olympic College Career Technical Education Teacher Preparation program

Educator

Date

CTE Director or designee

Date

Olympic College Program Manager
CTE Teacher Preparation Program

Date