

## Career & Technical Education (CTE) Teacher Preparation Program

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Olympic College is one of seven Washington state providers approved by the Professional Educator Standards Board (PESB) for Plan II Business/Industry Route for Career and Technical Education (CTE) Certification. Our program is based on the requirements in the [Washington Administrative Code WAC 181-77-041](#).

Thank you for your interest in our program—we look forward to working with you!

The CTE Teacher Preparation Program registration packet contains the documents listed below. Fill these forms out electronically (Adobe PDF reader recommended) and email to: [TeacherCTECert@olympic.edu](mailto:TeacherCTECert@olympic.edu). Please be sure to save these documents to your computer before attaching in an email to us. After receipt, we will be in contact with you for next steps.

- a. Page 1: Admission form to Olympic College, which contains program-specific data questions needed for reporting to the Professional Educator Standards Board (PESB) and the Office of Superintendent of Public Instruction (OSPI).
- b. Page 2: CTE Certification Area Codes also known as V-Codes (courtesy of PESB).
- c. Page 3: Students who cannot, or chose not to, provide the SSN/ITIN must fill out and sign the Sub W-9s. When filling out, please fill out [Part 1 and Part 3](#) in their entirety while marking the appropriate box in Part 3. This document requires a hand-written signature.
- d. Page 4: FAQ sheet for basic skills. Evidence of having taken a basic skills test (WEST-B, ACT, or SAT) is required for admission to Olympic College's CTE Teacher Preparation Program. You may take courses; however, you will not be considered a teacher candidate; and, therefore, ineligible for course completion documents until basic skills documentation has been provided. Candidates are not required to meet a specific passing score on these exams nor is there an expiration for them.

For more information, questions, or concerns, about the OC program or this application, please contact us by email: [TeacherCTECert@olympic.edu](mailto:TeacherCTECert@olympic.edu).

High school Transcripts are not required for Admission. An application fee is not charged. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

SHADED AREAS FOR OFFICE USE ONLY																											
1600 Chester Avenue Bremerton, WA 98337-1699		<b>Have you ever applied or attended classes for credit offered by this college?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		<b>Quarter you plan to start?</b> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Year _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer																							
<b>Social Security Number**</b>		<b>** To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report payments made by you that may qualify for a tax credit or a tax deduction on your income tax return. We may also use this information to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to an IRS penalty of \$50. Pursuant to state and federal law, the college will protect your SSN from unauthorized use and/or disclosure.</b>		<b>Do you have a disability?*</b> (Providing this information is voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No																							
<b>Your intended Major area of study</b> Career and Technical Education (CTE) Teacher Preparation Program				<b>Sex*</b> (Providing this information is voluntary) <input type="checkbox"/> Female <input type="checkbox"/> Male																							
<b>Advisor</b> _____		<b>Student ID Number</b> _____		<b>Quarter Code</b> _____																							
<b>Student Program</b> _____		<b>Date Application Rec'd</b> _____		<b>Date of Birth:</b> _____ / _____ / _____																							
<b>Last Name</b> _____		<b>First Name</b> _____		<b>Middle</b> _____																							
<b>Address</b> _____		<b>List previous name(s):</b> 1. _____ 2. _____		<b>Emergency Contact (name and contact info):</b> _____																							
<b>Email Address</b> _____		<b>Primary Phone No.</b> _____		<b>Business/Work Phone No.</b> _____																							
<b>Please check one more more options below to indicate what race you consider yourself to be.*</b> (Providing this information is voluntary) <input type="checkbox"/> 872 African American <input type="checkbox"/> 597 Alaska Native or American Indian Please specify tribe: _____ <input type="checkbox"/> 605 Chinese <input type="checkbox"/> 608 Filipino <input type="checkbox"/> 611 Japanese <input type="checkbox"/> 612 Korean <input type="checkbox"/> 653 Native Hawaiian <input type="checkbox"/> 681 Other Pacific Islander <input type="checkbox"/> 621 Other Asian <input type="checkbox"/> 619 Vietnamese <input type="checkbox"/> 800 White <input type="checkbox"/> 799 Other If other race, please specify: _____		<b>Residency</b> Have you been a legal resident of Washington and lived continuously in Washington for the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how long have you lived continuously in Washington? _____ months Note: A student cannot qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state drivers' license, vehicle registration or other document that gives evidence of being a legal resident in another state.		<b>CTE Teacher Candidate New Student Information</b> 1. Do you hold a Washington teacher, administrator, educational staff associate or CTE Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Certificate No.: _____ 2. Are you currently a teacher in a Washington State Public School District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what district? _____ 3. What is your highest level of education? <input type="checkbox"/> 11 Less than high school graduate <input type="checkbox"/> 12 GED <input type="checkbox"/> 13 High school graduate <input type="checkbox"/> 14 Some post high school, no degree certificate <input type="checkbox"/> 15 Certificate (less than 2 years) <input type="checkbox"/> 16 Associate degree <input type="checkbox"/> 17 Bachelor degree <input type="checkbox"/> 18 Graduate degree <input type="checkbox"/> 90 Other 4. What is your intended program area for CTE certification? <input type="checkbox"/> Agriculture <input type="checkbox"/> Human Services <input type="checkbox"/> Business & Marketing <input type="checkbox"/> Skills & Technology Sciences <input type="checkbox"/> Career Choices <input type="checkbox"/> Work Site Learning <input type="checkbox"/> Health Science																							
<b>Are you of Spanish/Hispanic/Latino ethnicity?*</b> (Providing this information is voluntary) <input type="checkbox"/> No <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano 722 <input type="checkbox"/> Yes, Cuban 709 <input type="checkbox"/> Yes, Other Spanish 730, Hispanic 717, Latino 720 If other, please specify: _____		<b>Are you a U.S. Citizen?*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what is your status? (Providing this information is voluntary) <input type="checkbox"/> IM Immigrant/Permanent Resident (holds green card) _____ Alien No. <input type="checkbox"/> RF Parolee/Refugee _____ Alien No. <input type="checkbox"/> B1 Business/Tourist Visitor† <input type="checkbox"/> F1 International Student Visa (F or M Visa) <input type="checkbox"/> J1 Exchange Visitor†/Au Pair <input type="checkbox"/> ZZ Other or No documentation† <input type="checkbox"/> Other Visa, please specify: _____ †Zero Credit Only. Note: Please submit a copy of your immigration documentation with this application.		<b>Pre-college tests taken:</b> <input type="checkbox"/> WEST-B <input type="checkbox"/> ACT <input type="checkbox"/> SAT Year taken: _____ Where: _____																							
<b>Course Registration</b>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item number</th> <th style="width: 85%;">Course Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Item number	Course Title																					<b>CTE Specialty Area (V-Code):</b> As you work towards your CTE certificate, you may only teach in specific subcategories that are rooted in your occupational experience. If you are unsure of your V-Code(s), please visit the Washington State Office of Superintendent of Public Instruction's (OSPI) website or use the quick reference chart within this application. .  Please list v-codes. If more space is required, please list and submit in a separate document along with this application.	
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<b>Education History</b>		If more space is required, please list and submit in a separate document along with this application.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name of last high school attended</th> <th style="width: 10%;">HS Code</th> <th style="width: 25%;">City and State</th> <th style="width: 15%;">Years attended</th> <th style="width: 15%;">Graduated</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td>Yes, Year _____ No, Highest grade completed _____</td> </tr> <tr> <td>Name of other college, vocational/technical school attended</td> <td>Code</td> <td>City and State</td> <td>Years attended</td> <td>Graduated Yes No</td> </tr> <tr> <td>Name of other college, vocational/technical school attended</td> <td>Code</td> <td>City and State</td> <td>Years attended</td> <td>Graduated Yes No</td> </tr> </tbody> </table>		Name of last high school attended	HS Code	City and State	Years attended	Graduated					Yes, Year _____ No, Highest grade completed _____	Name of other college, vocational/technical school attended	Code	City and State	Years attended	Graduated Yes No	Name of other college, vocational/technical school attended	Code	City and State	Years attended	Graduated Yes No		
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I certify to the best of my knowledge all statements on this form are true. If submitting electronically, please include your <b>typed signature</b> in the provided space.																											
<b>Print Name</b> _____		<b>Signature</b> _____		<b>Date</b> _____																							

\*Response or non-response to any of the questions listed as voluntary on this application will not affect your consideration for admission. Admission to OC carries with it the expectation that students agree to comply with established OC policies and regulations.

**CTE Certification Area Codes**

<b>CTE agriculture education (broad area endorsement )</b>	V010000	Health support services careers	V510710
Agribusiness	V010101	Health therapeutic careers	V510800
Agricultural mechanics	V010201	Health diagnostic careers	V510900
Agricultural production	V010300	Biomedical science	V260102
Aquaculture	V010303	Health science biotechnology	V261202
Horticulture	V010601	Dental assistant	V510601
Floriculture	V010603	Sports medicine	V510709
Agriculture food science	V011001	Nursing assistant	V511614
Natural resources	V030101	Global health	V512210
Chemical technology	V410301	<b>CTE technology education (broad area endorsement )</b>	V210100
Veterinarian assistant	V510808	Stem technology	V141000
<b>CTE business and marketing education (broad area endorsement )</b>	V078000	Communication technologies	V100100
CTE business education	V070000	Material engineering	V141801
CTE marketing education	V080000	Engineering	V143501
Publishing	V091001	Manufacturing technology	V150100
Business management	V520100	Jrotc	V280300
Accounting & related programs	V520300	Criminal protective services	V430100
Legal administrative services	V520403	Forensic technology	V430106
Medical administrative services	V520404	Fire service	V430203
Banking support services	V520895	Construction trades	V460200
Computer applications & related prog	V521206	Electrician	V460302
Fashion merchandising	V080102	Electrical and electrical equipment repair	V470101
Entrepreneurship	V080301	Computer technology	V470110
General sales operations	V080706	Refrigeration/air-condition/heating	V470201
Lodging management	V520902	Automotive technology	V470600
Marketing management	V521401	Auto body repair	V470603
<b>CTE family &amp; consumer sciences ed (broad area endorsement )</b>	V200002	Aircraft technician	V470608
Cosmetology	V120403	Drafting	V480101
Food production and services	V120505	Precision metal worker	V480500
Translation and interpretation	V160103	Aviation occupations	V490100
Consumer services	V190403	Water transportation worker	V490300
Food science dietetics & nutrition	V190504	Commercial design/applied art	V500400
Housing, interiors & furnishings	V190601	Stage design technician	V500502
Family and community services	V190707	Career choices	V600092
Early childhood education & services	V190708	Worksite learning coordinator	V600097
Textiles and apparel	V190901	Mathematics applied	V610000
Educational para pro	V200206	Science applied	V620000
Careers in education	V200212	Biology applied	V620001
Culinary arts	V200493	Physics applied	V620002
Hospitality, recreation & tourism	V310101	Earth & space science applied	V620003
Personal care services	V310510	Chemistry applied	V620004
Sign language interpreter	V510205		
Health informatic careers	V510700		

Source: PESB



# Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

Return completed signed form, in person or by mail, to:  
Registration and Records  
1600 Chester Avenue, Bremerton WA 98337

**Do not submit this form to the IRS.**  
**Complete the form in blue or black ink.**

<b>Part 1</b>	<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
	<b>Street Address</b>	<b>City</b>	<b>State</b>
	<b>Taxpayer Identification Number (SSN or ITIN)</b>	<b>OC Student Identification Number</b>	
			<b>Zip Code</b>

<b>Part 2</b>	<i>By my signature below, I certify that the number shown on this form is my correct SSN/taxpayer ID number.</i>	
	<b>Signature</b>	<b>Date</b>

~~~ OR ~~~

|               |                          |                                                                                                                                                                                                                                                                                                                                                    |
|---------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part 3</b> | <input type="checkbox"/> | I am a foreign national, nonresident alien, or International student and do not have a Social Security number or Individual taxpayer ID number. I do not plan to file an income tax return in the U.S.                                                                                                                                             |
|               | <input type="checkbox"/> | I am unable to, or choose not to provide my SSN/ITIN to Olympic College at this time. I understand that I may be subject to an IRS fine for failure to do so. I further understand that the IRS will not be able to use the Form 1098-T filed by Olympic College to confirm my eligibility for certain education tax benefits without my SSN/ITIN. |
|               | <b>Signature</b>         | <b>Date</b>                                                                                                                                                                                                                                                                                                                                        |

### Instructions

**Purpose:** Olympic College must get your correct identifying number to file the Form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. This will be your social Security number (SSN) or your individual taxpayer identification number (ITIN). Form 1098-T contains information about qualified tuition and related expenses to help determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Higher Education. Under Federal law, you are required to provide the requested information.

#### Part 1.

Enter your name and mailing address. The name should match that used by the Social Security Administration or Internal Revenue Service.  
Taxpayer identification number - Enter your SSN or ITIN. Please include your OC student ID number.

#### Part 2.

Sign your name in the space provided to confirm the information provided. The registrar cannot change your records without your signature.

#### Part 3.

Please fill out this part only if you choose not to or are unable to provide the SSN/ITIN. Check either the first or the second box and sign the statement. By law, Olympic College must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

*Deliver, or mail the completed form using the enclosed postage paid, self-addressed envelope to Registration and Records. Please do not email the form. Email is not a secure way to transmit personal information. Forms also cannot be accepted via fax.*

**Misuse of SSNs.** If Olympic College discloses or uses your SSN/ITIN in violation of Federal law, Olympic College may be subject to civil and criminal penalties.

**Privacy Act Notice:** Section 6109 of the Internal Revenue code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities and states to carry out their tax laws.

# Basic Skills Assessment Requirement for All WA State Teacher Preparation Programs

## Frequently Asked Questions

### 1. Why do I have to take basic skills assessment tests?

On April 24, 2019, Governor Inslee signed [HB 1621](#)—a bill designed to help admit more candidates into the teaching profession by removing the requirement of meeting a specific score on the WEST-B (Washington Educator Skills Test - Basic) exam. Under the new policy, which went into effect on **January 1, 2020**, teacher candidates must now take a basic skills assessment or approved equivalent for admission to a teacher preparation program and CTE certification. Candidates are not required to meet a specific passing score on these exams, nor do the results of these exams expire. However, CTE programs can use the results of these assessments in a diagnostic and formative way to design and provide support for teacher candidates.

### 2. What tests will qualify to meet the basics skills testing requirement?

Candidates must take sub-tests in reading, writing, and mathematics from one of the exams below.

- ❖ [WEST-B](#) (Reading, Math, and Writing tests)
- ❖ [ACT](#) (Reading, Math, and Writing tests)
- ❖ [Praxis Core](#) and [Praxis 1](#) (Reading, Math, and Writing tests)
- ❖ [SAT](#) (Reading, Math, and Essay tests).

*Note: Not all SAT English tests include the essay writing portion. For more information, see faq #3.*

If you are a current NBCT (National Board Certified Teacher) in any subject, you do not need to provide proof of having taken these exams. You must, however, provide proof of your NBCT certification. For a complete list of acceptable basic skills tests, visit [PESB's webpage for basic skills](#).

### 3. I am not sure if I took the essay portion of the SAT Exam, what should I do?

Your SAT test documentation should reflect if an essay portion has been taken. If you're unsure, please feel free to ask Olympic College CTE Staff. If you haven't taken it, you will need to take the WEST-B writing subtest only. You will not need to take all three of the WEST-B tests if you have taken the SAT Math and English portions. For more information on the WEST-B see faqs #6 and #7.

### 4. By when must I take a basic skills assessment OR submit my test scores?

Evidence of having taken a basic skills test (WEST-B, ACT, or SAT) is required for admission to Olympic College's CTE Teacher Preparation Program. Although you may take our courses, you will not be considered a teacher candidate, and, therefore, ineligible for certification until documentation has been supplied.

### 5. What documentation must I provide to prove that I've taken a basic skills assessment?

At this time, you may send unofficial documentation verifying that you've taken these exams to the Olympic College CTE inbox (monitored by CTE Staff): [TeacherCTECert@olympic.edu](mailto:TeacherCTECert@olympic.edu).


### 6. I have not taken the SAT, ACT or WEST-B, which test should I take to complete the basics skills testing requirement?

For current/aspiring teachers, we strongly suggest that you take the WEST-B exam, which can be taken at the Olympic College Testing Center. Please visit the following link to register for and schedule an appointment to sit for the WEST-B exams: <https://home.pearsonvue.com/west>.

**7. What is the WEST-B and what does it cost to take?**

Source for the information below:

[http://www.west.nesinc.com/TestView.aspx?f=HTML\\_FRAG/WA095\\_TestPage.html](http://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/WA095_TestPage.html).

|                                            |                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Format                                     | Computer-based test <ul style="list-style-type: none"> <li>• Reading: 60 multiple-choice questions</li> <li>• Writing: 50 multiple-choice and 2 constructed-response questions</li> <li>• Mathematics: 60 multiple-choice questions</li> </ul>                                                                  |
| Time                                       | CBT tutorial and nondisclosure agreement: 15 minutes<br>Reading: 2 hours testing time<br>Writing: 3 hours testing time<br>Mathematics: 2 hours testing time<br>All 3 subtests: 5 hours testing time                                                                                                             |
| Test Dates                                 | By appointment, year round. Test appointments are available on a first-come, first-served basis.                                                                                                                                                                                                                |
| Test Fee                                   | <ul style="list-style-type: none"> <li>• Single subtest: \$67 (includes \$32 subtest fee and \$35 registration processing fee)</li> <li>• All 3 subtests: \$131 (includes \$96 test fee and \$35 registration processing fee)</li> </ul>                                                                        |
| Reference Materials Provided for this Test | Mathematics: A Mathematical Symbols, Abbreviations, and Formulas document is available on-screen during testing. <a href="#">Review it now</a>  .<br><i>Reference materials are provided on-screen as part of your test.</i> |
| Prepare                                    | <a href="#">View the preparation materials available for this test.</a>                                                                                                                                                                                                                                         |

**8. I have more questions regarding teacher certification options, who can I contact?**

For questions regarding teacher certification options, individuals must contact the WA Office of Superintendent of Public Instruction (OSPI) Certification Office at [cert@k12.wa.us](mailto:cert@k12.wa.us) or (360) 725-6400.

**9. I have more questions regarding the Olympic College CTE Program, who can I contact?**

Please contact the OC CTE Staff at [TeacherCTECert@olympic.edu](mailto:TeacherCTECert@olympic.edu).

**10. I have questions regarding this legislative change, who can I contact?**

For questions regarding this legislative change, please contact the State of WA Professional Educator Standards Board (PESB) at [pesb@k12.wa.us](mailto:pesb@k12.wa.us).