

**The Ohio State University (OSU)
College of Education and Human Ecology (EHE)
School of Physical Activity and Educational Services (PAES)
Workforce Development and Education section (WDE)**



Career and Technical Education Teacher Licensure Program

Licensure Handbook

2011-12

Note: at the time this handbook was posted (July 2011), licensure rules were in a state of transition. Please check with the program faculty periodically during 2011-12 for possible changes.

Revision #1 – August 10, 2011
Revision #2 – April 11, 2012

Brief Description of the Goal of the Program

The goal of the Career and Technical Education Teacher Licensure Program is to develop career and technical educators who will foster the development of students by preparing them for a high performance workplace that is in constant transition. The program prepares teachers to plan, implement, and assess instruction by developing skills necessary to organize content, create a positive learning environment, use appropriate teaching methods, and continue to reflect and develop professionally.

The license type for this program is the Ohio Alternative Resident Educator license in Career-Technical Workforce Development. (This program was previously known as “Route B”). This is a type of alternative teacher licensure, available only to individuals teaching in selected career and technical education programs

Program Prerequisites

There are several prerequisites to enrolling in the Career and Technical Education Licensure Program. This program is designed for teachers who have been hired by school districts or correctional institutions and who must now secure teacher licensure. The prospective student must have a high school diploma or GED. The student must be sponsored by a hiring school district or correctional institution. These institutions will complete a State of Ohio Department of Education CTE-37 Qualification Evaluation form. For more information see the Ohio Department of Education Office of Career and Technical Education at <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1752&ContentID=9670&Content=105130>

Teaching in a Public School (comprehensive high school or career center)

This program is for career and technical teachers who do not have a bachelor’s degree in their field, or who have a bachelor’s degree in their field, but who do not have a degree in education. Enrollment in the licensure program must be initiated by the hiring school district. Applicants must have work experience in their field; the number of years required varies by teaching area. Teachers completing the program are eligible to apply for a standard teaching license valid for teaching students ages 8 and beyond. This professional license is valid for the subject named on the license in any chartered school in Ohio.

Teaching in a Correctional Institution

The Career and Technical Education Teacher Licensure Program for career and technical teachers in corrections serves educators in adult and juvenile correctional settings. This program is for career and technical teachers who do not have a bachelor’s degree in their field, or who have a bachelor’s degree in their field, but who do not have a degree in education. Enrollment in the licensure program must be initiated by the institution. Applicants must have work experience in their field; the number of years required varies by teaching area. Teachers completing the program are eligible to apply for a standard teaching license valid for teaching students ages 8 and beyond. This professional license is valid for teaching the subject named on the credential in any chartered school in Ohio.

The Career and Technical Education Teacher Licensure Program provides the pedagogical courses required to be licensed to teach in the following broad areas:

- Career and Technical Agriculture
- Career and Technical Business
- Career and Technical Trade and Industry
- Career and Technical Health Occupations
- Career and Technical Marketing
- Career and Technical Family/Consumer Sciences

Working Toward Licensure

Steps in the Process (see Appendix A for licensure paperwork instructions)

1. A hiring school district recruits for a teaching position. The individual applicant must meet minimum requirements regarding education level and work experience in order to be hired.
2. The individual being considered for hire must complete a CTE-36 verifying education and work experience. Once the CTE-36 is completed, it is submitted to the hiring school district for consideration. Ideally, the CTE-36 is completed as part of the application process and **before** an offer of employment is given. The school district keeps the original CTE-36 and sends a copy of the CTE-36 to Ohio State University as part of the licensure process.
3. If the individual meets the requirements for initial licensure and is hired, the school district completes a CTE-37 form and the teacher applies for the Ohio 4-year Alternative Resident Educator License. The forms (CTE-36 copy, original CTE-37, Alternative Resident Educator Application and check) is submitted to Ohio State University, which will verify enrollment in the licensure program. License applications will not be processed until OSU enrollment is verified.
4. After hiring, enroll in the summer workshop (EDPAES 668.01) and begin teaching in the fall. Individuals hired after the workshop will enroll in the next quarter's observation course (ED PAES 575.02 or 668.02)
5. Begin to complete the program requirements (see below)
6. Participate in a residency program through the employing district, and complete any mentoring or residency program requirements (this is a local district responsibility)
7. Complete the rest of the program requirements by the end of year four.
8. Apply for the five-year professional license

Students must maintain a 2.75 cumulative GPA throughout the program, or be subject to possible removal from the program. Students must also participate in the required NCATE assessments through the TK20 assessment system.

Program Requirements & Timeline

The program is 40 quarter hours in duration. Courses are offered each quarter (Fall, Winter, and Spring). Summer quarter courses may also be available. During the first year, students take a minimum of EDPAES 668.01 summer workshop (6 hours) and six hours of EDPAES 575/668 credit (two hours each quarter). If a teacher was a "late hire", i.e., they were hired for their first year of teaching after the summer workshop, they will be required to complete the summer workshop the following summer, after their first year of teaching. Students are encouraged to enroll in a minimum of one class a quarter.

Note about Ohio State University changes:

Beginning summer 2012, Ohio State University will be on a semester-based system. The last academic term on the quarter system will be Spring Quarter 2012. New, first-year CTE teachers should complete the 575/668 observation series during the 2011-12 school year. In doing so, there will be a smooth transition to the semester-based courses, beginning summer 2012. A suggested plan of courses is as follows:

Quarter System (2011-12)

Summer 2011	Autumn 2011	Winter 2012	Spring 2012
ED PAES 668.01	ED PAES 575.02/668.02	ED PAES 575.03/668.03	ED PAES 575.04/668.04

Semester System (2012-onward)

Semester	2012-2013	2013-14	2014-2015
Autumn	5665 Methods for CTE	5622/5623 Educational Technology course	5624 Foundations of WDE
Spring	5667 Curriculum/Instruction/Assessment	5655 Coordination of Work-Based Learning in CTE	5668 CTE Capstone 5442 Reading Across the Curriculum

Transfer Credit (effective July 1, 2009)

Under certain circumstances, students may be able to take applicable courses at another postsecondary institution and meet requirements of the program. *These must be approved in advance.* Students may also be granted credit for comparable courses taken in the past at other postsecondary institutions.

Taking/transferring NEW courses

The state of Ohio has a TAG (Transfer Assurance Guide) for specific areas of study, including education. Approved TAG courses carry the guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio's public institutions of higher education, provided the course was taken when the courses were equivalent. There are four TAG courses in education:

- educational foundations
- exceptional learners
- educational psychology
- educational technology

Three of these courses (exceptional learners, educational psychology, educational technology) are part of the requirement for this programs. Students are permitted to take these TAG courses at another institution and they will meet the requirement for that course in the program.

Transferring in PREVIOUS courses

Students can be granted credit for comparable courses taken in the past at other postsecondary institutions. The applicability of these courses is determined by The Ohio State University Registrar and the program coordinator. Students wishing to utilize this process must submit official transcripts to the OSU Admissions Office, along with a copy (xerox) to the program coordinator. Course descriptions and/or course syllabi may also be required.

Note on transfer of courses

Since Ohio State University offers the program, and is responsible for determining program completion, a minimum of 2/3 of all required courses must be completed through Ohio State University. For example, a student required to complete 40 quarter hours of the program, must complete a minimum of 27 of those hours at Ohio State. Students with prior teaching licenses in other teaching fields who have courses waived (for example, waiver of the ED PAES 668.01 class, based on a previous teaching license) must complete ALL remaining required courses at Ohio State University.

Supplemental Licenses

Teachers holding teaching licenses in fields other than career-technical education, hired by school districts to teach career-technical programs, can obtain a supplemental license in a CTE field, then obtain a five-year professional license. When determining a program of study, teachers submit a resume and transcripts for evaluation. A list of courses is generated from these documents and the teacher enrolls at Ohio State University in order for the supplemental to be processed. The supplemental can be renewed two times. In order to qualify for the renewal, teachers must complete a minimum of 1/3 of the required courses for the first renewal, an additional 1/3 for the second renewal, and must complete the final third in order to obtain the five-year CTE license. Teachers must take all required courses at Ohio State University.

Working Toward a Degree while Pursuing Licensure

Renewing teaching licenses will require continual professional development, primarily in the form of credit hours. It will likely prove beneficial to enroll in a degree program, in addition to pursuing teacher licensure. Doing so offers the student access to student services, facilitates registration and paying for classes and allows the student access to other OSU services and benefits. In addition, on a professional level, obtaining a degree can result in additional steps on a negotiated pay scale, and may open the door to other opportunities within the teacher's school district.

Graduate Programs

The College of Education offers a Master's Degree in Workforce Development and Education, which can be obtained in conjunction with the courses taken toward teacher licensure. The program is available to individuals holding a baccalaureate degree in an appropriate field from an approved institution, and who meet additional requirements of the Graduate School of The Ohio State University.

Undergraduate Programs

Bachelor of Science Degree

The College of Education offers a baccalaureate degree program in Technical Education and Training with a specialization in Career and Technical Education. This program utilizes the hours earned while pursuing teacher licensure, and allows for the inclusion of credit hours earned at other postsecondary institutions, upon approval. The program requirements can be found on the PAES website.

Associate of Arts Degree

The OSU regional campuses at Lima, Mansfield, Marion and Newark all offer an Associate of Arts Degree in General Studies, with a specialization in Career and Technical Education. Students will be able to utilize the hours of the licensure program as part of the hours required for the AA degree. The program requirements can be found on the PAES website.

REQUIREMENTS SHEET: CTE LICENSURE PROGRAM
(Effective only for 2011-2012 entry)

Course Number	Course Name	Credit Hours Q=Quarter S= Semester	When Taken	Grade Earned	Tentatively Offered
ED PAES 668.01 (U/G)	Pre-Service Career and Technical Teacher Licensure Clinic	6 Q			Summer
ED PAES 575.02 (U) ED PAES 668.02 (G)	Career and Technical Teacher Licensure Clinic	2 Q			Autumn
ED PAES 575.03 (U) ED PAES 668.03 (G)	Career and Technical Teacher Licensure Clinic	2 Q			Winter
ED PAES 575.04 (U) ED PAES 668.04 (G)	Career and Technical Teacher Licensure Clinic	2 Q			Spring
5442 (U/G)	Teaching Reading Across the Curriculum	3 S			Autumn Spring
5622 (U/G) 5623 (U/G) (choose one)	Intro to Software Applications for Teachers & Trainers Advanced Software Applications for Teachers & Trainers	3 S			Autumn (5622) Spring (5623)
5624 (U/G)	Foundations of Workforce Development and Education	3 S			Autumn
5655 (U/G)	Coordination of Work-Based Learning in CTE	3 S			Spring
5665 (U/G)	Methods in Career and Technical Education	3 S			Autumn
5667 (U/G)	Curriculum/Instruction and Assessment in Career and Technical Education	3 S			Spring
5668 (U/G)	Career and Technical Education Capstone	1 S			Autumn, Spring

**BRIEF COURSE DESCRIPTIONS
CTE LICENSURE PROGRAM
(Effective only for 2011-2012 entry)**

Course Number	Course Title and Description
ED PAES 668.01 (U/G)	<u>Pre-Service Career and Technical Teacher Licensure Clinic</u> : Development of basic cognitive and performance skills required to earn an Initial Ohio Two-Year Career and Technical Education Provisional License
ED PAES 575.02 (U) ED PAES 668.02 (G)	<u>Career and Technical Teacher Licensure Clinic</u> : Seminars and observations
ED PAES 575.03 (U) ED PAES 668.03 (G)	<u>Career and Technical Teacher Licensure Clinic</u> : Seminars and observations
ED PAES 575.04 (U) ED PAES 668.04 (G)	<u>Career and Technical Teacher Licensure Clinic</u> : Seminars and observations
5442 (U/G)	<u>Teaching Reading Across the Curriculum</u> : Provides students with the knowledge and tools they need to support the developmental reading and literacy skills of middle and secondary students.
5622 (U/G) 5623 (U/G) (choose one)	<u>Intro to Software Applications for Teachers & Trainers</u> Beginning applications of educational technology to CTE subjects <u>Advanced Software Applications for Teachers & Trainers</u> : Advanced applications of educational technology to CTE subjects
5624 (U/G)	<u>Foundations of Workforce Development and Education</u> : Offers economic, social, psychological and educational foundations of the fields in workforce development.
5655 (U/G)	<u>Coordination of Work-Based Learning in CTE</u> : Strategies for the development of work-based learning programs in career and technical education.
5665 (U/G)	<u>Methods in Career and Technical Education</u> : Designed to help career and technical teachers to plan, organize, and manage vocational shops and technical laboratories used in various education settings
5667 (U/G)	<u>Curriculum/Instruction and Assessment in Career and Technical Education</u> : Study of literature on curriculum and instruction used to prepare future employees, upgrade current employees, and prepare for changes in technology
5668 (U/G)	<u>Career and Technical Education Capstone</u> : Development and refinement of basic curriculum design and development skills required of a second-year CTE teacher

Important changes to tuition and fee policies (Effective autumn quarter 2011)

Changes are going into effect for tuition and fee policies. Highlights are listed below. For complete information, please see: <http://enrollmentservices.osu.edu/tuition-fee-policyAU11.html>

1. Payment due date: Students must pay tuition, all fees, and prior term balances one week (7 calendar days) before the 1st day of classes. This includes the first installment of the Tuition Option Payment Plan (TOPP).

2. Late payment fees:

- \$200 for failure to pay by the payment due date (see #1)
- Increases to \$300 for failure to pay by the 2nd Friday of classes

In addition, students will be assessed:

- \$100 for each class added after the 2nd Friday of classes
- \$500 for initial registration after the 2nd Friday of classes

3. Drop for non-payment: Students who have not paid tuition, all fees, and prior term balances by the 2nd Friday of classes will be dropped from all enrollments for non-payment.

4. Re-enrollment fee: Students dropped for non-payment will be assessed a \$300 fee to re-enroll in addition to any incurred late fees.

5. Forfeitures and refunds: Students who drop below full time or withdraw from all classes after the first Friday of classes until the 4th Friday of the quarter will forfeit a percentage of their tuition and fees depending on when the drop or withdrawal occurs within that timeframe (see chart at <http://enrollmentservices.osu.edu/tuition-fee-policyAU11.html>). After the 4th Friday, students will forfeit all of their fees.

Important Phone Numbers:

School of PAES Student Services Office	292-6787
Workforce Development and Education Office	292-8148
Registrar's Office http://www.ureg.ohio-state.edu/ourweb/online.html	292-8500
Undergraduate Admissions http://www-afa.adm.ohio-state.edu/undergraduate/index.php	292-3980
Graduate School Admissions http://www-afa.adm.ohio-state.edu/grad/index.html	292-9444
Fees and Deposits http://www.treasurer.ohio-state.edu/TREAS/Newstude.htm	292-3337
Traffic and Parking http://www.tp.ohio-state.edu/	292-9341
Ohio Department of Education - Licensure http://www.ode.state.oh.us/teaching-profession/	466-3593

APPENDIX A

Paperwork Requirements for Licensure

Paperwork required for Alternative Resident Educator License to be submitted to the university

A copy of the CTE-36

* school district keeps original copy for their records

An original CTE-37 signed by the superintendent or his/her designee

An Ohio Alternative Resident Educator License form

A check or money order made out to the "Treasurer, State of Ohio" for \$160.00

Paperwork required for Initial Supplemental License to be submitted to the university

A copy of the CTE-36

* school district keeps original copy for their records

An original CTE-37 signed by the superintendent or his/her designee

An Ohio Supplemental License form

A check or money order made out to the "Treasurer, State of Ohio" for \$40.00

Paperwork required for Five-year license from a Supplemental License to be submitted to the university

An original CTE-37 signed by the superintendent or his/her designee

An Ohio Initial License form

A check or money order made out to the "Treasurer, State of Ohio" for the appropriate amount, as determined by license status

The following only apply to CTE teachers licensed prior to December 31, 2010

Paperwork required for 2-year License Renewal to be submitted to the university

An Ohio License Renewal form

An original CTE-37 signed by the superintendent or his/her designee

A check or money order made out to the "Treasurer, State of Ohio" for \$80.00

Paperwork required for 5-year Professional License to be submitted to the university

An Ohio License Renewal form

An original CTE-37 signed by the superintendent or his/her designee

Verification of completion of the Transition program (If applicable)

A check or money order made out to the "Treasurer, State of Ohio" for " " for the appropriate amount, as determined by license status

NOTES

1. With each license application, a BCI and an FBI check is required (results are sent directly to ODE)