

**The Ohio State University (OSU)  
College of Education and Human Ecology (EHE)  
Department of Educational Studies (ES)  
Workforce Development and Education program (WDE)**

# **THE OHIO STATE UNIVERSITY**

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**Career and Technical Education Teacher Licensure Program**

## **Licensure Handbook**

**2022-23**

## **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 initial career-technical workforce development educator license, valid for two years. Upon sufficient progress, this license can be renewed for two additional years, and then upon completion of remaining university requirements, an advanced career-technical workforce development educator license will be issued. This is a teacher license 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. 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-36/37 qualification process. For more information see the Ohio Department of Education Office of Career and Technical Education at <http://education.ohio.gov/Topics/Career-Tech/CTE-Teacher-Prep-and-Licensure>

## **Teaching in Public Schools (middle school/high school or career center) and Correctional Institutions**

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 school district. Applicants must have work experience in their field and be hired to teach the designated career technical subject. Teachers completing the program are eligible to apply for advanced career-technical workforce development educator 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.

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 **before** an offer of employment is given. The school district keeps the original CTE-36 and sends a copy of the CTE-36 to OSU 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 initial career-technical workforce development educator license. Specific forms (CTE-36 copy and original initial CTE-37) are submitted to The Ohio State University, which will verify enrollment in the licensure program. License applications will not be processed until OSU enrollment is verified. For more specific information on applying for the license, please see the link “Directions to apply for the Ohio initial career-technical workforce development educator license” on the program website.
4. After hiring, enroll in the summer workshop (ES WDE 5677) and begin teaching in the fall. Individuals hired after the workshop will enroll in the next semester’s observation course (ES WDE 5189.03).
5. Begin to complete the program requirements (see below)
6. Complete a minimum of 10 hours of courses by the end of the second year (for the renewal of the Ohio initial career-technical workforce development educator license).
7. Participate in an end-of-program performance assessment through OSU in year four, and complete any other mentoring or residency program requirements.
8. Complete the rest of the program requirements by the end of year four.
9. Apply for the Ohio advanced career-technical workforce development educator license.

*Students must maintain a 2.75 cumulative GPA throughout the program, or be subject to possible removal from the program.*

### Program Requirements & Timeline

The program is 24 semester hours in duration. Courses are offered each semester (Autumn and Spring). Summer semester courses may also be available. During the first year, students take a minimum of the ES WDE 5677 summer workshop (4 hours) and four hours of ES WDE 5189.xx credit (two hours each semester). 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 semester.

The Ohio State University is on a semester-based system. New first-year CTE teachers should complete the summer workshop and the ES WDE 5189.xx observation series during the 2022-23 school year. A suggested plan of courses is as follows:

Summer 2022	Autumn 2022	Spring 2023
ES WDE 5677 Summer Workshop	ES WDE 5189.03 Clinical Field Experience	ES WDE 5189.04 Clinical Field Experience

Semester	2023-24	2024-25	2025-26
Autumn	ES WDE 5665 Methods for CTE	ES WDE 5622 Educational Technology <b>OR</b> ES WDE 5655 Coordination of Work-Based Learning	ES WDE 5624 Foundations of WDE <b>OR</b> ES WDE 5668 CTE Capstone
Spring	ES WDE 5667 Curriculum/Instruction/ Assessment	ES WDE 5623 Educational Technology <b>OR</b> ES WDE 5655 Coordination of Work-Based Learning	ES WDE 5624 Foundations of WDE <b>OR</b> ES WDE 5668 CTE Capstone

Note: In year three, it is only required to take either ES WDE 5622 or 5623, not both. 5622 is more of an introductory course, while 5623 is more advanced, so teachers need to choose accordingly.

## **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

One of these courses (educational technology) is part of the requirement for this program. Students are permitted to take this TAG course 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 The Ohio State University offers the program, and is responsible for determining program completion, a minimum of 3/4 of all required courses must be completed through The Ohio State University. For example, a student required to complete 24 semester hours of the program, must complete a minimum of 18 of those hours at The Ohio State University. Students with prior teaching licenses in other teaching fields who have courses waived (for example, waiver of the ES WDE 5677 class, based on a previous teaching license) must complete ALL remaining required courses at The 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 The 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 and Human Ecology 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 and Human Ecology 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 College of Education and Human Ecology 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 Workforce Development and Education website.

**REQUIREMENTS SHEET: CTE-WD LICENSURE PROGRAM (revised July 1, 2019)**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours (Semester Hours)</b>	<b>When Taken</b>	<b>Grade Earned</b>	<b>Tentatively Offered</b>
ES WDE 5677(U/G)	New Career and Technical Education Teacher Clinic	4			Summer
ES WDE 5189.03 (U/G)	Career and Technical Education Clinical Field Experience I	2			Autumn
ES WDE 5189.04 (U/G)	Career and Technical Education Clinical Field Experience II	2			Spring
ES WDE 5665 (U/G)	Teaching Methods for Career and Technical Education	3			Autumn
ES WDE 5667 (U/G)	Curriculum/Instruction and Assessment in Career and Technical Education	3			Spring
ES WDE 5622 (U/G) or ES WDE 5623 (U/G) (choose one)	Intro to Software Applications for Teachers & Trainers  Advanced Software Applications for Teachers & Trainers	3			Autumn (5622)  Spring (5623)
ES WDE 5655 (U/G)	Coordination of Work-Based Learning in CTE	3			Autumn, Spring
ES WDE 5624 (U/G)	Foundations of Workforce Development and Education	3			Autumn, Spring
ES WDE 5668 (U/G)	Career and Technical Education Capstone	1			Spring

<b>Potential courses for previously licensed academic teachers seeking CTE licensure</b> (based on transcript analysis)					
ES WDE 5656 (U/G)	Foundations of Career and Technical Education Teaching	2			Spring or Summer (check schedule)
ES WDE 5193 (U/G)	Group Study in WDE	1-3			Spring or Summer (check schedule)

**BRIEF COURSE DESCRIPTIONS  
ALT RE CTE LICENSURE PROGRAM**

<b>Course Number</b>	<b>Course Title and Description</b>
ES WDE 5677 (U/G)	<u>New Career and Technical Education Teacher Clinic</u> : Development of basic cognitive and performance skills for new career and technical education teachers.
ES WDE 5189.03 (U/G)	<u>Career and Technical Education Clinical Field Experience I</u> : Supervised clinical teaching in a career and technical education setting
ES WDE 5189.04 (U/G)	<u>Career and Technical Education Clinical Field Experience II</u> : Supervised clinical teaching in a career and technical education setting
ES WDE 5665 (U/G)	<u>Teaching Methods for Career and Technical Education</u> : Instructional concepts for teaching career and technical education, including teaching methods and classroom/lab management.
ES WDE 5667 (U/G)	<u>Curriculum/Instruction and Assessment in Career and Technical Education</u> : Study of curriculum/instruction and assessment procedures in career and technical education courses and programs.
ES WDE 5622 (U/G) ES WDE 5623 (U/G) (choose one)	<u>Intro to Software Applications for Teachers &amp; Trainers</u> : Foundational understanding and skill development of computer software applications.  <u>Advanced Software Applications for Teachers &amp; Trainers</u> : Advanced understanding and skill development of computer software applications.
ES WDE 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.
ES WDE 5624 (U/G)	<u>Foundations of Workforce Development and Education</u> : Offers economic, social, psychological and educational foundations of the fields in workforce development.
ES WDE 5668 (U/G)	<u>Career and Technical Education Capstone</u> : Development of professional teaching portfolio and completion of performance-based assessment

<b>Potential courses for previously licensed academic teachers seeking CTE licensure</b>	
ES WDE 5656 (U/G)	<u>Foundations of Career and Technical Education Teaching</u> : A foundational course in career and technical education for previously licensed teachers in other subject areas. Covers lab management, career-technical student organizations, advisory committees, funding, and other specialized topics related to career and technical education.
ES WDE 5193 (U/G)	<u>Group Study in WDE</u> : Study on topics related to career and technical education

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

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 semester will forfeit a percentage of their tuition and fees depending on when the drop or withdrawal occurs within that timeframe. After the 4th Friday, students will forfeit all of their fees.

### **Important Phone Numbers:**

College of Education and Human Ecology Student Services Office	292-9261
Registrar's Office	292-8500
<a href="http://registrar.osu.edu/">http://registrar.osu.edu/</a>	
Undergraduate Admissions	292-3980
<a href="http://undergrad.osu.edu/">http://undergrad.osu.edu/</a>	
Graduate School Admissions	292-9444
<a href="http://gradadmissions.osu.edu/">http://gradadmissions.osu.edu/</a>	
Fees and Deposits	292-3337
<a href="http://www.treasurer.ohio-state.edu/">http://www.treasurer.ohio-state.edu/</a>	
Traffic and Parking	688-0000
<a href="https://osu-campusparc.t2hosted.com/cmn/auth_ext.aspx">https://osu-campusparc.t2hosted.com/cmn/auth_ext.aspx</a>	
Ohio Department of Education - Licensure	466-3593



**APPENDIX A**  
Paperwork Requirements for Licensure

***Paperwork required for Ohio initial career-technical workforce development educator license to be submitted to the university***

A copy of the CTE-36

\* school district keeps original copy for their records

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

***Paperwork required for the renewal of the Ohio initial career-technical workforce development educator license to be submitted to the university***

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

***Paperwork required for the Ohio advanced career-technical workforce development educator license to be submitted to the university***

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

***Paperwork required for Initial Supplemental License and any renewals of the Supplemental to be submitted to the university***

A copy of the CTE-36

\* school district keeps original copy for their records

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

***Paperwork required for any renewals of the Supplemental to be submitted to the university***

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

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

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

***NOTES***

1. With each license application, a BCI and an FBI check may be required (results are sent directly to ODE by the teacher)