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Commission On Teacher Credentialing
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DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION TEACHING CREDENTIAL (FULL-TIME AND PART-TIME)

The requirements outlined in this leaflet are for those individuals who qualify for the Part-Time or Full-Time Designated Subjects Career Technology Education (CTE) Teaching Credential under the regulations in place from November 1, 2007 to January 1, 2009. Individuals seeking a Preliminary or Clear Designated Subjects CTE Teaching Credential based on Senate Bill (SB) 1104 which effects credentials issued on or after January 1, 2009, should refer to Commission leaflet [CL-888](#), entitled *Designated Subjects Career Technology Education Teaching Credentials Based on SB 1104*. For detailed information on the passage of SB 1104, see [Coded Correspondence 09-01](#).

Designated Subjects CTE Teaching Credentials are issued to individuals who meet the requirements for either the full-time or part-time credential and are recommended by a Commission-approved CTE program sponsor. The final date for issuance of the *preliminary* credential earned under the requirements outlined in this leaflet is August 31, 2010. The final date for issuance of a *clear* credential earned under the requirements outlined in this leaflet is August 31, 2013. See Commission leaflet [CL-506](#), entitled *Commission-Approved Program Sponsors for Designated Subjects Teaching Credentials* for a list of approved program sponsors.

FULL-TIME CREDENTIAL

The Preliminary or Clear Full-Time Designated Subjects CTE Teaching 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.

Available subjects, also known as *industry sectors*, are as follows:

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building Trades and Construction
- Education, Child Development, and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Finance and Business
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Service
- Transportation

Requirements for the Five-Year Preliminary Credential (Full-Time)

Individuals must satisfy **all** of the following requirements:

1. Five years of work experience directly related to each subject to be named on the credential. One year equals a minimum of 1500 clock hours and the experience may be full-time or part-time, paid or unpaid. Forty-eight (48) semester units of postsecondary vocational training related to the subject named on the credential may be substituted for a maximum of two of the five years of required experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.

At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. Teaching experience is not generally accepted as work experience; however, for the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1500 clock hours:

- Work experience
 - College-level related course work
 - Non-college related course work
 - Occupational internship
 - Vocational teaching experience
2. High school diploma requirement by **one** of the following methods:
 - a. Possess a high school diploma
 - b. Possess a diploma based on passage of the GED Test
 - c. Possess the foreign equivalent of a high school diploma
 3. U.S. Constitution requirement by **one** of the following methods:
 - a. Complete a course (at least two semester units or three quarter units) in the provisions and principles of the U.S. Constitution, taken at a regionally-accredited college or university (Submit a copy of the course description for evaluation purposes.)
 - b. Pass an examination in the provisions and principles of the U.S. Constitution, given by a regionally-accredited college or university
 4. Verification, signed by a [Commission-approved program sponsor](#), authorized in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and the clear credentials, including the program of personalized preparation
 5. Completed application ([form 41-4](#))
 6. Completed LiveScan receipt ([41-LS](#)), verifying fingerprints have been taken and fees have been paid, unless fingerprint clearance is already on file at CTC
 7. Application [processing fee](#)
 8. Recommendation by a [Commission-approved CTE program sponsor](#)

Requirements for the Clear Credential (Full-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid California Full-Time Preliminary CTE Teaching Credential
2. Verification, signed by the employing agency, of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary teaching credential. Two of these terms must be with one employing agency. The teaching must be at the grade level and in the

subject(s) authorized by the preliminary credential and must have occurred while holding the valid preliminary credential.

3. Verification by the [Commission-approved program sponsor](#) that the applicant has completed all Level I and Level II requirements of a program of personalized preparation, including the use of computers in an instructional setting
4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved CTE program sponsor](#)

Individuals who do not complete the requirements for the clear full-time credential on or before August 31, 2013, may apply for a preliminary or clear credential under the provisions of SB 1104. Interested individuals must contact a [Commission-approved program sponsor](#) for assistance in this process.

Period of Validity (Full-Time)

For individuals who have completed all requirements for the preliminary except for U.S. Constitution, the initial preliminary full-time credential will be valid for one year. This credential may be extended to its full five year term upon submission of a completed application ([form 41-4](#)), [processing fee](#), and verification that the U.S. Constitution requirement has been met. For individuals who have completed all requirements for the preliminary credential, the initial preliminary credential will be valid for no more than two years from the date of issuance of the credential unless the holder's employer receives form CL-787, entitled *Verification of Completion of Level I Requirements* from the Commission-approved program sponsor through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will *automatically* be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.**

The program sponsor's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's employing agency is not known to the program sponsor, form CL-787 will be sent directly to the credential holder for forwarding to the employer.

The program sponsor shall also submit this form directly to the Commission with the application for the clear credential to assist in documenting that the holder completed the Level I requirements.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

Transition from the Preliminary Full-Time Teaching Credential to the Preliminary or Clear CTE Credential Issued Under SB 1104

Holders of Five-Year Preliminary Full-Time CTE Teaching Credentials may complete the renewal requirements printed on their document or transition to a CTE credential issued under the provisions of SB 1104. Interested individuals must contact a [Commission-approved program sponsor](#) for assistance in this process.

PART-TIME CREDENTIAL

The Preliminary or Clear Part-Time Designated Subjects CTE Teaching Credential authorizes the holder to teach not more than half-time in the subject or subjects named in grades twelve and below, and in classes organized primarily for adults in career technical instruction courses. Half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for career technical educators in that school district. Half-time for the holder who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for career technical educators in any one of the districts.

Available subjects, also known as *industry sectors*, are as follows

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building Trades and Construction
- Education, Child Development, and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Finance and Business
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Service
- Transportation

Requirements for the Five-year Preliminary Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Five years of work experience directly related to each subject to be named on the credential. One year equals a minimum of 1500 clock hours and the experience may be full-time or part-time, or paid or unpaid. Forty-eight (48) semester units of postsecondary vocational training related to the subject to be named on the credential may be substituted for a maximum of two of the five years of required experience. The course work must be verified on official transcript and may be made on a pro rata basis up to the two-year maximum.

At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. Teaching is not generally accepted as work experience; however, for the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1500 clock hours:

- Work experience
 - College-level related course work
 - Non-college related course work
 - Occupational internship
 - Vocational teaching experience
2. High school diploma requirement by **one** of the following methods:
 - a. A high school diploma
 - b. A diploma based on passage of the GED Test
 - c. The foreign equivalent of a high school diploma

3. Verification signed by a [Commission-approved program sponsor](#), authorized in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and the clear credentials, including the program of personalized preparation
4. Completed application ([form 41-4](#))
5. Completed LiveScan receipt ([41-LS](#)), verifying fingerprints have been taken and fees have been paid, unless fingerprint clearance is already on file at CTC
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved CTE program sponsor](#)

Requirements for the Clear Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Part-Time CTE Teaching Credential
2. Verification by the employing agency of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary teaching credential. Two of these terms must be with one employing agency. The teaching must be at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary credential.
3. Verification by the [Commission-approved program sponsor](#) that the applicant has completed all Level I requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting
4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved CTE program sponsor](#)

Period of Validity (Part-Time)

For individuals who have satisfied requirements 1-3, a preliminary part-time credential will be issued. The preliminary credential authorizes service for no more than two years from the date of issuance of the credential unless the holder's employing agency receives form CL-787, entitled *Verification of Completion of Level I Requirements* from the [Commission-approved program sponsor](#) through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will *automatically* be extended for the remainder of the five-year period from the date of issuance of the credential.

There is no need to apply for this extension.

The program sponsor's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's employing agency is not known to the program sponsor, form CL-787 will be sent directly to the credential holder for forwarding to the employer.

The program sponsor shall also submit this form directly to the Commission with the application for the clear credential to assist in documenting that the holder completed the Level I requirements.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

Transition from the Preliminary Part-Time Teaching Credential to the Preliminary or Clear CTE Credential Issued Under SB 1104

Holders of Five-Year Preliminary Part-Time CTE Teaching Credentials may complete the renewal requirements printed on their document or transition to a CTE credential issued under the provisions of SB 1104. These individuals must contact a [Commission-approved program sponsor](#) for assistance in this process.

Changing Over from a Designated Subjects Vocational Teaching Credential to a Designated Subjects Career Technical Education Credential

The Commission began issuing the Designated Subjects CTE Credentials on October 12, 2007, while ceasing the initial issuance of the Designated Subjects Vocational Education Teaching Credentials on November 1, 2007. Holders of Designated Subjects Vocational Education Teaching Credentials issued prior to November 1, 2007 may continue to renew those credentials by following the renewal instructions stated on their credential document **OR** they may opt to change over to the Designated Subjects CTE Credential. Individuals interested in changing over to the new credential should refer to [Coded Correspondence 07-19](#) for specific information.

Verification of Work Experience for Full-time and Part-time Credentials

California Code of Regulations, Title 5 §80034(h) require verification of five years of work experience or its equivalent related to each subject to be named on the credential. Verification of work experience means written confirmation of the applicant's qualifying experience, signed by the applicant's past or present employer(s) on company letterhead that attests to and/or includes **all** of the following:

1. Employer's name, address, and telephone number
2. The working relationship of the person signing the verification to the applicant
3. Beginning and ending dates of employment
4. Complete description of duties
5. A statement as to whether or not the employment was full-time (If employment was less than full-time, an accounting of the number of hours the applicant was employed is required.)

If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1–5 above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.

Reference: California Education Code, Section 44260, 44260.1, and 44260.9; 5 California Code of Regulations, Sections 80035 and 80035.1.

Industry Sectors

This chart is intended to be a guide. Some of the subjects, such as “drafting,” can be applied to more than one Industry Sector. Commission-approved program sponsors are encouraged to examine the work experience of the individual applying for a credential and determine which Industry Sector best applies. Assignments should be considered in the same way. The most important consideration is the background and the expertise of the individual.

Industry Sector	Specific Subjects
Agriculture and Natural Resources	<ul style="list-style-type: none"> • Agriculture business management and marketing • Agriculture mechanics • Animal care • Animal control • Animal production • Crop production • Floriculture and floristry • Forestry, natural resources and rural recreation • Landscaping • Ornamental nursery operation
Arts, Media, and Entertainment	<ul style="list-style-type: none"> • Commercial art • Commercial photography • Journalism occupations • Multimedia production • Performing arts occupations • Stage technology • Theatrical occupations
Building Trades and Construction	<ul style="list-style-type: none"> • Boat building • Carpentry • Concrete placing and finishing • Construction equipment operation • Construction inspection • Drafting occupations • Drywall installation • Electrician • Fire sprinkler installation • Floor covering installation • Foundry work • Furniture making, finishing and refinishing • General contracting • Glazing • Hazardous materials occupations • Heating, air conditioning, and ventilation installation and service • Lathing • Masonry • Millwork and cabinet making • Painting-construction • Pipefitting and steam fitting • Plastering • Plumbing • Refrigeration installation and maintenance

	<ul style="list-style-type: none"> • Residential and commercial repair and remodeling • Roofing • Sheet metal fabrication • Structural and reinforcement ironwork • Structural pest control • Tile setting • Upholstering • Welding
Education, Child Development, and Family Services	<ul style="list-style-type: none"> • Child care • Elderly care services (non-medical) • Family and human service occupations • Interpreter for the deaf • Teaching/teacher aide
Energy and Utilities	<ul style="list-style-type: none"> • Control system maintenance and repair • Electrical power distribution • Electrician • Electronic consumer products service • Electronics assembly • Energy, environment and resource management • Hybrid microelectronics • Hydroelectric plant operations • Industrial electronics • Marine power plant maintenance and repair • Robotics • Water treatment
Engineering and Design	<ul style="list-style-type: none"> • Drafting occupations • Engineering occupations • Robotics • Surveying
Fashion and Interior Design	<ul style="list-style-type: none"> • Clothing, alteration and repair • Fabric maintenance services • Fashion design • Fashion manufacturing (factory and custom) • Fashion merchandising • Interior design • Jewelry design, fabrication, and repair • Textile design • Textile production and fabrication • Upholstering
Finance and Business	<ul style="list-style-type: none"> • Accounting occupations • Banking • Business management • Financial management and services • Income tax preparation • Insurance occupations • Legal office occupations • Office occupations • Personnel administration occupations



	<ul style="list-style-type: none"> • Secretarial/stenography occupations • Small business ownership and/or management
Health Science and Medical Technology	<ul style="list-style-type: none"> • Athletic trainer • Biomedical equipment technology • Dental services • Health care biotechnology services • Health care diagnostic services • Health care information services • Health care preventive services • Health care supportive services • Medical office services • Nursing services • Optical goods work • Therapeutic services
Hospitality, Tourism, and Recreation	<ul style="list-style-type: none"> • Amusement and theme park occupations • Commercial diving • Custodial services • Customer service representative • Dietetics and nutrition service • Event and conference planning • Food and beverage production and preparation • Food and beverage services • Hotel and lodging occupations • Interior maintenance (residential and commercial) • Pool and spa service • Recreation
Information Technology	<ul style="list-style-type: none"> • Communications electronics • Computer applications • Computer electronics • Computer maintenance and repair • Computer programming • Computer software operation • Computer systems operation • Information processing • Information systems management • Telecommunications
Manufacturing and Product Development	<ul style="list-style-type: none"> • Computer-assisted manufacturing • Drafting occupations • Electronic publishing • Industrial ceramics manufacturing • Instrument repair • Machine tool operation and machine shop • Major appliance repair • Metal fabrication • Office machine repair • Plastics and composites manufacturing occupations • Printing and graphics occupations • Product development, testing and demonstration



	<ul style="list-style-type: none"> • Robotics • Small appliance repair • Technical illustration • Tool and die making • Waterfront manufacturing
Marketing, Sales, and Service	<ul style="list-style-type: none"> • International trade • Marketing • Real estate • Retail occupations • Small business ownership and/or management
Public Service	<ul style="list-style-type: none"> • Barbering • Cosmetology • Court reporting • Fire control and safety • Fire fighting • Law enforcement occupations • Legal office occupations • Locksmith and safe repair • Manicures and pedicures • Motor sweeper operator • Protective and security services • Shoe repair
Transportation	<ul style="list-style-type: none"> • Airframe and power plant mechanics • Automobile detailing • Automotive body repair and refinishing • Automotive brake installation and repair • Automotive electrical systems service and repair • Automotive heating and air-conditioning service • Automotive mechanics • Automotive parts counterperson • Automotive suspension and steering repair • Automotive transmission and transaxle service and repair • Avionics • Bicycle repair • Diesel equipment mechanics • Electric motor repair • Engine performance technician • Heavy equipment maintenance and repair • Industrial maintenance • Motorcycle service and repair • Railroad operations • Small engine service and repair • Tow truck operation • Transportation occupations, travel services • Truck and bus driving • Warehousing

