



# CODED CORRESPONDENCE

**DATE:**

May 31, 2016

**NUMBER:**

16-04

**TO:**

All Individuals and Groups Interested in the Activities  
of the Commission on Teacher Credentialing

**FROM:**

Mary Vixie Sandy  
Executive Director  
Commission on Teacher Credentialing

**SUBJECT: Designated Subjects Career Technical Education Teaching Credentials and the Industry Experience Recency Requirement**

**Summary:**

The Commission on Teacher Credentialing (Commission) is providing clarification regarding appropriate options for meeting the industry (work) experience recency requirement for prospective applicants for Designated Subjects Career Technical Education (CTE) Teaching Credentials.

In addition to three years (1,000 hours equals one year) of paid or unpaid work experience, the regulations allow for any of the following, or a combination, to meet up to two years of the work experience requirement: possession of advanced industry certification, or 48 semester units of postsecondary vocational training. (One year of work experience may be earned by one year of general education teaching experience, or 24 semester units of postsecondary vocational training.) Completion of any of the alternative ways to meet the work experience in the past five years, or two years within the past ten years, will also satisfy the recency requirement for the CTE teaching credential.

**Key Provisions:**

Title 5 Regulations specify that applicants for a CTE teaching credential must have three years of work experience directly related to the industry sector prior to being recommended for the Preliminary CTE credential. A year is defined as 1,000 hours but not more than one year of work experience can be accrued in a calendar year.

The work experience must meet the recency requirement: one year within the past five years or two years within the past ten years.

Title 5 section 80034.1

(d) "Work experience" means full-time or part-time experience directly related to the industry sector(s) to be named on the credential. Work experience may be paid or not paid. No more than one year of work experience shall apply toward meeting designated subjects credential requirements during any twelve calendar month period. 1000 clock hours shall be the minimum required for each year of work experience. Part-time work experience may be cumulated to equate to the required 1000 clock hours of work experience.

Title 5 section 80034.2

(a) The minimum requirements for the issuance of an initial three-year preliminary career technical education teaching credential shall include all of the following:

(1) Verification by employers of three years of work experience directly related to each industry sector(s) to be named on the credential and listed in Section 80035.5. One year of the required work experience shall be within the last five years, or two years within the last ten years, immediately preceding the issuance of the three-year preliminary credential. One or more of the following may be used for up to a maximum of two of the three years of work experience:

(A) Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential as determined by a Commission-approved LEA may be used as one year of work experience;

(B) One year of full-time teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status while holding a general education teaching credential based on completion of a teacher preparation program and student teaching may be used as one year of work experience;

(C) Forty-eight semester units or the quarter unit equivalent of postsecondary vocational training, related to the industry sector(s) to be named on the preliminary credential and verified by official transcript, may be used for a maximum of two of the three years of work experience.

The Commission is providing clarification that a year of teaching in a general education classroom, earning an advanced industry certification, or completing 24 semester units of postsecondary vocational training within the most recent five years meets the recency requirement.

**Important Dates:**

May 1, 2016 – Guidance on recency of work experience

**Sources:**

Title 5, California Code of Regulations, sections 80034.1 and 80034.2



**References:**

Designated Subjects Career Technical Education Teaching Credential (CL-888):

<http://www.ctc.ca.gov/credentials/leaflets/cl888.pdf>

Coded Correspondence 10-08: Approval of Amendments to Title 5 of the California Code of Regulations and Guidance Pertaining to Designated Subjects Career Technical Education Teaching Credentials:

<http://www.ctc.ca.gov/notices/coded/2010/1008.pdf>

**Contact Information:**

Questions regarding credential requirements and application submission may be directed to the Commission's Information Services Unit by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) or by telephone at (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm.

Questions from Program Sponsors of Designated Subjects CTE teaching credentials may be sent to [PSDInfo@ctc.ca.gov](mailto:PSDInfo@ctc.ca.gov).

