



Credential Information Alert

DATE: September 4, 2014

NUMBER: 14-18

**SUBJECT: Submission of Recommendations for Career Technical Education Credentials
When Transitioning to Revised Industry Sectors**

Summary:

The purpose of this Credential Information Alert is to provide guidance to approved Designated Subjects Career Technical Education (CTE) program sponsors on submitting recommendations to add or transition to revised CTE Credential Industry Sectors. This is based on the revised Industry Sector titles and Occupations (formerly Specific Subjects) effective September 1, 2014 detailed in [Coded Correspondence 14-08](#).

Key Provisions:

Effective September 1, 2014, five of the 15 Industry Sectors listed on the CTE Teaching Credential have new titles. All first time and new type Designated Subjects CTE Teaching Credentials with an issuance date of September 1, 2014 or later will be issued with the revised Industry Sector titles. Additionally, several Occupations have moved from one Industry Sector to another. Educators whose Occupations have moved to a revised Industry Sector may apply to transition to the new Industry Sector upon evaluation and recommendation by an approved CTE program sponsor. A summary of revised Industry Sector titles and a full description of added, moved, and removed Occupations can be found in Tables 1 and 2 with full details provided in Appendix B of [Coded Correspondence 14-08](#).

CTE credentials issued prior to September 1, 2014 with an Occupation that moved to a new Industry Sector remain valid and appropriate for the service aligned with their Occupation. Educators that hold such credentials have the option to: 1) maintain their existing Industry Sector; or 2) transition to the revised Industry Sector where their Occupation moved.

Transitioning or Adding Application Requirements

Educators holding either a preliminary or clear CTE Credential who choose to transition to a newly aligned Industry Sector must obtain a recommendation from an approved CTE program sponsor. A recommendation is required to add or transition to a revised Industry Sector and verifies the educator's occupational training and experience is appropriate for the new Industry Sector. The recommendation form CL-689A, entitled *Career Technical Education Credential Recommendation/Transition Form*, is required when recommending an educator transitioning from one Industry Sector to another or adding a revised Industry Sector.

Preliminary CTE Credential holders with Occupation(s) that moved to a new Industry Sector may, with one application and fee, choose to:

- 1) transition to the revised Industry Sector(s);,



- 2) add a new Industry Sector as verified on form CL-689A; and/or
- 3) upgrade to the Clear CTE Credential.

Clear CTE Credential holders with Occupation(s) that moved to a new Industry Sector may, with one application and fee, choose to:

- 1) transition to the revised Industry Sector(s); and/or
- 2) add a new Industry Sector as verified on CL-689A.

A completed application packet must include the following:

- 1) Application form 41-4;
- 2) Appropriate processing fee (currently \$70); and
- 3) Completed recommendation form CL-689A.

Educators earning an initial preliminary CTE Credential or upgrading from a preliminary to a clear credential may be recommended by a program sponsor using the CL-689 form as long as they are not adding or transitioning to another Industry Sector.

Background:

Amendments to Title 5, California Code of Regulations (CCR) section 80035.5 align the titles of the Industry Sectors issued on a Designated Subjects CTE Teaching Credential with those specified in the Career Technical Education Model Curriculum Standards adopted by the State Board of Education in January 2013. The changes resulted in the movement of Occupations (formerly Specific Subjects) from one Industry Sector to another.

References:

Coded Correspondence 14-08: <http://www.ctc.ca.gov/notices/coded/2014/1408.pdf>

Recommendation Form CL-689A: *Career Technical Education Credential Recommendation Form- Add or Transition to New Industry Sectors*: <http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl689a.pdf>

Recommendation Form CL-689: *Designated Subjects Credential Recommendation*
<http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl689.pdf>

Contact Information:

The quickest and most direct method to receive a response to specific questions is by email to the Commission's Information Services Section at credentials@ctc.ca.gov. Place key words indicating the nature of your question in the subject line to allow the Commission to direct the email to the appropriate staff.

You may also contact the Commission by telephone at 916-322-4974 Monday through Friday between 12:30 p.m. and 4:30 p.m. Pacific Time.