

Office of Teaching, Learning, and Assessment Secondary-Postsecondary Transitions Team Restricted CTE License/Add Endorsement Form

Name:	
Email:	
Current TSPC Acct Number:	
CTE Approved Program:	
CTE High School/ Co-Applicant District	
License/Endorsement Area:	Select one
License/Endorsement Area:	Select one
License/Endorsement Area:	Select one

Complete this column if applicant has a valid Oregon Teaching License. ADDING ENDORSEMENT ONLY		Complete this column if applicant does not have a valid Oregon Teaching License. NEW RESTRICTED APPLICATION
Yes	Business and Industry Experience Form(s) Appendix A	Yes
Yes OR Yes, attached	Related Business and Industry Experience Met or Oregon Department of Education Experience Waiver Attached Appendix B	Yes OR Yes, attached
N/A	Associates (or higher) Degree or Department of Education Waiver Appendix B	Yes, copy of transcript attached OR Yes, attached
N/A	Oregon and US Civil Rights Exam http://www.oregon.gov/tspc/Pages/Testing.aspx	
Name: School/District:	Assigned Administrator (assigned to monitor professional development plan)	Name: School/District:
Name: School/District: N/A	Assigned Mentor (if not trained through an ODE-approved program, attach Mentor Training form Appendix F)	Name: School/District:
Yes, attached OR N/A	Professional Development Plan for teachers adding endorsement Appendix C	N/A
N/A	Professional Development Plan for new teachers Appendix D	Yes, attached
Yes, attached OR N/A	Instructor Appraisal Committee Roster Appendix E	Yes, attached

Required Signatures:

CTE Regional Coordinator* (all applications) Signature/Date

Co-Applicant School district Administrator Signature/Date

Instructor Appraisal Committee Chair Signature/Date

Applicant* (all applications) Signature/Date

Status	Specialist	Signature/Date
Approved LCA Endorsement	ODE CTE Specialist*	
Denied	Reason for Denial	
Approved LCA Endorsement	ODE CTE Specialist	
Denied	Reason for Denial	
Approved LCA Endorsement	ODE CTE Specialist	
Denied	Reason for Denial	

Appendix A – CTE Business and Industry Experience Form

Applicant Name:

List present or most recent experiences first; give complete information to verify the required hours. Emphasize your own specific tasks including kind of work, agricultural experience, technical or other responsibilities. Attach additional copies as necessary. Original letters of verification may also be submitted. Related business and industry experience (2000 previous and documented hours, or 667 planned and coordinated hours as outlined by an IAC, or combination, or a related industry certification.)

Years: Months: Total Hours

From: To:

Company Name:

Position Title:

Specific Duties demonstrating breadth of industry experience:

Employer Information

Company Name:

Company Address:

Telephone Number:

Contact person for verification of hours:

Name:

Phone:

Email:

Appendix A – CTE Business and Industry Experience Form

Applicant Name:

List present or most recent experiences first; give complete information to verify the required hours. Emphasize your own specific tasks including kind of work, agricultural experience, technical or other responsibilities. Attach additional copies as necessary. Original letters of verification may also be submitted. Related business and industry experience (2000 previous and documented hours, or 667 planned and coordinated hours as outlined by an IAC, or combination, or a related industry certification.)

Years: Months: Hours

From: To:

Company Name:

Position Title:

Specific Duties demonstrating breadth of industry experience:

Employer Information

Company Name:

Company Address:

Telephone Number:

Contact person for verification of hours:

Name:

Phone:

Email:

Appendix B – Waiver Request – Career & Technical Education Teacher Licensure

Only complete if requesting a waiver for education or experience

AAS/Work Experience Waiver Request

Waiver for: AAS Degree Requirement

Work Experience Requirement

Name of Candidate:

CTE Endorsement Area:

AAS/Work Experience Waiver Request

The AAS Degree requirement can be waived if an applicant has technical and academic knowledge and skills that are equivalent to the degree but obtained through other means such as extensive work experience, apprenticeship, or military training. The waiver request should include documentation of the experience and relevant recommendations requested by the IAC.

The work experience requirement can be waived if an applicant has current work experience that does not meet the minimum hour requirement or if the work experience is not current. The waiver request should include documentation of the number of hours of work experience and the years in which that experience was obtained. The waiver must identify specific work experience requirements recommended by the IAC so that existing hours of experience combined with the IAC recommendation will meet the minimum requirements for the license. In the case where work experience is not current, the waiver must include specific IAC recommendations for updating the experience.

Status	Specialist	Signature/Date
Degree waiver Approved	ODE CTE Specialist	
Denied	Reason for Denial	
Experience waiver approved	ODE CTE Specialist	
Denied	Reason for Denial	

Required: Rational for Waiver Request

Appendix C – CTE Professional Development Plan

Instructor Appraisal Committee Recommendations

Only complete for currently licensed teachers adding a CTE endorsement

Applicant:

High School/Co-Applicant District:

The committee must make recommendations regarding the applicant's Professional Development Plan (PDP) and any waiver of the education or business and industry experience requirements, if necessary. The completed plan with facilitator and district administrator signature must be attached to materials sent to TSPC.

Education

Indicate what educational requirements the applicant must complete in the three-year professional development plan. Requirements must be designated by year on the PDP outlining significant progress toward meeting all recommendations.

Introduction to CTE in Oregon

Other:

Business and Industry Experience/Related Knowledge & Skills

Indicate what business and industry experience requirements the applicant must complete in their professional development plan with timeline.

Appendix D – CTE Professional Development Plan

Only complete for applicants from business and industry seeking a Restricted CTE license

Applicant:

High School/Co-Applicant District:

IAC recommendations may be met over the course of three years. Applicants must demonstrate a confirmed commitment in each year the license is held toward completing the identified requirements for re-issue. (See attached definitions.)

Instructor Appraisal Committee Recommendations

The committee must make recommendations regarding the applicant’s Professional Development Plan (PDP) and any waiver of the education or business and industry experience requirements, if necessary. The completed plan with facilitator and district administrator signature must be attached to materials sent to TSPC.

Education: Indicate what educational requirements the applicant must complete in the three-year professional development plan. Requirements must be designated by year on the PDP outlining significant progress toward meeting all recommendations.

New teacher will need coursework in the following areas (either 3 quarter hours each or 2 semester hours)

*Required course ^ƆMust take one [°]Optional course

Introduction to CTE in Oregon*

Classroom Management*

Curriculum Design, Instructional Strategies and Assessment*

Culturally Responsive Practices*

Human Development for Adolescents*

Instructional Methodology – Mathematics^E

Instructional Methodology - Literacy^E

Second Language Acquisition[°]

Other

OR

TSPC approved CTE preparation program

Name of potential program

Documentation of IAC waiver for required courses

For new teachers without teaching degrees if the IAC feels that some of the required courses have been met elsewhere please document and describe experience/training and which courses it replaces here.

Business and Industry Experience/ Related Knowledge & Skills

Indicate what business and industry experience requirements the applicant must complete in the three-year professional development plan. Please outline three year plan by year (expected progression-order may be adjusted as needed.)

Years 1-3

Decide NCES Code Course Exclusions

Indicate what courses by NCES coding the applicant should not be assigned by the local school district until completion of the Restricted CTE license requirements. Decisions should be based on the extent of the applicant's current, business and industry experience and education. (See NCES endorsement/code matrix.) Enter this information on the applicant's Professional Development Plan.

NCES Codes to be excluded:

Appendix E

Instructor Appraisal Committee Membership Roster

- 1) Minimum 5 members required, 7 recommended (total should not include facilitator)
- 2) An individual member may represent more than one category
- 3) All categories must be represented
- 4) If applicant is an educator, at least 2 members must be from business/industry
- 5) If applicant is from business/industry, at least 2 members must be from education

Does Applicant presently hold an Oregon teaching license?

Yes No

If yes, License type:

Endorsement area(s):

Required Member Categories	Name, Title, & Affiliated Institution
Employers or employees from business or industry related to the applicant's CTE program area. Must include at least one advisory committee member.	
Secondary/postsecondary instructors or administrators in a Career and Technical Education (CTE) program related to the endorsement of the applicant	
Local district administrator or director of CTE	
Optional Ex – Officio Members (from community, or other)	
Committee Chair (from members listed above)	
Committee Facilitator (CTE Regional Coordinator, Designee or ODE specialist)	

Career & Technical Education (CTE) Teacher Licensure

Appendix F

CTE Mentor Information

Mentor Name:	
Organization: (School, district, ESD, etc)	
Email:	
Phone: (Please include 2 numbers – e.g., work and home, or work and cell.)	
Brief Description of teaching experience:	
Brief description of current employment responsibilities:	