

TLC - CTTE Establish Certificate in Career Technical Education at Undergraduate Level
Certificate program consists of coursework leading to completion of professional teacher
education in Career Technical Teacher Education. Completers must also have finished a career
technical education license via the Rt. B Option issued by the Ohio Department of Education.
Total program hours 24. Effective Fall 2010.

Certificate Program for Career-Technical Teacher Education

1. Transmittal Memo

The proposed action is to establish a certificate in Career-Technical Teacher Education. Students who complete the coursework for Route B Career Technical Teacher Education (CTTE) will meet the requirements for this certificate. The certificate will not result in a degree unless students complete additional coursework. Since many students do not complete the degree, a certificate will signify to employers that its holders have completed a teaching license in CTTE. In addition, students will be able to complete the certificate at the graduate level.

2. Proposal Summary

- a. Career-Technical Teacher Education Certificate
- b. Purpose is to provide classes and educational experiences for teachers pursuing a teaching license in Career-Technical Education
- c. High schools throughout northeast Ohio offer educational programs in Career-Technical Education. These programs are housed in Career Centers as well as comprehensive high schools and reflect the 16 occupational clusters established by the ODE. Most programs are at the secondary level though more programs are being established at the Middle School level. These programs must have licensed teachers
- d. Students are admitted as undergraduate students
- e. The requirements for successful completion include a total of 24 semester hour credits (see attached advising sheets). The 24 hours are pedagogy courses specific to teaching subjects in Career-Technical Education. The classes include teaching methodology, curriculum and an on-site mentoring program
- f. Need and sustainability – Career-Technical Education programming has been offered at high schools in Ohio for over 50 years. Much of the programming is supported through federal allocations managed by the ODE
- g. Fiscal and staffing are currently in place by full and part-time faculty

3. Certificate of Curriculum Proposal

4. Approval Memos

5. Requirement Sheets

- a. 24 credit hour undergraduate requirement sheet

6. TLC curriculum approval – November, 2009
EHHS curriculum approval – December, 2009
EPC curriculum approval – Spring, 2010
Effective date – Fall, 2010
7. Postsecondary (one to two academic years)
8. Catalogue description: This certificate program consists of coursework leading to completion of professional teacher education in Career-Technical Teacher Education. Completers must also have finished a Career-Technical Education license via the Route B option issued by the ODE.

Proposal reviewed and approved by:

TLC Curriculum Committee Approved: 11/10/09

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 2-Nov-09 Curriculum Bulletin _____

Effective Date Fall 2010 Approved by EPC _____

Department TLC
College EH - Education, Health and Human Services
Degree CER2 - Post-Secondary Certificate 1<2 years
Program Name **CTTE** Program Code
Concentration(s) Concentration(s) Code(s)
Proposal Establish Program

Description of proposal:

Create an undergraduate certificate for teachers who complete Route B - 24 hour teaching license in Career-Technical Teacher Education.

Does proposed revision change program's total credit hours? Yes No

Current total credit hours: 24 Proposed total credit hours

Describe impact on other programs, policies or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
none

Units consulted (other departments, programs or campuses affected by this proposal):

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean

____/____/____

College Dean

____/____/____

Dean of Graduate Studies (for graduate proposals)

____/____/____

Provost and Senior Vice President for Academic Affairs

____/____/____

KENT STATE UNIVERSITY

CERTIFICATE IN CAREER TECHNICAL TEACHER EDUCATION

No Baccalaureate Degree - 24 Undergraduate Credit Hour Requirement Sheet
Licensure Program: Industry Option (Route B)

Student Name _____ Employing School _____ Bldg _____

Student ID _____ Teaching Area _____
Trade area name and code _____

Home Address _____

City _____ State _____ Zip Code _____

Phone (home) _____ Phone (work) _____ Ext _____

Cell _____ Email (KSU) _____

Email (home) _____ Email (work) _____

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Sem/Yr Projected</u>	<u>Sem/Yr Completed</u>
CTTE 46015	*Meth of Career & Tech Educ	3	_____	_____
CTTE 45377	*Career & Tech Ed:Adv. Meth.	3	_____	_____
CTTE 46002	In-Service Teaching I	3	_____	_____
CTTE 46020	**Curric Design & Application	3	_____	_____
CTTE 45372	**Issues in CTTE Subjects	3	_____	_____
CTTE 46018	Disadvantaged Youth in CTTE	3	_____	_____
CTTE 36014	Eval Tech & Pract in CTTE	3	_____	_____

CTTE Electives:
(Choose One)

CTTE 46001	Organization of CTTE	3	_____	_____
CTTE 46017	Student Centered Leader in CTTE	3	_____	_____

Total Credits 24 credit hours

***These two courses make up the "Summer III Four-Week Institute".**

****These two courses may be taken together in Summer I, in three weeks (15 straight days).**

STUDENT: My signature below indicates that I am fully aware I must attend and complete the designated coursework in compliance of receiving my Five-Year Professional Career-Technical License.

Student Signature

Advisor Signature

Date

Dr. Patrick J. O'Connor, CTTE Program Coordinator
(poconnor@kent.edu) 330 672-2656
Kent State University, PO Box 5190
School of TLC, Career Technical Teacher Educator Program (CTTE)
316 White Hall
Kent, OH 44242-0001

Website: <http://www.ehhs.kent.edu/ctte>

(See the 24 undergraduate credit hour Industry Option, Route B, CTE-37 Licensure Process on the reverse side)

CTE-37 LICENSURE PROCESS: INDUSTRY OPTION (Route B)

No Baccalaureate Degree - 24 Undergraduate Credit Hour Program

A CTE 36 form is secured from the Ohio Department of Education (ODE) by the employing school district and used to determine the eligibility of a prospective Career Technical Teacher Educator (CTTE). The applicant's work experience and educational background are evaluated by the employer as part of this hiring process.

(This completed form is retained in the teacher's employment record by the employing school district.)

Once the teacher is hired, the employer and teacher complete and sign a CTE 37 form. (The CTE 36 and CTE 37 forms are found at the ODE website: www.ode.state.oh.us) This completed and signed-by-the-applicant-and-employing-school-district form ("Initial Two-Year Career-Technical Provisional License with Deficiencies") is sent to Dr. Patrick O'Connor for his signature (see full address below). It is then returned to the employing school district for submission to the ODE along with the "Initial Ohio License" application form (LN) and monies.

Dr. O'Connor's signature on this returned document deems that he has made the new hired teacher aware of the KSU Route B Program requirements and how to become admitted to KSU as a student.

The above process generates a two year career-technical provisional teaching license that the new teacher teaches on while the Route B licensure program is completed. The teacher has two to four years to complete this program.

(See the reverse side of this form for that list of coursework.)

The teacher may apply to KSU as an undergraduate student by contacting Ms. Lynda Paul (CTTE Program Assistant) at 330 672-0671 for direction.

You must be admitted to KSU before you can register for classes.

Pay close attention to the payment due dates before and/or after you register for your classes to avoid being automatically de-registered or charged late fees caused by missing payment deadlines.

Near the end of your second year of teaching on the first two-year provisional license, you and your employer will issue to our office a second CTE 37 ("Renewal of Two Year License") to apply for a two year renewal.

You must have completed a minimum of six semester credit hours and have taught two years to be renewed.

Also near the end of your second year of teaching you will contact your employer or LPDC to apply for the Entry Year process. Upon completion of these requirements (24.0 credit hours and Entry Year) you and your employer will apply to advance from the two year provisional license to the five year career technical teaching license. To do so, **ALL** the following **completed** documents are submitted to our CTTE office: another signed CTE 37 form, the "License Renewal" application form (2R/A) and required monies. After a final review and confirmation of your meeting all requirements, these documents **will be submitted from the KSU College of EHHS to the ODE.**

Your Five Year Teaching License should be issued by the ODE within 4 – 6 weeks from the time our office receives these completed documents.

Please feel free to contact us any time we can be of assistance. 330 672-2656.

Dr. Patrick J. O'Connor, CTTE Program Coordinator (poconnor@kent.edu) or,
Lynda Paul, CTTE Program Assistant (lepaul@kent.edu).

Kent State University
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(See the 24 undergraduate credit hour Industry Option, Route B, Requirement Sheet on reverse side)