



Happy Wednesday CTE

“Just breathing can be such a luxury sometimes.”  
— Walter Kirn, Up in the Air

FOR YOUR INFORMATION:

**NEW CTE Certification**

**Important Dates**

**Dec. 19 – Jan. 2**  
Winter Break – School closed

**Jan. 13**  
CTE District Meeting  
Evergreen MS  
1:15PM – 2:30 PM

**Jan. 16**  
Martin Luther King Jr. Day –  
School closed

**Jan. 26**  
General Advisory  
Port Gardner A  
3:00 PM – 4:30 PM

For information on other WA-ACTE  
Conferences please refer to your Section  
websites.

For information on other Please reach out to  
your CTE Facilitator.

PLAN 1	REQUIREMENT	PLAN 2
2000 Hours of Experience*	Hours of Required Experience	6000 Hours of Experience*
Bachelor's degree with minimum 45 quarter hours in CTE Specialty area	Collegiate Requirement	Which ever your current job requires.
University Route**	CTE Program Completion	Business and Industry route candidates must complete an approved program.**
Must Pass the WEST-E***	Testing Requirements	Must pass the WEST-B***
Apply for WA Residency Teacher certificate ****	Teacher Certificate	Apply for CTE Initial Teaching Certificate****

\* Teaching only counts for a FACSE Certificate.

\*\* University Routes:

<https://www.k12.wa.us/sites/default/files/public/certification/cte/pubdocs/ctecollege-univ.pdf>

\*\*\* WEST E Information:

<https://www.k12.wa.us/certification/teacher-certificate/out-state-applicants-teachers/teacher-assessments>

\*\*\*\* Apply for WA cert here: <https://eds.ospi.k12.wa.us/>

\* Up to 4000 hours of CTE teaching count, 6000 of STEM, Biomedical, and Health Science Biotechnology teaching count

\*\* CTE Business & Industry Approved Program Information:

<https://www.k12.wa.us/sites/default/files/public/certification/cte/pubdocs/CTE-B-IRoute-Providers%2012-23-2021.pdf>

\*\*\* WEST-B Information: <https://www.k12.wa.us/certification/teacher-certificate/out-state-applicants-teachers/teacher-assessments>

\*\*\*\* Apply for WA CTE Initial application here: <https://eds.ospi.k12.wa.us/>

More information can be found on the CTE web page: <https://www.everettsd.org/Page/30999>

**NEW CPR Certification**

All CTE-certified teachers are required to have CPR training and maintain a current certification – [CTE Career and Technical Education FAQs](#)

If your CPR certification has expired or is expiring soon, please attend one of the online district trainings to update your certification.



Certification classes are online through [Frontline Professional Growth](https://www.mylearningplan.com/LearningPlan/Catalog.asp). Once you have signed into Frontline, please go to: <https://www.mylearningplan.com/LearningPlan/Catalog.asp> search term `911`.

Please complete the Frontline evaluation once complete with the course. For certain exempt and non-exempt employees, if you have completed the course outside of your work hours, please indicate this on the evaluation as you may receive compensation for your time.

☆ Once you complete your CPR certification, please email the documentation to [Michelle Olson](#) in the Human Resources Department.

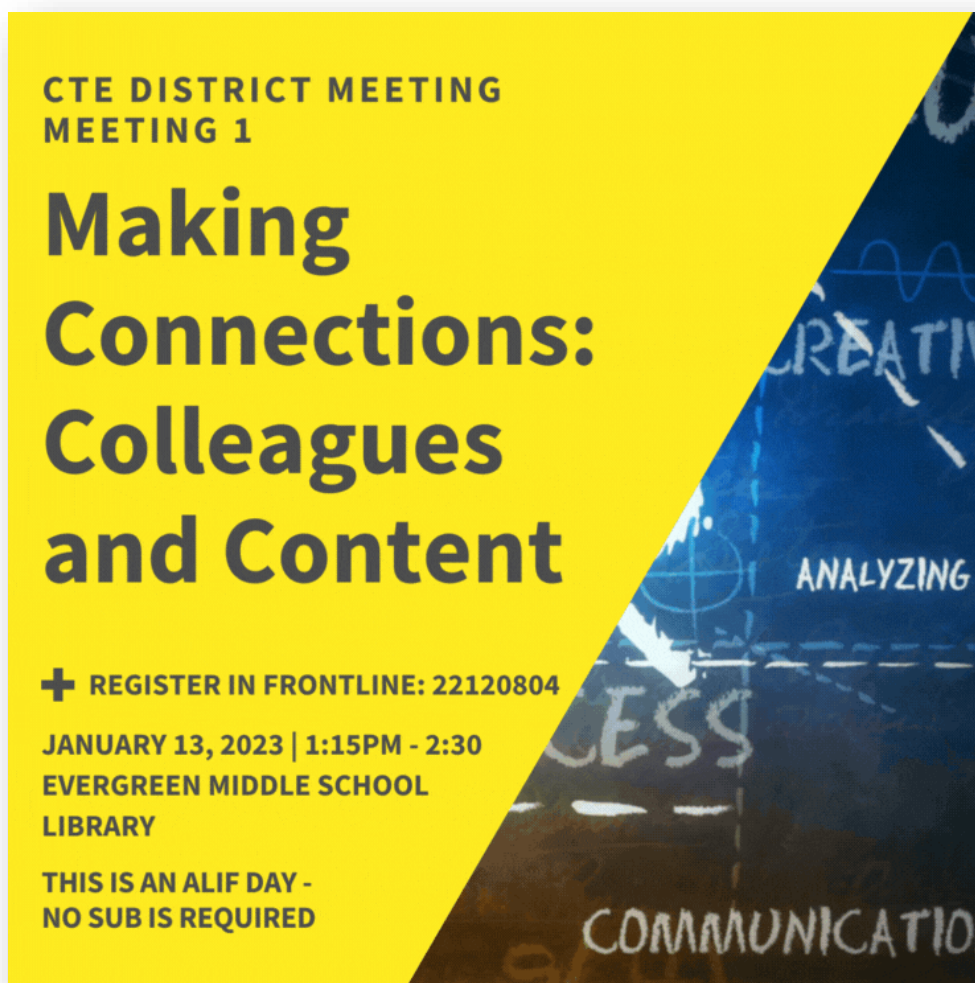


### Department work

Beginning in January, CTE departments will work together on strengthening pathways and aligning curriculum to provide opportunities for students. This will include three CTE District meetings on the upcoming Administrative LIF days:

- January 13
- March 10
- May 12

Calendar invites have been sent out accordingly



Frontline clock hour registration: [CTE - HS CTE District Meetings 22120804](#)



### **NEW** Field Trips

As you are looking at extended opportunities for your students? Make sure to follow the [Field Trip Planner – Extended Learning Opportunity or Field Trip \(Non-CTSO or CTE Club\) guide](#) which is located on the [CTE web page](#).

All field trips need to be approved by the building and/or Superintendent, if applicable before CTE can guarantee funding.

### **NEW** CTSO/CTE Club Advisors ONLY

#### **CTSO/CTE Club Competition Payments**

When submitting CTSO/CTE Club COMPETITION Invoices for payment, that is split between CTE and the CTSO/CTE Club or students, use the table below to determine whom to submit invoices to:

Competition	Work with Shama	Work with Building
Regional/Area	Registration Invoice	NA
State	Registration Invoice	Housing Invoice ☆
Nationals/Internationals	Registration Invoice	Housing Invoice/Airfare ☆

☆ CTE will complete an inter-fund transfer for the CTE portion (Advisor and Chaperone) back to the building account that the invoice was paid out of.

**Only follow these guidelines if the CTSO/CTE Club cannot split the student and Advisor costs and create separate invoices. If the invoices can be split, please submit them accordingly.**

For a complete breakdown of the CTE financial support for CTSO/CTE Clubs reference the [2022 – 2023 CTSO/CTE Club Advisor Guide](#).

### **NEW** Program Advisory Council and General Advisory Committee

The CTE Department has decided, with feedback from our Board Chair, to separate the GAC (General Advisory Council) and PAC (Program Advisory Committee) meetings and hold them on different days. Be on the lookout for Program Advisory meeting invites to be sent to you by your Program Facilitator.

### **NEW** CTSO/CTE Club Advisors ONLY

#### **Supplemental Days/Extended Work Year Verification Form**

You should have received your **Supplemental Days/Extended Work Year Verification Form** from Human Resources. This form is used to record the hours that you worked outside of your contracted day supporting your CTSO/CTE Club.

Examples from the [2022 – 2023 CTSO/CTE Club Advisor Guide](#):

- Complete and incorporate an annual
- [OSPI Program of Activities Program of Work Template](#)
- Actively promote CTSO by recruiting members
- Elect local officers in an equitable and fair manner
- Train the officers in basic parliamentary procedures to keep meetings running smoothly
- Hold regular meetings conducted in a businesslike manner
- Attend local advisors' meetings to keep up with changes
- Encourage participation in district, state, regional, and national conferences, and competitions
- Attend and supervise all in planned student CTSO events (conferences, competitions)
- Meet deadlines for state and national events (dues, conferences, etc.)
- Collect completed CTSO consent forms for conferences
- Supervise members and actively encourage participation in activities
- Adhere to all field trip/extended experience guidelines
- Provide leadership opportunities to members (guest speakers, workshops, being a good role model, etc.)
- Assist students in creating adequate chapter records, accounts, and funding action plans
- Facilitate fundraising based on school and district policies
- Keep school administration, CTE office, and the public posted on activities and accomplishments



Once you have completed the 45 hours and recorded them on the **Supplemental Days/Extended Work Year Verification Form**, please submit the **Supplemental Days/Extended Work Year Verification Form** for the required signature, as shown below. **Supplemental Days/Extended Work Year Verification Form** are due by August 1 of the current year. However, we ask that you submit these forms by the end of the academic year to assure that you are able to collect all necessary signatures. We will be sending an **Outlook Calendar Invite for June 1, 2023**, to remind you to complete this process.

**EVERETT PUBLIC SCHOOLS  
SUPPLEMENTAL DAYS/EXTENDED WORK YEAR VERIFICATION FORM  
FOR THE 2022-23 CONTRACT YEAR**

Employee Name:	YOUR NAME	Location:	HIGH SCHOOL
Position:	EXTENDED DAY	Days/Hours:	6 Days x 7.5 Hours = 45 Hours
Supervisor Name:	PRINCIPAL	Dept. Supervisor:	JODI JACOBS

*I hereby certify under penalty of perjury that this is a true and correct claim for the supplemental days I worked during the 2022-23 school year.*

Your Signature

Employee's Signature

Date

Principals Signature

Supervisor's Signature

Date

Jodi Jacobs Signature

Department Supervisor's Signature

Date

**RETURN COMPLETED FORM TO HUMAN RESOURCES  
NO LATER THAN TUESDAY, AUGUST 1, 2023**

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**NEW**

**UPDATE: Conference and Competition Date**

We need to put all CTE Conferences and CTSO/CTE Club Conferences and Competitions on the district Professional Learning calendar to make sure that we have an adequate number of guest teachers to cover all absences.

Please email the dates and or information to [jjacobs@everettsd.org](mailto:jjacobs@everettsd.org)

**Also, if you are hosting or participating in a local event, please let the CTE Department know so that we can attend and support you as well as share this information with district staff.**



## **NEW TECH UPDATE**

With winter break approaching, it's time to give you a heads up that we will be imaging/updating the machines that need it and will need to back up your work and the students will need to back up their work too (if needed).

Here are the teachers who will be impacted:

@Shafer, Scott A.  
 @Sibley, Stephen E.  
 @Smith, Rose M.  
 @Gifford, Rose  
 @Bertholet, Nancy L.  
 @Baker, Hayden E.  
 @Stack, Jeffery  
 @Curtiss, Romes

## **CTE Tech Deployment**

CTE has visited all CTE classrooms to identify deployed technology. Thank you for letting us visit, take photos, and ask questions! As a result of our visits, some items will be moved out of classes to storage and/or redeployed to areas of need. Most of these were identified during our visits with the teacher. You will be notified ahead of time either with a tag on the equipment or with an email.

## **☆ STUDENT RECOGNITION:**

Congratulations go out to our NJROTC Teams.

On Saturday, December 10 our NJROTC Teams Color Guard #1 & #2, Unarmed Drill Team, Armed Drill Team, Physical Strength Team, Academic Team, and Marksmanship Team competed in the first round of the Northwest Drill and Rifle Competition for Olympic Division comprising of JROTC units from Everett, Oak Harbor, Burlington-Edison, Arlington, Marysville, Snohomish, Port Angeles, and Peninsula.

Our teams placed in the following categories:

### **TEAM STANDING**

Color Guard Team 1 - 1<sup>st</sup> place  
 Color Guard Team 2 - 3<sup>rd</sup> place  
 Unarmed Drill Team - 3<sup>rd</sup> place  
 Armed Drill Team - 4<sup>th</sup> place  
 Marksmanship Team - 2<sup>nd</sup> place

### **INDIVIDUAL STANDING**

Color Guard 1 commander - Alexa Coe 2<sup>nd</sup> place  
 Color Guard 2 commander - Anthony Reyes 3<sup>rd</sup> place  
 Armed Drill commander - Tristan Fababier 2<sup>nd</sup> place  
 Unarmed Drill commander - Isabella Saldana 4<sup>th</sup> place

### **ACADEMIC INDIVIDUAL**

Elariia Mercado - 4<sup>th</sup> place  
 Kylie Oke - 7<sup>th</sup> place  
 Cody Blair - 9<sup>th</sup> place

Individual Armed - Tristan Fababier 4<sup>th</sup> place  
 Dual Armed - Tristan Fababier & Anthony Reyes 7<sup>th</sup> place

### **MARKSMANSHIP SPORTER**

Mathias Chavez - 5<sup>th</sup> place  
 Kylie Oke - 7<sup>th</sup> place  
 Caleb Harbst - 9<sup>th</sup> place

With an overall Division standing currently at 2<sup>nd</sup> place.

The 2<sup>nd</sup> round of competition will be hosted on the 21<sup>st</sup> of January.

3<sup>rd</sup> round @ Arlington HS on 11FEB23  
 4<sup>th</sup> round @ Oak Harbor HS on 25FEB23  
 Regionals 2 Marysville Pilchuck HS on 25MAR23 (for top three finishers in each category)

## **NEW Student Recognition**

Make sure to share your student success with the CTE Department so we are able to share them with others.



### ACTION ITEMS:

✓ No action items this week.



= New since the previous CTE Weekly Update.

The CTE team

