



## ***Response/Action Required***

March 18, 2022

To: Middle School and High School Principals  
From: Corie Gudgeon, Director of CTE  
Regarding: **CTE Courses and Certifications Needed to Teach Courses**

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Please review the [CTE Courses List](#) that require Certificated staff to hold a CTE Certification to teach the course. If certificated staff members do not hold a CTE Certification or conditional eligible for CTE funding (at minimum) and teach the designated CTE course, Basic Education will have to fund the course.

Please reach out to Corie Gudgeon for assistance with eligibility for obtaining a CTE Conditional Certification for the Certificated staff member or hiring candidate for a CTE course teaching position prior to starting to teach a CTE course.

**Meeting Requirements of the CTE Conditional Certification:** All CTE teachers must have a CTE certificate. If there is not a teacher available, a teacher may be conditionally certified. The candidate must be highly experienced in the knowledge and occupational skills of the CTE program to be certified.

“The CTE Conditional certificate is issued for two school years or less and is initiated by the district. The two-year conditional CTE certificate enables a school district, which cannot find a regularly certificated CTE instructor in a specific area, to hire someone who is highly qualified and experienced in that area. The certificate is subject to specific limitations and the teacher must complete a written training plan developed in coordination with the CTE administrator and the CTE Advisory Committee.” [WAC 181-77-014](#)

A CTE conditionally certified teacher must complete 50 clock hours or equivalency credits or Professional Growth Plans (PGP) [Annual Professional Growth Verification PESB Clock hour Form](#) verified by the district in order to gain a CTE Conditional reissuance/renewal by June 30 of their expiring two-year certification.

**Teachers need a CTE Written Training Plan:** Teachers will need to have a Written Training Plan (PD plan) developed in coordination with the CTE Director. The Written Training Plan (PD plan) will need to include clock hours, PGPs, or credits.

The requirements above went into effect the 2019-2020 School Year.

**Moving Forward:** CTE Conditionally Certified Teacher candidates will be met with the CTE Director to complete and go through the required Written Training Plan (PD plan), which consists of the following options for staff and the determined plan will be shared with building principals:

- ***Option 1:*** Complete a PGP (25 clock hours) where the candidate will document the following actions on the [PESB PGP Annual Verification form](#) and upload it to pdEnroller online through OSPI EDS:

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- Facilitate Work-Based Learning in the classroom
- Participate in a Career and Technical Student Organization in your building
- Meet with CTE Director at least two times to review curriculum for its effectiveness in facilitating CTE methodologies in the classroom
- Attend District sponsored professional development/learning sessions tied to your CTE teaching assignment
- Attend advisory committee meetings
- Complete general safety lessons with your students in the classroom

**Option 2:** Enroll in a CTE Plan 2 Certification program:

- Complete at least 25 clock hours per year towards earning your CTE Certification
- District CTE Department will pay for program courses

**Importance of Meeting 25 clock hours per year or 50 clock hours by the expiration:**

- The state will not renew a CTE Conditional Certification without the teacher being able to list all of their 50 clock hours, credits, or PGPs by June 30 of their expiring CTE Conditional Certification year and verified by the district
- Teachers that are not eligible for at least a CTE Conditional Certification cannot teach CTE courses and will not receive funding for supplies for the course. The course could still run but would have to be supported by Basic Ed

**Current CTE Conditionally Certified Teachers by School:**

- Principals will be emailed directly regarding their CTE Conditional Certified Staff list with expiration dates
- All teachers above have been contacted regarding the requirements for the CTE Conditional Certification requirements, expiration date, and are being supported in filling out their Written Training Plan requirement

**Required Action:**

- Review the CTE Conditional Certification Staff list with expiration dates that will be emailed directly to you by the CTE Director
- Partner with the CTE Director to help encourage staff to complete their 50 clock hours within the two years of the certification
- Partner with the CTE Director to ensure staff that are not CTE Conditionally certified work with the CTE Director to get certified
- Realize that staff that do not become CTE Conditionally Certified and meet the requirements for that certification will not be eligible for a renewal and will no longer be able to teach the CTE course in the future unless it is fully funded by Basic Ed
- Know that CTE will not be able to financially support paid professional learning, professional conference opportunities, or course supplies and curriculum for teachers that are not CTE Certified
- Reassign staff to other teaching assignments outside of CTE when staff refuse not to become CTE Certified for the courses that require it

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