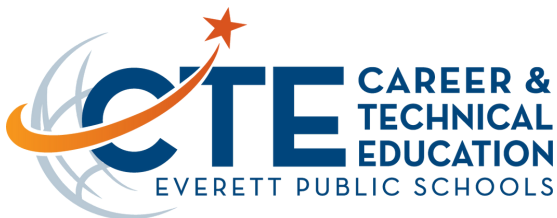




CTE TEACHER SUPPORT GUIDE



LAST UPDATED WINTER 2024

This handbook has been reviewed by teachers and administrators at Everett Public Schools and is a live document; regularly updated to match changes in CTE requirements or district changes. Any questions about the content included should be directed to CTE@everettsd.org.



Welcome to Everett Public Schools and the Career and Technical Education department!

Career and Technical Education (CTE) is a vital part of our academic offerings at Everett Public Schools. Providing opportunities for our students to explore in-demand career pathways and learn various job-related skills is a great benefit to our students.

We are so fortunate to have dedicated CTE teachers who support our students on various paths and who can help guide them as they explore potential career or college goals and choices. Our district is committed to providing the culture, climate, systems and instruction that will ensure our students feel safe, supported, engaged and inspired to learn.

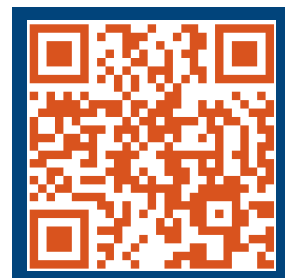
Thank you for being an integral part of this important work.

Sincerely,

Dr. Ian Saltzman

Contents

- 04** **WHAT SETS US APART?**
The who, what, when, where and why of Career and Technical Education.
- 06** **CTE CERTIFICATION**
Information on what certification is required for all CTE teachers and how CTE will help you get there.
- 09** **FRAMEWORKS**
What are the CTE frameworks and how do they support your course, program and student success?
- 10** **WORK-BASED LEARNING (WBL)**
What are work-based learning opportunities and why do you need to add them to your lessons?
- 11** **INDUSTRY RECOGNIZED CREDENTIALS (IRCS)**
What are IRCs and why do you need to add them to your planning?
- 12** **ADVISORY COUNCILS**
Staying involved with the industry and your colleagues.
- 13** **CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)**
Which CTSOs align to your course(s) and how should you be involved?
- 14** **PRPOFESSIONAL ORGANIZATIONS**
Where can you connect with peers across the state and nation in your content area?
- 15** **FUNDING**
What does CTE provide for you and your program and how do you get support?
- 16** **EVERETT CAREER LINK**
Information about our Everett CTE summer program
- 17** **CTE AND COLLEGE CREDIT**
Information about how our students earn college credit in CTE
- 18** **TECHNOLOGY**
Digital Tools Review, software, hardware and policy.
- 19** **CTE PATHWAY CONNECTIONS**
- 23** **STANDARDS AND GLOSSARY**
- 25** **CTE TEACHER FAQ**
- BACK** **CTE SCHOOL YEAR CHECKLIST**



SCAN HERE TO FIND
ALL LINKS INCLUDED
IN THIS DOCUMENT

What sets us apart?

**“CTE IS NOT AN ALTERNATIVE.
IT’S ESSENTIAL!”**

-CTE Director Anthony Anderson

WHO

CTE teachers have the unique opportunity to join the education field either through collegiate coursework or industry relevant work experience.

CTE covers a number of courses in grades 7-12. Teachers can add CTE to their current teaching certificate, which offers them the opportunity to teach a broader range of courses.

WHAT

CTE provides content to students that has been vetted by industry members as relevant to the workforce. Our courses provide students with the ability to graduate career ready, or college ready, whatever their choice may be.

CTE courses provide students with the opportunity to earn Industry Certifications, to experience Career Technical Student Organizations, like DECA or Skills USA, to benefit from work based learning opportunities and to learn unique technical skills.

WHY

In today's world, it is critical to ensure our students are career and college ready. We strive to make sure our students experience the academic rigor needed to prepare them for post-high school education and develop the skills and appropriate certification or experiences needed to join the workforce right after graduation. CTE programs provide students with the tools to be career ready!

Department directory



ANTHONY ANDERSON - DIRECTOR: STEM & CHOICE PROGRAMS

AAnderson2@everettsd.org

Reach out with questions regarding:

CTE, STEM and Choice Programs department, Jefferson Lighthouse Program, Dual Language Immersion Program, and STEAM Academy.



DANIELLE DELUCA - FACILITATOR

DDeLuca@everettsd.org

Reach out with questions regarding:

Engineering & Advanced Manufacturing,
Health Science & Medical,
Energy & Sustainability and STEM
Programs of Study and Robotics teams.

JODI JACOBS - FACILITATOR

JJacobs@everettsd.org

Reach out with questions regarding:

Communications & Information Technology,
Education, Business & Professional Services and
Family & Consumer Science Programs of Study,
CTSO Support and Dual Credit Articulations.



SHELLY ELLIS - FACILITATOR

SEllis@everettsd.org

Reach out with questions regarding:

K-12 Fitness Curriculum and Support,
Sexual Health Curriculum,
Middle School Health.

SHAMA DESARDA - ADMIN.ASSISTANT

SDesarda@everettsd.org

Reach out with questions regarding:

Reimbursement, budget codes, department
scheduling, field trip support, travel pre-approval
support and enrollment reporting.



SUSAN MCCOARD - PROGRAM COORD.

SMcCoard@everettsd.org

Reach out with questions regarding:

CTE Conditional and Continuing Certification,
CTE Marketing, CTE Reporting,
and Advisory Council, Everett Career Link,
Robotics and Choice Program support.

**BREE YOUNGBERG -
WORKSITE LEARNING COORD.**

BYoungberg@everettsd.org

Reach out with questions regarding:

Everett Career Link, Work-Based Learning,
Worksite Learning, CTE Partnerships and Washington
Alliance for Better Schools (WABS) Collaboration.



KYLE HENDRICKSON - FIELD TECH

KHendrickson@everettsd.org

Reach out with questions regarding:

CTE class technology needs, training,
troubleshooting and software support.

For most tech needs, please start by
submitting a help desk ticket.

SARA SCOTT - FIELD TECH

SScott@everettsd.org

Reach out with questions regarding:

CTE class technology needs, training,
troubleshooting and software support.

For most tech needs, please start by
submitting a help desk ticket.



Why certification?

OSPI

It starts with the state. OSPI requires that all CTE courses are part of an approved Framework, each with a corresponding Classification of Instructional Programs (CIP) Code.

Alignment

The CIP Codes align to state reporting, graduation pathways, and CTE Dual Credit alignment. This is also tied directly to CTE funding.

Vocational

Each CIP Code has one or more corresponding Vocational Codes, or V-Codes. Conversely, each V-Code corresponds to one or more CIP Code. It's not just a one to one connection.

You can review the complete list of CIP and V-Codes on the OSPI website here:

<https://www.k12.wa.us/student-success/career-technical-education-cte/cte-resources-essentials/cip-codes>

Teachers prove their knowledge through industry experience, CTE College courses or CTE preparatory program courses, in order to have those V-Codes added to their certificates.

Courses

All of our approved frameworks are available for review on our website here:

<https://www.everettsd.org/Page/41660>

The CIP Codes align to state reporting, graduation pathways, and CTE Dual Credit alignment. This is also tied directly to CTE funding.

The CTE Department also keeps a list of all our courses and their corresponding CIP Codes.

Graduation

In order for students to graduate via the CTE Graduation Pathway, they need to have completed at least 2 credits of CTE coursework. Those credits can only count when a correctly certificated instructor is teaching the course.

Teacher Certification

Teachers teaching CTE courses must have valid CTE certification to teach the course. This means the V-codes on a your certificate must align with the CIP code linked to the course you're teaching. There are two types of certification:

- Continuing - valid for seven years with standard renewal requirements
- Initial - valid for five years and requires completion of either CTE certification program or CTE college program, depending on content area, prior to earning
- If you don't have an initial or continuing certification, we will apply for a conditional certificate on your behalf, pending proof of relevant industry experience for the CIP/V-Codes needed. Conditional certificates require a learning plan or 2 professional growth plans and completion of 50 clock hours.

CTE steps to certification

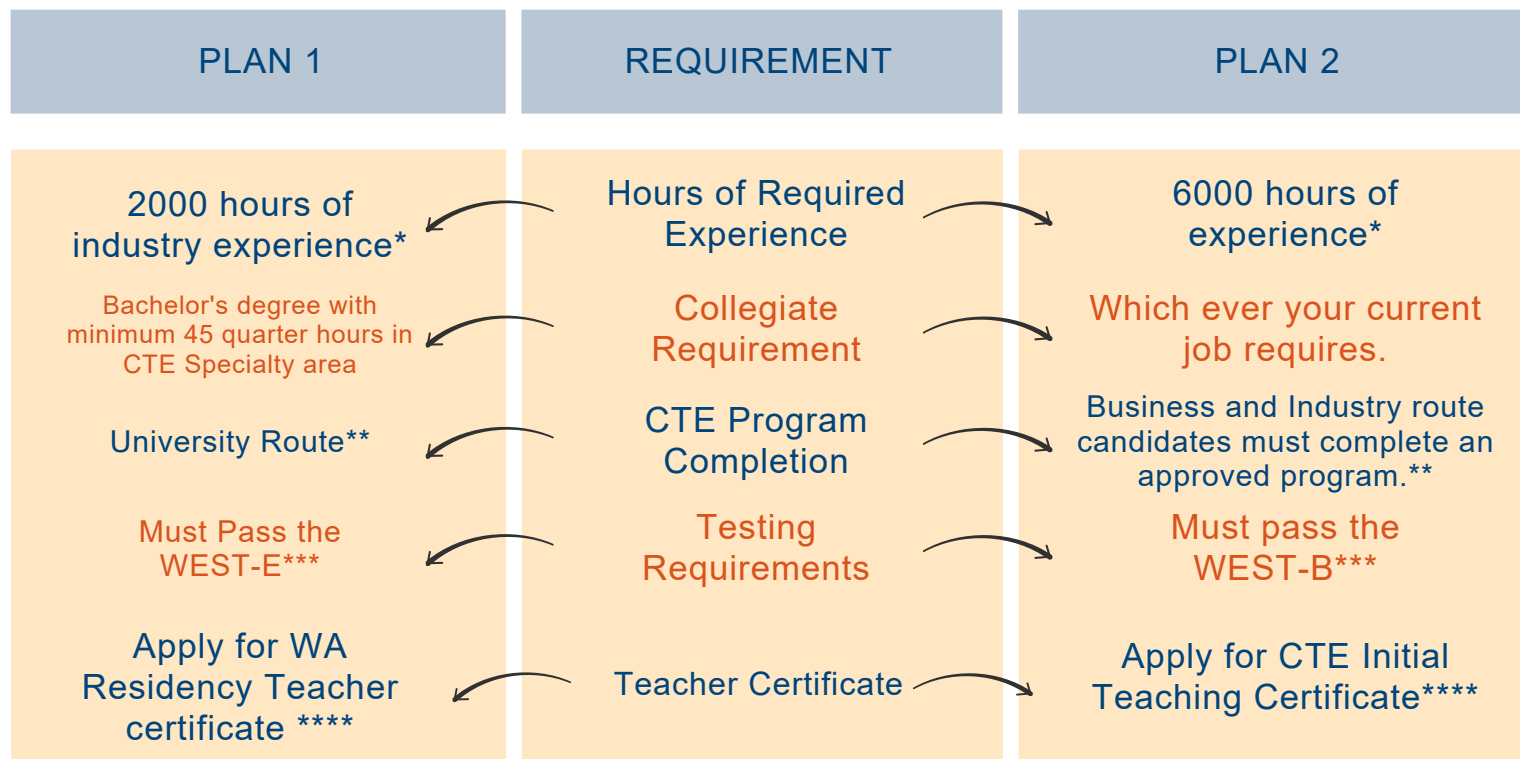
- ☐ CTE requests your conditional certificate with OSPI
- ☐ Teacher logs into OSPI-EDS to pay for certificate (\$52)
- ☐ Teacher requests reimbursement from CTE in Employee Online
- ☐ Teacher develops training plan with school CTE administrator and sends approved plan to CTE program coordinator
 - ☐ Option 1 - Relevant to CTE or course teaching, teacher will complete 50 clock hours or 5 credit hours of continuing education within 2 years
 - ☐ Option 2 - Teacher will complete a professional growth plan (PGP) and enter it in OSPI. PGP will show how a teacher will develop necessary CTE competencies and demonstrate knowledge in the following areas:
 - General and specific safety
 - Career and technical education teaching methods
 - Occupational analysis
 - Course organization and curriculum design
 - Philosophy of vocational education
 - Personal student development and leadership techniques
- ☐ While the CTE department does not need a copy of your clock hours, please keep a detailed record for yourself.

To move from conditional to initial certification.:

- ☐ Teacher registers for OPLA CTE cert course and coordinates with CTE administrative assistant for CTE course payment
- ☐ Teacher completes CTE certification course within 2 years
-  For the broad CTE Agriculture Ed, CTE Business & Marketing Ed, CTE Family & Consumer Science Ed and CTE Technology Ed endorsements, a teacher must hold a bachelor's degree, which includes a minimum of 45 quarter hours of study in the specific CTE specialty area. The OPLA CTE course does not apply for these areas. Initial certificates also requires up to 6000 industry hours, depending on content area.

CTE steps to certification

Washington CTE courses, as approved by OSPI, must be taught by an instructor who has a current CTE certificate and whose certification matches the instructional area. These certificates allow the holder to assume independent responsibility for working with students in career and technical education programs. CTE certification can be obtained either through a collegiate CTE teacher certificate program, or through a combination of relevant work experience and completion of a CTE prep program.



* 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 in the specific content area, ALL 6000 teaching hours can count for STEM, Biomedical, and Health Science Biotechnology

** 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/>

Teachers who have not completed the full CTE certification may still be qualified for CTE Conditional Certification.

The intent of the conditional career and technical education certificate is to fill teacher positions given specific circumstances where no regularly certificated career and technical education instructor is available.

Conditional certification is initiated by CTE, is valid only for 2 years in EPS, and requires verification of relevant job experience where required, and completion of 50 clock hours, verified either through a PGP or CTE training plan. See CTE legal references here: <https://apps.leg.wa.gov/wac/default.aspx?cite=181-77>

Frameworks

By state law, CTE programs and courses within those programs, are required to meet a number of standards.

In order for each CTE course to be approved by OSPI, a course framework is submitted for approval.

Frameworks outline all the state required pieces of the CTE course and how the standards are met.

Frameworks include the following for all units within the course:

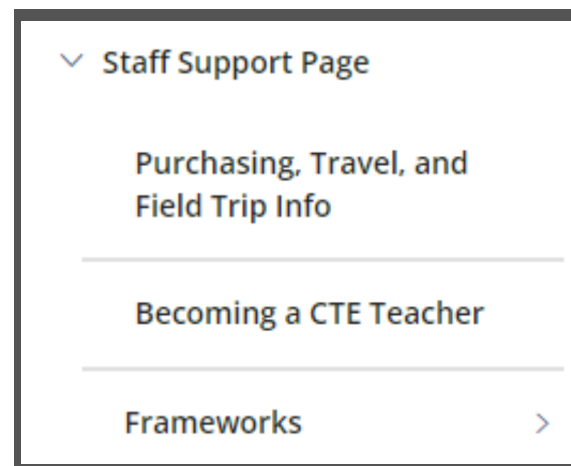
- Components and assessments
- Standards and competencies
- Aligned Washington State Learning Standards
- Any applicable industry-recognized certifications
- Any work-based learning opportunities
- Leadership opportunities as part of the aligned CTSO
- Applicable 21st Century Skills
- Course software and equipment needs

Frameworks help us ensure our CTE courses:

- Uphold rigorous academic standards
- Align with the state's education reform requirements, including the Washington State Learning Standards
- Address skills and opportunity gaps
- Maintain strong relationships with local CTE Advisory Committees for the design and delivery of Career and Technical Education
- Align with current industry standards

Where can you find your course frameworks? On the CTE website!

Go to www.everettsd.org/cte, log in and navigate to the Staff Support Menu to find the Frameworks page.

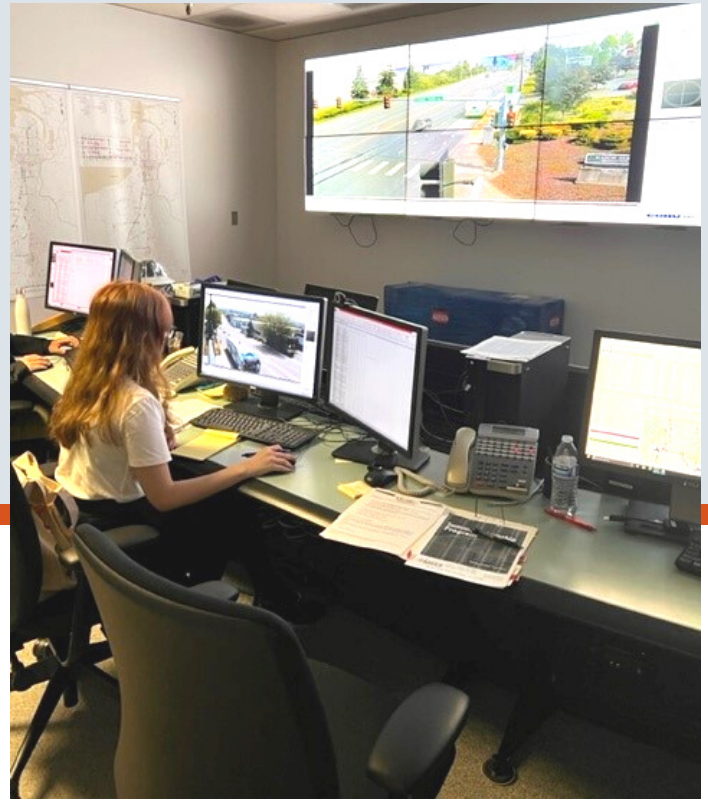


Work-Based Learning (WBL)

WBL activities extend the classroom into the workplace, connecting acquired knowledge and skills to a student's future employment. Work-based learning comprises a wide range of activities, conducted as an extended learning experience, including guest speakers, field trips, job shadows, worksite learning and more.

Research shows students who participate in work-based learning may:

- Show improved academic achievement
- Have the opportunity to explore career options
- Increase self-confidence
- Acquire real workplace experience and employability skills
- Be more likely to go on to some type of educational training after high school



All CTE courses must provide WBL opportunities. These opportunities may be listed in your framework. Options are:

- Career research
- Job interviews/job shadow
- Guest speakers
- School-based enterprises
- Placement in paid or unpaid internships
- Apprenticeships
- Ownership/Entrepreneurship
- Health care clinical
- Course related service learning projects

If you are unsure which to offer or how, reach out to your facilitator.

Industry Recognized Credentials (IRCs)

What are they?

IRCs provide students with work certifications that transfer seamlessly to their post high school career goals.

IRCs are recognized by industry members as relevant certifications students may need once in the workforce. Our aligned curriculum and/or resources provided by CTE includes these IRCs.

When do I offer them?

CTE teachers in preparatory courses should offer at least one IRC in their course. Teachers in year-long courses can choose to offer IRCs in either fall or spring semester. If your course is a Dual Credit course offering college credit, IRCs are still recommended but not required. Relevant IRCs can be found in your course framework. More information can be found here: https://www.k12.wa.us/sites/default/files/public/careertech/pubdocs/2022-23_State_Approved_Industry_Recognized_Credentials_List.pdf



Program Advisory Councils (PACs)

What are they?

PACs work to support our individual CTE programs and pathways. Our PACs are comprised of industry members, teachers within the pathway, former students when available and CTE team representatives.

Advisory groups support our:

- students by helping to offer extended leadership opportunities beyond the classroom, such as guest speaking, mock interviews, job shadows or internship opportunities.
- teachers by making CTE curriculum and industry relevant and recognized certification recommendations.
- district by informing us of necessary and relevant program updates and improvements.

How to be involved?

Our PACs meet at least three times per year, for 1-2 hours per meeting. Meetings will usually be held near the General Advisory Council (GAC) meeting dates, on their own dates/times. Emails with invitations will come directly to PAC members from our program facilitators. You are strongly encouraged to attend the PAC meetings for your content area.

This is a great way to meet fellow teachers and industry members in your program area and to provide input in your program future success!

General Advisory Committee (GAC)

Our GAC is comprised of just a few members from each PAC, including industry members, PAC teacher leads and the CTE team. The GAC meetings are required by OSPI and function as a business meeting. Members vote to approve programs, large purchases or curriculum items, and adherence to program standards.

Learn more here: <https://www.everettsd.org/Page/8459>

Career & Technical Student Organizations (CTSOs)



Benefits to students

- ✓ CTSOs provide leadership opportunities to prepare students for their future goals.
- ✓ CTSOs give students a chance to meet and network with their future colleagues across the region, state and nation!
- ✓ CTSOs provide competition or presentation experience outside of the classroom for students in areas they're most excited about.

EPS recognized CTSOs

- AP Art Club
- CHS Astronomy Club
- DECA (Business/Entrepreneurship)
- Educators Rising
- FBLA (Future Business Leaders of America)
- FCCLA (Family, Career, Community Leaders of America)
- FFA (Future Farmers of America)
- HOSA (Health Occupations Students of America)
- Mock Trial
- SkillsUSA
- TSA (Technology Students)
- Thespians
- WCTSMA (Sports Medicine)

CTSO Important Information

- [CTSO Support Guide](#) is your comprehensive reference guide for all things CTSO including the following required documents
 - CTSO/CTE Club Affiliation Documentation
 - Roster and Participation Worksheet
 - Prior Travel Expense Form
 - Post Travel Expense Voucher

Professional Organizations

There are 7 CTE organizations which CTE teachers and administrators can join to stay up to date on industry recognized certificate opportunities for students, relevant work-based opportunities, changes in industry that could be relevant to your teaching, and to build working relationships with fellow CTE teachers across the state.

WA-ACTE - Washington Association of CTE

Provides leadership and services to our members as they prepare students for lifelong career success and to provide leadership to enhance and support Career and Technical Education (CTE) in communities and schools.

WACTA - Washington Association of Career and Technical Administrators

This section, for CTE administrators, informs members on current WA-ACTE policies and issues and their implications for developments and advancements in all facets of CTE programming.

WEBAM - Washington Educators of Business & Marketing

Business Education is a diverse group of members dedicated to educating today's students for tomorrow's business community. We invite those who hold the following positions and anyone interested in our field to get involved with our Section: business education teachers, applied academic teachers, administrators, school-to-careers coordinators, business leaders, local and state supervisors, teacher educators, and students in career, technical and business education teacher prep programs.

WA-CCER - Washington Career Counseling and Employment Readiness

We are comprised of career guidance professionals who work in a variety of settings and design, implement, and evaluate career development programming to support CTE, career decision making, and career pathways. We strive to provide our members with valuable resources and opportunities for professional development, advocacy, networking, and career enhancement. Within our Section, we are also pleased to offer the School-to-Work/Careers interest group.

WA-FACSE - Washington Family and Consumer Sciences Educators

Family and Consumer Sciences Section promotes and enhances education throughout Washington State with a mission to empower individuals and families across their life span to manage the challenges of living and working in a diverse global society. We strive to prepare our students for families, work, community, and their interrelationships.

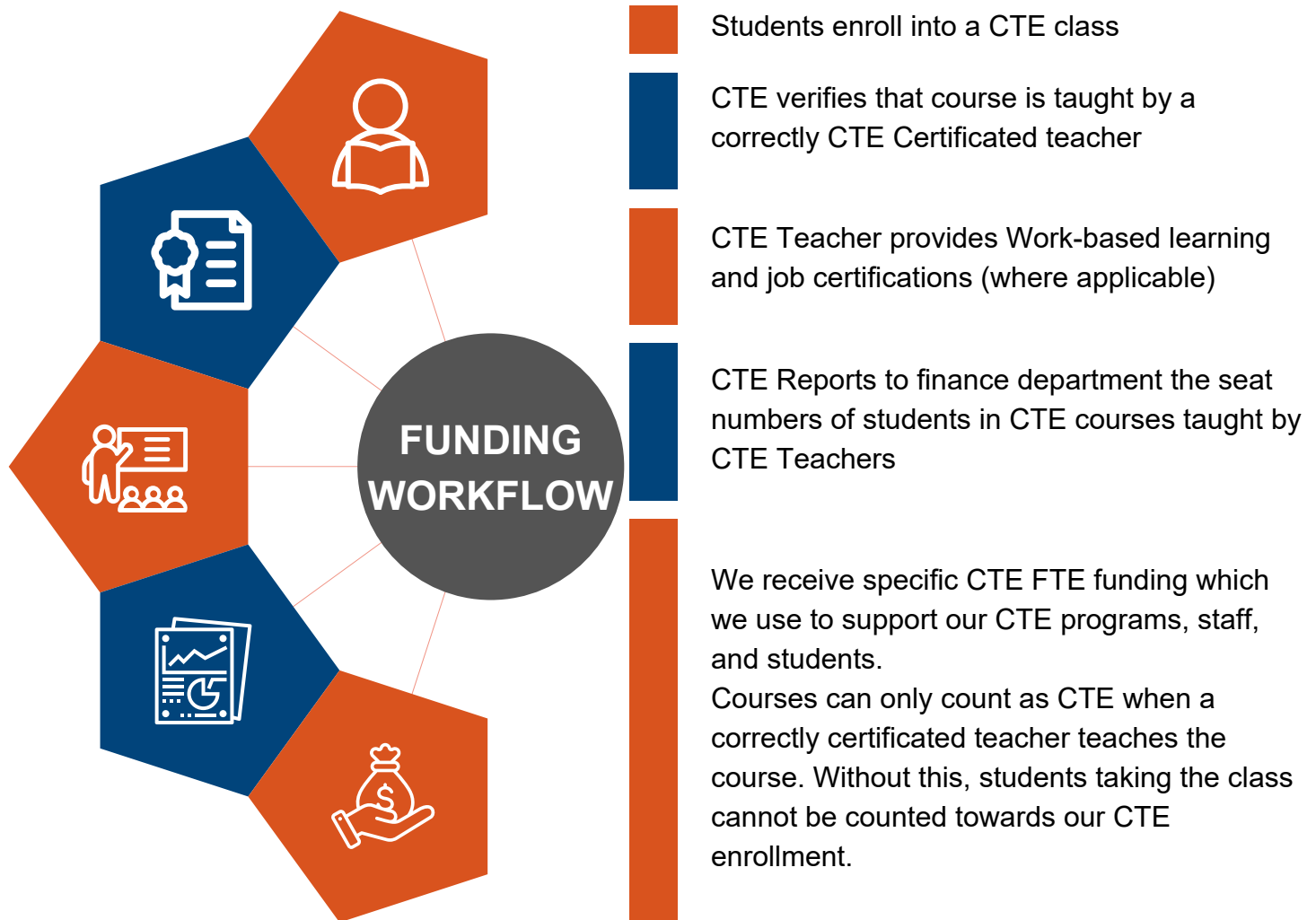
WITEA - Washington Industrial Technology Education Association

Industrial Technology Education Section is comprised of members who are dedicated to preparing individuals for STEM-related careers, including engineering, technology, design, and applied aspects of science and mathematics. Members exchange the latest innovative thinking in the field, collaborate with other WA-ACTE Sections to infuse, where relevant, STEM into CTE curricula, and enrich secondary and postsecondary CTE classroom experiences for their students. Within our Section, we also offer three interest groups, including STEM, the Arts, and Information Technology Education.

HSCTE - Health Science Career & Technical Educators

Health Science Section includes instructors, administrators, applied academics instructors, local and state supervisors, teacher educators, and others who are dedicated to educating today's students for tomorrow's health care community. Our members serve as advisors for HOSA-Future Health Professionals, bring a wealth of experience directly from industry and prepare youth and adults for such careers as nursing, dental hygiene and dental assisting, home health aide, and medical technician professions.

Funding



Supplies and Field Trips

Supplies and materials that align to your course framework are supported by CTE. You can submit your supply requests throughout the year through the CTE order form (<https://www.everettsd.org/Page/41169>). We suggest planning ahead and submitting these requests well in advance to account for any potential delays. Purchasing limits may change year by year and needs are determined by program. Reach out to your facilitator for specific information.

Field trips that count as work-based learning opportunities for your CTE class are supported by CTE. Specifics such as transportation and fees must be approved. Please familiarize yourself with district policy 2320P regarding field trips and transportation.

Requests **MUST BE APPROVED** prior to your field trip occurring.

You can find specific information here: <https://www.everettsd.org/Page/41169>

Everett Career Link

SUMMER PROGRAMS



Everett Career Link is a partnership between Everett Public Schools, Snohomish STEM + Economic Alliance Snohomish County, the City of Everett and regional employers.

The program, broken into three options each summer, is designed to offer students the opportunity to "learn before they earn" by showing them what it is like to work in a specific job environment, and provides high school credit to students. Students are able to:

- Explore career options in various fields
- Build community connections and networks by connecting with students from across the district and employers from across the region
- Enhance employability and 21st Century skills
- Inform and motivate course and career planning
- Boost resume and college applications

EXPLORATION PROGRAM - VIRTUAL

Students will work with fellow 8th or 9th grade peers to meet with a variety of panelists and to learn about careers in an industry they are interested in! Students:

- look at opportunities in career clusters that are aligned with their abilities, interests and personalities.
- formulate academic and career goals while creating a plan for future achievement.
- benefit from additional guidance prior to entering high school.

MENTORSHIP PROGRAM - VIRTUAL

Students will work in a small group with fellow 10th or 11th grade students to interview industry professionals to answer an industry specific question. Students:

- take an in-depth look at career opportunities that are aligned with their abilities, interests and personalities to formulate academic and career goals.
- work closely with an industry mentor to discuss solutions and ideas.
- apply problem-solving, collaboration, project management, human relations, presentation and networking skills.

INTERNSHIP PROGRAM - SUMMER DATES VARY

Students ages 16 and older will gain hands on experience working in an industry they're excited about and will learn directly from the pros. Students are:

- linked with local businesses and complete 90 hours over 5-6 weeks
- given the chance to "learn before they earn" by experiencing what it is like to work in a specific job or work environment while earning credit.

CTE and College Credit

In Everett Public Schools, we have opportunities available to students who want to earn college credit in the courses they are already taking in high school. College in the High School (CiHS) and CTE Dual Credit are two options that allow our students to earn both high school and college credit at the same time!



Everett Community College

CTE Dual Credit

- Accounting II
- Anatomy and Physiology
- Career Choices
- CCRS
- Entrepreneurship
- Independent Living
- Medical Terminology
- Microsoft User Specialist



College in the High School

- Foundations of Business and Marketing
- Introduction to Education

Shoreline Community College

CTE Dual Credit

- Automotive Technology



Skagit Valley College

CTE Dual Credit

- AP Computer Science A
- AP Computer Science Principles



UW in the High School

College in the High School

- AP Computer Science A
- AP Psychology
- Astronomy & Aerospace Engineering



Technology

DIGITAL TOOLS

It is district policy for all digital tools to go through a rigorous review process. Your facilitator will ensure this has been done for any digital tools approved for your framework. If you have questions about a new digital tool, please reach out to your facilitator.

SOFTWARE & HARDWARE

All software and hardware must meet CTE district standards to ensure that they are safe for students to use and align with CTE course frameworks, as determined in coordination with CTE facilitators.

CTE hardware must remain in the classroom it is placed in. Removal of CTE hardware can cause damage. Please reach out to your CTE facilitator if you need specific hardware removed or relocated.

If your hardware needs repair, please submit a help desk ticket and forward the ticket number to your CTE facilitator so they can support you in ensuring the repair is completed quickly.

If your classroom software needed to teach your CTE curriculum is not working correctly, please submit a help desk ticket and forward the ticket number to your CTE facilitator so they can support you in ensuring the problem is solved quickly.

Finally, district software or hardware may require training prior to hardware purchase or software installation. Your CTE facilitator will work with you to determine any training needs.

DISTRICT POLICY

See district policy 5225P for more details regarding acceptable technology use.

CTE Pathway Connections

WHY CHOOSE CTE?



Enjoy class variety



Learn new skills



Find your passion



Discover a career



Earn certifications



Plan for the future

90%

OF CTE STUDENTS
NATIONWIDE GRADUATE
COMPARED TO THE
75% AVERAGE
GRADUATION RATE

MIDDLE SCHOOL

Health
I & II

Science
7 & 8

Integrated
Tech I

Exploring
Graphic Arts

Exploring
Robotics

Coordinated
Science

Integrated
Tech II

Digital
Manufacturing

Robotics
Tech I & II

HIGH SCHOOL

Food
Handlers
Certification

Business &
Marketing

Food
Handlers
Certification

Family & Consumer
Sciences

First Aid
CPR
Certification

Child
Care
Basics

ETS
ParaPro
Certification

Education

First Aid
CPR
Certification

Biotechnician
Assistant
Certification

Home
Care Aide
Certification

Health Science
& Medical

Energy &
Sustainability

Drone
Certification
FAA107

Boeing
CorePlus
Certification

Engineering
& Advanced
Manufacturing

Microsoft
Office User
Specialist

Communication &
Information
Technology

CTE Pathway Connections



BUSINESS AND MARKETING

Course offerings may include:

Accounting, AP Micro/Macroeconomics, Business & Finance, Business Law, Business Operations, Economics, Entrepreneurship, Foundations of Business & Marketing, Introduction to Law, Social Media Marketing



COMMUNICATIONS & INFORMATION TECHNOLOGY

Course offerings may include:

AP 2-D/3-D Art & Design, AP Drawing, AP Computer Science A, AP Computer Science Principles, Digital Manufacturing, Digital Photography, Exploring Graphic Arts, Introduction to Graphic Design, Introduction to Programming, Microsoft Office User Specialist, NJROTC, Publications, Technical Theatre, Video Game Design / Programming, Web Design



EDUCATION

Course offerings may include:

AP Psychology, Child Development, FCS Education Coop, Introduction to Education



ENERGY & SUSTAINABILITY

Course offerings may include:

AP Environmental Science, Biology & the Environment, Sustainable Agriculture



ENGINEERING & ADVANCED MANUFACTURING

Course offerings may include:

AP Physics 1, Astronomy & Aero Engineering, Automotive Maintenance, Automotive Technology, Coordinated Science, Engineer Your World, Foundations of Manufacturing, Integrated Tech, Physics in the Universe, Robotics & Mechatronics, Robotics Tech, Science 7 & 8



FAMILY & CONSUMER SCIENCE

Course offerings may include:

Family Health, Independent Living, Nutrition & Food Preparation, Nutrition & Wellness



HEALTH SCIENCE & MEDICAL

Course offerings may include:

Anatomy & Physiology, Biomanufacturing, Biotechnology, Introduction to Health Science Careers, Introduction to Patient Care, Medical Terminology, Sports Medicine



ALL PROGRAM AREAS

Course offerings may include:

Career Choices, Worksite Learning Experience, Worksite Learning Internship, Worksite Learning Mentorship

CTE Pathway Connections

Everett CTE Pathways - OSPI Graduation Pathways Crosswalk

EPS	-	OSPI
All	Career Choices College & Career Readiness	All
Business & Marketing	Accounting AP Macro/Microeconomics Business & Finance Business Law Business Operations Economics Entrepreneurship Foundations of Business & Marketing Introduction to Law Social Media Marketing WSL Exp	Business & Marketing
Computer & Information Technology	AP Computer Science A AP Computer Science Principles Digital Manufacturing Introduction to Programming Microsoft Office User Specialist Publications Web Design	
	AP 2-D/3-D Art & Design AP Drawing Digital Photography Exploring Graphic Arts Graphic Design Introduction to Graphic Design NJROTC Technical Theatre Video Game Design/Programming	Skilled & Technical Sciences
Engineering & Advanced Manuf.	Automotive Maintenance Automotive Technology Foundations of Manufacturing Robotics & Mechatronics Robotics Technology AP Physics 1 Astronomy & Aero Engineering Coordinated Science Engineer Your World Integrated Tech Physics in the Universe Science 7 & 8	STEM
Health Science & Medical	Biomanufacturing Anatomy & Physiology Biotechnology Home Care Aide Introduction to Health Science Careers Medical Terminology Sports Medicine	Health Sciences
Education	AP Psychology Child Development FCS Ed Coop A Introduction to Education Family Health	Family & Consumer Sciences
FACSE	Independent Living Nutrition & Food Preparation Nutrition & Wellness	
Energy & Sustainability	AP Environmental Sci Biology & the Environment Sustainable Agriculture	Agriculture Education

CTE Pathway Connections

Students must meet one math and one English Language Arts (ELA) Graduation Pathway as defined in the High School and Beyond Plan.

MATH PATHWAY

ELA PATHWAY

State Assessment Math Pathway

Meet standard on the math SBA (minimum score: 2595) or meet standard on math WA-AIM (minimum score: 103)



State Assessment ELA Pathway

Meet standard on the ELA SBA (Minimum score: 2548) or meet standard on the ELA WA-AIM (minimum score: 104)

Dual Credit Math Pathway

Complete and qualify for college credit in a year-long dual credit math course:

- Calculus
- Intro to Data Science
- Precalculus
- Running Start Math class (100-level or above)
- Statistics



Dual Credit ELA Pathway

Complete and qualify for college credit in a year-long dual credit ELA course:

- English 4
- Running Start English class (100-level or above)
- UW English Comp: General
- UW English Comp: Humanities
- UW English Comp: Literary

Advanced Placement Math Pathway

Earn a C+ or higher in both semesters of a qualifying Advanced Placement (AP) math course OR score a 3 or higher on a qualifying AP math exam:

- AP Calculus AB or BC
- AP Computer Science A
- AP Computer Science Principles
- AP Statistics



Advanced Placement ELA Pathway

Earn a C+ or higher in both semesters of a qualifying Advanced Placement (AP) ELA course OR score a 3 or higher on a qualifying AP ELA exam:

- AP English Lang & Comp
- AP English Lit & Comp
- AP Macroeconomics
- AP Microeconomics
- AP Psychology
- AP US Gov & Politics
- AP US History
- AP World History

Transition Course Math Pathway

Earn transition course credit in Bridge to College Math



SAT/ACT Math Pathway

Meet standard on the SAT (430) or ACT (16) in math

SAT/ACT ELA Pathway

Meet standard on the SAT (410) or ACT (14) in reading, writing, or English

Performance-based Math Pathway

Meet state requirements and demonstrate math learning standards



Performance-based ELA Pathway

Meet state requirements and demonstrate ELA learning standards

ASVAB Pathway

Meet standard on the Armed Services Vocational Aptitude Battery (ASVAB) (Minimum AFQT: 31)
This pathway meets both math and ELA graduation pathways



Career Technical Education (CTE) Pathway

Complete a qualifying sequence of career and technical education (CTE) courses
This pathway meets both math and ELA requirements

Must earn 2.0 credits in one of the following pathways:

- Agriculture Education & Science
- Business & Marketing
- Family & Consumer Sciences
- Health Sciences
- Skilled & Technical Sciences
- Skill Center Programs (Sno-Isle Tech, Regional Apprenticeship Program (RAP))
- STEM



WA CTE Standards

Exploratory Courses:

1. Demonstrate application of state and national standards
 - 1.1 Each CTE course will apply state and national core content standards
2. Demonstrate foundational career skills needed to meet industry standard
 - 2.1 Each CTE course will teach to industry or national defined standards - listed in framework
 - 2.2 CTE course curriculum will include family, career and community roles and responsibilities
 - 2.3 CTE courses will extend learning into the community and industry
 - 2.4 CTE courses MUST be taught by a CTE certified teacher
 - 2.5 CTE courses will provide safe and appropriate learning environments
 - 2.6 Curriculum is based on occupational need as determined in PAC meetings
3. Demonstrate knowledge of career options in relevant career areas.
 - 3.1 Curriculum includes foundational knowledge of skills and broad range of career options
- 4.0 Demonstrate leadership and employability skills
 - 4.1 Leadership and employability skills are required and integral components of all CTE courses.
 - 4.1.a Leadership and employability skills are identified in various documentation - see your facilitator for information
 - 4.1.b All students demonstrate leadership and employability skills integrated in the framework.
 - 4.1.c Skills are developed and practices and at the highest professional level through CTSOs.
 - 4.1.d Locally developed leadership plans must demonstrate skills are developed and practiced.

Preparatory Courses:

1. Demonstrate industry identified competencies and state standards in intensive/rigorous coursework
 - 1.1 Current industry defined standards are included in frameworks, and approved by advisory and OSPI
 - 1.1.a The level of competency is defined by industry or national standards.
 - 1.1.b In the absence of national or state standards, locally developed standards will be validated by PACs.
 - 1.1.c Aligns with post-secondary education allowing for articulated credit, where applicable.
 - 1.2 Curriculum based on identified need and developed and maintained in consultation with PACs. committees.
 - 1.3 Safe and appropriate environments that support CTE standards.
 - 1.3.a Facilities and equipment meet or exceed the related federal, state and county safety standards.
 - 1.3.b Laboratories and equipment meet industry training standards and facility safety standards.
 - 1.3.c Learning & training stations assure safe and appropriate supervision/instruction & student skill development.
 - 1.4 Certified CTE teachers with appropriate certification, knowledge, skills and occupational experience.
 - 1.5 Extended learning into the community.
 - 1.5.a Extended learning is managed and/or supervised by certified CTE teachers.
 - 1.6 Assessment of student competency of knowledge and skills as determined by industry defined standards.
 - 1.7 Instruction that develops an understanding of all aspects of an industry associated with a specific CTE course.
 - 1.8 Work-based learning opportunities as identified in the Washington State work-based learning document.
 - 1.9 instruction leads to IRCs or college credit (Dual credit, AP, etc)
2. Demonstrate leadership skills and employability skills.
 - 2.1 Leadership and employability skill development for all students is a required and integral component of all CTE courses.
 - 2.1.a These leadership and employability skills are identified in various documents - see your facilitator.
 - 2.1.b These leadership and employability skills are integrated in the approved curriculum framework
 - 2.1.c These skills are developed and practiced at the highest professional level via CTSOs.
 - 2.1.d Leadership plans must demonstrate that these skills are developed and practiced at the highest level
3. Demonstrate employment readiness and/or preparation for postsecondary options
 - 3.1 Information about post-secondary education, training options, industry certifications, and employment.
 - 3.2 Articulation with apprenticeship programs and post-secondary education, where feasible.
 - 3.3 Opportunities for nontraditional and special populations to receive training.
 - 3.4 The utilization of data from student follow-up surveys to improve courses.
 - 3.5 The utilization of current national, state or regional labor market information to demonstrate occupational need.

CTE glossary of terms

Career and Technical Education (CTE):

A planned program of courses and learning experiences that begins with exploration of career options, supports basic academic and life skills and enables achievement of high academic standards, providing leadership options for high skill, high wage employment preparation and advanced and continuing education.

Career and Technical Student Organization (CTSO):

A Washington State recognized organization for individuals enrolled in a Career and Technical Education program that engages in CTE leadership skill development activities as an integral part of the instructional program. For additional information, please reach out to Jodi Jacobs. CTSO Acronyms are listed on the CTSO page.

Career Concentrator:

A secondary student who has enrolled in two or more CTE courses above the exploratory level in a single CTE Pathway

Articulated college credit:

Courses offered at the secondary level that have been aligned to post-secondary courses in which students receive college credit, such as Tech Prep, College in the High School, Advanced Placement, International Baccalaureate and Running Start.

Course equivalency:

Full or partial academic credit is earned when a CTE course or sequence of CTE courses satisfies one or more academic subject areas required for graduation.

Curriculum framework:

Approved curriculum frameworks identify the required components of a CTE course. The components are performance assessments, industry defined standards, grade level standards, performance expectations, thinking skills, leadership skills, employability skills and relevance to work.

Industry defined standards:

Standards that specify the knowledge, skills and competencies required to perform successfully in the workplace.

Leadership skills:

The ability to preside, guide or manage self, others, activities or events with responsibility for the final outcome.

Program completer:

A secondary student who has completed a CTE instructional program.

Program of study:

A coordinated, non-duplicative progression of courses that align secondary education with post-secondary education to adequately prepare students to enter into post-secondary education, an apprenticeship and/or employment.

Student leadership development:

The process that enables students to fully utilize the subject matter content they receive through the CTE program.

Worksite learning:

Learning experiences that connect knowledge and skills obtained in the classroom to those needed outside the classroom and comprise a range of activities and instructional strategies designed to assist students in developing or fulfilling their education plans.

CTE FAQ

1. Who is my CTE Facilitator?

- a. Our CTE Facilitators oversee specific CTE Programs.
- b. You can find a list of [each class and the assigned facilitator here](#).
- c. When in doubt, you can always email CTE@everettsd.org and we will support you!

2. If I'm taking my CTE class on a field trip - what steps should I take?

- a. Reach out to your CTE Facilitator!
- b. All requests are reviewed by the CTE team
- c. Pending approval, the following will be funded:
 - i. Transportation of the group
 - ii. Substitutes for 2 adult supervisors
 - iii. Fees for 2 adult supervisors
- d. Requests will only be approved once per teacher, per program area, per semester.
- e. Refer to the [Non-CTSO Field Trip Document](#).
- f. Complete the [district required Field Trip forms](#).

3. I'm taking my CTSO on a field trip - what steps should I take?

- a. Please refer to the [CTSO Guide](#).
- b. Refer also to the [CTSO Field Trip Guide](#).
- c. Complete the [district required Field Trip forms](#).

4. I want to go to a conference! What should I do?

- a. Discuss with your CTE Facilitator
- b. Pending approval, complete any district required travel pre-approval documentation
- c. Upon your return, complete the Competition and Conference feedback form to share insights, updates, and more! <https://bit.ly/CTEEEventRecap>

5. I need supplies for my class. Can you help?

- a. Yes! All supply requests are due by Tuesday at 3pm.
- b. The CTE department places orders on Wednesday.
- c. Please be on top of your schedules to make sure items are ordered in time.
- d. Use the [order form for this school year](#) to make your requests

6. Where else can I find helpful information?

- a. We built you a CTE Teacher Portal on our district website!
- b. Visit www.everettsd.org/CTE
- c. Log in and then find the Teacher CTE Portal listed on the left nested under the staff support page dropdown.

▼ Staff Support Page

Teacher CTE Portal

CTE teacher checklist

Yearly items to complete in your CTE role

This list may be updated periodically as policies change.

AUGUST: RETURNING TO SCHOOL

- ☐ Review your course framework found on your CTE Website.
- ☐ Verify equipment and software is functional and submit a help desk ticket if not.
- ☐ Check your CTE Certification status by contacting Susan McCoard - smccoard@everettsd.org.*
- ☐ Review the CTE district webpage or CTE teacher support guide for CTE systems and processes at www.everettsd.org/CTE.
- ☐ Review course subscriptions for class set up.
- ☐ Order course supplies by using the CTE order form found on the CTE webpage.

FALL

- ☐ Attend PAC meeting for your content area. Information will be emailed by the facilitator.*
- ☐ Complete CTE conditional certification training plan or PGP with your administrator and submit to Susan McCoard. Due in October (new and renewed conditional certifications only).*
- ☐ Review your school's field trip process and the district field trip policy 2320P.
- ☐ Plan for guest speakers, field trips and other potential work-based learning opportunities.*
- ☐ CTSO advisors should review the CTSO Advisory guide and create a form to track CTSO supplemental hours.
- ☐ Where applicable, offer Industry Recognized Credential (IRC) and/or 21st Century Skills assessments; you will be trained on how to use Brightpath Precision exams. Students should attempt the IRC, but do not have to earn the IRC.*

WINTER

- ☐ Submit first semester work-based learning and industry recognized certification data located in Performance Matters. Due in January to Susan McCoard.*
- ☐ Attend PAC meeting for your content area. Information will be emailed by the facilitator.*

SPRING

- ☐ Attend PAC meeting for your content area. Information will be emailed by the facilitator.*
- ☐ Administer the Industry Recognized Credential (IRC) and 21st Century Skills assessment; you will be trained on how to use YouScience/Precision exams. Students should attempt the IRC, but do not have to earn the IRC.*

JUNE: LEAVING FOR SUMMER

- ☐ Submit second semester work-based learning and industry recognized certification data located in Performance Matters, due in June to Susan McCoard.*
- ☐ Submit help desk ticket for equipment repairs.
- ☐ CTSO advisors complete your supplemental days/extended year verification form and submit to CTE.

*Indicates Washington State OSPI compliance requirements