



CTE Certificate Checklist

- ☐ CTE requests your conditional cert with OSPI
 - ☐ Teacher logs into OSPI to pay for cert - \$52
 - ☐ Teacher requests reimbursement from CTE in Employee Online
 - ☐ Teacher meets with CTE Coordinator to develop training plan
 - ☐ **Option 1** - Relevant to CTE or course teaching, teacher will complete 50 clock hours or 5 credit hours of continuing ed within 2 years
 - ☐ **Option 2** - Teacher will complete a PGP and enter it in OSPI
AND
Teacher will develop necessary CTE Competencies and will 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
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- To move from Conditional to Initial cert:**
- ☐ Teacher registers for OPLA CTE Cert Course and coordinates with CTE Admin Assistant for CTE Course payment
 - ☐ Teacher completes CTE Cert course within 2 years.