

A Guide for Licensing Candidates in Career-Technical Education



OFFICE OF CAREER-TECHNICAL EDUCATION

Preface

The Career-Technical Education (CTE) Licensure Guide outlines licensure options for CTE programs. The guide includes instructions for administrators and teacher candidates to complete the licensure process. It also includes procedures for school districts to verify teacher candidate qualifications in relation to CTE. When using this guide in a digital PDF, it is interactive. Click on the links to direct you to various parts of the document as well as online resources. When using this as a printed guide, there are no interactive links, instead it may be read from the beginning.

What is your role in the school system?

Click the role for which you are seeking information.



[Administrator](#)



[Current Teacher](#)



[Teacher Candidate](#)

Administrator

What information are you seeking?

Click a topic to take you directly to that specific information.



[An overview of the CTE-36 and CTE-37 process](#)



[Reviewing a CTE-36 for a potential career-technical teacher](#)



[Validating a candidate's work experience using the Panel of Experts](#)



[Processing the initial CTE-37 form for a career-technical teacher](#)



[Licensure paths available to career-technical teachers](#)



[Licensure paths for Family and Consumer Sciences](#)



[An overview of endorsements available](#)



[Career-technical substitute teacher licenses](#)



[Middle school validation and override processes](#)



[Project Lead the Way override information](#)



[An overview of senior-only teaching permits](#)



[How to add teaching fields to a current career-technical license](#)



[Adult workforce education information](#)



[Industry Credential Only program teacher requirement](#)



[Out-of-state career-technical teacher candidates](#)



[Education and work experience requirements for a provisional license](#)



[Pathway specific requirements for career-technical teachers](#)



[Teaching field codes available to career-technical license applicants](#)

Current Teacher

What are you hoping to accomplish?

Click a topic to take you directly to that specific information.



[Earn a career-technical teaching license](#)



[Review the steps in the CTE-36 and CTE-37 process](#)



[Renew my career-technical teaching license](#)



[Advance my career-technical teaching license](#)



[Teach Family and Consumer Sciences](#)



[Add a teaching field/licensure area to my current career-technical license](#)



[Use Project Lead the Way training to teach career-technical courses](#)



[Teach middle school career-technical courses](#)



[Add a Career-Technical Worksite Teacher/Coordinator endorsement](#)



[Add a Transition to Work endorsement](#)



[Add a Career-Based Intervention endorsement](#)



[Earn a Senior Only Teaching Permit](#)



[Teach Adult Workforce Education](#)



[Begin teaching in Ohio with an out-of-state teaching license](#)



[Find a specific teaching field code for a career-technical license](#)

Potential Teacher Candidate

Which teaching field or subject area do you hope to teach?

Click a box to take you directly to the specific information.



2.0 CTE-36 and CTE-37 Process for Career-Technical Licenses

The purpose of the CTE-36 and CTE-37 process is to ensure that an individual has the knowledge and skills to successfully instruct career-technical education courses. **A candidate must be hired by the school district before completing the CTE-37 form.** The following licensure applications require the CTE-36 and CTE-37 process:

- Provisional License for Career-Technical Workforce Development
- Supplemental License for Career-Technical Workforce Development Programs
- Career-Based Intervention Endorsement
- Adding teaching fields
- 12-hour permit (CTE-36 only)
- Career-Technical Substitute License (CTE-36 only)

The CTE-36 and CTE-37 forms are available on the Ohio Department of Education's [Career Tech Teacher Preparation and Licenses](#) webpage.

2.1 Reviewing the CTE-36 for Career-Technical Licenses

Once hired as the teacher of record, the candidate should complete the [CTE-36 form](#) and submit it to the local school district. The following is a list of steps for the school administrator to take to assist the candidate in completing the CTE-36 process.

1. Evaluate the candidate's work experience:
 - a. Identify if there are additional requirements to teach in the pathway. Refer to [Appendices I and II](#) to determine additional requirements. If a specific certificate or license is required, verify that the candidate has earned it. Determine if the candidate's work experience is related to the pathway. Refer to the Job Title and Skills/Duties sections of the Employment Verification forms in the CTE-36 and use the [Career Field Technical Content Standards](#) as a resource.
 - b. Determine if the candidate's work experience is recent. The recommendation is for a minimum of 60% of the experience to have occurred within the last five years.
 - c. Count the hours of work experience to determine years of experience. The years of experience do not need to be continuous, and part-time experiences may be combined to meet the minimum standard. One year of full-time work experience equates to 2,000 hours except for Early Childhood Education and Care ([Appendix I](#)).
2. Verify the information is accurate on the CTE-36 by calling the employer(s) cited on the form.
 - a. If the work experience includes self-employment:
 - 1) The individual must provide three letters from long-term customers.
 - 2) A letter from the accountant for the business must be included:
 - The candidate was self-employed during the time span indicated on the CTE-36;
 - The candidate's business was the one named in the CTE-36;
 - The candidate worked in the business for the number of hours indicated on the CTE-36; and
 - The candidate performed the skills/duties indicated on the CTE-36.
 - 3) If a letter from an accountant is not possible or does not provide the necessary information, ask to see tax records. Copies of tax records are confidential; therefore, do NOT include tax records with the CTE-36. The candidate is not required to, but they may show tax records to provide evidence of sufficient hours of related work experience in the applicable field.
3. If the candidate does not meet work experience requirements in [Appendix I](#), the [Panel of Experts](#) should be used to validate equivalent work experience.
4. When the Superintendent has verified all information on the CTE-36 form, the Superintendent signs the CTE-36 form and **keeps it on file at the school district**. The CTE-36 form is used at the local level and may be requested by the universities for verification. The candidate and school administration may now proceed to the [CTE-37 form and process](#).




2.2 Process for Validating Equivalent Work Experience Using a Panel of Experts

This section applies ONLY to provisional and supplemental licensure candidates who have NOT met the minimum work experience requirements through the CTE-36 process.

A school district may use a panel of experts:

- If the candidate did not provide evidence of five years of full-time work experience in the career field;
- To assess the candidate considered to be the most logical applicant or to assess more than one applicant in case the first person is not qualified; or
- To determine if the candidate has the necessary subject knowledge and skills to teach the career- technical courses under consideration.

The Panel of Experts may conclude any of the following:

 <p>The candidate meets the equivalency of required full-time work experience and is qualified to teach the career-technical courses under consideration.</p>	 <p>The candidate meets the equivalency of required full-time work experience, but with deficiencies. In this case, the panel recommends that the candidate follow a licensure plan to address the deficiencies.</p>	 <p>The candidate has not met the equivalency of required-full time work experience and should no longer be considered for employment in this position.</p>
--	---	--

Panel of Experts candidates must meet all other requirements for hiring see [Appendix II](#). This includes required education and licensure or industry standards.

2.2.1 Panel Organization, Recruitment and Composition



Responsibilities of panel review members

Panel review members are charged with determining if the candidate has sufficient work experience and/or content knowledge to teach the program or course.



Responsibilities of the hiring school district

The hiring district organizes the Panel of Experts. One educator from the hiring school district should serve on the review panel as a facilitator. This person may be assigned panel recruitment duties but does not determine whether the candidate has met the equivalency option.

To secure the panel of experts:

1. Recruit at least three individuals from business and industry who are active in the career field. These representatives must constitute the majority of the panel review members. Districts are strongly encouraged to include individuals who represent the district’s nontraditional and minority populations.
2. OPTIONAL: Choose a representative from a post-secondary institution representing the career field. Also recruit a teacher-preparation educator from an Ohio college or university approved to deliver teacher education for the applicable licensure area. These are recommended but optional.

Additional members may serve on the panel to provide background information on program goals, school setting, university curriculum or other contextual information that might assist panel review members in their deliberations. These members may include teachers, staff or other individuals with a clearly identified purpose for being on the panel. **Any panel members employed by the hiring school district, including the facilitator, are not to determine whether the candidate has met the equivalency option.**

2.2.2 Panel of Experts Procedures

The hiring school district should work with the panel facilitator to complete the following procedures.

1. Schedule a face-to-face, virtual or hybrid meeting of the panel of experts. School districts may form a

multi-district panel, but a representative from the hiring school district should serve as the panel facilitator. The [Panel of Experts Form](#) should be completed throughout the process. The panel may meet more than one time, if necessary.

2. At the first meeting, the facilitator should discuss the following:
 - a. Interview techniques that ensure consistency
 - b. Purpose of the panel, which is to determine if the candidate has the work experience and/or subject knowledge to effectively teach the content area; the purpose is NOT to make a hiring decision
 - c. Responsibilities of the panel and its members
 - d. Content to be taught by candidate if hired; panel members must receive all relevant materials including a copy of the course of study and technical content standards for the courses to be taught
 - e. Information from the candidate's CTE-36 and supporting materials that document work experience, college content courses, industry certifications and other qualifications; no transcripts with grades should be reviewed unless the candidate grants permission
3. Facilitate the panel to review the content to be taught and compare it to the candidate's experiences.
4. Assist the panel in using a variety of interview and assessment methods, such as hands-on demonstrations, career-technical education technical assessments, National Occupational Competency Testing Institute and other appropriate assessment tools to interview and/or assess the candidate.
5. After the interview and/or assessment process, excuse the candidate for panel deliberation.
6. Facilitate the panel in determining whether the candidate has sufficient work experience and subject knowledge to teach the courses. Specifically, the review panel determines one of the following:
 - a. The equivalency option in the work experience requirement **has** been met. The candidate has sufficient work experience and subject knowledge to teach the subject;
 - b. The equivalency option in the work experience requirement of this standard **has not** been met;
 - c. The equivalency option in the work experience requirement of this standard **has been met but with deficiencies**. The panel then recommends that the candidate follow a licensure plan to address these deficiencies. For example, if a candidate has limited experience working in the field, the panel could recommend that the candidate participate in a job shadowing or internship experience to gain a sense of how technical skills are used in an actual workplace setting.
7. Ask all panel members to sign the [Panel of Experts Review Form—Part 3 AND Part 4](#) before leaving the deliberation room.
 - a. If the panel determines that the equivalency option **has** been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who then may sign the CTE-37.
 - b. If the panel determines that the equivalency option **has not** been met, the panel indicates so on the review form, signs it and forwards it to the superintendent, who does not sign the CTE-37. The candidate will no longer be considered for the teaching position.
 - c. If the panel determines that the candidate **has met the equivalency option but with deficiencies**, the panel members list the deficient knowledge and skills on the review form and select three panel business representatives to help the superintendent or designee prepare a licensure plan. The panel members then sign the review form and forward it to the superintendent, who consults with the business representatives in preparing the [licensure plan](#). After the licensure plan is prepared and signed by the superintendent, business representatives and candidate, the superintendent signs the CTE-37.
8. Finish completing the Panel of Experts Review Form and secure the superintendent's signature. The candidate and administrator may then move forward working together to complete the CTE-37 form. *The Panel of Experts Review Form stays on file at the local school district.*

2.3 Processing the Initial CTE-37 for Career-Technical Licenses

Once the administrator has verified all information on the CTE-36, signed the CTE-36 and, if applicable, the Panel of Experts Review Form, the teacher candidate should complete the [Initial CTE-37 form](#).

To complete the CTE-37, the school district and teacher candidate should work together following these steps:

1. The school district initiates the CTE-37 in Connected Ohio Records for Educators (CORE). Type the name and other requested information at the top of the form. Select the appropriate license type. Type the requested Teaching Field Code and Teaching Field Name from [Appendix III](#).
2. Provided the [list of approved teacher preparation programs](#), the teacher candidate selects one of these approved programs in Ohio at which to apply. The candidate selects the university on the CTE-37 and then signs and dates the document. Please note that universities may have specific admission requirements for the teacher candidate.
3. The school district's superintendent or designee signs the CTE-37 and includes required information. The signature must be on file with the Office of Educator Licensure at the Ohio Department of Education. No one else is authorized to sign the form.

By signing the CTE-37, the superintendent or designee indicates that the candidate whose name appears on the CTE-37 meets the educational and work experience (or equivalent) requirements for the career-technical license listed on the CTE-37 and to teach subjects identified in the current [Education Management Information Systems \(EMIS\) Manual](#).

4. The candidate emails the CTE-37 to the contact person at the selected university in which the candidate plans to take required coursework. The candidate must include all accompanying materials required by the specific university if applicable. If a Panel of Experts determined that a licensure plan is required, the Panel of Experts form must be sent with the CTE-37.

After receiving the materials, the university determines whether the candidate meets entrance requirements. If so, the candidate applies to that institution and enrolls in the summer course or workshop that precedes the first year of teaching. Additionally, a university representative signs the CTE-37 form and returns it to the candidate.

If the candidate does not meet the university's entrance requirements, the candidate may choose another university to send the CTE-37. If the CTE-37 is not signed by a university representative, the candidate will not be able to obtain a career-technical teaching license. *The candidate and school district should keep copies of the CTE-37 on file at the school.*

6. Once the candidate receives the CTE-37 signed by a university, the candidate must apply for the appropriate career- technical teaching license. The [CORE Applicant User Manual](#) outlines the specific instructions to complete this application.

NOTE: If the CTE-37 is completed after the summer course or workshop and the candidate was hired in time for the summer course or workshop, the same procedure should be followed. Late hires must then enroll in the first course of the program.

3.0 Paths Toward Licensure

Educators may earn licensure for Career-Technical career fields through multiple avenues. The traditional method is to complete a Career-Technical Education Bachelor's degree with licensure at an Ohio university. Universities offering these programs may be found on the [Department of Higher Education website](#). The paths outlined in this section discuss options for educators not pursuing the traditional method.

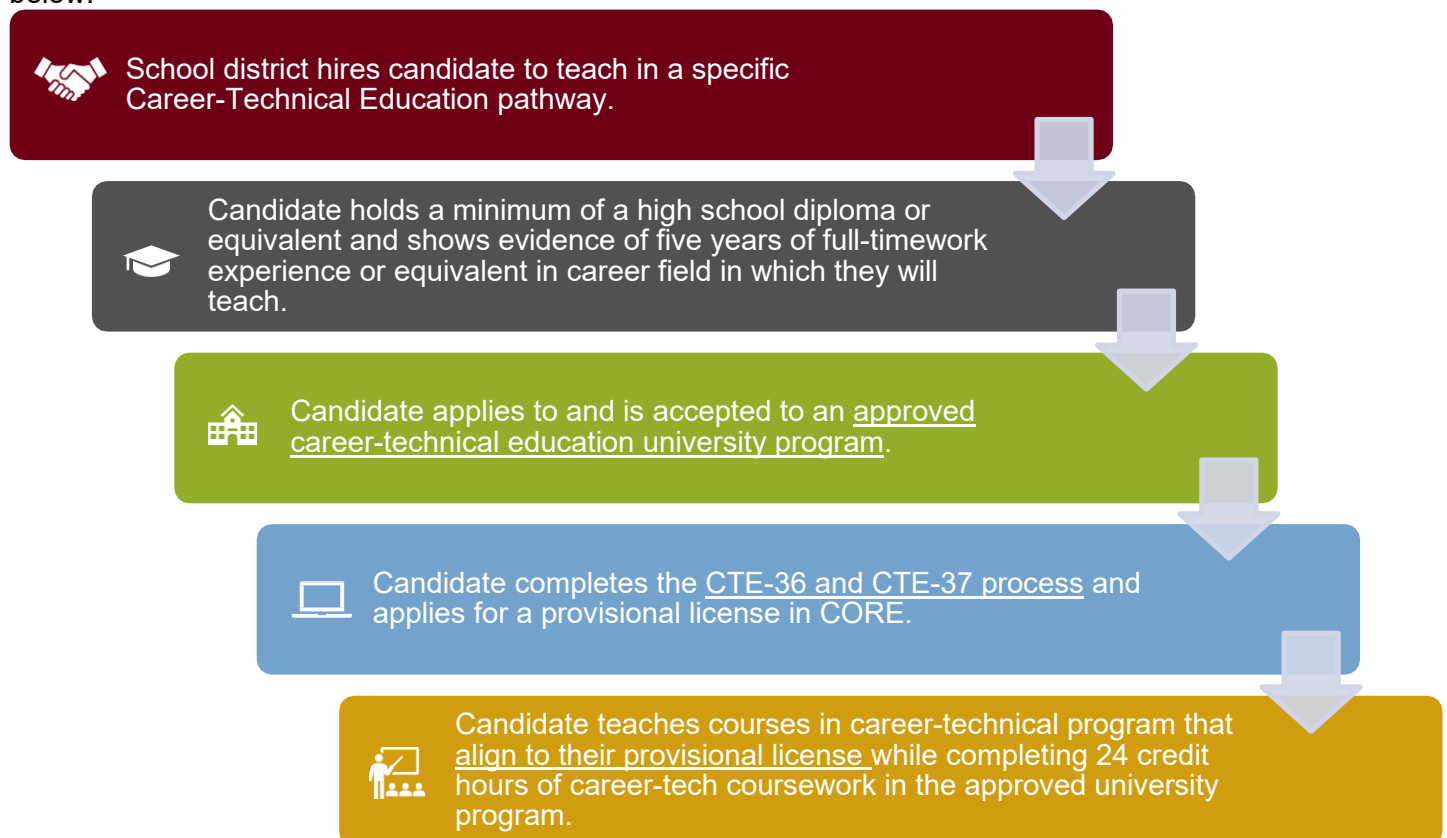
3.1 Provisional License for Career-Technical Workforce Development

The provisional license for Career-Technical Workforce Development is available to individuals with career experience related to the career-technical pathway in which they are hired by a school district to teach. To apply for a provisional license, an individual *must first be hired by a school district* in the subject area designated on the provisional license.

Provisional licenses are available for pathways within in the following CTE career fields:

- Agricultural and Environmental Systems;
- Arts and Communication;
- Business Administration;
- Construction Technologies;
- Education and Training;
- Engineering and Science Technologies;
- Finance;
- Government and Public Administration;
- Health Science;
- Hospitality and Tourism;
- Human Services;
- Information Technology;
- Law and Public Safety;
- Manufacturing Technologies;
- Marketing; and
- Transportation Systems

To earn a provisional license, the candidate should work with the hiring school district to complete the steps below.



A provisional license is active for two years. After the two years, the license may be renewed if the supervisor of the career-technical workforce development educator preparation program and the superintendent of the employing school district indicate that the applicant is making sufficient progress in both the program and the teaching position. The renewal process is outlined in [Section 3.3.1](#).

3.2 Supplemental License Options for Current Teachers

Individuals currently holding a valid Ohio teaching license (not a substitute teaching license) may apply for a supplemental license to teach CTE courses. The type of supplemental license to apply for depends on the candidate’s highest level of education and/or the career field or area in which the candidate plans to apply. *To apply for a supplemental license, an individual must first be hired by a school district in the subject area designated on the supplemental license.*

The chart below indicates the differences between the supplemental licenses.

<u>Supplemental License for Career-Technical Workforce Development Programs (3.2.1)</u>	<u>Supplemental License for Career-Technical Education (3.2.2)</u>
<p>Career Fields:</p> <ul style="list-style-type: none"> • Agricultural and Environmental Systems • Arts and Communication • Business Administration • Construction Technologies • Education and Training • Engineering and Science Technologies • Finance • Government and Public Administration • Health Science • Hospitality and Tourism • Human Services • Information Technology • Law and Public Safety • Manufacturing Technologies • Marketing • Transportation Systems 	<p>Career Fields/Subject Areas:</p> <ul style="list-style-type: none"> • Agriscience • Business Administration • Family Consumer Science • Marketing • Technology Education
<p>Requirements of Candidate:</p> <ol style="list-style-type: none"> 1. Hold a valid Ohio resident educator, professional, permanent or five-year advanced career-technical teaching license (the license may not be a substitute teaching license); and 2. Show evidence of five years or equivalent of full-time work experience in the career field; and 3. Is accepted to complete an approved preservice career-technical education program of 12 semester hours at an approved university 	<p>Requirements of Candidate:</p> <ol style="list-style-type: none"> 1. Hold a valid Ohio resident educator, professional, permanent or five-year career-technical teaching license (the license may not be a substitute teaching license); and 2. Hold a baccalaureate degree; and 3. Pass the content-knowledge test from the list below that is in the related content area: <ol style="list-style-type: none"> a. Agriscience b. Family Consumer Science c. Integrated Business d. Marketing e. Technology Education

3.2.1 Supplemental License for Career-Technical Workforce Development Programs

To earn a supplemental license for career-technical workforce development programs, the candidate should work with the hiring school district to complete the steps below.



School district hires candidate to teach in a specific Career-Technical Education pathway.



Candidate holds a valid Ohio resident educator, professional, permanent or five-year advanced career-technical teaching license (not substitute license) and shows evidence of 5 years of full-time work experience/equivalent in career field in which they will teach.



Candidate applies to and is accepted to an approved career-technical education university program.



Candidate completes the CTE-36 and CTE-37 process and applies for a provisional license in CORE.



Candidate teaches courses in career-technical program that align to their supplemental license while completing 12 credit hours of career-tech coursework in the approved university program.

A supplemental license is active for one year. After one year, this license may be renewed two times if the requirements to advance to a five-year advanced career-technical workforce development license have not yet been met. To renew a one-year supplemental license, the teacher must have completed at least six semester hours in the university teacher preparation program. The renewal process is outlined in [Section 3.3.2](#).

3.2.2 Supplemental License for Career-Technical Education

Due to the shortage of career-technical teachers in specific career fields, this license option was established to provide opportunities for experienced industry workers to teach career-technical education. The supplemental license for career-technical education is available only to five specific career fields, including:

- Agriscience
- Family Consumer Science
- Integrated Business
- Marketing
- Technology Education

The CTE-36/37 process is not used to apply for the supplemental license in career-technical education.

To earn a supplemental license for career-technical education, the candidate should work with the hiring school district to complete the steps below.



School district hires candidate to teach in Agriscience, Family Consumer Science, Integrated Business, Marketing or Technology Education.



Candidate holds a valid Ohio resident educator professional, permanent or five-year advanced career-technical teaching license (not substitute license) and has earned a baccalaureate degree.



Candidate takes and passes the content knowledge test in Agriscience, Family Consumer Science, Integrated Business, Marketing or Technology Education. Scores are automatically sent to Office of Licensure.



Candidate applies for the supplemental career-technical license in CORE and uploads their transcripts for review from the Office of Licensure or an approved university.



Candidate teaches courses in career-technical program that align to their supplemental license while completing any coursework or requirements indicated by the Office of Licensure or approved university.

A supplemental license is active for one year. After one year, this license may be renewed two times if the requirements to advance to a five-year advanced career-technical workforce development license have not yet been met. The renewal process is outlined in [Section 3.3.3](#).

3.3 Renewing a Provisional or Supplemental License

Provisional and supplemental licenses may be renewed to ensure a teacher has the necessary timeframe to complete all required coursework and/or other licensure requirements to advance to a professional license.

3.3.1 Renewing the Initial Provisional License for Career-Technical Workforce Development

A provisional license may be renewed if the supervisor of the career-technical workforce development educator preparation program and the superintendent of the employing school district indicate that the applicant is making sufficient progress in both the program and the teaching position. To renew a provisional license, the candidate must have made satisfactory progress in the CTE program, as verified by the university.

To qualify for a renewal, the teacher must complete a [Renewal CTE-37](#) signed by the school district's superintendent or designee. The university should then verify that the teacher is making satisfactory progress in the university career-technical program, check the box for "Renewal of Provisional License" under "Teaching Certificate/License Verification" and sign the CTE-37. The teacher should upload the new CTE-37 with the online provisional renewal application.

3.3.2 Renewing the Initial Supplemental License for Career-Technical Workforce Development

A supplemental license may be renewed two times. To renew an initial supplemental license, at least six of the 12 required semester hours of teacher preparation coursework must be completed. Visit the [Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License](#) website for renewal information. To qualify for a renewal, the teacher must complete a [Renewal CTE-37](#) signed by the school district's superintendent or designee. The university should then verify that the teacher has completed six credit hours in the university career-technical program, check the box for "Renewal of Supplemental License"

under “Teaching Certificate/License Verification” and sign the CTE-37. The teacher should upload the new CTE-37 with the online supplemental renewal application.

3.3.3 Renewing the Initial Supplemental License for Career-Technical Education

A supplemental license may be renewed two times. To renew an initial supplemental license, visit the [Adolescence to Young Adult, Multi-Age or Career Technical Supplemental Teaching License](#) website for renewal information.

3.4 Advancing a Provisional or Supplemental License

After a teacher has completed all necessary requirements for a provisional or supplemental license, as indicated by the Office of Licensure, the teacher may apply to advance their license.

3.4.1 Advancing the Provisional License for Career-Technical Workforce Development to a Five-Year Advanced Career-Technical Workforce Development License

Teachers may apply for Five-Year Advanced Career-Technical Workforce Development License for specific pathways in the following career fields:

- Agricultural and Environmental Systems;
- Arts and Communication;
- Business Administration;
- Construction Technologies;
- Education and Training;
- Engineering and Science Technologies;
- Finance;
- Government and Public Administration;
- Health Science;
- Hospitality and Tourism;
- Human Services;
- Information Technology;
- Law and Public Safety;
- Manufacturing Technologies;
- Marketing; and
- Transportation Systems

Teachers who hold the provisional career-technical workforce development license must meet the following requirements to be eligible for the five-year advanced license:

- Complete 24-credit hour university career-technical preservice teacher education program
- Complete licensure plan and portfolio, if applicable
- Complete performance-based assessment
- Complete two years of teaching under the provisional career-technical workforce development license
- Secure a recommendation by the dean or head of teacher education at the university in which the career-technical program was completed

Upon successful completion of the requirements listed above, the teacher should follow the procedure below to apply for the Five-Year Advanced Career-Technical Workforce Development License.

1. Complete the [Advance/Add Area CTE-37](#).
 - a. Check “Advance 2-Year CTWD License to 5-Year Advanced CTWD Educator License.”
 - b. Sign and date the document.
2. Email the form to the schoolsuperintendent.

- a. The superintendent or designee signs the CTE-37 if the teacher has successfully completed the activities in the licensure plan, if applicable, as shown by the teacher's submitted portfolio.
3. Forward the signed CTE-37 to the university in which the candidate completed the 24-hour career- technical teacher preparation program.
 - a. The university verifies that the teacher successfully completed the career-technical program by signing and returning the completed CTE-37 to the applicant.
4. Apply for the 5-Year Advanced Career-Technical Workforce Development Educator License and upload the CTE-37 in CORE.

3.4.2 Advancing the Supplemental License for Career-Technical Workforce Development to a Five-Year Advanced Career-Technical Workforce Development License

Teachers may add a teaching field for specific pathways in the following career fields:

- Agricultural and Environmental Systems;
- Arts and Communication;
- Business Administration;
- Construction Technologies;
- Education and Training;
- Engineering and Science Technologies;
- Finance;
- Government and Public Administration;
- Health Science;
- Hospitality and Tourism;
- Human Services;
- Information Technology;
- Law and Public Safety;
- Manufacturing Technologies;
- Marketing; and
- Transportation Systems.

Teachers who hold the supplemental career-technical workforce development license must meet the following requirements to be eligible for the five-year advanced license:

- Complete a 12-credit hour university career-technical preservice teacher education program
- Complete one year of teaching under the supplemental career-technical workforce development license

Upon successful completion of the requirements listed above, the teacher should follow the procedure below to add a teaching field to their license.

1. Complete the [Advance/Add Area CTE-37](#).
 - a. Check "Add Teaching Field to Existing License."
 - b. Sign and date the document.
2. Email the form to the schoolsuperintendent.
 - a. The school district superintendent or designee signs the CTE-37 and returns it to the candidate if the candidate has completed the requirements listed above.
3. Forward the CTE-37, signed by the superintendent, to the university in which the candidate completed the 12-hour career-technical teacher preparation program.
 - a. The university verifies that the teacher has completed the 12-hour teacher preparation program by signing and returning the completed CTE-37 to the candidate.
4. Apply to add the teaching field and upload the CTE-37 in CORE.

3.4.2 Advancing the Supplemental License for Career-Technical Education to a Five-Year Advanced Career-Technical Education License

Teachers who hold the supplemental career-technical workforce development license must meet the requirements indicated by the Office of Licensure when the initial license is granted. Additional information regarding advancing the license will also come from the Office of Licensure.

3.5 Family and Consumer Sciences


To be hired to teach Family and Consumer Sciences, a candidate must meet **one** of the following requirements:

1. Hold a 4-year Resident Educator Career-Technical Family and Consumer Science License, 5-year Professional Career Technical Family and Consumer Science License, 5-year Professional Vocational Family and Consumer Science License or a Permanent Vocational Family and Consumer Science Certificate
2. Qualify for a Provisional License for Career-Technical Workforce Development in one of the following as outlined in [Section 3.1](#)
 - a. Culinary Arts
 - b. Early Childhood Education
 - c. Hotels and Resorts
3. Qualify for a Supplemental License in Career-Technical Workforce Development in one of the following as outlined in [Section 3.2.1](#)
 - a. Culinary Arts
 - b. Early Childhood Education
 - c. Hotels and Resorts
4. Qualify for a Supplemental Career-Technical Family and Consumer Science License as outlined in [Section 3.2.2](#)
5. Hold a professional or permanent career technical teaching license and add a teaching field

The teaching field/endorsement code for Family and Consumer Science is 090660.

3.6 Endorsements

Endorsements may be added to current teaching licenses to allow a teacher to teach additional courses while ensuring funding for those courses. Teachers must complete appropriate requirements to add an endorsement to their license, and some endorsements are limited to specific license types.

The following endorsements may be added to any five-year professional teaching licenses, unless limited by age or grade:		
 <p>Career-Based Intervention</p>	 <p>Transition to Work (limited to intervention specialist license or career-technical license)</p>	 <p>Career-Technical Worksite Teacher/Coordinator (limited to professional career-technical license)</p>

To apply for an endorsement, an individual must meet all of the following criteria:

- Hold a baccalaureate degree
- Be of good moral character
- Successfully complete an approved teacher preparation program in the specific area

NOTE: An endorsement is valid only for teaching the subject or learners named in the endorsement.

3.6.1 Applying for an Endorsement

Individuals applying for a Transition to Work or Career-Technical Worksite Teacher/Coordinator endorsement should follow the steps in the [CORE Applicant User Manual](#) to add an endorsement to their current teaching license.

3.6.2 Career-Based Intervention

The Career-Based Intervention endorsement requires:

- a baccalaureate degree;
- two years of successful teaching under a professional, permanent, resident educator or five-year career-technical teaching license; and
- one year of full-time work experience outside education.

This endorsement is valid for teaching learners ages 12 through 21 or grades 7 through 12.

Individuals who hold alternative resident educator licenses are NOT permitted to apply for the supplemental license for Career-Based Intervention.

When a school district hires, or assigns, an eligible teacher to Career-Based Intervention who has not yet completed a university career-based intervention endorsement program, the individual may apply for a supplemental teaching license for the endorsement. The [CTE-36 and CTE-37](#) process is followed. The career field code for career-based intervention is 600100.

3.7 Career-Technical Substitute Teaching Licenses

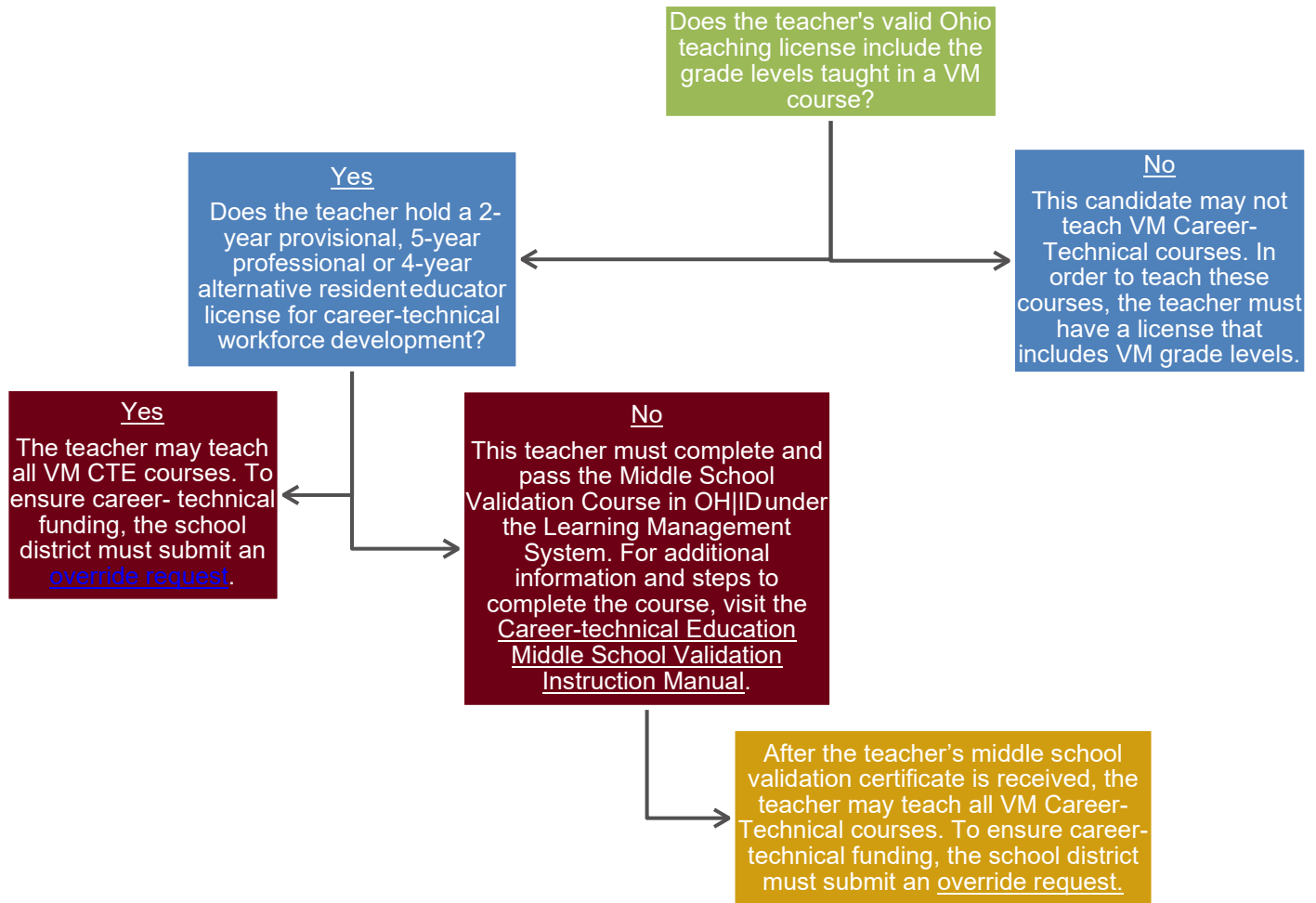
The holder of a Career-technical workforce development education substitute teaching license can teach for an unlimited number of days in the area of licensure. Otherwise, the individual may teach for one full semester in any other career-technical workforce development area subject to the approval of the employing school district's board of education. A district superintendent can ask the board to approve one or more additional semester-long periods. Visit the Ohio Department of Education's [Substitute License](#) webpage for more information.

3.7.1 Renewal of a Career-Technical Substitute Teaching License

Substitute licenses may be renewed without additional requirements with the recommendation of an Ohio school district superintendent. Visit the Ohio Department of Education's [Substitute License](#) webpage for more information.

3.8 Middle School Validation & Overrides

CTE continues to expand into middle school grade levels. There is a process in place to ensure schools have appropriately trained teachers to provide instruction in VM courses to students in grades 7 through 10. The flow chart below indicates the requirements necessary to teach VM courses.

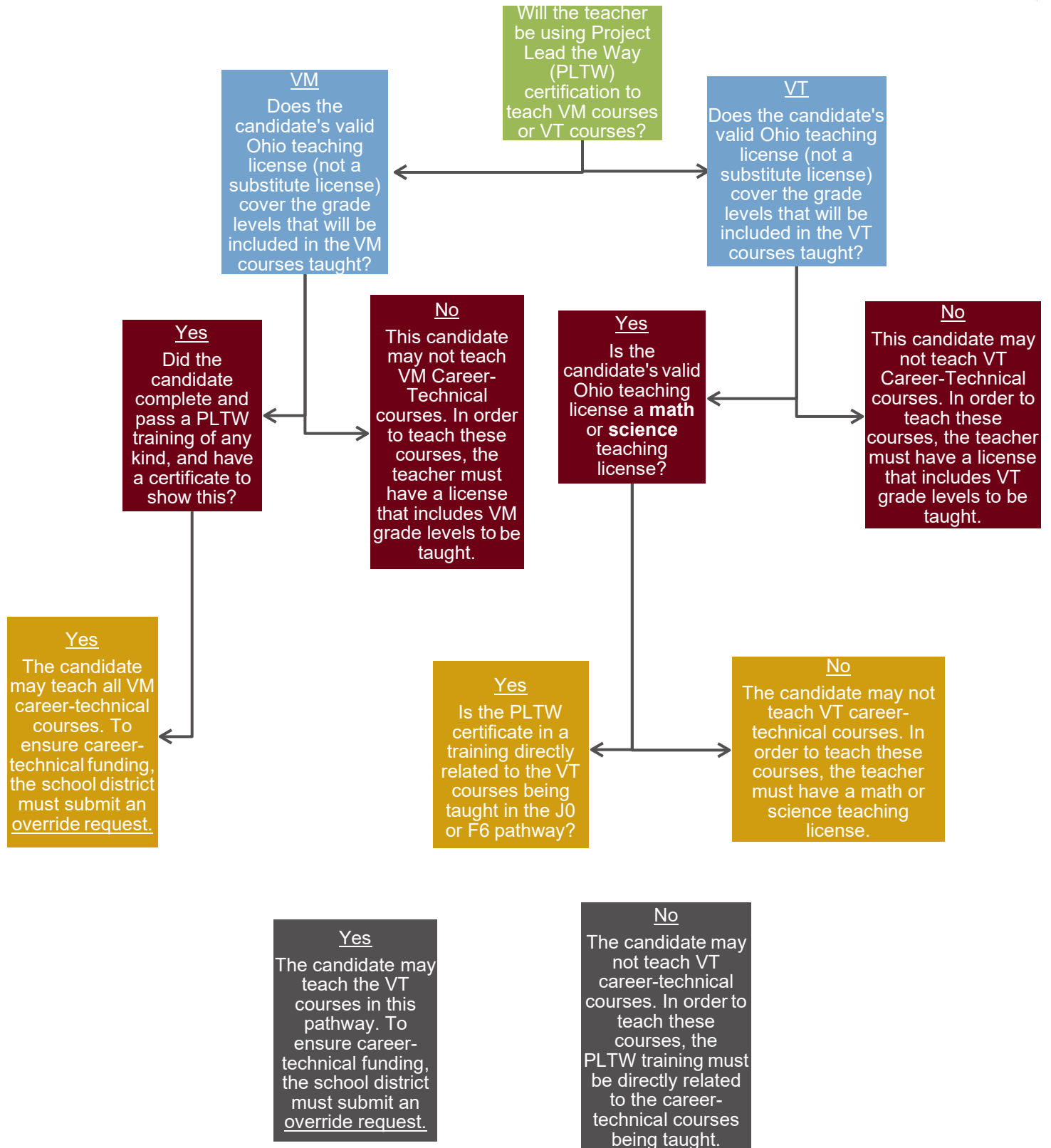


For additional information regarding vendor certification to teach VM courses, please visit the [Career-Technical Education Middle School Validation Instruction Manual](#).

NOTE: The middle school validation does not appear on the teacher's credential. The school district must submit an override form to ensure funding. Information about overrides and how to apply for an override may be found in the [Teacher Override Request Instructions](#).

3.9 Project Lead the Way Overrides

Project Lead the Way training may lead to a teacher having the opportunity to teach courses in the **Engineering (F6) and Health Science (J0) pathways** even if they are outside of the teacher's current licensure area. Use the flow chart below to determine if a teacher's Project Lead the Way training allows them to teach career-technical funded courses.



NOTE: Information Technology Project Lead the Way certification is **NOT** accepted for an override.

Project Lead the Way does not appear on the teacher's credential. The school district must submit an override form to ensure funding. Information about overrides and how to apply for an override may be found in the [Teacher Override Request Instructions](#).

3.10 Senior Only 12-Hour Teaching Permit

The 12-hour teaching permit is a one-year renewable permit. An individual who is deemed to be of good moral character and either holds a baccalaureate degree in the subject area to be taught **or** has significant work experience in that subject area can apply for the permit.

Individuals who hold or have ever held a valid teaching certificate or license are not eligible for the 12-hour permit.

Educators may teach only the subject area(s) listed on the temporary permit.

More information about the permit and how to apply for a permit may be found on the [12-Hour and 40-Hour Temporary Teaching Permits page](#) of the Ohio Department of Education website.

3.11 Senior Only 40-Hour Industry-Recognized Credential Career-Technical Workforce Development Teaching Permit

The 40-hour teaching permit is a one-year renewable permit. An individual who is deemed to be of good moral character and either holds a baccalaureate degree in the subject area to be taught **or** has significant work experience in that subject area can apply for the permit.

Individuals who hold or have ever held a valid teaching certificate or license are not eligible for the 40-hour permit.

Educators are limited to teaching 40 hours per week in the subject area(s) listed on the permit. This permit is valid only for teaching in an Ohio industry-recognized credential program in the requesting dropout prevention and recovery community school.

More information about the permit and how to apply for a permit may be found on the [12-Hour and 40-Hour Temporary Teaching Permits page](#) of the Ohio Department of Education website.

4.0 Adding Teaching Fields (Licensure Areas) to a Career-Technical License

A teacher may add one or more teaching fields (licensure areas) to a career-technical license by following the [CTE-36 and CTE-37 process](#).

Through this process, the superintendent verifies the work experience or equivalent, prepares and signs the CTE-37 and emails it to an [approved university](#) where the candidate plans to complete coursework. The candidate also signs the CTE-37.

The university reviews the CTE-37 and determines eligibility for the university program. The individual may already have completed the applicable Alternative Resident Educator program for the initial license and may not need to complete further university coursework. The university makes this decision.

5.0 Adult Workforce Education

Visit the [Adult Education Permit page](#) of the Ohio Department of Education website.

6.0 Out-of-State Applicants

Information for out-of-state applicants is available on the [Out-of-State Educator License page](#) of the Ohio Department of Education website.

7.0 Industry Credential Only Programs

Industry Credential Only programs can have a teacher of record who holds any valid permanent teaching license. It is recommended that the teacher also hold the industry credential(s) or a related advanced credential.

Appendix I

Two sets of requirements must be met for an applicant to meet the work experience requirement in the standard. The first set of requirements appears in the table below. Candidates must have the work experience requirement that aligns with their educational background. If they do not have the minimum work experience, the Panel of Experts procedure should be followed. The second set of requirements appears in Appendix II.

Work experience requirements

Educational Background	Work Experience Requirement
Successful completion a career-technical specific two-year program at the secondary level	4 years of related work experience
Baccalaureate or master's degree in the content area	2 years of related work experience
Baccalaureate or master's degree in education that led to a teaching certificate or license but not in the teaching area	5 years of related work experience
Baccalaureate degree outside the career field/career-technical subject area	5 years of related work experience
Associate degree in the content area or 60 semester credit hours in the content area	3 years of related work experience
High school diploma or equivalency AND an adult education certificate or the equivalent in the content/subject matter/career field/career-technical category	4 years of related work experience
High school diploma or equivalency	5 years of related work experience

standard. The second set of requirements, according to career field or program, appears in the table below. The first set of requirements appeared in Appendix I.

Table 2

Chart of licensure areas with related work experience, industry credentials, and other related information

NOTE: Work experience demonstrated on the CTE-36 should be related to the licensure area/teaching field.

Licensure Area/Teaching Field	Requirements
Agricultural and Environmental Systems	
Animal Production CW 010101	
Agribusiness CW 010200	
Agricultural Industrial Equipment CW 010300	
Equine Science CW 010131	
Food Science CW 010400	
Horticulture CW 010500	
Natural Resources CW 010600	
Agricultural Biotechnology CW 012100	
Arts and Communication	
Visual Design and Imaging CW 340100	
Media Arts CW 340125	
Performing Arts CW 340130	
Business and Administrative Services	
Administrative Office Technology CW 140300	
Acquisition and Logistics 041900	
Legal Office Management CW 140350	
Medical Office Management CW 140370	
Business Administration & Management CW 140800	
Construction Technologies	
Heavy Equipment CW 171003	
Air Conditioning/ Heating CW 170100	
Carpentry CW 171001	
Electrical Trades CW 171002	
Masonry CW 171004	
Interior Design Applications CW 171005	
Plumbing and Pipefitting CW 171007	
Building & Property Maintenance CW 171011	
Building Technology CW 171017	
Custodial Services CW 171100	
Millwork and Cabinet Making CW 173601	
Education & Training	
Early Childhood Education CW 090201	Associate or baccalaureate degree in Early Childhood.
Teaching Professions	<ul style="list-style-type: none"> • Bachelor’s Degree in any academic subject area • Master’s Degree • Five years teaching experience • Hold a teaching license or certificate for high school grades, such as 4-12 or 7-12
Engineering and Science Technologies	
Power Transmission CW 171402	
Telecommunications CW 171504	
Energy Science CW 171650	
Engineering Technology—Design CW 171807	
Engineering Technology— Process CW 171808	

Engineering Technology— Products/ Services CW 171	
Family and Consumer Sciences	
Early Childhood Education CW 090201	<ul style="list-style-type: none"> • Associate or baccalaureate degree in Early Childhood
Culinary Arts CW 330005	
Hotels and Resorts CW 090205	
Finance	
Accounting CW 140100	
Government and Public Administration	
Government and Public Administration CW 360224	
Health Science	
Dental Assisting CW 070101	
Dental Laboratory Technology CW 070103	
Medical Laboratory Assisting CW 070203	
Phlebotomy CW 070204	
Practical Nurse CW 070302	<ul style="list-style-type: none"> • A baccalaureate degree in nursing. • Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-11 of the Ohio Administrative Code. • Current, valid licensure as a registered nurse in Ohio • Experience for at least two years in the practice of nursing as a registered nurse • Any additional requirements specified in 4723- 5-11 of the Ohio Administrative Code.
Nurse Assisting CW 070303	<ul style="list-style-type: none"> • Current, valid licensure as a registered nurse or licensed practical nurse in Ohio. • All other requirements specified in 3701- 18-09 (E) of the Ohio Administrative Code. • Registered nurses shall have a minimum of two years of experience in caring for the elderly or chronically ill of any age. • Licensed practical nurses shall have a minimum of two years of experience in caring for the elderly or chronically ill of any age obtained through employment in a long-term care facility. • Refer to OAC 3701-18-09(E)(2) for experience specifics.
Surgical Technology CW 070305	
Home Health Aide CW 070307	
Fitness Aide/Athletic Trainer Assisting CW 070410	
Optometric Occupations CW 070603	
Medical Assisting CW 070904	
Community Health Aide CW 070906	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> • Registered Nurse • Physician Assistant • Licensed social worker • Doctor • Counselor • Pharmacist Etc.
Pharmacy Assisting CW 070912	<p>Current certification or license in ONE of:</p> <ul style="list-style-type: none"> • Current Certified Pharmacy

	Technician by Pharmacy Technician Licensed pharmacist
Health Unit Coordinator CW 070913	
Patient Care Technician CW 070994	
Diagnostic Pathway CW 074820	
Therapeutic Pathway CW 074830	
Health Support Services CW 074840	
Biotechnology CW 074850	
Health Informatics CW 074890	
PN Coordinator CW 079950	<ul style="list-style-type: none"> • Current, valid licensure as a registered nurse in Ohio • Any additional requirements specified in 4723-5-11 of the Ohio Administrative Code.
Hospitality and Tourism	
Culinary Arts CW 330005	
Hotels and Resorts CW 090205	
Human Services	
Barbering CW 172601	<ul style="list-style-type: none"> • Must complete all application, fee and testing requirements per Ohio Revised Code 4709.10(C) • Current barber license issued pursuant to Ohio Revised Code 4709.10
Cosmetology CW 172602	<ul style="list-style-type: none"> • Current, valid advanced cosmetologist license issued in Ohio. • Must meet or complete all other requirements per Ohio Revised Code 4713.31(A-J)
Family & Community Services CW 172610	<ul style="list-style-type: none"> • Current valid Ohio license as licensed social worker, professional counselor by Ohio Counselor, Social Worker and Marriage & Family Therapist Board, Certified Child Life Specialist or Certified Family Life Educator is required. • Minimum associate degree in technical content area
Information Technology	
Business & Information Services CW 140200	
Law and Public Safety	
Firefighter Training CW 172801	<ul style="list-style-type: none"> • Shall possess a current and valid firefighter certificate that is in good standing. • Valid instructor's certificate to teach the Fire Fighter Level I or II as identified by the Department of Public Safety Division of EMS is required. • If teaching Emergency Medication Technician, Instructors Certification issued by the Ohio Department of Public Safety EMS is required per 4765-21-05, 4765-20-02, 4765-21-03 and 4765-24-15 of the Ohio Administrative Code.
Criminal Justice CW 172802	<ul style="list-style-type: none"> • If offering OPOTA certification, a current OPOTA Private Security Instructor Certification is required.
Private Security CW 172808	<ul style="list-style-type: none"> • If offering OPOTA certification, a current OPOTA Private Security Instructor Certification is required.
Fundamentals of Public Safety CW 172809	
Career Paths for the Law Profession	

CW 172810	
Emergency Medical Technician— Secondary CW 172811	<ul style="list-style-type: none"> If teaching Emergency Medication Technician, Instructors Certification issued by the Ohio Department of Public Safety EMS is required per 4765-21-05, 4765-20-02, 4765-21-03 and 4765-24-15 of the Ohio Administrative Code.
Manufacturing Technologies	
Appliance Repair CW 170200	
Manufacturing Operations CW 170380	
Automation & Robotics CW 170375	
Industrial Maintenance & Repair CW 171012	
Drafting Occupations CW 171300	
Electronics CW 171503	
Precision Machining CW 172302	
Manufacturing Occupations CW 172303	
Welding and Cutting CW 172306	
Marketing	
Marketing Management CW 040810	
Marketing Communications CW 047000	
Acquisition & Logistics CW 041900	
Entrepreneurship CW 044105	
Transportation Systems	
Aviation Occupations CW 170400	<ul style="list-style-type: none"> Must hold a Federal Aviation Administration certification in the primary area of training, as applicable.
Auto Collision Repair CW 170301	
Auto Technology CW 170302	
Auto Specialization CW 170303	
Aircraft Maintenance CW 170401	<ul style="list-style-type: none"> Must hold a Federal Aviation Administration certification in the primary area of training, as applicable.
Ground Operations CW 170403	<ul style="list-style-type: none"> Must hold a Federal Aviation Administration certification in the primary area of training, as applicable.
Maritime Occupations CW 170801	
Medium/Heavy Truck Technician CW 171200	
Power Equipment Technology CW 173100	

Provisional & Supplemental License Teaching Field Codes – Career-Technical Workforce Development

Agriculture

010200 Agribusiness
 012100 Agricultural Biotechnology
 010300 Agricultural Industrial Equipment
 010101 Animal Production
 010131 Equine Science
 010400 Food Science
 010500 Horticulture
 010600 Natural Resources

Arts and Communication

340125 Media Arts
 340130 Performing Arts
 340100 Visual Design and Imaging

Business & Administrative Services

140300 Administrative Office Technology
 041900 Acquisition & Logistics
 140800 Business Administration & Management
 140350 Legal Office Management
 140370 Medical Office Management

Construction Technology

170100 Air conditioning/Heating
 171011 Building & Property Maintenance
 171017 Building Technology
 171001 Carpentry
 171805 Construction – Design & Build
 171806 Construction - Management
 171100 Custodial Services
 179960 Diversified Cooperative Training
 171002 Electrical Trades
 171003 Heavy Equipment (Construction)
 171005 Interior Design Applications
 171004 Masonry
 173601 Millwork & Cabinet Making
 171007 Plumbing & Pipefitting

Education and Training

090201 Early Childhood Education & Care

Engineering and Science Technology

172000 Chemical Lab Assisting
 171650 Energy Science
 171801 Engineering Technology
 171807 Engineering Technologies – Design
 171808 Engineering Tech–Processes
 171809 Engineering Tech –Products/Services
 172004 Industrial Laboratory Assisting
 171402 Power Transmission
 171504 Telecommunications
 171505 Computer Network Technician

Finance

140100 Accounting

Government and Public Administration

360224 Government & Public Administration

Health Science

074850 Biotechnology
 070906 Community Health Aide
 070101 Dental Assisting
 070103 Dental Laboratory Technology
 074820 Diagnostic Pathway
 070998 Diversified Health Occupations (DHO)
 070410 Fitness Aide/Athletic Trainer Assisting
 074890 Health Informatics
 074840 Health Support Systems
 070913 Health Unit Coordinator
 070307 Home Health Aide
 070904 Medical Assisting
 070203 Medical Lab Assisting
 070303 Nurse Assisting
 070603 Optometric Occupations
 070994 Patient Care Technician
 070912 Pharmacy Assisting
 070204 Phlebotomy
 070302 Practical (Vocational) Nurse
 079950 Practical Nurse Coordinator
 070305 Surgical Technology
 074830 Therapeutic Pathway

Hospitality and Tourism

090203 Culinary Arts & Food Service Management
 090205 Hotels and Resorts
 041118 Travel & Tourism Marketing

Human Services

172601 Barbering
 172602 Cosmetology
 172610 Family & Community Services
 600010 Transition to Work (JTC)

Information and Technology

140200 Business & Information Services

Law and Public Safety

172810 Career Paths for the Law Profession
 172802 Criminal Justice
 172811 Emergency Medical Technician - Secondary
 172801 Firefighter Training
 172809 Fundamentals of Public Safety
 172808 Private Security

Manufacturing Technologies

170200 Appliance Repair
 170375 Automation and Robotics
 171300 Drafting Occupations
 171503 Electronics
 171012 Industrial Maintenance & Repair
 172303 Manufacturing Occupations
 170380 Manufacturing Operations
 172302 Precision Machining
 172306 Welding and Cutting
 172307 Tool and Die Making

Marketing Education

044105 Entrepreneurship
 047000 Marketing Communications
 040810 Marketing Management
 040830 Marketing Technology

Transportation Systems

170401 Aircraft Maintenance
 170301 Auto Collision Repair
 170303 Auto Specialization
 170302 Auto Technology
 170400 Aviation Occupations
 170403 Ground Operations
 171200 Medium/Heavy Truck Technician
 173100 Power Equipment Technology