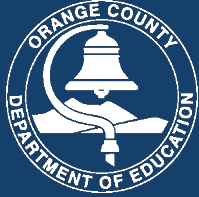


# OCDE CTE Credential Program

Orange County Department of Education - OCDE  
Educational Services / Career Education Unit  
200 Kalmus Drive; Costa Mesa, CA 92626  
CTECredentials@ocde.us  
OCDE CTE Credentialing Website – [click here](#)



DEAR CTE CANDIDATES:

Thank you for your interest in becoming a new Career Technical Education (CTE) teacher. The Orange County Department of Education (OCDE) is an approved Commission on Teacher Credentialing (CTC) Program Sponsor for the Designated Subjects (DS) CTE Credential.

The Preliminary CTE Credential is issued by the CTC for three years and authorizes the candidate to teach one or more subjects in the industry sector/sectors named on the credential to K-12 and adults in career technical, trade or vocational courses. Click on the link for the [industry sectors and pathways](#).

Your employing school district must determine, based on your work and educational experiences, which subjects you may teach within the industry sector.

Please see Program Flow Chart and Application Packet Checklist before proceeding to the Application Forms. Original or Adobe digital signatures are required on application forms. All required fees and documentation must be submitted to OCDE for evaluation.

Please contact the CTE Credential Department at 714-708-5898 or email us at [CTECredentials@ocde.us](mailto:CTECredentials@ocde.us).

For additional information go to our website at [OCDE CTE Home Page](#).





## Orange County Department of Education

### Career Technical Education (CTE) Teacher Credentialing Program

#### Application Packet Checklist First-Time Credential Applicants

You will need to click on the links to get the forms to complete. Please submit official transcripts. Work verification letters should be original or PDF's. Open links to complete form Online, sign using your wet signature or Adobe digital signature, save as PDF or print, scan, and upload to submit to our secure server using this link: [Submit Application Packet](#)

1. Create an Educator Account at [WWW.CTC.CA.GOV](http://WWW.CTC.CA.GOV) and Apply for a Certificate of Clearance – click for [Directions](#)

2. **Fingerprinting** - Live Scan Service (electronic fingerprint transaction) complete personal information on pre-populated [form](#), go to Live Scan facility and complete fingerprinting have form signed by Live Scan Tech.

Only use the form 41-LS. It can be found and downloaded from the following link: [Live Scan Application](#).

3. **Program Registration & Application Fees: \$300 (NON-REFUNDABLE)**

- [Create an Account in OMS](#) - you will use this account to register for your program coursework
- All applicants must register for our program and pay \$300.00 fee [here](#)

4. Complete [OCDE Program Form](#)

5. **Education requirement** - provide **one** of the following methods:

- Copy of high school diploma or diploma based on passage of the GED Test **OR**
- Official electronic transcript verifying a degree above high school (AA, AS, BA, BS, MA, MS, or Ph.D.).  
\* Please send Electronic Transcripts to [CTECredentials@ocde.us](mailto:CTECredentials@ocde.us).
- Official evaluation of foreign equivalent of a high school diploma or higher
  - Foreign transcripts must be evaluated by CTC approved organizations only. [Foreign Transcript Evaluations](#)

6. **Verification of Industry Experience**

- [Three years of work experience](#) directly related to each industry sector to be named on the credential. One year equals a minimum of 1,000 clock hours and the experience may be full-time or part-time, paid or unpaid.
- Work Experience: [Sample Employer Letter](#) or [Letter of Self Verification](#)  
\* Verification of work experience means written confirmation of the applicant's qualifying experience, signed by the applicant's past or present employer(s) on company letterhead that attests to and/or includes all of the following:
  - Employer's name, address, and telephone number
  - The working relationship of the person signing the verification to the applicant
  - Beginning and ending dates of employment
  - Complete description of duties
  - A statement as to whether or not the employment was full-time (If employment was less than full-time, an accounting of the number of hours the applicant was employed is required.)

7. **Valid CPR Certification:** Please complete CPR Training for infants, children, and adults

## CTE Credentialing Teacher Credential Program Application Checklist

<b>Name:</b>	
	<a href="#"><u>OMS Account Created</u></a>
	<a href="#"><u>OMS Program Registration Completed</u></a>
	<b>\$300.00 Fee Paid (notate N/A if district paying)</b>
<b>APPLICATION DOCUMENTS TO BE UPLOADED</b>	
	<a href="#"><u>Program Application</u></a>
	<b>Proof of HS Diploma and/or Official Electronic Transcripts Sent to <a href="mailto:ctecredentials@ocde.us">ctecredentials@ocde.us</a></b>
	<a href="#"><u>Verification of 3000 Hours of Industry Experience</u></a>
	<b>Copy of Certificate of Clearance OR Credential from <a href="#"><u>CTC Educator Account</u></a></b>
	<b>Valid CPR Certification for infants, children, and adults</b>
	<a href="#"><u>Upload</u></a> <b>Application Packet with Checklist on TOP</b>

I understand that incomplete applications will be returned and not reviewed. The processing time for new applications is 7 to 10 business days. Once you have registered for our program and received your preliminary credential, you will be required to start classes in our next upcoming cohort (please see attached program of study for details)

Candidate Signature \_\_\_\_\_

## First-Time Teacher Credentialing Program Flowchart

### Phase One: Credential Application

- [Create CTC Educator Account](#)
- [Apply for Certificate of Clearance \(COC\)](#)



1. Create OMS Account
2. Complete Program Registration
3. Upload the following documents:
  - Program Application
  - HS Diploma or Electronic College Transcripts
  - Verification of Industry Experience and/or Certifications
  - Copy of COC
  - Valid CPR Certification
  - Application Checklist



**Application Approval:**  
You will receive an email from the CTC to log into your educator account, pay fees, and accept recommendation.

**Program Welcome Letter:**  
Will be emailed to you upon recommendation of your credential. Your Welcome letter will include links to register for your required coursework.

### Phase Two: Program Coursework

[OCDE Early Orientation](#)  
+  
**CTE 101**  
CTE Teacher Preparation



**CTE 102**  
CTE Instructional Practices



**EL 100**  
Teaching English Learners

### Phase Three: Clear Requirements

**Candidates must complete:**  
CPR, Health for Educators, and U.S. Constitution Requirements



#### Teaching Experience Requirement:

- Candidate must complete 4 terms/2 years of teaching in an authorized industry sector listed on the credential **OR**
- **CTE 104** can be taken to satisfy this requirement



#### Observation / Endorsement Requirement

Candidate must submit recent Observation of CTE classroom and Letter of Endorsement from an administrator.



Candidate Ready to Clear



## **DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION CLEAR CREDENTIAL PROGRAM REQUIREMENTS FOR FIRST-TIME CREDENTIAL HOLDERS**

As an approved Program Sponsor, OCDE-CTE Designated Subjects Credential Services recommends candidates to the Commission on Teacher Credentialing (CTC) for the Preliminary Career Technical Education (CTE) Credential. Within three years of issuance, candidates must successfully fulfill the following requirements to obtain the Clear Designated Subjects CTE Credential:

- Complete the three required program courses, each seven weeks long, online, taken sequentially:
  - CTE 101: CTE Teacher Preparation
  - CTE 102: Instructional Practices
  - EL100: Teaching English Learners
- Teach at least one CTE course for four semesters in an authorized industry sector listed on the credential (AFTER the preliminary CTE credential issuance date).
  - Teachers who have not been teaching in a CTE classroom or are otherwise unable to meet the teaching experience requirement may take [OCDE CTE 104: Advanced Teacher Preparation](#) to meet this requirement. CTE 104 is a seven-week, online course that satisfies all teaching experience requirements and documentation.
- CPR certification for adults, infants, and children (may be an online class).
- Submit all Clear CTE Credential documents to our [secure server](#).

If you have questions regarding your milestone review, please contact [CTECredentials@ocde.us](mailto:CTECredentials@ocde.us).