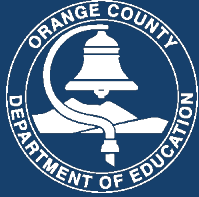


# OCDE CTE Credential Program

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



DEAR CTE CANDIDATES:

Thank you for your interest in the [Business and Industry Partnership Teacher \(BIPT\) Authorization](#). The Orange County Department of Education (OCDE) is an approved Commission on Teacher Credentialing (CTC) Program Sponsor for the Designated Subjects (DS) Career Technical Education (CTE) Credential and this BIPT Authorization.

The BIPT Authorization, issued by the CTC, expires at the end of the employing agency's school year and authorizes you to teach one or more subjects within the specified industry sector(s) listed on the credential. These subjects may be taught to K-12 students and adults in career technical, trade, or vocational courses. For details on industry sectors and pathways, [click here](#).

Your employing school district will determine the specific subjects you are eligible to teach based on your work and educational experiences.

### **Before proceeding with the application:**

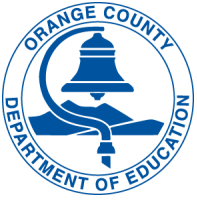
- \* Review all materials carefully.
- \* Ensure original signatures are used on all application forms.
- \* Submit all required fees and documentation to OCDE for evaluation.

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

We look forward to supporting you in your journey toward becoming a Career Education educator!

Sincerely,  
OCDE CTE Credential Team

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



## Orange County Department of Education

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

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#### Business and Industry Partnership Teacher Authorization

#### Application Packet Checklist

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 mail application packet

##### 1. Program Registration:

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

##### 2. Complete [OCDE Program Form](#)

##### 3. High school diploma requirement by *one of the following methods*:

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

##### 4. Work Verification Experience [CTC Industry Sectors](#)

- [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. [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.)

##### 5. Complete the CTC [41-4 form](#). See sample [here](#).

##### 6. \$100 money order, cashier's check or personal check payable to the Commission on Teacher Credentialing (CTC).

**CTE Credentialing  
Business and Industry Partnership Teacher Authorization  
Checklist**



<b>Name:</b>	
	<b>ORGANIZATION MANAGEMENT SYSTEM</b>
	<a href="#"><u>OMS Account Created</u></a>
	<a href="#"><u>OMS Program Registration Completed</u></a>
	<b>APPLICATION DOCUMENTS TO BE <a href="#"><u>UPLOADED</u></a></b>
	Application Checklist
	<a href="#"><u>Program Application</u></a>
	Proof of HS Diploma and/or Official Transcripts Sent to <a href="mailto:ctecredentials@ocde.us"><u>ctecredentials@ocde.us</u></a>
	<a href="#"><u>Verification of 3000 Hours of Industry Experience</u></a>
	Copy of Certificate of Clearance from <a href="#"><u>CTC Educator Account</u></a>
	<b>APPLICATION DOCUMENTS TO BE MAILED TO OCDE</b>
	\$100 check, money order, cashier's check payable to CTC
	Completed and signed <a href="#"><u>CTC 41-4 form</u></a>
	Date documents mailed

**Mail completed & signed 41-4 & \$100.00 payment to CTC to:**

Orange County Department of Education  
Attn: CTE Credentialing Program - Julie Gundling  
200 Kalmus Dr.  
Costa Mesa, CA 92626

I understand that incomplete applications will not be processed until all required documents are received. The processing time for new applications is 7 to 10 business days.

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