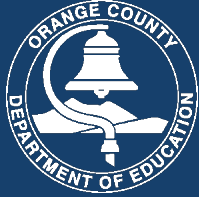


# OCDE CTE Credential Program

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](#).

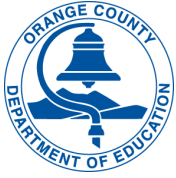
Your employing school district must determine, based on your work and educational experiences, which subjects you may teach within the industry sector.

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

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#### 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.)

## 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>
	\$300.00 Fee Paid (notate N/A if district paying)
<b>APPLICATION DOCUMENTS TO BE UPLOADED</b>	
	<a href="#"><u>Program Application</u></a>
	Proof of HS Diploma and/or Official Electronic 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 OR Credential from <a href="#"><u>CTC Educator Account</u></a>
	<a href="#"><u>Upload</u></a> Application Packet with Checklist on TOP
	Date Application Submitted

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: Enrollment

[Create CTC Educator Account](#) and [Apply for Certificate of Clearance](#)

1. Create OMS Account
  2. Complete Program Registration
- Upload the following documents -
- Program Application
  - HS Diploma or Transcripts
  - Verification of Industry Experience Certifications and/or Licenses
  - Copy of Certificate of Clearance
  - Checklist

Once application has been approved, 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 within 7 to 10 business days of your preliminary recommendation, which includes links to register for your required coursework

### Phase Two: Program Coursework

**CTE 101**  
CTE Teacher Preparation

**CTE 102**  
CTE Instructional Practices

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 Four (4) terms/ Two (2) years of teaching in credentialed industry sector. Verification is submitted to OCDE  
**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

Candidate Ready to Clear