

Section IV: CTE Credentialing (Secondary and Postsecondary)

Part A: Secondary Credentialing

Under the SBCCOE Rules and Regulations (Colorado Career and Technical Education Act 8 CCR 1504-2 section 5) governing credentialing, all CTE personnel employed in an approved CTE program or in a secondary local CTE Director role (except short-term substitute instructors, instructor aides, and paraprofessionals) must hold a valid CTE credential. A credential ensures that the CTE program provides students with well-qualified instructors possessing appropriate occupational and educational experience (Career and Technical Act).

CDE verifies that the instructor meets the criteria set by the Board for the CTE career pathway. The instructor who holds a valid credential may instruct in the pathway or pathways as supported by related occupational experience and related coursework. The CTE credential belongs to the individual instructor who is responsible for meeting all CTE credentialing conditions. It is also the responsibility of the individual instructor to renew the credential within six months prior to the expiration date.

To claim an instructor and the associated costs for CTA and Perkins purposes, that instructor must have a valid credential for the entire reporting period. If an instructor does not hold a valid credential for the entire reporting period, then CTA and Perkins funds requested should be prorated to reflect only the period of time when that instructor held a valid credential.

1.00 Issuance of the CTE Credential

SBCCOE adopted the qualifications and requirements for issuance of a CTE credential. CCCS is charged with the responsibility for interpreting these criteria. Secondary CTE credentials are issued by CDE effective July 1, 2009. CDE uses the language credential and endorsement interchangeably. This document will refer to credentials, but the language at CDE might refer to a CTE endorsement.

There are two different types of credentials, the initial and professional. The initial credential is generally a three year credential (may differ based on particular license requirements dictated by CDE) that is available to applicants who have not completed all of the criteria required for Colorado's approved professional credential. This credential will only be issued one time per applicant's lifetime and gives the applicant three years to complete the requirements for a professional credential. The professional credential is generally a five year credential (may differ based on particular license requirements dictated by CDE) available to applicants who have completed, specific to the pathway, the required content in Colorado's approved professional program.

1.01 Secondary Credentialing Criteria

Each secondary credential has specific criteria that must be met prior to issuance. An example of the criteria would be that an applicant must show evidence of a related 4-year degree and 2,000 hours of related occupational experience. Credentials are issued by pathway area.

1.02 Application Process for a Credential

All CTE credentialing applications (including those for new, renewing, and reinstating applicants) are available at the CDE website:

<http://www.cde.state.co.us/cdeprof/cte.htm>

CDE will review application materials and supporting documents to determine if the required criteria have been met for an initial credential. If so, an initial credential will be processed. Information regarding additional requirements to obtain a professional credential will be included with the initial credential. After an instructor completes the additional requirements for the professional credential, the instructor must apply for a professional credential. If all the credentialing criteria are met, a professional credential will be issued.

1.03 Coursework for an Initial Credential

There are several courses that must be completed before the initial credential expires. This course work is specific to the pathway of an instructor's credential. There are several options for completing this coursework including courses at local community colleges, coursework at Colorado State University, and professional development seminars that meet the training and hour requirements of the coursework required.

1.04 Renew an Existing Five Year or Professional Credential

A professional credential must be renewed every five years. Appropriate criteria on renewing a credential will be established and continuously updated by the SBBCOE Designated Oversight Committee. The requirement to renew an existing credential is six semester hours of college coursework or professional development training (15 hours of seminar time equals 1 semester hour). To renew a credential, submit the completed forms and paperwork to CDE. Until all credential dates are matched with license dates at CDE, requests to renew a credential made after the credential has expired will be effective on the date of receipt of the application and will be valid for the period the instructor/administrator's license is valid. After this transition period, credential and license dates will coincide.

Effective August 1, 2009, SBCCOE will recognize credential expiration dates to be adjusted to match CDE license expiration dates.

- In the event an instructor's/administrator's license expires first, the credential will be linked with the new license expiration date and the amount of time an instructor/administrator has to renew their credential requirements will increase.
- In the event an instructor's/administrator's credential expires first, the credential will be recognized as valid until the license expiration date.

1.05 Reinstatement of a Credential

Reinstatement of an expired CTE credential (including credentials for which application was not filed prior to the expiration date) will be granted if the requirements on the expired credential were completed and the applicant meets any other criteria needed. In addition, if the credential has been expired for more than two years, the applicant must document 1,000 hours of related occupational experience within the last five years. The reinstated credential is effective the date of receipt. For instructors who have been teaching for the past 7 years or more who let the CTE credential expire for more than two years, 3 school years of full time instructional experience in the credentialing area could be substituted for the otherwise 1,000 hours of relevant occupational experience that is required to renew an expired credential.

For any period of time an individual does not hold a valid credential any costs they generate (including salary, equipment, and other expenses) are not claimable for CTA purposes.

1.06 Denial and Revocation of a Credential

CDE has the right to deny a credential based on the applicant's inability to meet the criteria for the credential applied for. CDE has the right to revoke, annul, or suspend a credential if the applicant obtained the credential through misrepresentation, fraud or misleading information.

Part B: Postsecondary Credentialing Criteria

Under SBCCOE rules and regulations governing credentialing, all instructors who instruct in a CCCS approved CTE program must hold a valid CTE credential for the applicable program area. A credential ensures that the CTE program provides students with well qualified instructors possessing appropriate occupational and educational experience (CRS 23-60-304). The CTE Credentialing Officer at each post-secondary institution verifies that the instructor meets the criteria set by the SBCCOE designated Oversight Committee for the CTE career pathway. The instructor who holds a valid credential may instruct in the pathway or pathways as supported by their related occupational experience and related coursework.

The CTE credential belongs to the individual instructor who is responsible for meeting all CTE credentialing conditions. It is also the responsibility of the individual instructor to renew the credential within six months prior to the expiration date. All postsecondary credentials are issued at postsecondary institutions and are transferable to other community colleges in Colorado.

To maintain an active program approval, one of the assurances that must be met is that all instructors teaching in an approved CTE program must hold a valid credential. Credentials must be valid for the entire academic term an instructor is teaching in. Operating a program without credentialed instructors would move a program approval from active to conditional status.

1.00 Issuance of the CTE Credential

CTE credentials are issued by credentialing officers at each postsecondary institution who act as a designee of the CCCS credentialing officer. There are two (2) different types of credentials, the initial and professional. The initial credential is a three year credential that is available to applicants who have not completed all of the criteria required for a professional credential. This credential will only be issued one time per applicant's lifetime and gives the applicant three years to complete the requirements for a professional credential. The professional credential is a five year credential available to applicants who have completed, specific to the pathway, the required criteria in Colorado's approved professional program.

1.01 Postsecondary Credentialing Criteria

Each applicant for a Colorado CTE credential shall have obtained any regulatory license or certificate required for a specific CTE program, and shall meet the requirements for specific education and experience set forth in the criteria adopted by the SBCCOE designated Oversight Committee for each type of occupational credential. Applicants meeting the requirements shall be issued a credential effective from the date of application receipt.

- Degrees; All accepted degrees must be from an institution accredited by a regional accrediting association.
- Occupational Experience; Appropriate criteria on occupational experience will be established and continuously updated by the SBCCOE Designated Oversight Committee.

Each postsecondary credential has specific criteria that must be met prior to issuance. An example of the criteria would be that an applicant must show evidence of a related 4-year degree and 4,000 hours of related occupational experience in the pathway area. Credentials are issued by pathway or cluster groupings as defined in the criteria. Specific criteria for each credential can be found by the following link:

http://www.coloradostateplan.com/criteria_postsecond.htm

Additional information to assist applicants in determining the pathway or cluster grouping required for a particular program is available in the pathway reference guide located at:

<http://www.coloradostateplan.com/clusters/PathwayReferenceGuide.xls>

1.02 Application Process for a Postsecondary Credential

Each applicant for a Colorado CTE credential must submit a completed application and supporting materials to the home institution credentialing office. All CTE credentialing applications are available at the CCCS credentialing website:

http://www.coloradostateplan.com/default_cred.htm.

The credentialing officer at each postsecondary institution will review application materials and supporting documents to determine if the required criteria have been met for an initial three year credential. If so, an initial credential will be processed. Information regarding additional requirements to obtain a professional credential will be included with the initial credential. After an instructor completes the additional requirements for the professional credential, the instructor must apply for the professional credential.

An initial credential is issued for a maximum of three years. Initial credential applications received within 60 calendar days of the start of an academic semester, if approved, can be issued effective retroactive to the start date of that semester.

Initial applications received after the first 60 calendar days of a semester, if approved, will be effective from the date of receipt and will be in effect for a three-year period. The initial credential is non-renewable. Upon completion of designated requirements, a request for a five-year, professional credential may be submitted.

1.03 Coursework for an Initial Credential

The credentialing officer at each postsecondary institution may assign the instructor coursework to complete before the initial credential expires. For full-time faculty, there are two (2) classes that must be completed before the 3-year initial credential expires, EDU 250 and EDU 260. The EDU 250 class was created to give all new postsecondary instructors an understanding of CTE in Colorado. The EDU 260 class was created to provide an understanding of methods of teaching.

For part-time faculty, coursework may be required and will be noted on the credential. Course options are EDU 250 as described above and EDU 222, and EDU 266 which are focused mini courses based on EDU 260. Please note that each applicant may have different requirements to be completed before the initial credential expires (i.e. the CSU TAP) or additional requirements (i.e. obtain 500 related occupational experience hours).

The EDU 250 and EDU 260 classes are offered at several Colorado Community Colleges; see college catalogues for details.

1.04 Issuance of Credentials

All postsecondary credentials will be issued through the instructor's home institution credentialing office and will be based on the criteria and rules and regulations set forth by the SBCCOE Designated Oversight Committee.

- **Initial Credential.** An initial credential is issued for a maximum of three years. Initial credential applications received within 60 calendar days of the start of an academic semester, if approved, can be issued effective retroactive to the start date of that semester. Applications received after the first 60 calendar days of a semester, if approved, will be effective from the date of receipt and will be in effect for a three-year period. The initial credential is non-renewable. Upon completion of designated requirements, a request for a five-year, professional credential may be submitted.

- **Renewal of Credential.** Appropriate criteria on renewing a credential will be established and continuously updated by the SBCCOE Designated Oversight Committee. Fifteen hours participation in seminars or workshops equals one semester hour credit. Requests to renew a credential made after the credential has expired will be effective on the date of receipt of the application and will be valid for five years.

- **Renewal of an expired Credential.** Renewal of a lapsed CTE credential (including credentials for which application was not filed prior to the expiration date) will be granted if the requirements on the expired credential were completed and the applicant meets any other criteria needed. In addition, if the credential has been expired for more than two years, the applicant must document 1,000 hours of related occupational experience within the last five years. The reinstated credential is effective

the date of receipt. For instructors who have been teaching for the past 7 years or more who let their CTE credential lapse for more than two years, 3 school years of full time instructional experience in the credentialing area could be substituted for the otherwise 1,000 hours of relevant occupational experience that is required to renew a lapsed credential.

- **Recognition of Secondary Credential.** Instructors who hold a valid secondary credential from the CDE may have this credential honored at the postsecondary level as a postsecondary credential. These instructors must provide documentation of a valid CDE credential to the home institution credentialing office.

1.07 Denial and Revocation of a Credential

The credentialing officers and SBCCOE Designated Oversight Committee has the right to deny a credential based on the applicants inability to meet the criteria for the credential applied for. The SBCCOE designated Oversight Committee has the right to revoke, annul, or suspend a credential if the applicant obtained the credential through misrepresentation, fraud or misleading information.