

**Career and Technology Education Work-Based Certification
Instructions and Application**

This packet contains all necessary forms to be used when applying for certification under the Career and Technology Education Work-Based Certification Regulations. All forms within the packet may be duplicated. To expedite the certification process, mail all items *in one complete package*. Please note, applications for certification are maintained in this office for **six months**. If you have not completed the certification process within a six month period, you will have to reapply.

A. DOCUMENTATION:

1. Application – South Carolina State Department of Education (SCDE) Form

The SCDE Application form must be filled in completely and returned to the Office of Educator Certification along with appropriate documentation. Please print in black ink or complete electronically. Fill in all spaces or indicate no response with “NA” (not applicable).

2. Verification of Work Experience – SCDE Form

The Verification of Work Experience forms must be completed by each employer to verify the length of employment and type of experience while employed by that company. All spaces must be completed. Work experience completed while in Armed Forces may be validated by providing official military documents (DD214) certified as a true copy by a notary public. Military documents must show the nature of the work experience.

At least twelve (12) months of full-time work experience in the certificate area must have been completed within five (5) years of submitting this application.

Part-time work experience may be used to meet up to fifty (50) percent of the work experience requirements for any level of certification.

3. Verification of Self-Employment – SCDE Form

The Self-Employment Verification form must be completed by an individual who has first hand knowledge of your work and is willing to attest to the length of self-employment and type of work-experience. This individual should be someone you did work for, bought materials from, worked with you, or who evaluated your work. All spaces must be completed before the Self-Employment Verification form can be accepted.

4. Verification of Teaching Experience – SCDE Form

The Verification of Teaching Experience form must be filled in completely and returned if applicant has previous teaching experience. All spaces must be completed before experience can be accepted. Acceptable teaching experience is listed on the form.

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5. Technical Reference – SCDE Form

The two Technical Reference forms must be filled in completely by former employers, individuals for whom work was done, or by fellow employees. The reference should address your technical abilities, job performance, and character traits such as initiative, adaptability, dependability, and judgment. All spaces must be complete before the technical references can be accepted.

6. College/University Transcripts

Contact the college/university registrar's or appropriate office to send official copies of your transcript(s) directly to the Office of Educator Certification. Transcripts may be submitted in person provided they are enclosed in an unopened envelope with the appropriate college/university seal imprinted on the outside of the envelope.

7. High School Diploma or GED

Applicants who have not received a bachelor's degree from a regionally accredited college or university must submit a copy of their high school diploma/GED, which has been certified as a true copy by a notary public.

8. FBI/SLED Background Check

A Federal Bureau of Investigation (FBI) fingerprint review of all applicants for educator certification is required by State law (59-25-115).

In-State applicants can schedule an appointment for fingerprinting by contacting L-1 Enrollment Services at www.L1enrollment.com or calling toll-free at 866-254-2366.

Out-of-State applicants may have their fingerprints done manually by a local police department. Applicants may request a fingerprint card from the Educator Website for manual submission of fingerprints.

The fingerprinting cost is \$54.25 and is payable to L-1 Enrollment Services. This cost is not included in the application fee.

Complete FBI/SLED Background Check procedures can be found at:
(<http://www.scteachers.org/cert/certpdf/livescanproceduresweb.pdf>)

9. Application Fee

Submit a check or money order (**DO NOT SEND CASH**) for \$105.00 to cover the initial cost of applying for certification. The check or money order should be made out to the "South Carolina Department of Education."

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B. PROFESSIONAL LICENSES:

Applicants for Career and Technology certification in the areas listed below must possess a current, nationally recognized license, certificate or registration. A notarized copy must be included with the application.

- Health Science Technology - State Board of Nursing Registered Nurse's license or an approved nationally recognized licensure or registry.
- Information Technology (Networking) - Active, nationally recognized certification in Information Technology Networking.
- Information Technology (Programming) - Active, nationally recognized certification in Information Technology Programming.
- Cosmetology - South Carolina Board of Cosmetology Instructor's license.
- Barbering - South Carolina Board of Barber Examiners Instructor's license.

C. EXAMINATIONS:

There are three examinations for educators certified under the Career and Technology Education Work-Based Certification process.

1. Basic Skills Examination

Required of **all** Career and Technology certified educators and is a prerequisite to issuance of the Professional certificate. This examination must be **taken** before or during the first year of certification and **passed** the end of the fifth year of certification.

2. Competency Trade Examination

Successful completion of the Competency Trade Examination is required of certain (listed below) Career and Technology certified educators and is a prerequisite to the issuance of the Pre-Professional certificate. This examination must be **taken** during the first year of certification and **passed** by the second year of certification.

The Competency Trade Examinations are administered in August and February of each year. In May and November respectively, registration information will be mailed to all eligible applicants

- Culinary Arts
- Brick Masonry
- Cabinet Making
- Digital Art and Design (old-Commercial Art)
- Media Technology
- Diesel Mechanic
- Drafting
- Electronics
- Graphic Communications
- Industrial Maintenance
- Protective Services (Fire Fighting)
- Protective Services (Law Enforcement)
- Small Engine Repair

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3. Industry Certification Examinations

Successful completion of a Industry Certification examination is required of all other (listed below) Career and Technology certified educators and is a prerequisite to issuance of the Pre-Professional certificate. These examinations must be **passed** by the second year of certification. Upon successful completion, applicants shall provide a notarized copy their certification/license.

<u>Certification Area</u>	<u>Industry or Municipal Certification/Licensure</u>
<ul style="list-style-type: none"> • Environmental Control Systems 	Certification by the Municipal Association of South Carolina (MASC) as a mechanical or air conditioning journeyman. <p style="text-align: center;">OR</p> North American Technical Excellence (NATE) Heating, Ventilating, and Air Conditioning Exam.
<ul style="list-style-type: none"> • Automotive Collision Repair 	Certification by the National Institute for Automotive Service Excellence (ASE) as master collision repair/refinishing technician.
<ul style="list-style-type: none"> • Automotive Technology 	ASE certification as an automotive technician in the areas of suspension and steering, brakes, electrical/electronic systems, and engine performance.
<ul style="list-style-type: none"> • Carpentry 	National Center for Construction Education and Research (NCCER) National Craft Assessment certification (Valid only until October 1, 2011). <p style="text-align: center;">OR</p> NCCER Commercial Carpentry exam.
<ul style="list-style-type: none"> • Electricity 	National Center for Construction Education and Research (NCCER) National Craft Assessment certification as an industrial electrician. <p style="text-align: center;">OR</p> MASC certification as a journeyman electrician or a residential journeyman electrician.
<ul style="list-style-type: none"> • Machine Tool Technology 	Candidate must attain all seven National Institute for Metalworking Skills (NIMS) Level I credentials.
<ul style="list-style-type: none"> • Plumbing 	MASC certification as a journeyman plumber.
<ul style="list-style-type: none"> • Sheet Metal 	MASC certification as a sheet metal journeyman.
<ul style="list-style-type: none"> • Welding 	American Welding Society (AWS) certification as a certified welder or a certified welding educator.

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STATEMENT OF ELGIBILITY:

After receipt and evaluation of all required documents, you will be advised, in writing, of the status of your application. Provided that you meet all academic and work-based certification requirements and have received a clear FBI/SLED background review, you will be given an official statement of your eligibility for a certificate. This statement of eligibility can be used in your job search with local school districts. A certificate will be issued only **after** the Office of Educator Certification receives written verification of employment as a career and technology educator from a South Carolina public school district.

PLEASE BE ADVISED THAT AN INCOMPLETE APPLICATION WILL BE MAINTAINED FOR A PERIOD OF SIX MONTHS. After six months, incomplete applications will be destroyed. If you have not completed the certification process within this time period, you will have to reapply.

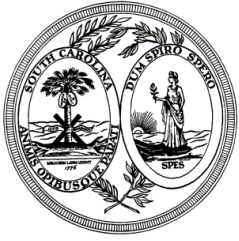
EMPLOYMENT:

The South Carolina Department of Education is not directly involved in employing teachers. This is a function of each school district.

CORRESPONDENCE:

This packet and all other correspondence concerning the Career and Technology Education Work-Based certification program should be sent to:

**Office of Educator Certification
3700 Forest Drive, Suite 500
Columbia, South Carolina 29204**



**APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION
WORK-BASED CERTIFICATION
SOUTH CAROLINA DEPARTMENT OF EDUCATION**

Division of Educator Quality & Leadership
Office of Educator Certification
3700 Forest Drive, Suite 500
Columbia, South Carolina 29204

(Please Print)

1. SSN: _____

2. NAME: _____
Last First Middle Initial

3. ADDRESS: _____
Street City State Zip

4. PHONE (H): (_____) PHONE (W):(_____) _____

5. PRIMARY EMAIL: _____

6. BIRTH DATE: _____
(mm/dd/yy)

7. GENDER: Male Female

8. RACE: 1.Black-not Hispanic
2.American Indian
3.Asian or Pacific Islander
4.Hispanic
5.White-not Hispanic

9. Do you hold or have you held a teacher's license from SC or another state? Yes No
If Yes, please enclose a copy with this application.
If Yes, issuing state: _____ Expires (dd/mm/yy): _____

10. In what subject fields do you wish to be licensed?
(You may only be certified initially in one Career and Technology Education Work-Based area.)

11. Are you a high school graduate/GED? Yes No Year: _____

12 College/University Experience - begin with school last attended

Name of College/University	State	From	To	Degree Earned	Year

13. Have you taken any of the following examinations? (If Yes)
 a. Basic Skills Exam (Praxis I) Yes No Date _____
 b. Basic Skills (WorkKeys) Yes No Date _____
 c. Trade Competency Exam Yes No Date _____

14. Prior teaching experience - begin with most recent experience.

School	City	State	From	To

15. Background Check

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever had a teaching certificate revoked, suspended, or denied by a state; or is there any action pending against your certificate or application in another state? (Academic ineligibility is not considered grounds for denial of a certificate). If Yes, you must state where your certificate was revoked, suspended, denied or where action is pending against your certificate or application. STATE(S): _____
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City	State	Date	Reason for Action	Disposition

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been arrested, convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense (including DUI) other than minor traffic violation; or are there any criminal charges now pending against you? Failure to answer this question accurately could cause denial of certification. A Yes or No answer is required. If you check the Yes box, you must give the information requested for each charge. Please attach a separate sheet if you need more space. Any record that has NOT been SEALED or EXPUNGED by a WRITTEN COURT ORDER must be reported in this section. NOTE: Criminal offenses include felonies, misdemeanors and summary offenses. Examples: Driving Under the Influence of Intoxicating Beverages, Drugs, Fraudulent or Bad Checks, Disturbing the Peace, Leaving the Scene of an Accident, Robbery, etc.
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City Where Arrested	State	Date of Arrest	Charge(s)	Disposition

I certify that the statements and data on this application are correct. **Falsification of, or failure to report accurately** any information on this application may result in the denial of a teaching license pursuant to State Board of Education regulations.

 Signature of Applicant

 Date

Please note, this application must be submitted along with \$105.00 fee.

16. WORK EXPERIENCE

IMPORTANT: The information given below will be used in determining work experience for certification purposes. Describe under the headings given below any employment or occupation you have had which, in your opinion, qualifies you for the certification area in which you are applying.

Note: All experience claimed must be verified. If the supervisor under whom you worked is no longer alive or for any other reason is not available, it will be necessary for a responsible person familiar with your work to verify this experience. Please use the work verification forms included in the certification package to verify your work experience. Do not list teaching experience on this page.

Dates of Employment		Length of Employment (In Months)	Title/Position	Company/Business Name & Address	Average Hours Worked Per Week	Supervisor/Foreman/Department Head Name	Describe the Nature of Work You Performed
From Month/Year	To Month/Year						

17. I certify that the statements and data on this application are correct.	
Date	Signature of Applicant

**APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION
WORK-BASED CERTIFICATION REGULATIONS**

OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204

VERIFICATION OF WORK EXPERIENCE

Dear _____
Employer or Personnel Office

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:

Please certify the correctness of the experience listed and the duties performed while employed. If the information is in error, please correct so that it corresponds with your records:

PLEASE PRINT

Name (Last, First, Middle, Maiden)				
Address		City	State	Zip Code
Social Security Number		Title of Position		
Name of Company		Area, Grade, or Subject Taught		
Dates of Employment: From (Month, Year)		To (Month, Year)		
Describe the nature of work performed (use back if necessary)				
Date	Signature of Applicant			

**TO BE COMPLETED BY EMPLOYER
OR APPROPRIATE PERSONNEL OFFICER**

PLEASE PRINT

DATE OF EMPLOYMENT				Total Months Employed	Average Hours Per Week	DATE OF EMPLOYMENT				Total Months Employed	Average Hours per Week
From:		To:				From:		To:			
Month	Year	Month	Year			Month	Year	Month	Year		

I certify that this employee was employed for the dates shown and was assigned duties as indicated above.

Signature	Date	Name of Company		
Name (Print)		Address		
Position	City	State	Zip	

APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION REGULATIONS

OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204

VERIFICATION OF SELF-EMPLOYMENT

Dear _____

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:

Please certify the correctness of the experience listed and the duties performed while employed. If the information is in error, please correct so that it corresponds with your records:

PLEASE PRINT
(Applicant will complete line 1-8)

1) Name (Last, First, Middle, Maiden)													
2) Address								City		State		Zip Code	
3) Social Security Number								Title of Position					
4) Name of Company													
5) Dates of Employment: From (Month, Year)								To (Month, Year)					
6) Describe the nature of work performed (use back if necessary)													
7) DATES OF EXPERIENCE				Total Months Employed	Average Hours Per Week	DATES OF EXPERIENCE				Total Months Employed	Average Hours per Week		
From:		To:				From:		To:					
Month	Year	Month	Year			Month	Year	Month	Year				
8) Date		Signature of Applicant											

I certify that I have firsthand knowledge that _____ was self-employed and performed the type of work described above for the indicated period of time.

9) Signature			Date		Phone Number						
Name (Print)					Address						
Relationship to Applicant					City			State		Zip	

APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION REGULATIONS

OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204

TECHNICAL REFERENCE

Dear _____

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:

Applicants are required to provide two letters of technical recommendation from former employers, individuals for whom work was done, or fellow employees.

I would appreciate your serving as a reference for me by stating in the space provided your impressions of my technical abilities, job performance, and character traits such as initiative, adaptability, dependability, and judgment.

Signature	Social Security Number
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PLEASE PRINT OR TYPE

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Signature	Date	Phone Number	
Name (Print)		Address	
Relationship to Applicant	City	State	Zip

APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION REGULATIONS

OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204

VERIFICATION OF TEACHING EXPERIENCE
(Use one form per employer)

Last Name:	First Name:	Middle Name:	Maiden Name:
Street Address:			
City:		State:	Zip:
Educator's Signature:			Date:

A. K 12 Experience * Definition on Reverse (to be completed by employer) Please list partial years as separate entries.				
School District or Institution <input type="checkbox"/> Public <input type="checkbox"/> Private	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	Total Days Worked Per School Year <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position Title, Grade and Subject

B. Additional Professional Education Experience * Definition on Reverse (to be completed by employer)				
Organization or Company	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	<input type="checkbox"/> Total Full Time Days Employed Or <input type="checkbox"/> Hours Worked Per Week	Professional Education Or Training Position Title (include official job description)

C. Higher Education (Collegiate & Administrative) * Definition on Reverse (to be completed by employer)				
College or Technical Institution	Beginning Date of Service (MM/DD/YY)	Ending date of Service (MM/DD/YY)	<input type="checkbox"/> Total Semester Hours Taught Per Year Based on July 1 – June 30 Or <input type="checkbox"/> Hours Worked Per Week	Position Title and Subject

Signature of School/Employer Official:		Position:		
Date:	Address: (Please Print)			Phone Number:

Experience Credit Guidelines

In the computation of experience credit, the following conditions will apply:

1. Full-time equivalents (FTEs) of the 190-day school year will be utilized as the basis of computation. The minimum experience to be credited shall be one-tenth (.1) FTE per year; the maximum experience to be credited shall be (1) FTE per year. A school day is defined as a minimum of seven hours.
2. One year of experience may be credited provided the teacher is employed in a full-time position for a minimum of eight-tenths (.8) of the contract year but in no case fewer than 152 days.
3. Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirement stated in number 1, above.
4. Summer school teaching credit will be calculated at the rate of two (2) days of summer school as the equivalent of one (1) regular school day provided the teacher works one (1) session for four (4) hours per day or at the rate of one (1) regular school day provided the teacher works two (2) sessions for eight (8) hours per day. Effective July 1, 2001 summer school teaching credit may be added to partial years of experience.

For an individual to receive experience credit, the educator must verify full-time or part-time employment in one of the following educational positions:

A. Experience K – 12 Educator is defined as:

A professional position in Head Start, K – 12, School Administration, Adult Education, Home Bound, and Teacher’s Aide in a public, private, or parochial elementary or secondary school.

B. Additional Professional Education Experience is defined as:

A professional education position in a city, county, state, or federal educational system that supports the primary education program of school-aged or adult population. A professional education or training position in a privately funded education program for school-aged or adult populations. A position description is required.

C. Experience as a Higher Education Academic Professional is defined as:

A professional position in a regionally accredited institution of higher education or an institution with teacher education programs approved by the South Carolina Department of Education.

Guidelines for Calculating Higher Education (College/Technical College) Experience Credit

For professional instructional personnel in higher education settings, the following table is used to compute experience credit based on semester hours taught. A total of 24 semester hours per school year (July 1 – June 30) is considered full time teaching. Example: If an educator taught 12 semester hours in the fall of 2003 and 12 semester hours in the spring of 2004, he/she would receive full time credit. This can be in any combination of semesters (12 hours in the fall, 9 hours in the spring, and 3 hours in summer school), or a combination of different colleges. Summer school at the end of the academic year will be added to the total semester hours taught during the year just completed.

Semester Hours Taught Within School Year July 1 – June 30	FTE	Years Credit Earned
3	1.0	0.1
6	1.0	0.2
9	1.0	0.3
12	1.0	0.4
15	1.0	0.5
18	1.0	0.6
21	1.0	0.7
24	1.0	1.0