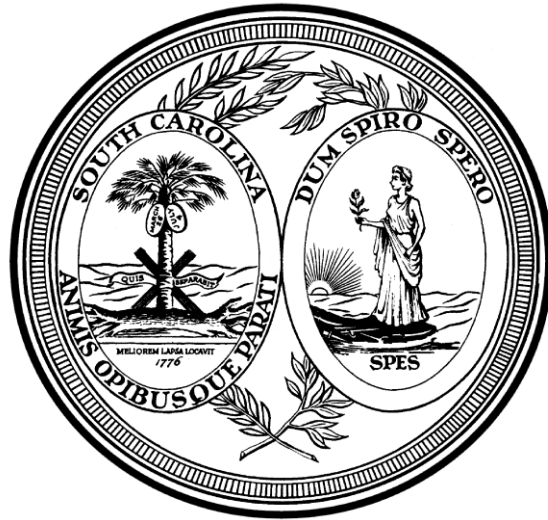


# **Career and Technology Education Work-Based Certification**



## **Professional Education Coursework Frequently Asked Questions (FAQ)**

**Mike Thun**  
**803-734-5830**  
**[mthun@scteachers.org](mailto:mthun@scteachers.org)**

April 2011

# Career and Technology Education (CTE) Work-Based Certification Professional Education Coursework FAQ

## **I. What are my coursework requirements?**

Prior to June 30 of the fifth (5) year of certification, CTE teachers must successfully complete six (6) semester hours of approved professional education coursework in the areas listed below. One (1) semester hour equals fifteen (15) contact/“in-the-seat” hours or twenty (20) renewal credits. Daily workshops or mini-professional development sessions cannot be added together to meet the six (6) semester-hour requirement.

Approved professional education coursework areas are:

- Methods of Teaching
- Curriculum Design/Development\*
- Classroom and Laboratory Management
- Testing and Measurement Assessment
- Behavioral Psychology
- Integrating Technology into the Classroom
- Induction – First Year Teaching

Additional or advanced coursework in a CTE teacher’s certification/content area cannot be used. **\*Exception:** Certain curriculum development training programs provided and/or approved by the Office of Career and Technology Education Program Managers can be used.

In lieu of the approved coursework areas listed above, a school district may request from the Division of Educator Quality and Leadership, approval to allow CTE teachers to complete alternative courses appropriate to their professional development needs as determined by their ADEPT/SAFE-T formal performance evaluation.

## **II. How can I complete my coursework requirement?**

### **Note**

CTE teachers **with Induction or Pre-Professional certificates** must send all official transcripts and/or “Certificates of Completion” for coursework to:

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

### **1. Previously Completed Coursework:**

CTE teachers, who completed coursework from a regionally accredited college/university prior to entry into the CTE program, may receive credit if:

- Coursework was in addition to that required for initial CTE qualification,
- Coursework was in the approved professional education areas,
- Verified via official transcript, and
- Completed within two (2) years of initial Induction certification date.

## **Career and Technology Education (CTE) Work-Based Certification Professional Education Coursework FAQ**

### **2. Coursework from a local college/university:**

Coursework can be obtained by enrolling in courses from regionally accredited colleges/universities.

### **3. District Professional Development Coursework:**

CTE teachers may also receive professional education credit through district professional development offerings. These course offerings must be approved by a regionally accredited college/university or the Office of Educator Certification for renewal credit. Transcripts or “Certificates of Completion” must, at a minimum, contain the title of course, inclusive course dates, semester-hour or renewal credit earned, and signature of instructor/approving district official.

### **4. Online Coursework:**

Coursework can also be obtained by enrolling in online courses from regionally accredited colleges/universities.

In addition, online coursework from South Carolina’s Educational Television, Instructional Television and e-LearningSC PD can be used for credit. Coursework from these entities is pre-approved as long as it meets the requirements outlined in Section I.

- eLearningSC PD (<http://scde.mrooms.org>)
- PBS TeacherLine ([www.pbs.org/teacherline](http://www.pbs.org/teacherline))
- Instructional Television (<http://www.itv.scetv.org> )

Transcripts or “Certificates of Completion” must, at a minimum, contain the title of course, inclusive course dates, semester-hour or renewal credit earned, and signature of instructor/approving official.

### **5. Completing “Educators in Industry” courses offered through South Carolina’s Education and Business Summit (EBS):**

The “Educators in Industry” courses offered through the EBS can be used to meet the professional education requirement. Transcripts or “Certificates of Completion” must, at a minimum, contain the title of course, inclusive course dates, semester-hour or renewal credit earned, and signature of instructor/approving official.

### **6. Attending the South Carolina Education and Business Summit:**

CTE teachers may also earn professional education credit by attending concurrent sessions at the annual, South Carolina Education and Business Summit. Teachers must send a signed copy of their EBS Renewal Unit Validation Card and their Validation Letter to the Office of Educator Certification.

Professional education credit will be awarded based on the following; twenty (20) EBS renewal credits equals one (1) semester-hour. EBS renewal credits can be accrued for a maximum of five (5) years.

## **Career and Technology Education (CTE) Work-Based Certification Professional Certificate Renewal FAQ**

### **III. Once I receive my Professional certificate, how do I renew it?**

#### **Note**

CTE teachers **with Professional certificates AND employed by school district**, NO LONGER send coursework transcripts/“Certificates of Completion” to the Office of Educator Certification for renewal. Professional certificate renewal now becomes the **responsibility of the CTE teacher and the District Renewal Plan Coordinator or designee**. For complete renewal procedures and information, go to:

([http://www.scteachers.org/cert/recert/rc\\_index.cfm](http://www.scteachers.org/cert/recert/rc_index.cfm)).

The Professional certificate is valid for five years and expires on June 30 of the fifth year. To renew a Professional, the educator must earn a minimum of 120 renewal credits during the five year validity period of the certificate. The educator is responsible for submitting all renewal documentation to his or her District Renewal Plan Coordinator or designee.

- Renewal credits must be related to the educator's professional growth plan and/or support the goals of the employing educational entity, and, therefore, are subject to the approval of the educational district or entity.
- An educator may earn renewal credits only through activities for which all eligibility criteria have been met.
- The educator is responsible for maintaining all required renewal credit verification and documentation.
- The educator will be responsible for turning in the verification to the appropriate district/entity renewal credit plan coordinator for processing.

#### **Note**

**Educators who hold Career and Technology Education Work-Based Certification exclusively are not required to fulfill the graduate-level coursework renewal requirement. However, if the educator is dual certified in an academic area and CTE, then the academic renewal guidelines concerning graduate-level coursework applies.**