

## CTE Eligibility Documentation

The CTE Credential Program at UCLA Extension is designed for qualified industry professionals who have received offers of employment to teach specific courses requiring a CTE credential. Your employer is an essential partner in this process. Supervisors must confirm your teaching position and agree to the Mentorship Expectations on the following pages.

To be eligible to apply for the program, **ALL** pages must be filled out completely.

### Eligibility Criteria (to be documented on the following pages)

- I can document at least 1 year of work experience (non-teaching) specific to my [industry sector](#).
- I can verify one or both of the following:
  - At least 1 year of this previous, relevant work experience occurred in the past 5 years OR
  - At least 2 years of this previous, relevant work experience occurred in the past 10 years
- I can document the 3-year work experience requirement through one of the following combinations:
  - Three years of industry sector work experience
  - Two years of industry experience plus 1 year teaching experience.
  - At least a year of industry sector work experience plus up to 2 years of post-secondary training or industry certification

## CTE Work Verification Form

**Section 1: Completed by the Applicant**

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

I was advised by my employer to apply for a preliminary credential in the following industry sector (Check 1 only):

<input type="checkbox"/> Agriculture and Natural Resources <input type="checkbox"/> Arts, Media, and Entertainment <input type="checkbox"/> Building and Construction Trades <input type="checkbox"/> Business and Finance <input type="checkbox"/> Education, Child Development, and Family Services <input type="checkbox"/> Energy Environment, and Utilities <input type="checkbox"/> Engineering and Architecture <input type="checkbox"/> Fashion and Interior Design	<input type="checkbox"/> Health Science and Medical Technology <input type="checkbox"/> Hospitality, Tourism, and Recreation <input type="checkbox"/> Information and Communication Technologies <input type="checkbox"/> Manufacturing and Product Development <input type="checkbox"/> Marketing, Sales, and Service <input type="checkbox"/> Public Services <input type="checkbox"/> Transportation
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**Job Description:** It is the responsibility of the applicant to demonstrate at least 3 years of documented work relevant to the industry sector. The CTC accepts any industry-relevant service commitment, paid or unpaid, of at least 1,000 hours during a 12-month cycle as a "year." Please provide a thorough description of your duties and the time period/hours you worked.

Role/Title	Description of Duties	Start Date	End Date	Years

## CTE Work Verification Form

**Section 2: Completed by Former Employer.**

The individual listed in Section 1 is seeking eligibility for a CTE credential from the California Commission on Teacher Credentialing (CTC) through UCLA Extension. This verification process requires documented evidence of work experience connected to the industry sector listed. Your confirmation of the information in Section 1 will help our credential analyst make an appropriate eligibility determination:

Yes: No: I am a former supervisor familiar with the work described in this application.

Yes: No: I can confirm that the individual's description of their work in Section 1 is accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company/Org: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

For verification purposes, the position you held while supervising the candidate must match information in your LinkedIn profile. If you are not using LinkedIn to verify your role, we ask that you add a signed copy of your business card or company letterhead.

Return this form to the applicant.

## CTE Mentorship Expectations

### Introduction

The CTE Credential in California is a unique pathway into the teaching profession. It offers high-need districts the opportunity to hire talented and committed professionals, with at least three years of qualified industry experience, to fill critical teaching positions in designated subjects.

Candidates qualify for the preliminary credential by documenting their industry-specific work and applying to the UCLA Extension CTE Credential program. Once UCLA Extension makes the preliminary recommendation, the candidate can immediately begin teaching, while seeking support from their assigned mentor, and enrolling in Early Orientation.

This immediate introduction to the intensive demands of teaching places a special expectation on mentorship. This document highlights the importance of mentors to the development of CTE teachers, especially during their first two years in the classroom. We expect candidates to work closely with their district supervisor to identify a qualified and supportive mentor who is equipped to guide them through the challenges and rewards of a new profession.

### Candidate Responsibilities

The UCLA Extension CTE Credential program is designed to support new teachers, build professional capacity, and promote reflection through four core experiences and assessments.

- 1. Complete Required Coursework on schedule.** These courses introduce candidates to the theories and practices of teaching and learning, while also providing candidates a chance to practice and assess what they have learned.
- 2. Develop an Individualized Learning Plan (ILP).** In four of your core courses, you will use the Continuum of Teaching to develop an ILP that is revisited and expanded throughout the program.
- 3. Coordinate Teaching Observations.** The candidate should schedule one Teaching Observation by their mentor or supervisor based on CTE and TPE Standards for identified (CTE Foundations, Strategies for Inclusion, Instructional Strategies, Curriculum Design and Assessment, CTE Portfolio and Practicum courses).
- 4. Complete the Larger School Community (LSC) project.** This project is built into Early Orientation, CTE Foundations, and the Teaching Practicum.

Each of these experiences are embedded in specific places within the courses. It is the responsibility of the candidate to share resources and deadlines with the mentor for the timely completion of each requirement.

### UCLA Extension Instructor Responsibilities

Because each of the core experiences and assessments are rooted in specific courses, the instructor plays an important role providing timely feedback to the candidate and mentor, addressing questions about course requirements, and ensuring the completion and proper uploading of the assignments. The instructor will share contact information with the mentor and meet online as necessary to discuss results of the ILP and/or teaching observations.

### Mentor Responsibilities

Mentors guide new teachers through multiple cycles of individualized professional learning and reflection, as well as encourage participation and collaboration within the larger school community. Mentors participate in a collaborative community of practice with their peers to enhance their own skills as mentors and instructional coaches. Their responsibilities include:

- Provide at least one hour a week of instructional support for candidates.
- Conduct each of the four teaching observations
- Consult with the candidate on their self-reflection exercises using the Continuum of Practice and the ongoing development of the ILP
- Maintains communication with site administrator and any other identified school support personnel about the availability of school resources or initiatives that could support the Larger School Community (LSC) initiative

I have read, understand, and support the above document and will fulfill my responsibility and role to the best of my ability.

Candidate Name: \_\_\_\_\_

Mentor name and email address: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor name and email address \_\_\_\_\_ Date: \_\_\_\_\_