# **CTE Renewal Application**

**Do not complete this application if you have never held a CTE Vocational Credential.
This application is only for the purpose of renewing an existing CTE credential.**

**Please read these directions carefully**. Failure to complete as directed may result in your application being returned, or your credential application being denied. This application may be completed electronically or hand written.

This application is to be submitted back to the Department Chair or Supervisor. The renewal CTE application can be submitted as early as 6 months prior to the expiration of the Initial Vocational Credential, but must be **submitted no later than 10 days prior to the expiration** of the Initial Vocational Credential. *You are to attach a copy of your expiring CTE Credential to this packet*.

Prior to this application being completed, the following conditions must have been met:

## **Full-time faculty**:

* + Renewal of a Full Time *Initial CTE* Vocational Credential**:**
		- The renewal requirements are outlined on your initial vocational credential. Documentation of meeting the requirements are to be attached to this application.
		- The standard requirement for a *full time initial credential* is to complete the following courses:
			* EDU 250 CTE in Colorado.
			* EDU 260 Advanced Teaching and Learning.
		- You are to attach documentation that the course requirement has been met:
			* If you took the EDU 250 or EDU 260 course at PCC the Certificate of Completion was issued by the Academic Liaison at PCC. If you cannot find a copy you may contact Jennifer.Hayden@pueblocc.edu.
			* If you took the EDU 250 or 260 course through CCCS (after Aug. 2017) documentation of participation was issued by them. If you cannot find documentation please contact Sarah.Heath@cccs.edu
			* If you took either course through CCCOnline or another CCCS College you are to submit a copy of your transcript.
		- If you were asked to meet other requirements such as additional occupational experience outside of teaching, or completion of a degree, you must provide documentation as follows:
			* Occupational experience outside of teaching is to be verified through the employer where you gained the additional occupational experience. The employer is to complete the General Occupational Experience Verification form. Please read the directions outlined below for Section 3.
			* If you were required to complete a degree you are to attach a copy of the transcripts showing the degree conferred to this application.
			**An official copy must be sent to PCC HR.**
	+ Renewal of a Full Time *Professional CTE* Vocational Credential**:**
		- If you hold a *Full Time professional* 5 year CTE Vocational Credential the renewal requirement is to have completed six semester hours of college coursework or professional development (15 hours equals 1 semester hour) or work experience equivalent to six semester hours (40 hours equals 1 semester hour) or any combination.
		- If you completed credit hours of college course work you are to attach a copy of the college or university transcripts showing the courses you took and the credit hours.
		- If you completed professional development (can be industry standard professional development or professional development related to teaching) you are to attach Certificates of Completion, Certificates of Attendance, or other reputable documentation showing that you attended the professional development. Dates, times attended, and contact hours or CEU’s must be included on the documentation. (15 hours equals 1 semester hour- 90 contact hours is equivalent to 6 semester hours).
		- If you choose to use occupational experience outside of teaching this is to be verified through the employer that you gained the additional occupational experience. The employer is to complete the General Occupational Experience Verification form. Please read the directions below outlined for Section 3 (40 hours or work is equivalent to 1 semester hour).

##  **Part-time instructors**.

* + Renewal of a *Part-time Initial Vocational Credential*
		- If you hold a *part-time Initial CTE Vocational Credentia*l the renewal requirements are outlined on the credential. Documentation of meeting the requirements are to be attached to this application.
		- The standard requirement for a *Part-time Initial CTE Credential* is to complete one of the following courses:
			* EDU 250 CTE in Colorado.
			* EDU 222 Effective Teaching.
			* *Nursing instructors have the option of taking the Colorado or the Southern Colorado Clinical Scholar Coalition Curriculum in lieu of the EDU courses.*
		- You are to attach documentation that you have completed one of the outlined requirements:
			* If you took the EDU 250 courses at PCC prior to 2017 the Certificate of Completion was issued by the Academic Liaison at PCC. If you cannot find a copy you may contact Jennifer.Hayden@pueblocc.edu.
			* If you took the EDU 250 course through CCCS (after Aug, 2017) documentation of participation was issued by them. If you cannot find documentation please contact Sarah.Heath@cccs.edu
			* If you took the EDU 222 Effective Teaching course the Certificate of Completion was issued by the Academic Liaison at PCC. If you cannot find a copy you may contact Jennifer.Hayden@pueblocc.edu.
			* If you are a nursing instructor and took the Clinical Scholar course you are to attach a copy of your Certificate of Completion.
		- You may have been asked to complete additional occupational experience outside of teaching.
			* Occupational experience outside of teaching is to be verified through the employer where you gained the additional occupational experience. The employer is to complete the General Occupational Experience Verification form. Please read the directions outlined for Section 3.
		- Renewal of Part-time Instructor Professional CTE Vocational Credential:
			* If you hold a *Part-time Professional CTE Vocational Credential* the renewal requirement is simply “satisfactory performance”. Your Supervisor is to sign page 6 of this application.

**Renewal Application Directions:**

## **Section 1: Personal Information and Education- page 5**.

1. Complete all personal information. Email address must be included.
2. Include the name of the program in which you were hired to teach.
3. Include the Credential name you currently hold.
4. Indicate your employment status.
5. Complete the educational portion outlining all degrees and certificates, if applicable.
6. Sign and Date.

## **Section 2: Satisfactory Performance by Supervisor page 6**

**You are only required to complete this section if you are a Part-time instructor holding a Professional 5 Year Credential** and your renewal requirements states “Satisfactory performance”. Complete Section 1 and Section 5 of the application and submit the application packet to your supervisor.

## **Section 3: Occupational Verification** **Form**

You are only required to complete this section if your renewal requirements require you to show additional occupational hours outside of teaching, or you are using occupational hours for the full-time professional renewal requirements. If this is applicable to your situation please use the “General Occupational Experience Verification Form” found on the Portal – Forms Tab- Faculty – Credentialing or under Forms Tab- D-F- Faculty Credentialing and follow the directions below.

***Do not fill this section if you were self-employed, please review Section 4 if you were self-employed.***

1. Sign the Authorization consent for the employer to release the required information prior to sending to the employer(s).
2. Forward the occupational verification form (either paper copy or electronically) to your current and/or past employers. They are to complete the form and return it to you. The credentialing officer will not accept occupational verification forms from the employer directly. They must be submitted with the application.
3. The occupational form must be completed in its entirety.
4. All occupational experience will be verified by the credentialing officer. It is incumbent upon the applicant to prove employment. PCC will not pay to verify employment. If the employer uses a web based service the applicant will be required to pay for the service and print the information to submit, or provide another means of verification e.g. pays stubs, W-2’s, or letters of verification.

## **Section 4: Self-Employment Verification Form-page.**

You may use Self-Employment to meet the renewal requirements for additional occupational hours outside of teaching, or for the full-time professional renewal requirements. If this is applicable to your situation please use the “Self-Employed Verification Form” found on the Portal – Forms Tab- Faculty – Credentialing or under Forms Tab- D-F- Faculty Credentialing and follow the directions below.

 Please follow the directions outlined in this section.

1. Indicate whether the self- employment was full time or part time.
2. Please complete the total number of hours worked, (same requirement of hours are required as stated above).
3. Give the name of your company or a description of duties.
4. Include proof as indicated on the form.

**Section 5: Certification page- page 5:** Complete the check list and sign the certification page certifying that information presented in the application is correct and complete.

**Section 6: Department Chair/Supervisor- Initial CTE Vocational Credential Checklist – Page:**

1. This form is to be completed by Department Chair or Supervisor and signed.
2. Failure of Department Chair or Supervisor to complete form may will result in credential being rejected or returned.

# **Renewal CTE Credential Application**

## **Section 1: Personal Information.**

First Name: MI: Last Name:

Previous name(s): S#:

Birthday: Email Address:

Street Address: City:

State: Zip: Phone:

Select which applies to your employment status: [ ]  Full-time faculty [ ]  Part-time Instructor

Program Name you will be teaching in:

Credential name:

Education: You are required to provide copies of your transcripts. Attach all copies of state or federal registrations, licenses, certificates, or journeyman’s card if applicable.

If you have obtained further education than what was outlined on your Initial application you are to have official transcripts sent directly to HR.

(Send official transcripts to PCC Human resources, 900 W. Orman Ave, Pueblo, CO 81004, or PCCHR @pueblocc.edu).

Name of College or University attended:

Dates Attended: Certificate or Degree:

Name of College or University attended:

Dates Attended: Certificate or Degree:

Applicants Signature: Date:

## **Section 2- Satisfactory Performance.**

**This section is only to be completed if “Satisfactory Performance” was outlined as a renewal requirement on the expiring vocational credential. This section is to be completed by the Supervisor**

I hereby certify that this instructor has satisfactorily performed under my supervision and I recommend that they continue to hold a CTE credential in this area.

Printed Name of Supervisor: Date:

Department:

Signature of Supervisor:

Electronic Signature is acceptable.

**Section 3- General Occupational Experience Verification Form**.

You are only required to submit a General Occupational Experience Verification Form if your renewal requirements require you to show additional occupational hours outside of teaching, or you are using occupational hours to satisfy the full-time professional renewal requirements. If this is applicable to your situation please use the “General Occupational Experience Verification Form found on the Portal – Forms Tab- Faculty – Credentialing or under Forms Tab- D-F- Faculty Credentialing.

If this is not applicable to you, please skip this section.

**Section 4- Self Employment.**

You are only required to submit a Self- Employment Experience Verification form if your renewal requirements require you to show additional occupational hours outside of teaching, or you are using occupational hours to satisfy the full-time professional renewal requirements and you would like to use self-employment to meet this need. If this is applicable to your situation please use the “Self-Employment Experience Verification Form” found on the Portal – Forms Tab- Faculty – Credentialing or under Forms Tab- D-F- Faculty Credentialing.

If this is not applicable to you, please skip this section.

## **Section 5: Certification page.**

Complete the following check list to ensure application is complete. *Only check those items that are applicable to your renewal requirements.*

[ ]  Personal Information and Educational information is complete.

[ ]  My renewal requirement is “Satisfactory Performance”. My Supervisor is to complete page 6 of the application.

[ ]  I have obtained further education than what was reported with the Initial Vocational Credential. I am attaching copies of the transcripts. Official transcripts are/have been sent from the issuing institution directly to PCC HR.

[ ]  Documentation that I have completed the required EDU courses are attached.

[ ]  Documentation of professional development is attached (six semester hours of college coursework or professional development (15 hours equals 1 semester hour)).

[ ]  I am attaching General Occupational Verification Forms from employers to meet the renewal requirement of additional occupational hours listed on the Initial vocational credential.

[ ]  I am attaching General Occupational Verification Forms to be used as occupational experience towards my full-time renewal requirements.

[ ] I am attaching self-employment documentation to meet the renewal requirements of additional occupational hours, or for occupational experience towards my full-time renewal requirements.

[ ]  Copies of Industry Licenses or Certifications, Local, State or National Licensure or Registration (e.g. nursing license) are attached (if applicable).

[ ]  I have attached a copy of my expiring CTE Vocational Credential.

I certify that all information contained within this application is correct and complete to the best of my knowledge. I recognize and accept that my Career and Technical Education Credential may be revoked if any of the given information or statements are false.

Printed name: Date:

Signature:

Electronic signature accepted**.**

**Submit completed packet *directly to your Department Chair or Supervisor either electronically or in paper format***. ***Do not submit to HR or to the Credentialing Office****r.*

## **Section 6: Department Chair/Supervisor-Renewal CTE Vocational Credential Check list.**

Name of Employee: Teaches in the CTE

program as a [ ]  full time faculty [ ]  part-time instructor.

I have reviewed the documentation submitted in this application and attest to the following (check all that apply):

[ ]  Personal Information and Educational information is complete.

[ ]  A copy of the expiring CTE vocational credential is attached.

[ ]  The renewal requirements indicate “Satisfactory Performance” and I have completed page 6 of the application certifying that the applicant meets the performance requirements for the CTE vocational credential.

[ ]  **Full-time Faculty**- Transcripts/Certificates of attendance or participation in professional development or EDU courses /Occupational experience or self-employment information, are attached as outlined on pages 1 and 2 of the application directions.

[ ]  **Part-time Faculty** –Transcripts/Certificates of attendance or participation in EDU course/ Occupational experience or Self Employment information are attached as outlined on pages 2 and 3 of the application.

[ ]  Current Industry Licenses or Certificates, or State and Local Licenses or Registrations are attached.

Department Chair/Supervisor’s name: Date:

Submission:

* Paper copies are to be sent to: Jennifer Hayden, Interim Credentialing Officer. AB 210Q
* Electronic copies to: Jennifer.Hayden@pueblocc.edu