

UCLA Extension
Career Technical Education (CTE) Program

The Five Stages to a Clear CTE credential

Please make an appointment with the CTE Credential Support Consultant to confirm your eligibility for a preliminary CTE credential and complete Stage One of the Five stages to obtain a clear CTE credential within three years.

Shannon LeCompte, CTE Coordinator, shannon.lecompte@ousd.org, High School
Linked Learning Office.

Stage One – to secure your preliminary CTE credential in your designated industry sector – within two to three weeks to start teaching in your CTE classroom.

When we talk by phone we will review the following steps together:

Determine your eligibility for a CA CTC preliminary CTE credential in your industry sector(s) with the CTE specialist

Read about the [UCLA Extension CTE Credential Program](#) and CA CTC requirements for a preliminary CTE credential.

Complete the following UCLA Extension [Eligibility Form](#)

- o Eligibility Form - PAGE 1 - determine your eligibility for a CTE credential in your industry sector and begin the UCLA Extension DS CTE application
 - ☐ Complete the Eligibility Form PAGE 2 and 3 - Review the required “CTE Work Verification Form” – you will prepare and complete this form to be sent to each of your previous employers to verify your years of your CTE industry related work experience. Send the completed form(s) and **WAIT**

for your former employer to sign and return the “CTE Work Verification Form” to you.

- ☐ Complete Eligibility Form - PAGE 4 AND 5 - “CTE Mentorship Expectations”- UCLA Extension DS CTE Program requires all CTE candidates to declare a CTE mentor. OUSD offers many options for this requirement. Read, sign, and complete page 5 – then share this document with your supervisor/site administrator and your assigned OUSD CTE District coach/mentor.
- ☐ Complete a CPR course - If you need to refresh or take a CPR course - Search for the American Heart Association (AHA) or Red Cross certified course **First Aid/CPR/AED** find a location of your choice.

You must complete part one and two of the course to receive a completion certificate

This is proof of your AHA or Red Cross approved CPR certification that you will upload for your CTE Credential.

Your CPR certification **must be valid on the date you apply** to UCLA Extension DS CTE program and later when you apply for your clear credential after completing all of the requirements.

You are ready to apply when:

- ☐ you have received all completed/signed Work Eligibility forms from your previous employers (or self-certified)
- ☐ you have your mentors name and email address and your supervisor's name and email address
- ☐ you are ready to order all your official transcripts to be sent electronically to UCLA Extension
- ☐ you have received your valid CPR certification
- ☐ You pay the \$200 application fee before signing off!!!

****IMPORTANT**** *You must pay the UCLA Extension \$200 application fee and be accepted at UCLA Extension DS CTE program before you will be recommended to the CA CTC for your preliminary CTE credential.*

Wait. You will receive an email from UCLA Extension that confirms your eligibility for your preliminary CTE credential and acceptance to UCLA Extension DS CTE program.

*** Read this email carefully and look for the statement, "You have been recommended to the CA CTC for a preliminary CTE credential."

PLEASE NOTE: *You have not been issued your preliminary CTE credential from the CA CTC yet and have only been recommended for your preliminary CTE credential by UCLA Extension to the CA CTC.*

You must complete STAGE TWO to secure the valid preliminary CTE credential!

While you wait to hear about your UCLA Extension acceptance and recommendation you will:

6.) Create your CA Commission on Teacher Credentialing (CTC) ACCOUNT – [Create an Account](#)

7.) Get fingerprinted - Use a Live Scan for inkless electronic fingerprinting to submit your fingerprints to the **CA CTC, OUSD HR, and UCLA Extension** in order to obtain your CA CTC [Certificate of Clearance](#) (COC). *The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal record check.*

!!!Be sure to designate OUSD HR, the CA CTC, and UCLA Extension to receive your fingerprint clearance on the LiveScan application!!!

- o Find a convenient [Live Scan location](#) to get fingerprinted.
 - o When you complete the required Live Scan form for your COC - Indicate the CA CTC, UCLA Extension and OUSD as requesting institutions.
 - o Once your fingerprints are cleared, both UCLA Extension and OUSD will receive notice.
 - o Your COC fingerprint clearance will also appear in your personal CTC account and on the public CTC website. This can take up to two weeks to clear.
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PLEASE NOTE: You have not been issued your preliminary CTE credential from the CA CTC yet and have only been **recommended** for your preliminary CTE credential by UCLA Extension to the CA CTC.

You must complete STAGE TWO to secure the valid preliminary CTE credential!

Stage Two - Go to the CTC website & complete UCLA Extension's "RECOMMENDATION" for your preliminary CTE credential & pay the CTC fee \$100.

To obtain your preliminary CTE credential and be eligible for hire, you must complete the preliminary credential "RECOMMENDATION" from UCLA Extension with the CTC and pay \$100.

- Login to your account with the CTC using your USER ID and Password.
- Follow the directions from the CTC to complete your preliminary credential **recommendation** by completing the Professional Fitness Questions (PFQ) and pay the application fee (\$100).
- You will receive email notification directly from the CTC that you have been issued your preliminary CTE credential (valid for three years).

Forward this email proof of credential to your principal, Susan Benz (HS LLO), and OUSD HR. Save this documentation.

Once you are issued the preliminary CTE credential by the CTC, you may begin teaching immediately.

Stage Three - Complete Required Coursework and Teaching Requirement

You have three years to complete the required CTE classes at UCLA Extension.

First time credential candidates coming directly from industry - see the [required 8 UCLA Extension courses](#). You have three years to complete all the requirements for your clear CTE credential.

CANDIDATES ARE ENCOURAGED TO TAKE THE SHORT CTE ORIENTATION CLASS FIRST.

NOTE: CTE teacher candidates holding a current teaching credential are only required to take the UCLA Extension DS CTE Foundations course <https://docs.google.com/document/d/1N2b40orDIP9-UFnihr7XkmAWX2KOVl9E/edit>. **YOU ARE CONSIDERED A BRIDGE STUDENT.**

To Enroll Online for the [required UCLA Extension courses](#):

- Click Enroll on your selected course(s) to add them to your Shopping Cart.
- Select “Checkout” when ready and either login (for current students) or create your student profile (for new students).
- Follow the instructions to enroll and pay for your courses.

Please use this helpful [CTE Credential Plan for Completion](#) to track and schedule the classes you need to take year by year.

Financial Support/CTE Professional Development - is available while for CTE teachers in a Linked Learning pathway with the requisite CTE Introductory, Concentrator and Capstone classes on schedule.

Contact Susan Benz to learn if you are eligible for financial support as you work to obtain your CTE credential.

If you are eligible when you enroll in a required CTE credential class, you may enter into the [25-26 CTE Professional Development Program Contract](#) for professional development financial support. Contact Susan Benz to secure this contract.

Stage Four - Apply for a Clear Credential

When you have met all CA CTC and UCLA Extension CTE clear credential requirements, and completed the CPR and U.S. Constitution documentation requirements, you are ready to apply for your clear CTE credential with UCLA and the CTC.

Documents required for clearance and to share with UCLA Extension:

- An **original letter on school letterhead**, signed by a district administrator, verifying the specific **terms** and CTE **courses** that you have taught.
- A copy (front and back) of your valid CPR Certification (see box below).
- If necessary, a document showing that you have met the U.S. Constitution requirement (see box below).

CPR AND US CONSTITUTION REQUIREMENT AND RESOURCES

If you have not met the US Constitution class requirement - you can take the class [online](#) through Notre Dame de Namur University **or** through [UCLA Extension](#).

If you need to refresh or take a CPR course - This requirement is typically met through an online short course with the [National CPR Foundation](#) or [American Red Cross](#) that offers a certificate upon completion. Your CPR card **must be valid on the date you apply** to clear your credential.

After UCLA Extension receives the required documentation from you, you will receive an email notification from UCLA Extension that you have met all the requirements for a clear CTE credential.

UCLA Extension will submit a recommendation to the CTC for your clear CTE credential (valid for five years).

PLEASE NOTE: You have only been recommended to the CTC for your clear CTE credential by UCLA Extension. The clear CTE credential has not been granted.

You must complete STAGE FIVE to secure the valid clear CTE credential!

Stage Five – the final stage - Go to the CTC website & complete UCLA Extension’s recommendation for your clear CTE credential & pay the fee.

NOW most importantly:

To obtain your clear CTE credential, you must complete the clear credential recommendation from UCLA Extension with the CTC.

- Log in to the [CTC](#) using your USER ID and Password.
- Follow the directions from the CTC to finish your clear credential recommendation by completing the Professional Fitness Questions (PFQ) and pay the application fee (\$100).
- You will receive email notification directly from the CTC that you have been issued your clear CTE credential (requiring renewal every five years).
- Forward the email proof of your clear CTE credential to your principal, Susan Benz (HS LLO), and OUSD HR. Save this documentation.

CONGRATULATIONS!

The clear CTE credential is valid for five years and only requires reauthorization by the CA CTC for a fee.

UCLA Extension DS CTE Estimated Cost Breakdown

All courses in this program are paid for individually. An application form is required to establish candidacy in this program.

APPLICATION & CANDIDACY FEE	\$200.00
ESTIMATED PROGRAM TUITION	\$4480.00
ESTIMATED PROGRAM TEXTBOOK/MATERIALS	\$300.00
ESTIMATED TOTAL	\$4980