



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

DESIGNATED SUBJECTS ADULT EDUCATION CREDENTIAL PROGRAM

Candidate Handbook

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ABOUT THE CREDENTIAL PROGRAM

Welcome to the Los Angeles County Office of Education (LACOE) Designated Subjects Credential Program! LACOE is an accredited Program Sponsor by the Commission on Teacher Credentialing (CTC) to recommend the Designated Subjects Preliminary and Clear Adult Education (AE) credentials. In collaboration with the University of San Diego (USD), LACOE provides a sequence of coursework for candidates to become effective AE teachers. This handbook presents the information needed for both the preliminary and clear AE credentials.

Unit Vision

Every child in Los Angeles County is entitled to have an effective, resourceful, and innovative teacher and administrator.

Mission Statement

Our mission is to facilitate growth in teacher candidates to develop the reflective, culturally sensitive practices necessary to promote high academic student achievement and an emotionally safe school community.

CREDENTIAL SERVICES UNIT

The Designated Subjects Credential Services unit is housed within LACOE's office of CTE as part of the Accountability, Support & Monitoring Division. The Credential Services unit is comprised of:

Linda Skipper, Credentials Coordinator	(562) 922-6798 Skipper_Linda@lacoedu
Lucy Domingo, CTE & AE Credential Specialist	(562) 922-6798 Domingo_Lucy@lacoedu
Christina Fuentes, CTE & AE Credential Specialist	(562) 922-6744 Fuentes_Christina@lacoedu
Nancy Wagner, Credentials Contract Consultant	(562) 922-6335 Wagner_Nancy@lacoedu

Hours of Operation:

Credential Services is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Mailing Address:

LACOE-CTE Designated Subjects Credential Services
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890
Contact us for our walk-in address if needed.

Website: <https://www.lacoedu/Curriculum-Instruction/Career-Technical-Education/CTE-Credentials>

GETTING STARTED

You have received a Preliminary Credential Recommendation letter from LACOE for the Preliminary Adult Education (AE) credential. LACOE has sent the recommendation, along with your credential application packet, to the Commission on Teacher Credentialing (CTC) for their approval. Once CTC approves your credential, you will receive an email with a link to their website at www.ctc.ca.gov. Please check CTC's website to ensure that your credential has been approved and posted. Provide a copy to your employer and make a note of the expiration date of the preliminary credential.

In order to teach before CTC has approved your credential, you may provide the recommendation letter to your Employing School District (ESD) so they may request a Temporary County Certificate (TCC). The ESD may ask you to obtain a Certificate of Clearance (COC) from the CTC website before they can process the TCC. Please check with your employer for details.

If you were already employed when you applied for your preliminary AE credential, the information form asked for your supervisor's name and email address. If you did not provide that to LACOE, please send an email with that information to Linda Skipper at skipper_linda@lacoed.edu. If you are not yet employed, most teaching positions are posted on <http://www.edjoin.org>. As soon as you obtain a teaching job, please notify Linda with your district/employer's name, supervisor's name, and supervisor's email address. Linda will reach out to your supervisor and request that a mentor be assigned to support you. See the section on Supervision and Mentoring for more details.

The preliminary AE credential is awarded for three years. It is very important that you know the dates of validity on your credential to ensure that you complete the requirements within the three-year period. Keep in mind that you should plan to finish all requirements within the first two years of the preliminary credential and submit your clear AE credential application at least three months before your preliminary credential expires. See the Adult Education Flowchart for all requirements to clear your credential.

Your first step is to complete LACOE's Early Orientation within thirty (30) days of the issuance date on the LACOE credential recommendation. The instructions are provided at the end of this handbook in Appendix A. You must complete the free Early Orientation online, self-paced modules 1-6 which take approximately 25 hours on CTEonline.org. Also complete the modules on Adult Learning and Instructional Technology. Email all three certificates to fuentes_christina@lacoed.edu.

Your second step is to begin the required credentials coursework. Note: Before you register for your first online course, remember that you need to have daily access to a computer and email. You must also have computer literacy skills including the ability to utilize the internet and create word processing documents as well as download, print, and create PDF documents. **If not, it is recommended that you take a computer literacy class before you begin the coursework.**

AE CREDENTIALS COURSEWORK

LACOE's Credential Services Unit offers a program of professional preparation in partnership with the University of San Diego (USD) to clear the **preliminary** Designated Subjects AE credentials. These courses are offered three terms per year as follows:

- Spring term = January - April
- Summer term = May - August
- Fall term = September - December

Most of the courses are offered twice or three times per term. Please note that courses must be taken one at a time and in the order shown on the next page. However, the Health Education for Teachers class may be taken concurrently with any other course.

There are five courses required unless you have completed previous credential coursework or an approved Health course. In order to have any courses waived, you must provide transcripts to LACOE for review. A college-level Health course of at least one semester unit must include health issues, nutrition, infectious diseases, abuse of alcohol, narcotics, drugs, and use of tobacco.

You will automatically receive our schedule of classes by email each term. If your email changes, make sure you notify us. You may also download the latest schedule by going to <https://www.lacoe.edu/Curriculum-Instruction/Career-Technical-Education/CTE-Credentials>. The schedule provides course descriptions, instructor names, any prerequisites for the class and whether a textbook is required.

Courses open for enrollment 30 days before the start date. To register, go to pce.sandiego.edu and, under Courses, select Credit Validation and then LACOE. Click on the course options for upcoming classes and use the + sign to see more details. Note the prerequisites and textbook requirements. You will need to create a student account and pay for the course with a credit or debit card. Type your information carefully because your student account will be the name and address used by USD to mail your official transcripts.

Once you are enrolled in a course, your instructor will contact you prior to the start date to verify your email address. Make sure that you check your spam or junk email and add the instructor as a contact. You must respond to the email in order to receive the Canvas log in instructions which the instructor will email a few days before class begins. The log in instructions will provide you with LACOE's Canvas website URL along with the user name that has been established for you.

ADULT EDUCATION COURSEWORK

After completion of the Early Orientation, AE candidates must complete the following:

- ✓ *Foundations of Classroom Management, 3 semester units (\$620)*
- ✓ *Foundations of Curriculum, 3 semester units (\$620)*
- ✓ *Teaching Adult Learners, 3 semester units (\$620)*
- ✓ *Teaching Portfolio, 2 semester units (\$360)*
- ✓ *Health Education for Teachers, 1 semester unit (\$280)*

Total Program Units and Fees: 12 semester units (Total \$2500)

LACOE provides the coursework in partnership with the University of San Diego (USD). Courses are offered online and must be taken one per term in the order shown*:

FIRST COURSE: Foundations of Classroom Management Candidates will continue to build on effective instructional strategies learned in the EO/PD modules for getting started in the classroom. The course will focus on developing classroom management strategies to achieve positive learning outcomes and address safety issues to ensure an effective learning environment. Candidates will review the program requirements for the clear credential and learn strategies for obtaining teaching positions.

SECOND COURSE: Foundations of Curriculum Candidates will explore key websites for curriculum planning and development of course outlines, syllabi, and lesson plans using the AE Standards. Development and use of student assessments tied to standards-based instruction will be studied. Candidates will focus on the effective use of technology to support and enhance classroom instruction.

THIRD COURSE: Adult Learners This course provides candidates with an understanding of how to become an effective teacher of adults. Building upon the Adult Learning Theory module completed in the Early Orientation, candidates will study the andragogy and principles of teaching adults along with key concepts that inform teaching practices. Strategies for teaching to a diverse group of adult learners will be provided including differentiated instruction techniques.

FOURTH COURSE: Teaching Portfolio This culminating course will enable candidates to provide evidence through an e-portfolio of their knowledge and skills as an effective AE teacher.

***FIFTH COURSE: Health Education for Teachers** This course provides information on legal mandates for teachers and strategies for promoting healthy choices for students. *The course may be taken concurrently with any other courses.

COURSEWORK INSTRUCTORS

<i>Foundations of Classroom Management</i>	<i>Teaching Portfolio</i>
Linda Matzek, Cherise Moore, Tracie Zerpoli	Irene Cox, Jordan Murray, Nancy Wagner
Irene Cox, Jordan Murray, Nancy Wagner	<i>Health Education for Teachers</i>
<i>Teaching Adult Learners</i>	Maureen Sinclair
Cherise Moore	

ACADEMIC INTEGRITY

LACOE and USD consider academic integrity to be an integral element of its academic experiences. Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited:

Submitting the Same Work for Multiple Assignments or the Same Work as Another Student's Submitted Work Students may not submit work (in identical or similar form) for multiple assignments without the prior, explicit approval of all faculty to whom the work will be submitted. This includes work first produced at USD or at another institution attended by the student. Students may not submit work (in identical or similar form) as another student from either a previous or current course as their own.

Cheating Cheating is the use or attempted use of unauthorized materials, information, and study aids, as well as unauthorized collaboration on examinations and other academic exercises.

Plagiarism Plagiarism is the act of presenting, as one's own the ideas or writings of another; plagiarism, in any of its forms, violates academic integrity. While different academic disciplines have different norms of attribution, all strive to recognize and value individuals' contributions to the larger body of knowledge.

False Citations False citation is attribution to an incorrect or fabricated source; false citation is academic fraud. False citation seriously undermines the integrity of the academic enterprise.

REFUND AND TRANSFER POLICIES

The LACOE Designated Subjects Credential Services unit has agreed to the following USD policies:

Refund Policy

If requested within 30 days of the enrollment date, USD will refund the course fees less a \$25 refund fee. There will be no refunds after the allotted 30 days. If LACOE cancels the course, a full refund is processed without penalty.

Transfer Policy

Candidates may transfer themselves to another open course that is posted using the student account portal at pce.sandiego.edu at any time **PRIOR TO** the first class date. After the class begins, candidates wishing to transfer should contact USD by phone or the Contact Us form on their website.

GRADES AND TRANSCRIPTS

After the class is over the instructor will finish grading all assignments and notify students that grades have been posted. Instructors typically submit grades to LACOE and USD within a week of the class ending date. Candidates may expect a transcript from USD within 2-4 weeks of the last class meeting date. The first transcript mailed to candidates is free. Additional copies may be requested directly from the USD web site by visiting their website at <https://pce.sandiego.edu/>.

INCOMPLETE GRADE PROCESS

Generally, any candidate who has earned a grade below **C-** will be issued a grade of “Incomplete”. The exception is if the instructor has sent multiple emails to the candidate without response and has conferred with Linda Skipper to issue a grade of No Grade (NG). Please be advised that any grade below C- or a No Grade means the course will not count toward clearing the preliminary credential. If the candidate is issued a NG, they will have to pay the course fees again and repeat the course.

Candidates will be notified by their instructor of an “Incomplete” grade. As a courtesy, the candidate will be emailed a letter of notification by Linda Skipper with a due date. For all of the seven-week courses, this process must be completed within three months of the last class meeting. For Teaching Portfolio, the process must be completed within two months; for the Health Education for Teachers course, the process must be completed within one month.

Candidates issued Incompletes will need to work with the instructor to complete the necessary assignments on Canvas. Candidates must notify the instructor when assignments have been posted and are ready to be graded. In order to convert the Incomplete to a grade, the candidate must earn one grade level higher. Example: For a posted grade of C-, the candidate must earn at least a B-.

It is the candidate’s responsibility to follow up with the instructor to ensure that all of the assignments have been received and met in order for the instructor to issue a revised grade.

INCOMPLETE GRADE FEES

Candidates must send a cashier’s check or money order made payable to LACOE as follows:

FCM, Curriculum, and TAL courses = \$200
Teaching Portfolio course = \$150
Health Education for Teachers course = \$100

Once the money order is received by LACOE, the instructor will submit the grade to USD and the candidate will receive a transcript.

Candidates who do not complete the required assignments and pay the required fee will receive a No Grade and will need to register and pay to repeat the course.

NOTICE OF NON-DISCRIMINATION

Notice of Non-Discrimination:

LACOE does not discriminate against individuals based on age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the American with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing the program, please contact the Designated Subjects Credential Program at 562-922-6798. Candidates who have questions or concerns about the non-discrimination policy may contact the Credentials Coordinator.

GRIEVANCE PROCESS

It is the intention of the Designated Subjects Credentials Unit that candidates resolve to handle issues directly with program instructors to avoid needing the Los Angeles County Office of Education (LACOE) formal grievance process described below. If an instructor is unable to resolve an issue, the candidate should contact Linda Skipper for assistance using the program-level informal process.

Right to Appeal

The LACOE Education Preparation Unit (EPU) has initiated and implemented procedures for grievances/appeals by candidates with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that our courts of law require. The purpose is to provide a system that will represent “fairness and the absence of arbitrariness” and seeks to resolve all candidate issues in a timely and effective manner.

Informal Process: Program-Level

A candidate with a complaint has recourse through complaint procedures beginning at the program level. In most cases grievances/appeals can be resolved through the process of expressing the concern with the program instructor. If unresolved, the candidate may address the matter with Linda Skipper through email or telephone call.

Formal Process: Unit-Level

If still unresolved after following the appropriate Program-Level grievance/appeal procedures, the candidate may choose to have the issue reviewed at the EPU level. In this case the following procedures apply:

1. Candidate submits a formal grievance/appeal to program director/coordinator using the Grievance/Appeal Process form on the LACOE website or may be accessed using the link below:

Formal Appeal/Grievance Form may be found at [Grievance Form](#)

2. The Division Director (or designee) will convene a panel comprised of other LACOE unit credential program directors/coordinators (or designee) to review grievance/appeal documents.

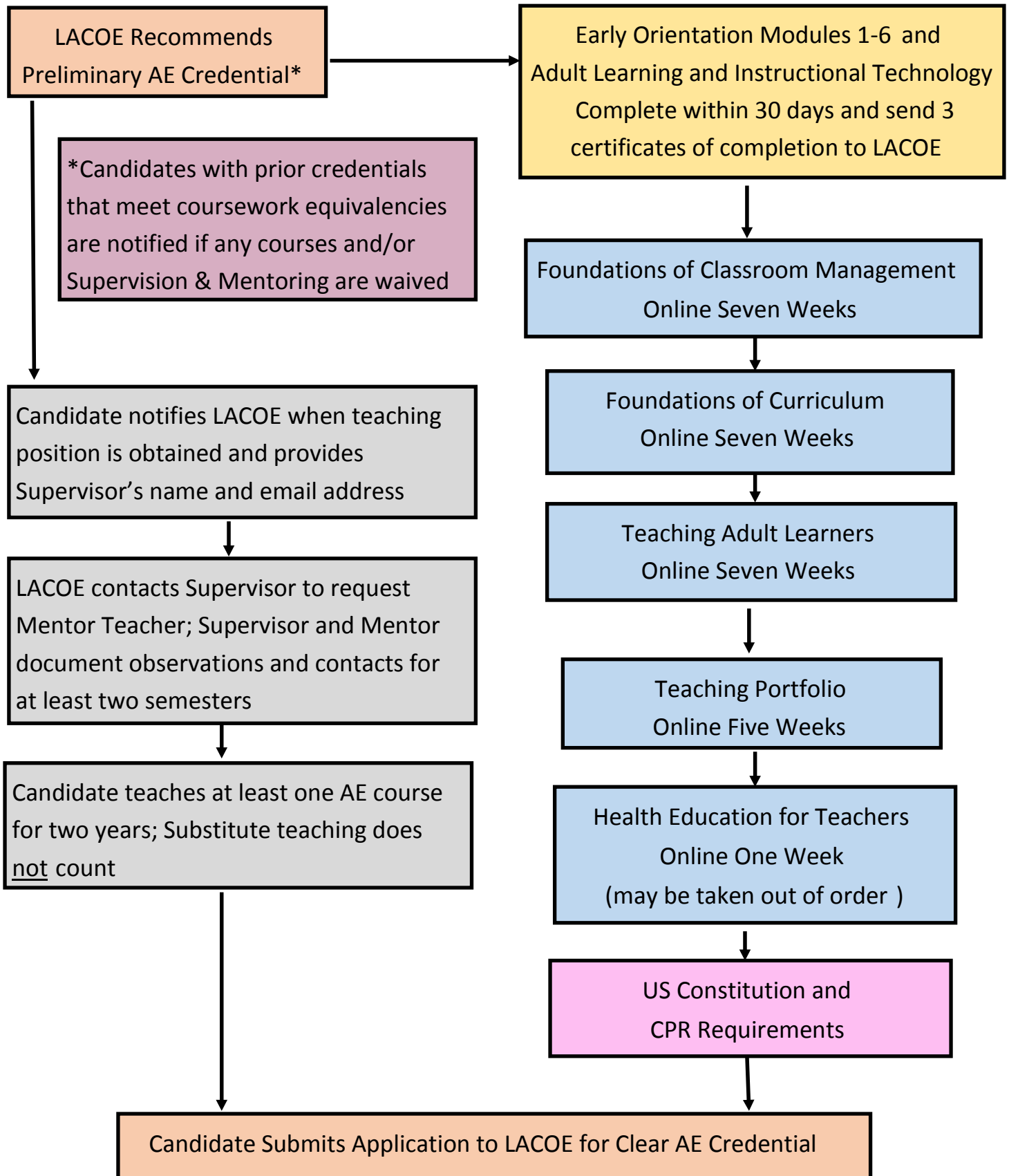
The panel may, as necessary call upon the candidate, qualified faculty and/or coach/mentor, or program staff from said program in which the grievance/appeal generated for clarification and/or input regarding the complaint. A panel decision must be made by majority vote.

3. The panel shall issue a written decision within 30 calendar days to the candidate and Program Director/Coordinator and shall include a statement summarizing the panel’s final disposition of the grievance/appeal.

The panel’s decision shall be final, and all remedies shall be considered to have been exhausted. The panel’s written decision shall be placed in the candidate’s file.



Los Angeles County Office of Education Designated Subjects Adult Education (AE) Credential Program



SUPERVISION AND MENTORING

When a candidate is hired for a teaching position (NOT substitute teaching), they must notify LACOE of their supervisor's name and email address. LACOE will reach out to the supervisor and request that a mentor teacher be assigned. Forms will be emailed to both the supervisor and the mentor. If the supervisor or mentor changes, it is the responsibility of the candidate to notify LACOE with the updated information.

Candidates should be provided continuous advisement and support throughout the AE Credential Program by their employer supervisor and an assigned teacher mentor. At least two (2) semesters of observations must be documented on LACOE-required forms in order to be recommended for the Clear AE Credential. If your supervisor or your mentor have not been provided with the LACOE-required forms, have them contact Linda Skipper at skipper_linda@lacoedu.edu.

Supervisors and mentors are encouraged to complete the observations and required documentation each semester and submit to LACOE when completed. Supervisors and mentors should meet with candidates after each observation and provide feedback along with a copy of the documentation. Candidates should keep copies of the documentation in case a supervisor or mentor is not available to submit the forms to LACOE.

CPR REQUIREMENT

CPR certification for Infant, Child and Adult, verified by official card or certificate, is also required to clear your preliminary credential. The certification must be valid at some time between the issuance date and the expiration date of the preliminary credential.

Go online to American Red Cross at <https://www.redcross.org/> or American Heart Association at <https://www.heart.org/en/cpr> to find a class. Online classes are accepted. You will need to provide a copy of the certification card or certificate when you apply for your clear AE credential.

U.S. CONSTITUTION REQUIREMENT

Passage of the U.S. Constitution is required for the Clear Designated Subjects Adult Education (AE) credential. The requirement may be met by one of the following:

1. Completion of a two (2) semester or three (3) quarter unit college-level course which includes the United States Constitution in the course description. Original transcripts are required.
2. Completion of an online course through UCSD at <https://extension.ucsd.edu/courses-and-programs/u-s-constitution-preparation-course-and-examination>
3. Passage of an online examination through Notre Dame de Namur at <http://www.usconstitutionexam.com/>
4. Passage of an online examination through UCLA Extension at <https://www.uclaextension.edu/us-constitution-exam>

HOW TO “CLEAR” A PRELIMINARY DESIGNATED SUBJECTS TEACHING CREDENTIAL

The preliminary Designated Subjects credential is awarded for three years. It is very important that you know the dates of validity on your credential to ensure that you complete the requirements to “clear” your credential in the three-year time period. It is recommended that you apply to “clear” your preliminary approximately 3-4 months prior to the expiration date shown on your preliminary credential.

Once you have completed the requirements for the clear credential, **you will need to apply through LACOE**. A clear credential packet may be accessed through the LACOE website at <https://www.lacoe.edu/Curriculum-Instruction/Career-Technical-Education/CTE-Credentials>. Scroll down to find packet 6 for Adult Education credentials. Follow all instructions and contact LACOE if you have any questions. Note: The packet may NOT be sent electronically—it must be mailed to LACOE.

If you do not complete the requirements to clear your preliminary credential before the expiration date, you must apply for a one-year extension in order to continue teaching. Click on packet 7 for the Extension application. If possible, you should apply for an extension at least 3 months before your credential expires. Contact LACOE if you have any questions.

RENEWING YOUR CLEAR DESIGNATED SUBJECTS TEACHING CREDENTIAL

What happens after you have cleared your credential? Your clear AE credential will be issued for five years. Before it expires, you must renew it on the CTC website at www.ctc.ca.gov. Be prepared to provide a credit card and complete the required renewal application. This process must be done every five years in order for your credential to remain valid.

You may wonder if you have any additional requirements once you have cleared your credential. The answer is No. However, you might be interested in additional professional growth opportunities such as workshops, conferences, and webinars. For AE teachers, go to CALPRO at <https://www.calpro-online.org/>. For AE teachers with CTE subjects, go to www.lacoe.edu/CTE and look at Current Opportunities, Professional Development, and CTE Conferences & Events. Also go to www.cteonline.org for course outlines, lesson plans, and networking opportunities.

You may also consider an additional credential such as the Designated Subjects Supervision and Coordination of Adult Education/Career Technical Education Credential offered by LACOE. The requirements are three years of full-time teaching experience, passing the CBEST test, and completion of the Supervision and Coordination 12-week course. For more information, contact LACOE. Note: This credential may not be used to be an administrator in a school district. It might be accepted for a supervisory position at an ROCP or adult school.

FREQUENTLY ASKED QUESTIONS - FAQs

HOW WILL I BE NOTIFIED THAT THE COMMISSION ON TEACHER CREDENTIALING (CTC) HAS APPROVED MY CREDENTIAL?

For Adult Education credentials, if you have already received a credential recommendation from LACOE, allow approximately three months for the CTC to notify you via email that your credential has been approved. At that time, you can view your credential and print a screenshot.

To check the status of your credential, go to www.ctc.ca.gov. If you have an Educator Login, you may log in with your user name and password. Otherwise, click on Search for an Educator, and use either the Private Search with SSN and DOB or use the Public Search by name. If you have any questions regarding the status of the approval of your credential, go to the CTC website at www.ctc.ca.gov and click on Contact Us.

HOW DO I PRINT A COPY OR OBTAIN A SCREENSHOT OF MY CREDENTIAL?

All credential documents are available in a view and print format on the Commission's website at www.ctc.ca.gov.

I LOST MY LACOE RECOMMENDATION LETTER. HOW DO I GET A DUPLICATE COPY?

If your credential was approved by CTC, you no longer need the LACOE recommendation letter. However, if your credential has not yet been approved on the CTC website, email Lucy Domingo at domingo_lucy@laoe.edu.

HOW DO I CHANGE MY NAME?

You must submit a name change using the CTC Declaration of Name Change Application form (41-NC). Go to www.ctc.ca.gov and access the form. You will need to provide the documentation requested and submit by mail to CTC as indicated on the form.

HOW DO I CHANGE MY ADDRESS WITH CTC?

Go to www.ctc.ca.gov and log into your Educator Account. If you don't have an account, you may create one using the Create Educator Account link.

HOW DO I CHANGE MY ADDRESS WITH LACOE?

You can change your address with LACOE by calling 562.922.6798 or emailing Lucy Domingo at domingo_lucy@laoe.edu.

I AM MOVING TO ANOTHER STATE. WILL THAT STATE ACCEPT MY CALIFORNIA CREDENTIALS?

You will need to contact the state's credential or education agency to ask whether they will accept California's credentials. Each state's credential requirements are different.

HOW DO I ADD A SUBJECT AUTHORIZATION TO MY DESIGNATED SUBJECTS ADULT EDUCATION CREDENTIAL?

You might qualify for an additional subject authorization for your AE credential. The qualifications are the same as when you applied for your preliminary credential, requiring work experience or transcripts depending upon the subject. If you need to add a subject to a preliminary AE credential or a clear AE credential, contact LACOE for fees and details. See Appendix B for AE Subject Authorizations or Appendix C for CTE Industry Sectors.

IS FINANCIAL AID AVAILABLE FOR THE CREDENTIALS COURSEWORK?

LACOE and USD do not offer financial aid for the credential courses. However, both the California Credit Union and the SchoolsFirst Credit Union offer personal loans for teachers who are pursuing their professional education. View their websites for more information.

HOW DO I GET MY USD TRANSCRIPTS?

Once a course is completed, candidates will automatically receive a transcript by mail from the University of San Diego (USD) with grade and semester unit credit. As additional courses are taken, they will appear on each transcript. Once all coursework is completed, a copy of the final transcript is required by LACOE as part of the clear credential application.

If you wish to order additional copies of your official transcripts, go to www.pce.sandiego.edu and click on Student Services and then Student Transcript Request. Unofficial transcripts can be downloaded by logging into your student account and going to My Courses. Under Completed click on Print Unofficial Transcript.

OTHER QUESTIONS? Go to our website at <https://www.lacoe.edu/Curriculum-Instruction/Career-Technical-Education/CTE-Credentials>.

APPENDIX A: ADULT EDUCATION EARLY ORIENTATION INSTRUCTIONS



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

Adult Education (AE) Teachers:

Welcome to the Los Angeles County Office of Education (LACOE) Early Orientation program. By completing the six CTE TEACH Early Orientation modules as well as the modules for Adult Learning and Instructional Technology, you will meet one of your first requirements for the Designated Subjects Adult Education teaching credential.

As you begin the Early Orientation program, you will find that each module has a welcome page introducing you to the topics of each module, links to articles, videos, required readings, on your own activities and assessments. This content has been carefully prepared to make sure the program meets the Early Orientation requirements as prescribed by the California Commission on Teacher Credentialing.

To ensure you are prepared for the classroom and your new career as an AE teacher, it is of the utmost importance that you complete all assignments and activities. LACOE will monitor your progress online to make certain ample attention is applied in completing the assignments.

On the final page of the course, you can click the course completion certificate link to download your certificate for the Early Orientation modules 1-6, as well as the certificates for the Adult Learning and Instructional Technology modules. Please make sure that you email all three certificates to fuentes_christina@lacoedu.

Effective AE educators are lifelong learners who are always seeking ways to improve and grow. It is our hope that you will find this Early Orientation Program valuable and will return to use it as a resource and reference. LACOE and CTE TEACH wish you much success in your career as an AE educator.

Once you have completed your first requirement in the Designated Subjects AE Credential Program, you will be ready to begin your credentials coursework. Please watch your email for the course flyers and begin your first course at the next available semester or go our website at <https://www.lacoedu/Curriculum-Instruction/Career-Technical-Education/CTE-Credentials>. Please note that the courses must be taken in the order shown on the flyer with the exception of the *Health Education for Teachers* course which may be taken at any time. [Note: AE teachers do NOT take the *Teaching English Learners and Students with Special Needs* course.]

If you have any questions, please contact Linda Skipper at skipper_linda@lacoedu or Lucy Domingo at domingo_lucy@lacoedu.

To Access the CTE TEACH Early Orientation Training Modules

Go to <https://cteteach.catalog.instructure.com/>

Enroll in the first option: CTE TEACH Early Orientation

For support, you can contact CTE TEACH here:

<https://sites.google.com/cryrop.org/cteteach/contact-us>

At the end of the Early Orientation (six modules total), you can click on course completion certificate to download the Certificate of Completion and email it to fuentes_christina@lacoed.edu.

Now go to the CTE TEACH Adult Learning/Community Module and complete it, then download the Certificate of Completion and email it to fuentes_christina@lacoed.edu.

Now go to the CTE TEACH Instructional Technology Module and complete it, then download the Certificate of Completion and email it to fuentes_christina@lacoed.edu.

Once you have submitted your certificates, you should begin your credential coursework. Go to <https://www.lacoed.edu/Curriculum-Instruction/Career-Technical-Education/CTE-Credentials> to access the schedule of courses and follow the instructions at the bottom to enroll with USD. Contact LACOE for any questions.

APPENDIX B: AE SUBJECT AUTHORIZATIONS

GENERAL SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

<i>(Subject authorization)</i>	Personal Development Subsumed Non-Academic Subjects	
<i>Art</i>	Adaptive Art and Crafts (Adults with Disabilities) Arts and Craft Creative Arts (Older Adults)	Decorative Arts Interior Design Performing Arts (Older Adults)
<i>Health and Safety</i>	Adaptive Physical Education (Adults With Disabilities) Cardiopulmonary Resuscitation First Aid Environmental Safety Health Education	Health (Older Adults) Health (Adults with Disabilities) Physical Fitness (Older Adults) Nutrition Physical Fitness/Conditioning Safety (Older Adults) Safety Education
<i>Family Education</i>	Adaptive Computer Technology (Adults with Disabilities) Childbirth Education Communication Skills Clothing Construction Dietetics/Food Management Food Preparation Family Management Home Management Human Development	Interior Design Nutrition Parent Education Public Affairs Self-Maintenance (Older Adults) Self-Maintenance (Adults with Disabilities)
<i>Financial Literacy</i>	Consumer Education	Retirement Planning

FOR CAREER TECHNICAL EDUCATION SUBJECTS SEE THE APPENDIX D: CTE INDUSTRY SECTORS.

Note: Additional CTE Subjects for AE Credentials not listed In Appendix D include:

American Sign Language, Language Interpreter, and Career Development (under Education, Child Development, And Family Services)

Marine Technology (under Manufacturing and Product Development)

Aeronautics (under Transportation)

ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

(Subject authorization)

English as a Second Language

Course Work Required

A bachelor's degree or higher completed at a regionally-accredited college or university to include a degree major, certificate, or completion of 20 semester units or 10 upper division semester units in one or any combination of the following:

- Teaching English as a Second Language (TESL)
- Teaching English to Speakers of Other Languages (TESOL) Second Language Acquisition
- Language other than English Linguistics
- Bilingual/Bicultural studies

*Elementary and Secondary Basic Skills
(includes basic education in grades 1–8):*

Arithmetic

Reading

*Individualized high school learning
lab/ G.E.D./contract class settings*

Citizenship

A bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units with at least 3 units in four of the following six areas:

- English
- Mathematics
- Science
- Social Sciences
- Fine Arts
- Language other than English

Individual Subjects:

A Language Other than English (specify)

English

Fine Arts

Life Science, including General Science

Mathematics

Physical Science, incl. General Science

Social Sciences

A bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.

APPENDIX C: CTE INDUSTRY SECTORS

Industry Sectors

This chart is intended to be a guide. Some of the occupations might be applied to more than one Industry Sector. Program sponsors are encouraged to examine the work experience of the individual applying for a credential and determine which Industry Sector best applies. Assignments should be considered in the same way. The most important consideration is the background and the expertise of the individual.

Industry Sectors	Pathways	Specific Occupations
Agriculture and Natural Resources	<ul style="list-style-type: none"> • Agricultural Business • Agricultural Mechanics • Agriscience • Animal Science • Forestry and Natural Resources • Ornamental Horticulture • Plant and Soil Science 	<ul style="list-style-type: none"> • Agriculture business management and marketing • Agriculture mechanics • Animal care • Animal control • Animal production • Crop production • Floriculture and floristry • Forestry, natural resources and rural recreation • Landscaping • Ornamental nursery operation
Arts, Media, and Entertainment	<ul style="list-style-type: none"> • Design, Visual, and Media Arts • Performing Arts • Production and Managerial Arts • Game Design and Integration 	<ul style="list-style-type: none"> • Commercial art • Commercial photography • Game Design Occupations • Multimedia production • Performing arts occupations • Stage technology • Theatrical occupations
Building and Construction Trades	<ul style="list-style-type: none"> • Cabinetry, Millwork, and Woodworking • Engineering and Heavy Construction • Mechanical Systems Installation and Repair • Residential and Commercial Construction 	<ul style="list-style-type: none"> • Boat building • Carpentry • Civil Engineer • Concrete placing and finishing • Construction equipment operation • Construction inspection • Drafting occupations • Drywall installation • Electrician • Fire sprinkler installation • Floor covering installation • Foundry work • Furniture making, finishing and refinishing • General contracting • Glazing • Hazardous materials occupations • Heating, air conditioning, and ventilation installation and service • Heavy Equipment Operator

<p>Building and Construction Trades (cont.)</p>		<ul style="list-style-type: none"> • Interior maintenance (residential and commercial) • Lathing • Masonry • Mechanical Engineer/Technician • Millwork and cabinet making • Motor sweeper operator • Painting-construction • Pipefitting and steam fitting • Plastering • Plumbing • Pool and spa service • Refrigeration installation and maintenance • Residential and commercial repair and remodeling • Roofing • Sheet metal fabrication • Structural and reinforcement ironwork • Structural pest control • Tile setting • Upholstering • Welding • Woodworking
<p>Business and Finance</p>	<ul style="list-style-type: none"> • Business Management • Financial Services • International Business 	<ul style="list-style-type: none"> • Accounting occupations • Auditor • Banking • Business Computing Specialist • Business management • Chief Financial Officer • Customs Inspector/Broker • Export Sales • Financial management and services • Human Resources Specialist • Income tax preparation • Insurance occupations • International Business • Investment Consultant • Legal office occupations • Office occupations • Personnel administration occupations • Purchasing Agent • Secretarial/stenography occupations • Tax preparation specialist • Small business ownership and/or management

<p>Education, Child Development, and Family Services</p>	<ul style="list-style-type: none"> • Child Development • Consumer Services • Education • Family and Human Services 	<ul style="list-style-type: none"> • Child Care • Child Care Psychologist • Consumer Services • Counselors • Education Administrators • Elderly care services (non-medical) • Family and human service occupations • Librarian • Personal Financial Advisor • Preschool Teacher • Social Outreach Director • Teacher • Teacher Aide
<p>Energy, Environment, and Utilities</p>	<ul style="list-style-type: none"> • Energy and Power Technology • Environmental Resources • Telecommunications 	<ul style="list-style-type: none"> • Air Quality Technician • Climatologist • Control system maintenance and repair • Electrical power distribution • Electrician • Electronic consumer products service • Electronics assembly • Energy Auditor • Energy Engineer • Energy, environment and resource manager/technician • Environmental Biologist/Scientist • Hybrid microelectronics • Hydroelectric plant operations • Industrial electronics • Marine power plant maintenance and repair • Solar Occupations • Telecommunications Technicians • Water treatment
<p>Engineering and Architecture</p>	<ul style="list-style-type: none"> • Architectural Design • Engineering Technology • Engineering Design • Environmental Engineering 	<ul style="list-style-type: none"> • Air Pollution Control Engineer • Architect • City Planner • Drafting occupations • Engineering occupations • Environmental Specialist • Field Engineer • Manufacturing Design Engineer • Mechanical/Electrical Drafting • Robotics • Structural Designer • Surveying

<p>Fashion and Interior Design</p>	<ul style="list-style-type: none"> • Fashion Design, and Merchandising • Interior Design, Furnishings, and Maintenance • Personal Services 	<ul style="list-style-type: none"> • Barber* • Clothing, alteration and repair • Cosmetologist* • Esthetician* • Fabric maintenance services • Fashion Buyer • Fashion design • Fashion manufacturing (factory and custom) • Fashion merchandising • Interior Buyer • Interior design • Kitchen and Bath Specialist • Makeup Artist • Jewelry design, fabrication, and repair • Manicurist* • Merchandising Manager • Pattern Maker • Set Decorator • Textile design • Textile production and fabrication • Upholstering
<p>Health Science and Medical Technology</p>	<ul style="list-style-type: none"> • Biotechnology • Patient Care • Healthcare Administrative Services • Healthcare Operational Support Services • Public and Community Health • Mental and Behavioral Health 	<ul style="list-style-type: none"> • Athletic trainer • Biomedical equipment technician • Biomedical Engineer • Biomedical Research and Development Specialist • Central Service Technician • Clinical Data Specialist • Clinical Lab Technologist/scientist • Clinical Simulator Technician • Forensic Pathologist • Community Health Professional • Geneticist • Diagnostic Technician • Dental Assistant • Dental Hygienist • Dental Lab Technician • Geriatric Technician • Health Care Administrator • Health Education Specialist • Health Information Management Technician/Technologist • Massage Therapist • Materials Manager • Medical/Clinical Assistant • Mental health professional • Medical Sonographer

<p>Health Science and Medical Technology (cont.)</p>		<ul style="list-style-type: none"> • Nutritionist/Dietician • Outreach Coordinator • Phlebotomist • Physician’s Assistant • Physical Therapy Technician/Technologist • Prosthetic Technician/Technologist • Psychiatric Technician/Psychologist • Public health professional • Nurse (RN/LVN/NP) • Radiological Technician • Rehabilitation Technologist/Therapist • Respiratory Technologist/Therapist • Sports Medicine Specialist • Ultrasound Technician
<p>Hospitality, Tourism, and Recreation</p>	<ul style="list-style-type: none"> • Food Science, Dietetics, and Nutrition • Food Service and Hospitality • Hospitality, Tourism, and Recreation 	<ul style="list-style-type: none"> • Amusement and theme park occupations • Customer service representative related to amusement, theme parks, hotel and lodging, and restaurant and food service establishments • Dietetics and nutrition service • Event and conference planning • Executive Chef • Food and beverage production and preparation • Food and beverage services • Food scientist • Hotel and lodging occupations • Recreation and sports entertainment • Registered Dietitian • Restaurant Management
<p>Information and Communication Technology</p>	<ul style="list-style-type: none"> • Information Support and Services Networking • Software and Systems Development • Games and Simulation 	<ul style="list-style-type: none"> • Big Data Administration • Computer and Information Systems • Computer Programming • Computer Sciences • Computer User Support • E-Business/E-Commerce • Game Production • Information Management • Information Security • Information Systems and Operations • Multimedia Production • Networking Engineer • Network Installation and Operation • Network Support and Maintenance • Robotics

Information and Communication Technology (cont.)		<ul style="list-style-type: none"> • Social and New Media Production and Management • Software and Applications Developer • Web and Mobile Application Production
Manufacturing and Product Development	<ul style="list-style-type: none"> • Graphic Production Technologies • Machining and Forming Technologies • Welding and Materials Joining • Product Innovation and Design 	<ul style="list-style-type: none"> • Animator • CAD/CAM Specialist/Designer • Commercial Photographer • Commercial/Industrial Designer • Computer-assisted manufacturing • Computer Numerical Control (CNC) Operations • Cutter • Digital/Graphic Artist • Drafting occupations • Electronics assembly • Electronic publishing • Fitter • Industrial ceramics manufacturing • Machine tool operation and machine shop • Manufacturing Engineer • Metal fabrication • Material/Supply Management • Model Maker • Plastics and composites manufacturing occupations • Printing and graphics occupations • Product development, testing and demonstration • Production process/management • Quality Assurance • Robotics • Technical illustration • Tool and die making • Waterfront manufacturing • Welder • Welding Inspection • Welding Engineer
Marketing, Sales, and Services	<ul style="list-style-type: none"> • Marketing • Professional Sales • Entrepreneurship/Self-Employment 	<ul style="list-style-type: none"> • Advertising Representative/Manager • Business Computer Specialist • Business Owner • Fashion Buyer • Floristry • Insurance Agent/Broker • International trade • Marketing • Market Research Analyst • Office Occupations • Public Relations Specialist

Marketing, Sales, and Services (cont.)		<ul style="list-style-type: none"> • Real estate • Retail occupations • Small business ownership and/or management • Small Business Repair and Maintenance • Travel Agent • Various Professional Sales Occupations
Public Services	<ul style="list-style-type: none"> • Public Safety • Emergency Response • Legal Practices 	<ul style="list-style-type: none"> • Court reporting • Cyber Security • Emergency Medical Technician • Emergency Response Dispatcher • Fire control and safety • Fire fighting • Forester • Investigator/Law Librarian • Law enforcement occupations • Legal occupations (deletion of word to expand options) • Loss Prevention Specialist • Paralegal • Protective and security services • Wildland fire services
Transportation	<ul style="list-style-type: none"> • Operations • Structural Repair and Refinishing • Systems Diagnostics and Service 	<ul style="list-style-type: none"> • Airframe and power plant mechanics • Automobile detailing • Automotive body repair and refinishing • Automotive brake installation and repair • Automotive electrical systems service and repair • Automotive heating and air-conditioning service • Automotive mechanics/technician • Automotive parts counterperson • Automotive suspension and steering repair • Automotive transmission and transaxle service and repair • Avionics • Bicycle repair • Claims Adjuster • Container Crane Operator • Diesel equipment mechanics • Dispatcher • Distribution Manager • Electric motor repair • Engine performance technician • Heavy equipment maintenance and repair • Industrial maintenance

Transportation (cont.)		<ul style="list-style-type: none"> • Inspectors and Planners • Investigator/Inspector • Marine power plant maintenance and repair • Motorcycle service and repair • Production, Planning, and Expediting Specialist • Railroad operations • Small engine service and repair • Transportation occupations, travel services • Truck and bus driving • Warehousing
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Note: specific occupations marked with an asterisk () require a state license outside the purview of the Commission.*

Candidates applying based on National Board Certification in Career and Technical Education must select from the industry sectors shown below one that aligns with their area of certification. †

National Board Certification in Career and Technical Education Specialty Areas	Corresponding CTC Industry Sector(s)
Agriculture and Environmental Sciences	Agriculture and Natural Resources
Arts and Communications	Arts, Media, and Entertainment
Business, Marketing, Information Management, and Entrepreneurship	Business and Finance; Information and Communication Technologies; Marketing, Sales, and Services
Family and Consumer Sciences	Education, Child Development, and Family Services; Fashion and Interior Design; Hospitality, Tourism, and Recreation
Health Services	Business and Finance; Health Science and Medical Technology
Human Services	Education, Child Development, and Family Services; Public Services
Manufacturing and Engineering Technology	Building and Construction Trades; Energy, Environment, and Utilities; Engineering and Architecture; Manufacturing and Product Development; Transportation
Technology Education	Building and Construction Trades; Manufacturing and Product Development; Transportation