

West Side Career and Technology Center
CAREER AND TECHNICAL INSTRUCTORS
REQUIRED COURSEWORK & CERTIFICATIONS

Prior to Start

Emergency Permit = Good for (1) year (fee \$100.00/school will pay for this – one time only)
Apply for Emergency Permit on PDE/TIMS website- *(see directions attached)*

NOTE: Emergency Permit- Type 01: Vacant Position – Includes Educational Obligation

Year 1 (Working Under Emergency Permit)

Temporary Professional Employee Contract = A “Temporary Contract” will be utilized until Tenure Status is acquired.

New Instructor Orientation = Mandatory Training- Held at Temple University (Ambler Campus) for (4) days
All expenses to be paid for by the Instructor
Held in August (for summer hires) and January (for late hires)

NOTE: *All new CTE hires will be assigned a (Temple U.) Field Resource Associate to assist with requirements and course sequence.*

Occupational Competency Examination = Successful completion of the Occupational Competency Assessment (OCA), or evaluation of credentials for occupations where examinations do not exist; administered by Temple U.

Vocational Intern Certificate = Apply for Intern Cert. on PDE/TIMS website in July (after 1st school year)
Good for (3) years (approx. fee \$200.00/Instructor responsibility)

NOTE- Should a new instructor successfully complete their Occupational Competency Assessment (OCA) review prior to starting, they can jump to an intern certificate (omit emergency permit); however, this is not recommended as starting with an emergency cert. will give the instructor an additional one (1) year to complete required coursework.

Years 2 – 5 (Working Under Intern Certificate)

Tenure- Instructor will receive a “Professional Employee Contract” (and/or Tenure) after the third year of satisfactory teaching and JOC approval.

Mandatory Coursework Requirements – 18 Credits Required (All courses to be paid by the Instructor)
Temple University- *(subject to change)*

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	
CTE 3101	Principles of Career and Technical Education	3	TEMPLE – <i>possible satellite location</i>
CTE 3102	Teaching Strategies in Career and Technical Education	3	TEMPLE – <i>possible satellite location</i>
CTE 3103	Curriculum in Career and Technical Education	3	TEMPLE – <i>possible satellite location</i>
EDUC 2296	Effective Teaching: Theory and Practice (WI)	3	TEMPLE – <i>possible satellite location</i>
SPED 2231	Introduction to Inclusive Education	3	TEMPLE - <i>online, can be taken any time</i>
ENG 0802	Analytical Reading and Writing	3	TEMPLE or LCCC- <i>can be taken any time</i>

Current Cost per Temple U. course @ \$2,173.00/ea. *(subject to change)*

Approx. Total Cost of Coursework Requirements (6) courses x \$2,173.00 = \$13,038.00 *(subject to change)*

Approx. Cost Reimbursed by School @ \$600.00 per course *(as per CBA)*

Approx. Total Cost Reimbursed by School (6) courses x \$600.00= \$3,600.00 *(as per CBA)*

COE= Council of Educator’s Review (must be successfully completed prior to obtaining Voc. I Certificate)
Scheduled by the Temple Field Resource Associate/held at WSCTC

PRAXIS I Test = Core Academic Skills (Reading 148 and Writing 158)
Costs/Fees paid by Instructor

Vocational I Certificate = Apply for Vocational I Cert. on PDE/TIMS website
Good for (8) years (approx. fee \$200.00/instructor responsibility)

Years 6 – 14 (Working Under Vocational I Certificate)

Mandatory Coursework Requirements – 42 Credits Required (All courses to be paid by the Instructor/minus CBA reimbursement)
Temple University- *(subject to change)*

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
EDUC 1255	Inclusive Education for a Diverse Society	3
EDUC 2103	Socio-Cultural Foundations of Education in the United States	3
EDUC 2109	Adolescent Development for Educators	3
EDUC 2255	Effective Use of Instructional Technology in Classrooms	3
EDUC 4111	Classroom and Conflict Management in Grades 4 through 12	3
EDUC 4788 E	Student Teaching in Secondary Education/CTE (Evaluation)	3
EDUC 4788 P	Student Teaching in Secondary Education/CTE (Professionalism)	3
EDUC 4788 C	Student Teaching in Secondary Education/CTE (Curriculum)	3
ENES 3338	Foundations of Language Teaching: Teaching ELL in Grades 4-12	3
SECE 3796	Differentiated Literacy Instruction in the Discipline 7-12 (WI)	3
GEN ED	SCIENCE Biology, Chemistry, or Environmental	3
CTE 4324	Industry – Based Coordination Methods for Work-Based Learning	3
	OR	
CTE 4331	Industry – Based Instructional Methods for Work-Based Learning	
MATH 1021	College Algebra	3

EDUC 0802 Algebra and Algebraic Thinking for Educators
OR
Pre-Calculus

3

Current Cost per Temple U. course @ \$2,173.00/ea. *(subject to change)*

Approx. Total Cost of Coursework Requirements (14) courses x \$2,173.00 = \$30,422.00 *(subject to change)*

Approx. Cost Reimbursed by School @ \$600.00 per course *(as per CBA)*

Approx. Total Cost Reimbursed by School (14) courses x \$600.00= \$8,400.00 *(as per CBA)*

Vocational II Certificate = Apply for Vocational II Cert. on PDE/TIMS website
Good for (99) years (approx. fee \$200.00/Instructor responsibility)

Please understand that according to PA School Law: 24 PS 12-1252, it is your obligation to maintain your certificate.

I have had the above information discussed with me by school administration. I agree that I am aware of the certification requirements and I understand that it is my responsibility to properly obtain the certifications as required. I also am aware that course requirements and costs are subject to change at the discretion of PA Department of Education and Temple University.

Signature

Date

1/2019