

Becoming a SC CTE Work- Based Educator

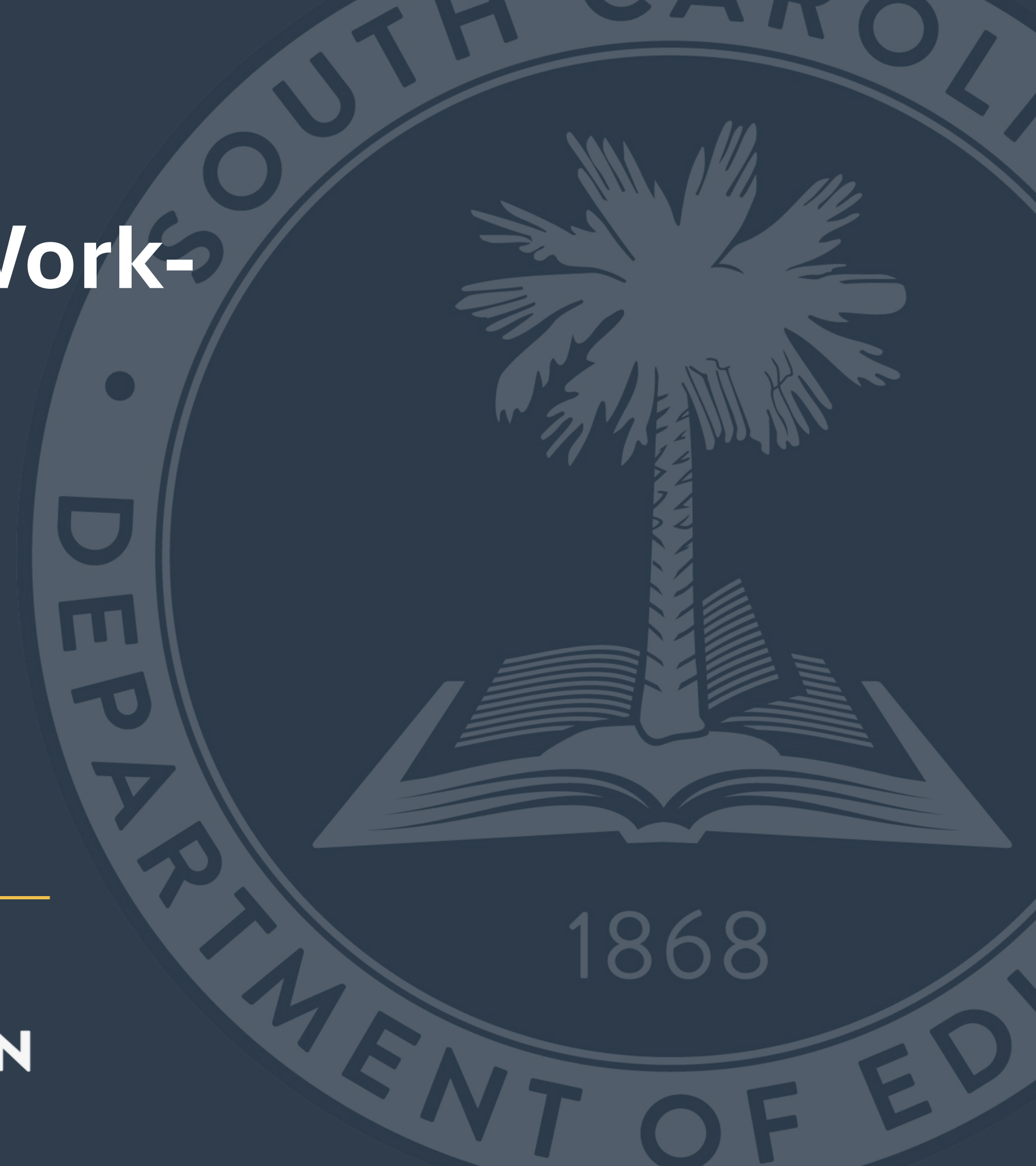
CTECS COP 2024

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September 5, 2024



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**





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Certification Process



Certification Process

Must FIRST meet the requirements

- Complete CTE Work-Based Application
- Submit Required Documentation
- Complete Professional Practice Review
- Receive Letter of Eligibility
 - Present LoE to a District
 - District Submits Confirmation of Employment
 - *Must be submitted each year until Professional*
 - Induction Certificate Issued



Certification Process

First Certification Year (July 1 - June 30)

Certificate Type: Induction (First Issue).

Renewal: All first-year requirements must be completed before June 30 of the first certification year.

- Successfully complete DIRECT In-Service Institute 1 and 2.
 - *Teachers unable to complete the summer/fall In-Service Institute #1 must begin their certification training with the spring In-Service Institute 2.*
- Attempt required sections of the basic skills examination, WIN Ready to Work Assessment, approved by the South Carolina Board of Education by June 30 of the first year.



Certification Process

Second Certification Year (July 1 - June 30)

Certificate Type: Induction (Second Issue).

Advancement. All Induction (Second Issue) certification requirements must be completed before June 30 of the second certification year.

- Successfully complete DIRECT In-Service Institute 3 and 4.
- Successful validation of competency by a state or national certification, certification, or registration examination, if not already on file.
- Successful formative or summative evaluation of teaching performance as part of the state's system for Assisting, Developing, and Evaluating Professional Teaching (ADEPT).





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Certification Process

Third through Fifth Certification Years (July 1 - June 30)

Certificate Type: Pre-Professional.

Advancement: All remaining certification requirements must be successfully completed before June 30 of the fifth certification year:

- Attain at least the minimum qualifying score on all sections of the basic skills examination approved by the South Carolina Board of Education (WIN assessments) if not previously accomplished. All sections must be passed by June 30 of the fifth year of certification.
- Complete six (6) semester hours of Professional Education Coursework.
- Successful **summative evaluation** of teaching performance as part of the state's system for Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

Work-based certified teachers are eligible for a Professional certificate if they complete all certification program requirements prior to June 30 of their fifth certification year.



Educator Checklist

Educators may use the checklist to verify they stay on track towards Professional certification.

Link to Career and Technical Education (CTE) Work-based Certification Checklist



Career and Technical Education (CTE) Work-based Certification Checklist

After an educator completes the application process AND the district submits a CTE Confirmation of Employment form, the South Carolina Department of Education (SCDE) will issue a CTE Induction certificate. Once the certificate is issued, the educator will then begin the Year 1 requirements, including enrollment in DIRECT.

The checklist below indicates requirements in the CTE work-based certification process and a timeline for completion. Once a component is completed, the educator must upload documentation through My SC Educator Portal using the Send Documents feature. Each requirement should be uploaded using the relevant CTE document type (e.g. CTE-DIRECT for a DIRECT completion certificate).

YEAR 1 DUE BY JUNE 30, 20__

Requirement	Completed/Submitted Date
DIRECT 1	
DIRECT 2	
Attempt Basic Skills Exam	

YEAR 2 DUE BY JUNE 30, 20__

Requirement	Completed/Submitted Date
DIRECT 3	
DIRECT 4	
Industry Certification or SC Competency Exam	

YEARS 3-5 DUE BY JUNE 30, 20__

Requirement	Completed/Submitted Date
Three Hours Coursework	
Three Hours Coursework	
Pass Basic Skills Exam	

ADEPT Evaluation Process

CTE teachers participate in the state's system for Assisting, Developing, and Evaluating Professional Teaching (ADEPT) and must complete the ADEPT formative and summative evaluation processes. The employing district conducts ADEPT evaluations annually and then submits evaluation results directly to the SCDE.

Requirement	Completed Date
Formative ADEPT Evaluation	
Summative ADEPT Evaluation	

Educators will submit all requests and documentation through My SC Educator Portal, and the SCDE Office of Educator Services will post correspondence in the My Locker feature.

For questions or concerns regarding CTE Work-based certification requirements, please contact ctecertification@ed.sc.gov.





Questions?

