

# CTE PROGRAMS WITH MORE THAN ONE SUBJECT AREA (FORMERLY KNOWN AS DIVERSIFIED OCCUPATIONS)

## Program Title: Career and Technical Education- Special Needs

- Students: special education identified special needs students with an IEP or 504
- Instructor: Certification
  - 865 Secondary Career and Technical Teacher of Students with Special Needs (*State rule Chapter 115, part II section 3.3*) or
  - 282 (7-12)-Teacher of Children with Disabilities (*State rule Chapter 115, part II section 2.1*)
- CIP Code: 99.7000
- MEDMS:
  - Position-Special Ed teacher
  - Level of Assignment-secondary
  - The rest seems to be preloaded

## Program Title: Employability Skills

- Students: IEP identified special needs students and non identified students without an IEP or 504
- Instructor: Certification-(one or more of the following)
  - CTE endorsement in at least one area for which they are responsible- (*per state rule Chapter 115, Part I, section 1- certification listed under state rule Chapter 115, part II, section 3*)
  - 282 (7-12)- Teacher of Children with Disabilities (*State rule Chapter 115, part II section 2.1*)
  - 865- Secondary Career and Technical Teacher of Students with Special Needs (*State rule Chapter 115, part II section 3.3*)
- CIP Code: 99.8000
- MEDMS: determined by teacher certification

## Program Title: Career Cluster Exploration

- Students: IEP identified special needs students and non identified students without an IEP or 504
- Instructor: Certification- subject area endorsement in at least one area for which they are responsible (*per state rule Chapter 115, Part I, section 1-certification listed under state rule Chapter 115, part II, section 3*)
- CIP Code: 99.6000
- MEDMS:
  - Position- classroom teacher
  - Level of assignment-secondary
  - Subject matter- Trades and Industry
  - Course- whatever your certification is in

## Description

These programs will differ per school. The core elements will include:

- Students will be introduced to 5-6 different programs, directly tied to the school's CTE programs, for a predetermined time for each. This will usually be done the freshman or sophomore year.
- They students then may choose to enter one of the programs they participated in the following school year as a full time CTE student.
- The first year exploratory component is designed as a first course in a CTE sequence of courses

Some of the models suggested are doing the program exploration the freshman year then doing a career search and fundamental job skills component the sophomore year and then the 2 year program for junior and sophomore years.

# Certification Information and Regulations

## STATE RULE -CHAPTER 115

### **PART I: STANDARDS AND PROCEDURES FOR CERTIFICATION, AUTHORIZATION, AND APPROVAL**

#### *SECTION 1. GENERAL PROVISIONS*

##### 1.1 Scope of Requirements

###### A. Certification

5. Teachers of children in alternative education programs and teachers of courses for which there is no teacher endorsement shall hold a valid teacher certificate for the grade level at which they teach, and secondary teachers shall hold a subject area endorsement in at least one area for which they are responsible and shall meet all other federal criteria in each area for which they are responsible.

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### **PART II: REQUIREMENTS FOR SPECIFIC CERTIFICATES AND ENDORSEMENTS**

#### *SECTION 2: TEACHERS AND EDUCATIONAL SPECIALISTS: SPECIAL EDUCATION CERTIFICATES AND ENDORSEMENTS*

##### **2.1 Endorsement 282: Teacher of Children with Disabilities**

- A. **Function:** This endorsement on a teacher certificate allows the holder to teach children with disabilities and to consult with teachers, children, and parents. The endorsement specifies the applicable grade levels: birth to school age 5, kindergarten through grade 8, or grades 7 through 12.
- B. **Eligibility:** Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by one of two pathways. Individuals who are not eligible through either pathway may be eligible for a conditional certificate, in accordance with 2.1.B.3, below, and Part I Section 5.4 of this rule.

###### 1. **Endorsement Eligibility Pathway 1**

- Graduated from a Maine program approved for teachers of children with disabilities birth to school age 5, kindergarten through grade 8, or grades 7 through 12, together with formal recommendation of the preparing institution;
- Earned a bachelor's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule;
- Passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 13; and
- Passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 13.

###### 2. **Endorsement Eligibility Pathway 2**

- Earned a bachelor's degree from an accredited institution, in accordance with Part I Section 4.4 of this rule;
- Completed a minimum of 24 semester hours in special education;
- Passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 13;
- Passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 13;
- Passed pedagogical knowledge and skills assessment at the appropriate grade level kindergarten through grade 8, or grades 7 through 12, in accordance with Me. Dept. of Ed. Reg. 13, or successful completion of an approved alternative professional studies program; and
- Completed one academic semester or a minimum of 15 weeks of full-time student teaching, or a combination of part-time and full-time student teaching in an amount equivalent to 15 weeks in this endorsement area at the specified grade level kindergarten through grade 8, or grades 7 through 12. This requirement shall be waived upon completion of one full year of successful teaching under a targeted need certificate, a conditional certificate, or a transitional endorsement in this endorsement area at the specified grade level.

NOTE: Parts 2.1.B.2(e) and (f) above do not apply to this endorsement for birth to age 5.

###### 3. **Conditional Certificate for this Endorsement**

- Earned a bachelor's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule; and
- Completed a minimum of nine semester hours in special education.

**PART II: REQUIREMENTS FOR SPECIFIC CERTIFICATES AND ENDORSEMENTS**  
**SECTION 3: TEACHERS AND EDUCATIONAL SPECIALISTS: CAREER AND TECHNICAL EDUCATION CERTIFICATES AND ENDORSEMENTS**

3.1 Endorsement: Secondary Career and Technical Education Teacher

- A. Function: This endorsement on a teacher certificate allows the holder to teach career and technical subjects, grades 9 through 12 at career and technical centers, at career and technical regions, or at a career and technical satellite program in one or more of the available Maine career and technical endorsement areas listed:

879 Agricultural Mechanics	840 Graphic Print Commercial
870 Agricultural Production	843 Heat Air Conditioning & Refrigeration*
895 Allied Health *	897 Home Health Aide
851 Architectural Drafting	872 Horticulture General
805 Automotive Mechanics	849 Law Enforcement
808 Automotive Body Repair	830 Machine Tool Operator/Shop
816 Brick Block Stone Mason	811 Marine Maintenance
838 Building Maintenance	880 Marketing & Distribution
898 Business Administrator Management	833 Metal Fabrication
810 Carpentry	896 Nursing Assistant *
893 Child Care Guidance	874 Parks & Recreation
860 Coop Industrial Training	847 Plumbing *
885 Commercial Art	831 Precision Metal General
861 Commercial Fishing	837 Precision Metal Other
824 Computer Console Operator	873 Renewable Natural Resources
823 Computer Information Services	862 Sailors & Deck Hands
809 Diesel Engine Mechanic	835 Sheet Metal
852 Drafting General	813 Small Engine Repair
825 Electrical Electronics	806 Truck/Bus Driving *
820 Electrician *	807 Vehicle Equipment Operator
803 Firefighter/EMT	899 Ward Clerk
891 Food Production Management	836 Weld/Blaze/Solder *
871 Forestry Product/Procedures	925 Fine Arts – Music/Theater/Dance
	926 Fine Arts – Visual Arts

\* Requires appropriate Maine licenses.

Additional endorsements shall be added to this list without further rule-making proceedings as new trade areas are added to the Classification of Instructional Programs promulgated by the National Center for Education Statistics in the Office of Educational Research and Improvement in the U.S. Department of Education.

B. Eligibility: Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by one of five pathways. Individuals who are not eligible through any of these pathways may be eligible for a conditional certificate, in accordance with Section 3.1.B.7, below, and Part I Section 5.4 of this rule.

1. Requirements for all Pathways:

- (a) Where applicable, hold a valid Maine certificate or license as required by State law or rule to practice the craft or trade to be taught; and
- (b) Hold an industry recognized credential or passed an industry-related assessment in the endorsement area for which a license or credential is not available; and
- (c) For each endorsement, completed a minimum of one year of paid applied employment or teaching in the endorsement area during the five years preceding the initial application; and
- (d) Completed an approved course for “Teaching Exceptional Students in the Regular Classroom” during the first year of the conditional certificate; and
- (e) Met the cut score on the Basic Skills Test in reading, writing, and mathematics, in accordance with Maine Department of Education Regulation 13; and
- (f) Provided demonstration of pedagogical knowledge and skills at the secondary Career and Technical Education level through one of the following:
  1. Passed a pedagogical knowledge and skills assessment within the first full year of employment in accordance with Maine Department of Education Regulation 13\*

**OR**

2. During the three conditional certificates, complete a sequence of four approved pedagogical courses from an accredited institution. The courses will cover:

Curriculum and Instruction,  
Assessment,  
CTE Shop Safety and Classroom/Lab Management, and  
Literacy in CTE.

\* Applicants issued a certificate in any CTE endorsement area must meet the course requirements outlined in section f.2 above beginning September 1, 2015. All applicants who have continuously held a conditional certificate initially issued prior to August 31, 2015 may meet the requirement outlined in section f above through either f.1 or f.2.

- (g) Completed within the first year of teaching an approved “CTE orientation” program
- (h) Satisfied one of the following five routes by documenting that one of the following combinations of learning, paid applied employment, or teaching in the endorsement area has been completed.

2. Endorsement Eligibility Pathway 1

- (a) Earned a bachelor's degree from an accredited institution, in accordance with Part I Section 4.4 of this rule, with a minimum of 24 semester hours specifically applicable to the endorsement area; and
- (b) Completed a minimum of 24 months (4,000 hours) of paid applied employment or teaching in the endorsement area being sought.

3. Endorsement Eligibility Pathway 2

- (a) Completed an apprenticeship registered with either the Maine State Apprenticeship and Training Council, a similar agency within this State or from another State, or the Federal Bureau of Apprenticeship and Training; and
- (b) Completed a minimum of 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.

4. Endorsement Eligibility Pathway 3

- (a) Completed a two-year degree or certificate in the endorsement area from a technical institution accredited in accordance with Part I Section 4.4 of this rule or an institution accredited by the National Association of Career and Technical Schools; and

- (b) Completed a minimum of 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.
- 5. Endorsement Eligibility Pathway 4
  - (a) Earned a high school diploma or GED;
  - (b) Completed a minimum of 24 semester hours directly related to the endorsement area from an accredited college or university, in accordance with Part I Section 4.4 of this rule. Courses offered by industry or the armed forces may be evaluated by the Commissioner for appropriate crediting under this subparagraph; and
  - (c) Completed a minimum of 48 months (8,000 hours) of paid applied employment or teaching in the endorsement area being sought.
- 6. Endorsement Eligibility Pathway 5
  - (a) Earned a high school diploma or GED;
  - (b) Completed a minimum of 36 months (6,000 hours) of paid experience learning the trade or craft for which the endorsement is sought; and
  - (c) Completed a minimum of an additional 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.
- 7. Conditional Certificate for this Endorsement
 

An applicant who satisfies the requirements set forth in Sections 3.1.B.2, 3.1.B.3, 3.1.B.4, 3.1.B.5, or 3.1.B.6, above, may obtain a conditional certificate while working toward the requirements of Section 3.1.B.1, above.

### 3.2 Endorsement 860: Cooperative Education Coordinator

- A. **Function:** This endorsement on a teacher certificate allows the holder to teach or coordinate career and technical cooperative education, grades 9 through 12, at career and technical centers, career and technical regions, or career and technical satellites.
- B. **Eligibility:** Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by a combination of education, paid work experience, and teaching in one of three pathways. Individuals who are not eligible through any of these pathways may be eligible for a conditional certificate, in accordance with Section 3.2.B.4, below, and Part I Section 5.4 of this rule.

#### 1. Endorsement Eligibility Pathway 1

- (a) Earned a bachelor's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule;
- (b) Completed a minimum of 24 months (4,000 hours) of paid work experience or teaching in a career and technical endorsement area, of which:
  - i. A minimum of 12 months shall have been at a supervisory level, and
  - ii. A minimum of 12 months shall have been during the five years preceding initial application for this endorsement;
- (c) Completed an approved course for "Teaching Exceptional Students in the Regular Classroom";
- (d) Passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 13;
- (e) Passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 13; and
- (f) Passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 13, or successful completion of an approved alternative professional studies program.

#### 2. Endorsement Eligibility Pathway 2

- (a) Earned an associate's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule;
- (b) Completed a minimum of 36 months (6,000 hours) of paid work experience or teaching in a career and technical endorsement area, of which:
  - i. A minimum of 12 months shall have been at a supervisory level, and
  - ii. A minimum of 12 months shall have been during the five years preceding initial application for this endorsement;
- (c) Completed an approved course for "Teaching Exceptional Students in the Regular Classroom";
- (d) Passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 13;
- (e) Passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 13; and
- (f) Passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 13, or successful completion of an approved alternative professional studies program.

### **3. Endorsement Eligibility Pathway 3**

- (a) Earned a high school diploma or G.E.D.;
- (b) Completed a minimum of 72 months (12,000 hours) of paid work experience or teaching in a career and technical endorsement area, of which:
  - i. A minimum of 24 months shall have been at a supervisory level, and
  - ii. A minimum of 12 months shall have been during the five years preceding initial application for this endorsement;
- (c) Completed an approved course for "Teaching Exceptional Students in the Regular Classroom";
- (d) Passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 13;
- (e) Passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 13; and
- (f) Passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 13, or successful completion of an approved alternative professional studies program.

### **4. Conditional Certificate for this Endorsement**

An applicant who satisfies the requirements set forth in Section 3.2.B.1 (a) and (b), Section 3.2.B.2 (a) and (b), or Section 3.2.B.3 (a) and (b), above, may obtain a conditional teaching certificate in this endorsement area.

### 3.3 Endorsement 865: Secondary Career and Technical Teacher of Students with Disabilities

- A. **Function:** This endorsement on a teacher certificate allows the holder to teach secondary career and technical special needs programs in grade 9 through grade 12 at secondary career and technical regions, career and technical centers, or career and technical satellites in the occupational clusters, such as: Hospitality Occupations; Mechanical Repair Occupations; Building Maintenance Occupations; Grounds Maintenance Occupations; or Retail Sales Occupations.
- B. **Eligibility:** Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by the following pathway. Individuals who are not eligible through this pathway may be eligible for a conditional certificate, in accordance with Section 3.3.B.2, below, and Part I Section 5.4 of this rule.

#### 1. Endorsement Eligibility Pathway

- (a) Earned a high school diploma or GED;
- (b) Completed a learning experience that constitutes any combination of a minimum of 18 months of paid applied employment in a position that requires application in the endorsement as its primary areas, or teaching experience in special education or employment as an educational technician III in special education;
- (c) Completed a minimum of 24 semester hours in special education from an accredited college or university, in accordance with Part I Section 4.4 of this rule;
- (d) Passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 13;
- (e) Passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 13; and
- (f) Passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 13, or successful completion of an approved alternative professional studies program.

#### 2. Conditional Certificate for this Endorsement

- (a) Earned a high school diploma or GED;
- (b) Completed a learning experience that constitutes any combination of a minimum of 18 months of paid applied employment in a position that requires application in the endorsement as its primary areas, or teaching experience in special education or employment as an educational technician III in special education; and
- (c) Completed a minimum of nine semester hours in special education from an accredited college or university, in accordance with Part I Section 4.4 of this rule.

### 3.4 Certificate 094: Career and Technical Education Evaluator

- A. **Function:** This certificate allows the holder to serve as a career and technical education evaluator in grades 9 through 12. A certified career and technical education evaluator gathers and organizes assessment data, consults on the design of individualized career and technical programs, and makes recommendations for training and career and technical goals for students.
- B. **Eligibility:** Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this certificate shall be established by one of two pathways.

#### 1. Certificate Eligibility Pathway 1

- (a) Earned a bachelor's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule, in a related human services field (e.g., rehabilitation, psychology, special education, occupational therapy, career and technical education); and
- (b) Certification by the Commissioner on Certification of Work Adjustment and Vocational Evaluation Specialists.

#### 2. Certificate Eligibility Pathway 2

Documentation of competency, to the satisfaction of the Commissioner, in 8 of the 12 areas listed below. Competency may be documented through any combination of work experience, education, or training.

- (a) **Practicum:** At least 1 semester of actual work experience in the field of assessment in a middle school, junior high school, high school, or career and technical school setting.
- (b) **Job Analysis:** Job analysis is a systematic procedure of identifying a work task and other relevant information, such as physical demands, environmental conditions, aptitudes, temperaments, and training.
- (c) **Functional Limitations of Disability:** "Functional limitations of disability" refers to the body of knowledge about disabilities and the effects of disability on work-related functions.
- (d) **Occupational Information:** Occupational information deals with demand for workers, trends, training, career ladders, geographical and industrial areas where jobs are located, and prevailing wage rates.
- (e) **Work Samples:** This area includes knowledge about the theory and practical application of work samples in career and technical education.
- (f) **Psychometric Testing:** This area deals with the general knowledge of testing using standardized instruments (paper and pencil tests and performance tests) to provide a quantified assessment of cognitive, psychomotor, and affective traits of individuals.
- (g) **Individualized Career and Technical Evaluation Planning:** This is the procedure used to develop and write a plan to structure the evaluation process.
- (h) **Situational Assessment:** This is the systematic procedure for observing, recording, and interpreting job performance and work-related behaviors.
- (i) **Learning Styles:** This area includes knowledge about learning theories and skills used in assessing individual learning styles, and the methods by which the individual most effectively learns.
- (j) **Report Development:** This is the process of developing career and technical evaluation reports, including formatting and writing.
- (k) **Functional Living Skills:** This is the procedure for assessing an individual's ability to function independently in various life situations.
- (l) **Interviewing:** This is the study of the interviewing process and techniques, and an understanding of personality and human development.