

Career and Technology Education (CATE) Work-Based Certification Professional Education Coursework

I. What are my coursework requirements?

Prior to June 30 of the fifth (5) year of certification, CATE teachers **must successfully complete six (6) semester hours of approved professional education coursework** in the areas listed below. One (1) semester hour equals fifteen (15) contact/“in-the-seat” hours or twenty (20) renewal credits. Daily workshops or mini-professional development sessions cannot be added together to meet the six (6) semester-hour requirement.

Approved professional education coursework areas are:

- Induction/Methods of Teaching
- Curriculum Design and Development
- Classroom and Laboratory Management
- Testing, Measurement and Assessment
- Behavioral Psychology
- Integrating Technology into the Classroom
- Reading and Writing in the Content Area

In lieu of the approved coursework areas listed above, a school district may request approval to allow CATE teachers to complete alternative courses appropriate to their professional development needs as determined by their ADEPT/SAFE-T formal performance evaluation.

II. How can I complete my coursework requirement?

1. **Previously Completed Coursework:**

CATE teachers, who completed coursework from a regionally accredited college/university prior to entry into the CATE program, may receive credit if:

- Coursework was in addition to that required for initial CATE qualification,
- Coursework was in any of the approved professional education areas,
- Verified via official transcript, and
- Completed within two (2) years of initial Induction certification date.

2. **Coursework from a college or university:**

Completing courses in any of the approved professional education areas from regionally accredited colleges or university is acceptable. Until electronic transcripts are accepted, all official transcripts must be sent directly from the institution in an unopened envelope and bear the official seal, the signature of the designated official, the type of degree earned, if any, and the date awarded.

3. **District Professional Development Coursework:**

CATE work-based teachers may also receive professional education coursework credit through district sponsored professional development offerings. These course offerings must approved by a regionally accredited college/university or SCDE for renewal credit. Transcripts or “Certificates of Completion” must, at a minimum, contain the title of course, inclusive course dates, semester-hour or renewal credits earned, and signature of instructor/approving district official.

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4. Online Coursework:

The coursework requirements can also be completed by enrolling in online courses from a regionally accredited college or university. In addition, online coursework from SCDE e-Learning can be used for credit. All coursework from SCDE eLearning (<http://www.elearningscpd.com/portal/>) is pre-approved as long as it is in one of the approved areas.

Transcripts or “Certificates of Completion” must, at a minimum, contain the title of course, inclusive course dates, semester-hour or renewal credit earned, and signature of instructor/approving official.

5. Completing “Educators in Industry” courses offered through South Carolina’s Education and Business Summit (EBS):

The “Educators in Industry” courses offered during EBS can be used to meet the professional education requirement only if it is a SCDE approved renewal credit course. Transcripts or “Certificates of Completion” must, at a minimum, contain the title of course, inclusive course dates, semester-hour or renewal credit earned, and signature of instructor/approving official.

6. Attending the South Carolina Education and Business Summit (EBS):

CATE teachers may also earn professional education credit by attending concurrent sessions at EBS. Teachers must submit an official copy of their electronic or paper EBS Official Individual Attendance Report.

Professional education credit can be awarded **each year** based on the following conversion; twenty (20) EBS renewal credits equals one (1) semester-hour. EBS renewal credits above or below the twenty (20) credit requirement **cannot be carried over or combined** with other attendance years to meet the twenty (20) credit minimum. A maximum of five (5) semester hours can be earned through this option.

III. When is my professional education coursework due?

Educators are encouraged to complete this requirement early. Coursework **MUST be completed PRIOR to June 30 of the fifth (5) year of certification. Educators are responsible** for ensuring all official transcripts, certificates of completion or any other coursework documentation is received by the Office of Educator Services **PRIOR to the June 30 deadline.**

IV. Where do I send my transcripts or certificates of completion?

1. Send all official transcripts, “Certificates of Completion” or other documentation to:

**Office of Educator Services
8301 Parklane Road
Columbia SC 29223**