Career and Technical Education (CTE) Work-Based Certification Professional Education Coursework

I. What are my coursework requirements?

Prior to June 30 of the fifth year of certification, CTE teachers must successfully complete six semester hours of approved professional education coursework in the areas listed below. One semester hour equals fifteen contact/ "in-the-seat" hours or twenty renewal credits. Daily workshops or mini-professional development sessions cannot be added together to meet the six-semester-hour requirement. **Courses do NOT have to be at the graduate level.**

Approved professional education coursework areas are:

- Induction/Methods of Teaching
- Curriculum Design and Development
- Classroom and Laboratory Management
- Testing, Measurement and Assessment
- School/Student/Classroom Psychology
- Integrating Technology into the Classroom EX. Flipped Classroom, not Facebook for Teachers
- Reading and Writing in the Content Area*Will be required in the future for renewal.
- Children of Poverty

II. Activities NOT APPROVED to fulfill coursework requirements.

Industry certification or curriculum instructor training (NCCER, ASE, PTLW, etc.), professional certificate CEUs, ***or undergraduate/graduate coursework in the area of certification*** cannot be used to meet the professional education requirement.

III. How can I complete my coursework requirement?

CTE work-based certificated teachers are responsible for scheduling, completing and reporting the completion of any type of approved coursework listed below.

1. Previously Completed Coursework:

CTE teachers, who completed coursework from an institution meeting State Board accreditation requirements prior to entry into the CTE program, may receive credit if:

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

2. Coursework from a college or university:

Completing courses in any of the approved professional education areas from an institution meeting State Board accreditation requirements is acceptable.

Send electronic transcripts directly from the college/university or an electronic transcript service to transcripts@ed.sc.gov or mail them directly from the institution in their original, sealed envelope.

3. **District Professional Development Coursework:**
   CTE work-based teachers may also receive professional education coursework credit through district sponsored professional development offerings. These course offerings must be approved by SCDE for renewal credit. Certificates of completion must, at a minimum, contain the title of course, inclusive course dates, renewal credits earned, and signature of instructor/approving district official.

4. **Online Coursework:**
   The coursework requirements can also be completed by enrolling in online courses from an institution meeting State Board accreditation requirements. In addition, online coursework from SCDE e- Learning can be used for credit. All coursework from VirtualSC Professional Development (https://virtualscpd.com/) 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.

IV. 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 year of certification. Educators are responsible for ensuring all official transcripts, certificates of completion or any other coursework documentation are received by the Office of Educator Services prior to the June 30 deadline.

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

1. **Certificates of Completion:**
   Certificates of completion must be uploaded directly to your My SC Educator Portal account under the document heading CTE-Coursework.

2. **Transcripts**
   Electronic delivery is the preferred method for submitting an official transcript to the SCDE. To be considered official, the transcript must be sent directly to the SCDE from the registrar's office or transcript service.
   - Directly from a College or University
     Transcripts requested for electronic delivery must be sent directly from the registrar's office at the college or university to transcripts@ed.sc.gov.

- When using Parchment, please select the option for the South Carolina Department of Education—Educator Services from the drop-down menu.
- For other delivery services, please be sure to enter the correct email address: transcripts@ed.sc.gov.

NOTE: When ordering an electronic transcript, please do not have the transcript sent to your email address. If you forward a transcript from your personal or work email address to the SCDE, the document is considered to have been opened and will be marked unofficial. An unofficial transcript can only be used for advisement purposes and may result in an additional cost and will delay completion of any related request.