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.