

Career and Technology Education (CATE) Work-Based Certification Application Instructions

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY – IT WILL SAVE YOU TIME!

This packet contains all necessary forms to be used when applying for certification under the Regulation 43.63, Career and Technology Education (CATE) Work-Based Certification. All forms within the packet may be duplicated. To expedite the certification process, mail all items *in one complete package*.

APPLICATIONS WILL ONLY REMAIN ACTIVE FOR A PERIOD OF SIX MONTHS. After six months, incomplete applications will be closed and placed on an inactive status.

I. CATE WORK-BASED CERTIFICATION

A. GENERAL

The amount and type of education and professional licensing will vary based on the area of certification. However, all areas require a prescribed amount of work experience in the industry or field related to the area of certification in order to qualify. The list below provides general information for initial application purposes only and should not be viewed as complete qualifying criteria.

Work-based certificates requiring a minimum of an Associate's degree **from a regionally accredited college/university** in the area of certification prior to application:

- Culinary Arts
- Drafting
- Health Science Technology
- Engineering Technology
- Information Technology

Work-based certificates requiring a current, state or nationally recognized license, certificate or registration in the area of certification prior to application:

- Barbering (Instructor)
- Cosmetology (Instructor)
- Nail Technology (Instructor)
- Health Science Technology
- Engineering Technology
- Information Technology

CATE licensures requiring a minimum of a high school diploma/GED prior to application:

- Automotive Collision Repair
- Automotive Technology
- Barbering
- Masonry
- Carpentry
- Cosmetology
- Diesel Technology
- Digital Art and Design
- Electricity
- Electronics
- Environmental Control Systems
- Graphic Communications
- Machine Tool Technology
- Media Technology
- Emergency and Fire services
- Law Enforcement Services
- Plumbing
- Power Equipment Technology
- Welding

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B. APPLICATION PROCESS

The CATE application must be filled in completely and returned to the Office of Educator Services along with appropriate documentation. Please print in black ink or complete electronically. Fill in all spaces or indicate no response with “NA” (not applicable).

1. Verification of Work Experience Form

The Verification of Work Experience forms must be completed by each employer to verify the length of employment and type of experience while employed by that company. All spaces must be completed. Work experience completed while in Armed Forces may be validated by providing official military documents (DD214) certified as a true copy by a notary public. Military documents must show the nature of the work experience.

Depending on the certification area and applicant’s education, six (6) or twelve (12) months of full-time work experience in the certificate area must have been completed within five (5) years of submitting this application.

Part-time work experience may be used to meet up to fifty (50) percent of the work experience requirements for any level of certification.

2. Verification of Self-Employment Form (If applicable)

The Self-Employment Verification form must be completed by an individual who has firsthand knowledge of work and is willing to attest to the length of self-employment and type of work-experience. This individual should be someone you worked for, bought materials from, worked with you, or who evaluated your work. All spaces must be completed before the Self-Employment Verification form can be accepted.

3. Verification of Teaching Experience Form (If applicable)

The Verification of Teaching Experience form must be filled in completely and returned if applicant has previous teaching experience. All spaces must be completed before experience can be accepted.

4. Technical Reference Form

The two Technical Reference forms must be completed by former employers, individuals for whom work was done, or by fellow employees. The reference should address your technical abilities, job performance, and character traits such as initiative, adaptability, dependability, and judgment. All spaces must be complete before the technical references can be accepted.

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5. College/University Transcripts

Contact the college/university registrar's office to send official transcript(s) directly to the Office of Educator Services. **PLEASE NOTE: Educator files are created based on Social Security Numbers. Transcripts or sealed envelopes MUST contain your Social Security Number so it can be scanned into YOUR electronic file.** Transcripts may be submitted in person provided they are enclosed in an unopened envelope with the appropriate college/university seal.

6. High School Diploma or GED

Applicants who have not received a bachelor's degree from a regionally accredited college or university must submit a **notarized copy** of their high school diploma/GED. In lieu of a diploma, applicants may send notarized copies of transcripts as long as it shows graduate status and graduation date.

7. Professional Licenses Required With Application

Applicants for CATE certification in the areas listed below must possess a current, nationally recognized license, certificate or registration. A **notarized copy** must be included with the application.

- Health Science Technology – South Carolina Department of Labor, Licensing and Regulation (SC LLR) Registered Nurse's license or a current, nationally recognized license, certificate or registration in one of the approved healthcare professions.
- Information Technology - Active, nationally recognized certification in an Information Technology specialty area approved by Office of Career and Technology Education.
- Cosmetology - South Carolina Department of Labor, Licensing and Regulation (SC LLR) Cosmetology **Instructor's** license.
- Nail Technology - South Carolina Department of Labor, Licensing and Regulation (SC LLR) Nail Technology **Instructor's** license.
- Barbering - South Carolina Department of Labor, Licensing and Regulation (SC LLR) Barbering **Instructor's** license.

8. FBI/SLED Background Check

Electronic Live Scan (South Carolina Residents):

To schedule an appointment with MorphoTrust, please register online at <http://www.identogo.com>. Applicants without Internet access may register by calling the MorphoTrust toll-free number at (866) 254-2366. Please note that the processing fee is \$53.25. Applicants must provide the following information when scheduling the appointment to have the fingerprints completed:

- **Agency ORI: SC920060Z**
- **Agency Name: SC DEPT OF EDUCATION**
- **Reason Fingerprinted: EDUCATOR CERTIFICATION**

Applicants must bring a valid South Carolina Driver's License to the fingerprint appointment. Any applicant without a valid SC Driver's License must provide two forms of identification issued by another state or by the federal government, one of which must be a photo ID.

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Manual Card Scan (Non-Residents):

Applicants who live outside of South Carolina may have their fingerprints completed manually by an accredited police department in their area. Out-of-state applicants must request a fingerprint card from the Office of Educator Services via phone, web, or email then submit the completed card with a check or money order for \$53.25 payable to “MorphoTrust USA LLC” to:

MorphoTrust USA LLC
ATTN: Card Scan Department
3051 Hollis Drive
Suite 310
Springfield, IL 62704

Please note that law enforcement agencies in some states may not offer manual fingerprinting services. Should you find that you are unable to complete the manual process described above, please complete this requirement electronically upon your re-location to South Carolina.

For out-of-state applicants and for more information about the background check process, please visit the Office of Educator Services Web site at:

<http://ed.sc.gov>

9. Application Fee

Application fees cover the cost of processing and are non refundable. Submit a check or money order (**DO NOT SEND CASH**) in the amount of \$105 and made payable to the South Carolina Department of Education or online at: <https://effectiveness.ed.sc.gov/apps/olca/ccfpver.cfm>.

10. Copy of Social Security Card

A photocopy of your social security card must also be included with your application.

C. LETTER OF ELIGIBILITY (LOE)

After receipt and evaluation of all required documents, the applicant will be advised, in writing, of the status of their application. Provided all work-based certification requirements have been met, applicants will receive an official LOE for certification. **The LOE is not a teaching certificate nor is the applicant enrolled in the CATE work-based certification program.** During the interview process, applicants should present copies their LOE and the enclosed Verification of Employment (VOE) form to local school districts. The South Carolina Department of Education **does not maintain or monitor job opening/listing or salary scales** for school district teaching positions. Employment and salaries scales are the function of each school district.

D. VERIFICATION OF EMPLOYMENT (VOE)

After an applicant completes the interview process and the school district completes and returns the completed VOE to the Office of Educator Services, the applicant will be issued an initial CATE work-based teaching certificate. **The issuance of this initial work-based teaching certificate officially places the applicant in the CATE work-based certification program and starts the five-year, certification program.**

Career and Technology Education (CATE) Work-Based Certification Application Instructions

II. WORK-BASED CERTIFICATION PROGRAM

CATE work-based certified teachers **must complete all program requirements within five consecutive certification years**. Requirements must be completed and official verification received **on/ before June 30 of each certification year**.

- **First Certification Year**
 - DIRECT Institute 1
 - DIRECT Institute 2
 - Take the Basic Skills examination
- **Second Certification Year**
 - DIRECT Institute 3
 - DIRECT Institute 4
 - Pass the state trade exam or required industry exam or certification (not required for Health Science, Cosmetology, Barbering, Nail Technology, or Information Technology)
 - Pass ADEPT Formal evaluation
- **Three – Five Certification Years**
 - Pass the Basic Skills examination.
 - Complete six semester hours of approved professional education coursework

Certification deadlines based on the initial certification issue date, not the hire or begin work date.

Certificate Issue Date	1st Year of Certification	5th Year of Certification	Program End Date
July 1–November 1, 2012	2012-2013	2016-2017	June 30, 2017
November 2-April 30, 2013	2012-2013	2016-2017	June 30, 2017
May 1 – June 30, 2013	2013-2014	2017-2018	June 30, 2018

III. REQUIRED EXAMINATIONS AFTER EMPLOYMENT AS A CATE TEACHER

A. BASIC SKILLS EXAMINATION

All CATE educators **MUST** schedule and successfully complete the three approved sections of the WorkKeys Basic Skills examination. This **examination must be taken by June 30th of the first (1) year of certification and successfully completed by June 30th of the fifth (5) year of certification.**

B. COMPETENCY EXAMINATION

In lieu of a professional certificate, applicants for CATE certification in the areas listed below must successfully complete the State Competency examination. These examinations are administered only in August and February of each year and **must be successfully completed by June 30th of the second (2) year of certification.**

- | | |
|---|---|
| <ul style="list-style-type: none"> • Culinary Arts • Digital Art and Design • Media Technology • Drafting | <ul style="list-style-type: none"> • Graphic Communications • Emergency and Fire Services • Law Enforcement Services • Power Equipment Technology |
|---|---|

Career and Technology Education (CATE) Work-Based Certification Application Instructions

C. INDUSTRY COMPETENCY EXAMINATION

In lieu of a professional certificate, applicants for CATE certification in the areas listed below must successfully complete the National Industry Competency examination for their area of certification. Upon successful completion, applicants shall provide a notarized copy their industry certification to the Office of Educator Services. These examinations **must be successfully completed by June 30th of the second (2) year of certification.**

Certification Area	Industry or Municipal Certification/Certification
<ul style="list-style-type: none"> • Automotive Collision Repair 	Certification by the National Institute for Automotive Service Excellence (ASE) as master collision repair/refinishing technician.
<ul style="list-style-type: none"> • Automotive Technology 	ASE certification as an automotive technician in the areas of suspension and steering, brakes, electrical/electronic systems, and engine performance.
<ul style="list-style-type: none"> • Carpentry 	National Center for Construction Education and Research (NCCER) National Craft Assessment Commercial Carpentry exam.
<ul style="list-style-type: none"> • Diesel Technology 	ASE certification as a medium/heavy truck technician in the areas of diesel engines, suspension and steering, brakes, electrical/electronic systems.
<ul style="list-style-type: none"> • Electricity 	National Center for Construction Education and Research (NCCER) National Craft Assessment certification as an industrial electrician. OR MASC certification as a journeyman electrician or a residential journeyman electrician.
<ul style="list-style-type: none"> • Electronics 	Completing the Electronics Technician Association's (ETA) DC, AC, Analog, and Digital electronics modules.
<ul style="list-style-type: none"> • Environmental Control Systems 	Certification by the Municipal Association of South Carolina (MASC) as a mechanical or air conditioning journeyman. OR North American Technical Excellence (NATE) Heating, Ventilating, and Air Conditioning Exam.
<ul style="list-style-type: none"> • Machine Tool Technology 	Candidate must attain all seven National Institute for Metalworking Skills (NIMS) Level I credentials.
<ul style="list-style-type: none"> • Masonry 	National Center for Construction Education and Research (NCCER) National Craft Assessment for Masonry – Level One.
<ul style="list-style-type: none"> • Plumbing 	MASC certification as a journeyman plumber.
<ul style="list-style-type: none"> • Welding 	American Welding Society (AWS) certification as a certified welder or a certified welding educator.

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Application Instructions**

IV. CORRESPONDENCE

Mail the completed application packet and all other required documents to:

**OFFICE OF EDUCATOR SERVICES
8301 Parklane Road
Columbia, South Carolina 29223**

**CAREER AND TECHNOLOGY EDUCATION (CATE)
WORK-BASED CERTIFICATION APPLICATION SOUTH
CAROLINA DEPARTMENT OF EDUCATION**

Mail To:
Office of Educator Services
8301 Parklane Road
Columbia, South Carolina 29223
(Please Print)

1. SSN: _____

2. NAME: _____
Last First Middle Initial

3. ADDRESS: _____
Street City State Zip

4. PHONE (H): (_____) PHONE (W):(_____) _____

5. PRIMARY EMAIL: _____

6. BIRTH DATE: _____
(mm/dd/yy)

7. GENDER: Male Female

8. RACE: 1.Black-not Hispanic
2.American Indian
3.Asian or Pacific Islander
4.Hispanic
5.White-not Hispanic

9. Do you hold or have you held a teacher's certificate from SC or another state? Yes No
(If certificate is valid, please enclose a copy with this application.)

If Yes, issuing state: _____ Expires (dd/mm/yy): _____

10. In what work-based area do you wish to be licensed?

(You may only be certified initially in one Career and Technology Education Work-Based area.)

(Must contain a single work-based licensed area. See instructions, Page i.)

11. Are you a high school graduate/GED? Yes No Year: _____

12 College/University Experience - begin with school last attended

Name of College/University	State	From	To	Degree Earned	Year

13. Have you taken any of the following examinations? (If Yes)

a. Basic Skills Exam (Praxis I) Yes No Date _____

b. Basic Skills (WorkKeys) Yes No Date _____

c. Trade Competency Exam Yes No Date _____

14. Prior teaching experience - begin with most recent experience.

School	City	State	From	To

15. Background Check

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever had a teaching certificate revoked, suspended, or denied by a state; or is there any action pending against your certificate or application in another state? (Academic ineligibility is not considered grounds for denial of a certificate). If Yes, you must state where your certificate was revoked, suspended, denied or where action is pending against your certificate or application. II. STATE(S): _____
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City	State	Date	Reason for Action	Disposition

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been arrested, convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense (including DUI) other than minor traffic violation; or are there any criminal charges now pending against you? Failure to answer this question accurately could cause denial of certification. A Yes or No answer is required. If you check the Yes box, you must give the information requested for each charge. Please attach a separate sheet if you need more space. Any record that has NOT been SEALED or EXPUNGED by a WRITTEN COURT ORDER must be reported in this section. NOTE: Criminal offenses include felonies, misdemeanors and summary offenses. Examples: Driving Under the Influence of Intoxicating Beverages, Drugs, Fraudulent or Bad Checks, Disturbing the Peace, Leaving the Scene of an Accident, Robbery, etc.
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City Where Arrested	State	Date of Arrest	Charge(s)	Disposition

I certify that the statements and data in this section are correct. **Falsification of or failure to report accurately** any information may result in the denial of a teaching certificate pursuant to State Board of Education regulations.

 Signature of Applicant

 Date

16. WORK HISTORY

IMPORTANT: The information given below will be used in determining work experience for certification purposes. Describe under the headings given below any employment or occupation you have had which, in your opinion, qualifies you for the certification area in which you are applying.

Note: All experience claimed must be verified. If the supervisor under whom you worked is no longer alive or for any other reason is not available, it will be necessary for a responsible person familiar with your work to verify this experience. Please use the work verification forms included in the certification package to verify your work experience. Do not list teaching experience on this page.

Dates of Employment		Length of Employment (In Months)	Title/Position	Company/Business Name & Address	Average Hours Worked Per Week	Supervisor/Foreman/Department Head Name	Describe the Nature of Work You Performed
From Month/Year	To Month/Year						

I certify that the statements and data in this section are correct. Falsification of any information may result in the denial of a teaching certificate pursuant to State Board of Education regulations.

Date _____ Signature of Applicant _____

CAREER AND TECHNOLOGY EDUCATION (CATE) WORK-BASED CERTIFICATION

CATE VERIFICATION OF WORK EXPERIENCE

OFFICE OF EDUCATOR SERVICES
8301 Parklane Road
Columbia, SC 29223

**TO BE COMPLETED BY THE TEACHER APPLICANT
PLEASE PRINT**

Dear _____
Employer or Personnel Office

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:
_____ (CATE subject area)

Please certify the correctness of the experience listed and the duties performed while employed. If the information is in error, please correct so that it corresponds with your records:

Applicant's Full/Legal Name (Last, First, Middle, Maiden)		Social Security Number		
Address		City	State	Zip Code
Name of Company		Title of Position		
Dates of Employment: From (Month, Year)		To (Month, Year)		
Describe the nature of work performed (use back if necessary)				
Date	Signature of Applicant			

**TO BE COMPLETED BY EMPLOYER OR APPROPRIATE PERSONNEL OFFICER
PLEASE PRINT**

DATE OF EMPLOYMENT				Total Months Employed	Average Hours Per Week	DATE OF EMPLOYMENT				Total Months Employed	Average Hours per Week
From:		To:				From:		To:			
Month	Year	Month	Year			Month	Year	Month	Year		

I certify the validity of employment information for the individual listed on this form.

Signature	Date	Name of Company/Position		
Name (Print)		Address		
Phone Number	City	State	Zip	

CAREER AND TECHNOLOGY EDUCATION (CATE) WORK-BASED CERTIFICATION

VERIFICATION OF SELF-EMPLOYMENT

OFFICE OF EDUCATOR SERVICES
8301 Parklane Road
Columbia, SC 29223

**TO BE COMPLETED BY THE TEACHER APPLICANT
PLEASE PRINT**

Dear _____

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach: _____ (CATE subject area)

Please certify the correctness of the experience listed and the duties performed while employed. If the information is in error, please correct so that it corresponds with your records:

Applicant's Full/Legal Name (Last, First, Middle, Maiden)					Social Security Number						
Address					City			State		Zip Code	
Name of Company					Title of Position						
Dates of Employment: From (Month, Year)					To (Month, Year)						
Describe the nature of work performed (use back if necessary)											
DATES OF EXPERIENCE				Total Months Employed	Average Hours Per Week	DATES OF EXPERIENCE				Total Months Employed	Average Hours per Week
From:		To:				From:		To:			
Month	Year	Month	Year			Month	Year	Month	Year		
Date		Signature of Applicant									

TO BE COMPLETED BY INDIVIDUAL WITH FIRSHAND KNOWLEDGE OF WORK EXPERIENCE

I certify that I have firsthand knowledge that the individual listed on this form was self-employed and performed the type of work described above for the indicated period of time.

Signature		Date	Relationship to Applicant			
Name (Print)			Address			
Phone Number		City		State		Zip

CAREER AND TECHNOLOGY EDUCATION (CATE) WORK-BASED CERTIFICATION

CATE TECHNICAL REFERENCE

OFFICE OF EDUCATOR SERVICES
8301 Parklane Road
Columbia, SC 29223

**TO BE COMPLETED BY THE TEACHER APPLICANT
PLEASE PRINT**

Dear _____

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach: _____ (CATE subject area)

Applicants are required to provide two letters of technical recommendation from former employers, individuals who can verify their work, or fellow employees.

I would appreciate your serving as a reference for me by stating in the space provided your impressions of my technical abilities, job performance, and character traits such as initiative, adaptability, dependability, and judgment.

Date	Signature of Applicant	Social Security Number
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**TO BE COMPLETED BY APPLICANT'S TECHNICAL REFERENCE
PLEASE PRINT, TYPE OR ATTACH LETTER**

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Signature	Date	Relationship to Applicant		
Name (Print)		Address		
Phone Number	City	State	Zip	

CAREER AND TECHNOLOGY EDUCATION (CATE) WORK-BASED CERTIFICATION

VERIFICATION OF TEACHING EXPERIENCE

(Review Experience Guidelines Prior to Completion)

OFFICE OF EDUCATOR SERVICES
8301 Parklane Road
Columbia, South Carolina 29223

Social Security Number	Last Name	First Name	Middle Name	Maiden Name
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Street Address	City	State	Zip Code	Educator's Signature/Date
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A K – 12 Experience * Definition on Reverse (to be completed by employer) Please list partial years as separate entries.				
School District or Institution <input type="checkbox"/> Public <input type="checkbox"/> Private	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	Total Days Worked Per School Year <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position Title, Grade and Subject

B Additional Professional Education Experience * Definition on Reverse (to be completed by employer)				
Organization or Company	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	Total Full Time Days Employed or Hours Worked Per Week <input type="checkbox"/> Employed <input type="checkbox"/> Hours Worked Per Week	Professional Education or Training Position Title (include official job description)

C Higher Education (Collegiate & Administrative) * Definition on Reverse (to be completed by employer)				
College or Technical Institution	Beginning Date of Service (MM/DD/YY)	Ending date of Service (MM/DD/YY)	Total Semester Hours Taught Per Year Based on July 1 – June 30 or Hours Worked Per Week <input type="checkbox"/> July 1 – June 30 <input type="checkbox"/> Hours Worked Per Week	Position Title and Subject

Signature of School/Employer Official:	Position:
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Date:	Address: (please print)	Phone Number:
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CAREER AND TECHNOLOGY EDUCATION (CATE) WORK-BASED CERTIFICATION

Experience Credit Guidelines

In the computation of experience credit, the following conditions will apply.

1. Full-time equivalents (FTEs) of the 190-day school year will be utilized as the basis of computation. The minimum experience to be credited shall be one-tenth (.1) FTE per year; the maximum experience to be credited shall be (1) FTE per year. A school day is defined as a minimum of seven hours.
2. One year of experience may be credited provided the teacher is employed in a full-time position for a minimum of eight-tenths (.8) of the contract year but in no case fewer than 152 days.
3. Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirement stated in number 1, above.
4. Summer school teaching credit will be calculated at the rate of two (2) days of summer school as the equivalent of one (1) regular school day provided the teacher works one (1) session for four (4) hours per day or at the rate of one (1) regular school day provided the teacher works two (2) sessions for eight (8) hours per day. Effective July 1, 2001 summer school teaching credit may be added to partial years of experience.

For an individual to receive experience credit, the experience must be post baccalaureate and he or she must verify full-time or part-time employment in one of the following educational positions:

A. Experience K – 12 Educator is defined as:

A professional position in Head Start, K – 12, School Administration, Adult Education, Home Bound, and Teacher's Aide in a public, private, or parochial elementary or secondary school.

B. Additional Professional Education Experience is defined as:

A professional education position in a city, county, state, or federal educational system that supports the primary education program of school-aged or adult population. A professional education or training position in a privately funded education program for school-aged or adult populations. A position description is required.

C. Experience as a Higher Education Academic Professional is defined as:

A professional position in a regionally accredited institution of higher education or an institution with teacher education programs approved by the South Carolina Department of Education.

Guidelines for Calculating Higher Education (College/Technical College) Experience Credit For professional instructional personnel in higher education settings, the following table is used to compute experience credit based on semester hours taught. A total of 24 semester hours per school year (July 1 – June 30) is considered full time teaching. Example: If an educator taught 12 semester hours in the fall of 2003 and 12 semester hours in the spring of 2004, he/she would receive full time credit. This can be in any combination of semesters (12 hours in the fall, 9 hours in the spring, and 3 hours in summer school), or a combination of different colleges. Summer school at the end of the academic year will be added to the total semester hours taught during the year just completed.

Semester Hours Taught Within School Year July 1 – June 30	FTE	Years Credit Earned
3	1.0	0.1
6	1.0	0.2
9	1.0	0.3
12	1.0	0.4
15	1.0	0.5
18	1.0	0.6
21	1.0	0.7
24	1.0	1.0

CAREER AND TECHNOLOGY EDUCATION (CATE) WORK-BASED CERTIFICATION

CATE Work-Based Experience Guidelines

Certain types of work experience may be submitted for teaching experience credit. Any industry/corporate teaching experience will be awarded in accordance with Regulation R43-57.2 and the Guidelines for Granting Experience Credit, effective July 1, 2001, and will not be applied retroactively. CATE applicants are not required to hold a bachelor's degree to qualify for experience credit under the Guidelines for Granting Experience Credit.

Applicants must provide official, notarized copies of a corporate, industry or military job description and/or other documentation (Military DD214) from the Human Resources Director, immediate supervisor(s) or appropriate authority that clearly describes the nature of their classroom/training responsibilities. These documents must also include the percentage of time on a daily/weekly/annual basis the applicant spent performing classroom instructional duties.

Classroom or individualized training on vehicles, machines, equipment, tools, processes, or other job-related functions as part of the applicant's normal work environment responsibilities cannot be used for experience credit. It is important the applicant understands there is no guarantee teaching experience credit will be granted for business/industry training experience.

- A. Business/Industry teaching experience may be granted for the time employed in a corporate training position. Teaching experience may also be granted for certain job site trainings. For example, teaching a class on a foreign language; general computer usage; or on quality management. An individual who is employed as a full-time trainer would be given full-time credit. A person who conducts these trainings on a part-time basis would receive part-time credit based on the percentage of training responsibilities.
- B. Military experience may be used to award up to five years of teaching experience credit provided the applicant held a valid South Carolina or out-of-state teaching credential prior to or during the period of military service. Experience credit may also be granted to certified and non-certified military instructors who served in a full-time instructional position. Military instructional experience is unlimited and additive to any certified credit.