

# TEACHER CERTIFICATION GUIDANCE CAREER AND TECHNICAL EDUCATION



## Introduction

This guide simplifies and clarifies the varied pathways to CTE teacher certification as stated in the Arizona State Board of Education Rule R7-2-612 (<https://azsbe.az.gov/rules>).

Applicants seeking CTE Teacher Certification should refer to the Arizona Department of Education [Certification Requirements](#) for a complete set of information.

## Pathways to CTE Teacher Certification

### Standard Career and Technical Education (CTE) Certificates (R7-2-612)

A valid IVP fingerprint clearance card issued by the Arizona Department of Public Safety,  
AND

Option A	Option B	Option C	Option D
<p>(1) A bachelor's or more advanced degree in the specified CTE field of study from an accredited institution</p> <p>(2) 30 semester hours of courses in the specified CTE field of study</p> <p>(3) 240 clock hours of verified work experience in the specified CTE occupational area. Hours may have been accumulated before obtaining a certification</p>	<p>(1) A valid Arizona teaching certificate for teachers in Birth through grade 12</p> <p>(2) 1 year of the most recent teacher evaluation(s) approved by a certified administrator in a PreK-12 school exhibiting satisfactory performance in the classroom</p> <p>(3) 3 semester hours of <a href="#">courses in professional knowledge in CTE</a></p> <p>(4) 240 clock hours of verified work experience in the specified CTE occupational area.</p>	<p>(1) 6000 clock hours of verified work experience in the specified CTE occupational area</p>	<p>(1) A bachelor's or more advanced degree that includes completion of a Board approved teacher preparation program in the CTE field of study or from an accredited institution offering substantially similar training</p> <p>(2) 240 clock hours of verified work experience in the specified CTE occupational area</p>

### ADDITIONAL REQUIREMENTS – AT THE TIME OF CERTIFICATION OR WITHIN THREE YEARS

Applicants who otherwise qualify may be issued a Standard CTE certificate with the following allowable deficiencies that must be completed within three years from the date of issuance.

<p>(1) Complete 15 semester hours of courses in professional knowledge in CTE. This can be ADE CTE-approved PD for certification credit or post-secondary courses.</p> <p>(2) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver.</p> <p>(3) U.S. and Arizona Constitution requirements</p>	<p>(1) Complete 9 semester hours of subject knowledge courses in the CTE field of study</p> <p>(2) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver.</p> <p>(3) U.S. and Arizona Constitution requirements</p>	<p>(1) Complete 15 semester hours of courses in professional knowledge in CTE. This can be ADE CTE-approved PD for certification credit or post-secondary courses.</p> <p>(2) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver.</p> <p>(3) U.S. and Arizona Constitution requirements</p>	<p>(1) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver.</p> <p>(2) U.S. and Arizona Constitution requirements</p>
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## Pathways to CTE Teacher Certification, cont.

### Standard Specialized Career and Technical Education Certificate (Option E)

#### R7-2-612.01

A valid IVP fingerprint clearance card issued by the Arizona Department of Public Safety

AND

Verification of 5 years of work experience in the specified CTE occupational area

AND

Demonstration of expertise in the specified CTE area in 1 of the following options:

Qualification-1	Qualification-2	Qualification-3	Qualification-4	Qualification-5
A bachelor's, master's, or doctoral degree in the specified CTE area.	A bachelor's or more advanced degree and completion of 24 semester hours of coursework in the specified CTE area.	An associate degree in the specified CTE area.	An industry certification, license, or credential in the specified CTE occupational area approved by the Arizona Department of Education.	Verified teaching experience for the last 2 consecutive years, and for a total of at least 3 years at 1 or more accredited postsecondary institutions in a subject that is specific to the CTE course being taught.

## CTE Teacher Certification Definitions

### CTE Field of Study

A field of study refers to experience in one of the following areas: Agriculture, Business and Marketing, Education and Training, Family and Consumer Sciences, Health Careers, or Industrial and Emerging Technologies.

### CTE Occupational Area

Occupational area refers to employment in the specific CTE field of study. All options to qualify for a Career and Technical Education (CTE) certificate require verification of work experience in the specific CTE occupational area requested.

### Professional Knowledge – Semester Hour Coursework Hours

15 clock hours of ADE CTE approved Professional Development for certification credit = 1 college semester hour of credit.

### Professional Knowledge Coursework Requirements

Courses in career and technical education professional knowledge include any one of the following areas:

- Principles/philosophy of Career and Technical Education.
- Developmentally appropriate instructional delivery.
- Facilitation and methodologies for Career and Technical Education.
- Instructional technology.
- Instructional design, and lesson planning to include modifications accommodations, assessing, monitoring, and reporting progress.
- The learning environment to include classroom management.
- Teaching students with exceptionalities.
- Professional responsibility and ethical conduct.

Industry associations, professional organizations, postsecondary institutions, CTEDS, districts, and schools can apply to offer professional knowledge courses that are approved for professional knowledge certification credit.

## CTE Teacher Certification Definitions, cont.

### Subject Knowledge

The information, understanding, and skills specific to the CTE occupational area.

### Verified Work Experience

Work experience documentation is completed by an HR Administrator, Supervisor, or Current Superintendent. The performed work experience in the CTE occupational area reflects the knowledge or skill relevant to a CTE program occupational area in Agriculture, Business and Marketing, Education and Training, Family and Consumer Sciences, Health Careers, or Industrial and Emerging Technologies.

## ADE CTE Certification Occupational Areas (note: this is not an all-inclusive list)

**“Agriculture”** means occupations related to work experience in Agriculture Operations and related Sciences; Agricultural Mechanization; Agricultural and Food Products Processing; Agricultural Public Services; Agricultural Biological Engineering; Agricultural and Domestic Animal Services; Animal Sciences; Forest Engineering, Food Science and Technology; Natural Resources and Conservation; Landscape Architecture; Biological and Biomedical Sciences; Plant Sciences, Soil Sciences, and Horticulture; Veterinary/Animal Health Technician/Veterinary Assistant; and Veterinary Medicine as described in NCES [Classification of Instructional Programs \(CIP\)](#) 2020 Edition: CIP Code 01, which is incorporated by reference\* and on file with the Arizona Department of Education and the Office of the Secretary of State.

**“Business and Marketing”** means occupations related to work experience in Accounting; Business/Commerce; Business Administration and Management; Business Operations Support and Assistant Services; Business/Corporate Communications; Finance and Financial Management Services; Hospitality Administration/Management; Human Resources Management and Services; Management Information Systems and Services; Marketing; Real Estate; Taxation; Insurance; and Merchandising and Related Marketing Operations as described in NCES [Classification of Instructional Programs CIP](#) 2020 Edition: CIP Code 52, which is incorporated by reference\* and on file with the Arizona Department of Education and the Office of the Secretary of State.

**“Education and Training”** means occupations related to work experience in Early Childhood Education and Teaching (Birth-3<sup>rd</sup> grade); Preschool/Kindergarten Education Teaching (4K-K); Elementary Education Teaching (K-5<sup>th</sup> grade); Junior High/Intermediate/Middle School Teaching (6-8<sup>th</sup> grade); Secondary Education Teaching (9-12<sup>th</sup> grade); Special Education and Teaching (K-12<sup>th</sup> grade); and Adult and Continuing Education Teaching (Secondary credit recovery/GED) as described in NCES [Classification of Instructional Programs \(CIP\)](#) 2020 Edition: CIP Code 13, which is incorporated by reference\* and on file with the Arizona Department of Education and the Office of the Secretary of State.

**“Family and Consumer Sciences”** means occupations related to work experience in Culinary Arts; Food and Nutrition Sciences; Childcare Provider (Birth-12<sup>th</sup> grade); Early Childhood Education and Teaching (Birth-3<sup>rd</sup> grade); Kindergarten/Preschool Education Teaching (4K-K); Fashion/Apparel Design; Apparel and Textiles; Interior Design; Hospitality Administration/ Management; and Family and Consumer Sciences/Human Sciences Teaching (K-12<sup>th</sup> grade) as described in NCES [Classification of Instructional Programs \(CIP\)](#) 2020 Edition: CIP Codes 13, 19, 26, 50, 52 which is incorporated by reference\* and on file with the Arizona Department of Education and the Office of the Secretary of State.

## ADE CTE Certification Occupational Areas, cont.

**“Health Careers”** means occupations related to work experience in Medical/Clinical/Medical Records Assistant; Clinical/Medical Laboratory Assistant; Behavioral, Mental/Social Health Services; Physician Assistant; Athletic Training; Clinical/Medical Laboratory Technician; Clinical Laboratory Science/Medical Technology/Technologist; Phlebotomy/Phlebotomist; Medicine; Dentist; Dental Support Services and Allied Professions; Dental Assisting; Nursing/Registered Nurse and Certified Nursing Assistant; Emergency Medical Technician; Paramedic; Osteopathic Medicine/Osteopathy; Pharmacy; Pharmacy Technician/Assistant; Therapeutic Massage; Physical Therapy/Therapist and Exercise Physiology; Kinesiotherapy / Kinesiotherapist; Medical Radiologic Technology/Science-Radiation Therapist; and Radiologic Technology/Science-Radiographer as described NCES [Classification of Instructional Programs \(CIP\)](#) 2020 Edition: CIP Code 51, which is incorporated by reference\* and on file with the Arizona Department of Education and the Office of the Secretary of State.

**“Industrial and Emerging Technologies”** means occupations related to work experience in Communications Technologies/Technicians and Support; Computer and Information Sciences and Support Services; Cosmetology and Personal Grooming Services; Engineering/Engineering-Related Technologies/Technicians; Bioscience; Homeland Security, Law Enforcement, Firefighting and Related Protective Services; Construction Trades; Mechanical Repair Technologies/Technicians; Precision Productions; Transportation and Materials Moving; and Visual and Performing Arts as described NCES [Classification of Instructional Programs \(CIP\)](#) 2020 Edition: CIP Codes 09, 10, 11, 12, 14, 15, 28, 36, 41, 43, 46, 47, 48, 49, and 50, which are incorporated by reference\* and on file with the Arizona Department of Education and the Office of the Secretary of State.

**Biotechnology Technologist/Technician CIP(41) Specific to:**

Bioscience and Biotechnology Technologist/Technician

**Communications Technologies/Technicians and Support (CIP09 and CIP10) Specific to:**

Animation, Interactive Technology, Video Graphics, and Special Effects; Audiovisual Communications Technologies/Technicians; Computer Typography and Composition Equipment Operator; Graphic Communications; Photographic and Film/Video Technology/Technician; Prepress/Desktop Publishing and Digital Imaging Design; Printing Management; Radio and Television Broadcasting Technology Technician; and Recording Arts Technology/Technician

**Computer and Information Sciences and Support Services (CIP11) Specific to:**

Network Security and Software App Development

**Construction Trades (CIP46) Specific to:**

Carpentry/Carpenter; Building/Construction Finishing and Inspection; Building/Home/Construction Inspection/Inspector; Building/Property Maintenance and Management; Drywall Installation/Drywaller; Electrical and Power Transmission Installers; Line worker; Mason/Masonry; Metal Building Assembly/Assembler; Plumbing and Related Water Supply Services; Pipefitting/Pipefitter and Sprinkler Fitter; Plumbing Technology/Plumber; and Roofer

**Cosmetology and Professional Grooming Services (CIP12) Specific to:**

Cosmetology and Personal Grooming Services

**Energy Systems Maintenance and Repair Technologies/Technicians (CIP47) Specific to:**

Energy Transmission System Operator; Wind Turbine Technician; Nuclear Power Reactor Operator; Solar Panel Installer; and Power Plant Operator

## ADE CTE Certification Occupational Areas, cont.

### “Industrial and Emerging Technologies” cont.

**Engineering/Engineering-Related Technologies/Technicians (CIP14 and CIP15) Specific to:**

Architectural Drafting and Architectural CAD/CADD; Drafting/Design Engineering Technologies/Technicians; Mechanical Drafting and Mechanical Drafting CAD/CADD; Audio Engineering Technology/Technician; Computer/Computer Systems Technology/Technician; Computer Engineering Technologies/Technicians; Industrial Production Technologies Technicians; Quality Control; Safety Technologies/Technicians; Mechanical Engineering; Construction Engineering Technologies; Mechatronics, Robotics, and Automation Engineering

**Homeland Security, Law Enforcement, Firefighting and Related Protective Services (CIP43) Specific to:** Fire Protection Services; Criminal Justice and Corrections; and Homeland Security and Protective Services

**Mechanical Repair Technologies/Technicians (CIP47) Specific to:**

Aircraft Powerplant Technology/Technician; Autobody/Collision and Repair Technology/Technician; Automobile/Automotive Mechanics Technology/Technician; Electrical/Electronics Maintenance and Repair Technology; Energy Systems Installation and Repair Technology/Technician; Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician; Heavy Equipment Maintenance Technology/Technician; Medium/Heavy Vehicle and Truck Technology/Technician; Precision Systems Maintenance and Repair Technologies; and Vehicle Maintenance and Repair Technologies

**Precision Productions (CIP48) Specific to:**

Cabinetmaking and Millwork; Furniture Design and Manufacturing; Iron Working/Ironworker; Machine Tool Technology/Machinist; Precision Metal Working; Precision Production; Sheet Metal Technology; Sheet Metalworking; and Welding Technology/Welder

**Military Science, Leadership, and Operational Art CIP(28) Specific to:**

Air Force JROTC/ROTC; Army JROTC/ROTC; Navy/Marine Corps JROTC/ROTC

**Transportation and Materials Moving (CIP36 and CIP49) Specific to:**

Air Transportation and Construction/Heavy Equipment/Earthmoving Equipment Operation

**Visual and Performing Arts (CIP50) Specific to:**

Cinematography and Film/Video Production; Theatre Arts and Stagecraft; Commercial and Advertising Art; Design and Visual Communications; Graphic Design; Industrial and Product Design; Interior Design; Commercial Photography; and Photograph

\*This incorporation by reference contains no future editions or amendments. Copies of the incorporated materials are available for review at the Arizona Department of Education, located at 101 N. 15<sup>th</sup> Ave., Phoenix, AZ 85007, or may be requested online from the U.S. Department of Education.

### More Information

Visit the ADE Certification website at [azed.gov/educator-certification/forms-and-information/certificates](https://azed.gov/educator-certification/forms-and-information/certificates) or contact (email) [certification@azed.gov](mailto:certification@azed.gov) or (602) 542-4367.



## 2024 Revisions

Updates to Guidance Document ([here is the link to the original](#)).

Intention for Changes made (Update CIP codes from 2018 and to make it easier for applicants to read and understand)

- Added more CIP codes to Industrial and Emerging Technology
- Split out the CIP code families to make it easier for potential teachers to find their related occupation area
- Corrected Option B to three *Semester Hours of Professional Knowledge credit vs field of study*
- Added the new link to NCES for CIP code classification reference
- Updated the PK test verbiage to match the NES website, Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver
- Professional knowledge in CTE deficiencies for Option A and C, clarified to: this can be ADE CTE-approved PD for certification credit or post-secondary courses.
- Added a note to the homepage, Applicants seeking CTE Teacher Certification should refer to the Arizona Department of Education [Certification Requirements](#) for a complete set of information. (The thought process is that new teachers should use the checklist and PD administrators are primary users of the guidance document.)
- Converted to numbers vs text and removed punctuation from the options and deficiencies
- Removed the italic style from notes on option A and B
- Matched the occupational area definition to the Certification Glossary of Terms webpage instead of using state statute text
- Added a definition for Clock Hours – Semester Hours
- Clarified Professional Knowledge Requirements – I removed the 3 hours required by Option B as stated above
- Made changes to the verified work experience for consistency
- Added ADE branding and ADE Certification contact information