

5.0 CTE CREDENTIALS

- 5.1 **Credential Required.** All CTE personnel employed in an approved CTE program or in a Local CTE Director role, except substitute teachers, teacher aides and paraprofessionals, must have a current Colorado CTE credential for the applicable program area. CTE credentials are issued by the Board-designated CTE Credentialing Office.
- 5.2 **Application.** Each applicant for a Colorado CTE credential must submit a completed application, supporting materials and any required fees to the Credentialing Office.
- 5.3 **Criteria for Credential.** Each applicant for an initial Colorado CTE credential shall have obtained any regulatory license or certificate required for a specific CTE program, and shall meet the requirements for specific education and experience set forth in the criteria adopted by the Board-designated Oversight Committee for each type of occupational credential. Applicants meeting the requirements shall be issued a standard credential effective from the date of application receipt.
- 5.4 **Degrees.** All accepted degrees must be from an institution accredited by a regional accrediting association and recognized by the Board.
- 5.5 **Occupational Experience.** Appropriate criteria on occupational experience will be established and continuously updated by the Board designated Oversight Committee.
- 5.6 **Out-of-State Secondary Teacher.** A person coming to Colorado to teach secondary education shall meet the same specific credentialing criteria as a new teacher.
- 5.7 **Issuance of Credentials.** All secondary and postsecondary credentials will be issued through SBCCOE. All postsecondary institutions who wish to administer their own credentialing program must abide by the criteria and Rules and Regulations set forth by the Board-designated Oversight Committee.
- 5.8 **Provisional Credential:** A provisional credential is issued for a maximum of three years, from July 1 to June 30. Provisional credential applications received in the Credentialing Office before October 31, if approved, are issued effective retroactive to July 1. Applications received after October 31, if approved, will be effective from the date of receipt and be in effect for the remainder of the three-year period ending June 30. For applications not deemed

provisional, but deemed standard, the credentialing office will issue a credential effective on the date of receipt of the application. The provisional credential is non-renewable. Upon completion of designated requirements, a request for a five-year, standard credential may be submitted before October 31 and, if approved, is issued and effective retroactive to July 1. Requests made after October 31 will be effective on the date of receipt and will be valid for five years.

- 5.9 Renewal of Credential. Appropriate criteria on renewing a credential will be established and continuously updated by the Board designated Oversight Committee. One hundred and fifty hours of approved occupational experience equals one semester hour credit. Fifteen hours participation in seminars or workshops equals one semester hour credit. Requests to renew a credential made after the credential has expired will be effective on the date of receipt of the application and will be valid for five years.
- 5.10 Reinstatement of Credential. Reinstatement of a lapsed CTE credential (including credentials for which application was not filed prior to the expiration date) will be granted if the requirements on the expired credential were completed and the applicant meets any other criteria needed. In addition, if the credential has been expired for more than two years, the applicant must document 1,000 hours of related occupational experience within the last five years. The reinstated credential is effective the date of receipt.
- 5.11 Denial and revocation of a Credential. The Board designated Oversight Committee has the right to deny a credential based on the applicants inability to meet the criteria for the credential applied for. The Board designated Oversight Committee has the right to revoke a credential if the applicant obtained the credential through misrepresentation, fraud or misleading information.