



## WASHINGTON STATE CAREER AND TECHNICAL EDUCATION DIRECTOR/ ADMINISTRATOR CERTIFICATE

The state of Washington issues the following certificates. Apply for the certificate for which you meet the requirements.

### **Career and Technical Education Initial CTE Director Certificate**

#### **Requirements**

- Hold a residency, continuing, or professional administrator certificate  
**OR**
- Three years of experience as a certified CTE teacher, CTE administrator, CTE counselor or CTE occupational information specialist, or CTE career guidance specialist,  
**AND**
- Complete a state-authorized CTE administrator training or complete a state-approved college program for CTE administration.

#### **CTE Director Programs:**

*City University: Please contact Melissa Myers ([myersm@cityu.edu](mailto:myersm@cityu.edu)) or Teri Poff ([tpoff@cityu.edu](mailto:tpoff@cityu.edu)) for more information.*

*Eastern Washington University: Please contact Tara Haskins ([thaskins@ewu.edu](mailto:thaskins@ewu.edu)) or Ann Van Wig ([avanwig@ewu.edu](mailto:avanwig@ewu.edu)) for more information.*

**NOTE:** First Initial CTE Director Certificate is valid for 5 years.

### **Career and Technical Education Initial CTE Director Certificate Renewal**

#### **Requirements**

- Hold or have held a CTE Initial Director Certificate
- Complete 10 quarter credits **or** 100 Washington State approved clock hours **or** 4 professional growth plans (PGPs) in 5 years since the issuance of the initial CTE director certificate.  
*Individuals completing fewer than 4 annual PGPs, must complete the necessary continuing education credit hours to the equivalent of 100 clock hours\*\*. See clock hour note at bottom of page*
- **NOTE:** Renewed Initial CTE Director Certificates are valid for 5 years.

### **Career and Technical Education Continuing CTE Director Certificate**

#### **Requirements**

- Complete 150 Washington State-approved clock hours **or** 15 quarter credits since the issuance of the first Initial CTE Director Certificate

- Two years of CTE Director experience with an authorized employer Form 4074F (i.e.: School district or skills center in the state of Washington)

**Clock Hour Note:** Cannot use the 12 credits obtained from the training director program for the clock hour requirement.

**NOTE:** First Continuing CTE Director Certificate is valid for 5 years.

### **Career and Technical Education Continuing CTE Director Renewal Requirements**

- Verification of 100 Washington State approved clock hours **or** 10 quarter credits **or** equivalent PGPs since the most recent issuance of your CTE Continuing Director Certificate.

**Clock Hour Note:** Any person with a valid career and technical education administrator/director certificate issued prior to September 1, 2014, under previous standards of the professional educator standards board shall meet requirements of, and may apply for, the continuing career and technical education administrator certificate by the expiration date of the original certificate held. Upon issuance of the continuing career and technical education administrator/director certificate such person will be subject to continuing certificate renewal requirements, which is 100 clock hours or equivalent during the five-year validity of the certificate.

In order to receive the continuing career and technical education administrator/director certificate, in addition to the requirements for the initial certificate, at least fifteen (15) quarter hours of college credit course work or one hundred fifty (150) continuing education credit hours completed subsequent to the conferral of the initial certificate is required; or, the individual may hold a valid national board certificate issued by the National Board for Professional Teaching Standards in any certificate area.

Individuals shall provide as a condition for the issuance of continuing certificate documentation of two years of full-time equivalency (FTE) of career and technical administration with an authorized employer (i.e..., school district(s) or skill center(s)).

**NOTE:** Renewed Continuing CTE Director Certificate is valid for 5 years.

**\*\* IMPORTANT CLOCK HOUR NOTE\*\*:**

**Administrators are required to complete all the following as part of their 100 clock hours for certificate renewal**

- Equity: 10 clock hours, or the equivalent in credit or PGPs, focused on equity-based school practices aligned to the cultural competency, diversity, equity, and inclusion (CCDEI) standards. Until the CCDEI standards are developed, the professional learning will be aligned to the [cultural competency standards](#). This must be provided by organizations listed in [question 6](#).

- Educational leadership: 10 clock hours, or the equivalent in credit or PGPs, focused on national professional standards for education leaders. These are the [Professional Standards for Educational Leaders](#) (PSEL). This must be provided by organizations listed in [question 6](#).
- Government-to-government: 5 clock hours focused on government-to-government relations with federally recognized tribes. This must be provided by approved subject matter experts described in [question 8](#).

If you have a teacher certificate and a valid administrator certificate with an expiration date, and you are renewing a teacher certificate:

- You only need to meet the administrator certificate renewal requirement of 10 clock hours for equity, not the teacher requirement of 15 clock hours.
- You need to meet all other requirements of the certificate(s) you are applying to renew.

If you have a teacher certificate and a valid administrator certificate without an expiration date, or an expired administrator certificate, and you are renewing a teacher certificate:

- You need to meet the teacher certificate renewal requirement of 15 clock hours for equity, not the administrator requirement of 10 clock hours.
- You need to meet all other requirements of the certificate(s) you are applying to renew.
- The equity, educational leadership, and government-to-government certificate renewal requirements need to be met for renewal applications submitted beginning July 1, 2023. This means that June 30, 2024, is the first date that certificates not meeting this requirement will expire.
- Renewal applications submitted prior to July 1, 2023, do not need to meet the equity, educational leadership, or government-to-government requirements, even if they have an expiration date of June 30, 2024, or beyond.
- If a renewal requirement is not met, then the educator's certificate will expire. Educators may not serve in their role with an expired certificate.

## CHECKLIST FOR CTE DIRECTOR CERTIFICATE IN WASHINGTON

- ☐ Form SPI/CERT 4074A - Application for CTE Director Certificate.
- ☐ Form SPI/CERT 4074B - Verification of Career and Technical Education Experience
- ☐ Form SPI/CERT 4074F - Verification of Administrator Experience
- ☐ Form SPI/CERT 4074E - Verification of Program Completion
- ☐ Fingerprints - Only needed if you do not hold a valid Washington certificate
- ☐ Fee: \$1.00 + \$51 (OSPI) = \$52

**SEND YOUR COMPLETE APPLICATION PACKET AND FEE TO OSPI, FISCAL OFFICE, P.O. BOX 47200, OLYMPIA, WA 98504-7200.**

I am enclosing a COMPLETE Washington teacher certification application.

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Signature

Date



## APPLICATION FOR CAREER AND TECHNICAL EDUCATION DIRECTOR CERTIFICATE

### CERTIFICATE INFORMATION

1. CERTIFICATE REQUESTED	<input type="checkbox"/> Director	1b. <input type="checkbox"/> 5-Year Initial <input type="checkbox"/> 5-Year Renewal	<input type="checkbox"/> 5-Year Continuing <input type="checkbox"/> 5-Year Continuing Renewal
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2. NAME LAST FIRST MIDDLE	MAIDEN/FORMER NAME
3. ADDRESS	4. DATE OF BIRTH
CITY/STATE/ZIP	5. SOCIAL SECURITY NO. (OPTIONAL)
6. TELEPHONE: BUSINESS HOME	7. E-MAIL

8. Have you ever held a Washington teacher, administrator, educational staff associate, or career and technical education certificate? If yes, what was your certificate number?

8. ☐ YES ☐ NO

9. Have you held an educational certificate in another state? If yes, list all such states here. Complete FORM SPI/CERT 4020C if you do not hold a current valid Washington certificate.

9. ☐ YES ☐ NO

10. Valid Washington residency, continuing, or professional administrator certificate.

10. ☐ YES ☐ NO

11. A course in supervision and administration of career and technical education is required. Indicate class title, date, and where (college, university, career, and technical education clock hours, etc.) requirement was completed.

CLASS TITLE	DATE	WHERE COMPLETED
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### AFFIDAVIT

I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the moral character and personal fitness section on the application change prior to my being granted certification, I must immediately notify Career and Technical Education Certification at OSPI.

Signature

Date

City/State

**THIS FORM MUST BE INCLUDED IN THE APPLICATION PACKET - ATTACH YOUR CHECK TO THIS FORM.**

### CAREER AND TECHNICAL EDUCATION CERTIFICATION USE ONLY

APPROVED BY	DATE	Counselor	DATE CERTIFICATE MAILED
CERTIFICATE TYPE(S)	ISSUE DATE	EXPIRATION DATE	CLASSIFICATION 4 - New 2 - Renewal



**INSTITUTIONAL VERIFICATION OF  
CAREER AND TECHNICAL EDUCATION  
PROGRAM COMPLETION AND CHARACTER  
(FOR CTE DIRECTOR PROGRAM CERTIFICATE)**

Complete Section A of this form. Send it to the education department of the college/university where you completed your career and technical education administrator preparation and certification program. When this form is returned to you include with your application packet.

**SECTION A**

TO BE COMPLETED BY APPLICANT				
1. NAME	LAST	FIRST	MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS				3. DATE OF BIRTH
CITY/STATE/ZIP				4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE BUSINESS				6. EMAIL
HOME				

**SECTION B**

TO BE COMPLETED BY COLLEGE/UNIVERSITY	
<p>The above-named is an applicant for career and technical education administrator certification in Washington State. Please complete the information in this section regarding this applicant. To be valid, this form must be signed by the dean of the college or school of education, the certification officer, the chairman of the education department, or the dean's designee at the institution where the applicant completed his/her career and technical education administrator preparation and certification program. A stamped signature must be initialed by the person using the stamp. Verify the information with the school seal. RETURN THIS FORM TO THE APPLICANT.</p> <p>A. Has this applicant completed your approved career and technical education administrator training program? Date of program completion: _____ A. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Do you have knowledge that the applicant has been arrested, charged, or convicted of any crime or has a history of any serious behavioral problems? B. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List any reason you know of why this applicant should not be certified in Washington. _____ _____ _____</p>	
NAME OF COLLEGE/UNIVERSITY	DATE
ADDRESS	
CITY/STATE/ZIP	
TELEPHONE	E-MAIL
NAME (PRINTED) AND TITLE (Chairperson of Education Department/Certification Officer)	
SIGNATURE	

By signing this form I attest that the above information is true and accurate to the best of my knowledge.

**RETURN COMPLETED FORM TO THE APPLICANT**



## CAREER AND TECHNICAL EDUCATION DIRECTOR CERTIFICATE VERIFICATION OF CAREER AND TECHNICAL EDUCATION EXPERIENCE

### SECTION I

#### TO BE COMPLETED BY APPLICANT

Fill out this section and send the form to your employer(s). If verifying experience for more than one employer, photocopy this form and send to each employer. Include this form in your application packet after it is returned to you.

1. NAME LAST FIRST MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS	3. DATE OF BIRTH
CITY/STATE/ZIP	4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE: BUSINESS HOME	E-MAIL

If you are applying for an Initial CTE Director Administrative Certificate you will need to hold a Residency, Professional, or Continuing Administrative Certificate **OR** verify 3 years of service as a CTE teacher, CTE administrator, CTE counselor, CTE occupational specialist, or CTE guidance specialist.

### SECTION II

#### TO BE COMPLETED BY EMPLOYER OR HIS/HER DESIGNEE

Based on personnel records, this statement **MUST** be prepared and signed by the superintendent, the personnel director, or career and technical education administrator of the school district or skills center where the applicant was employed. Work experience may be full- or part-time in a career and technical education program. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return the completed form directly to the applicant.

SCHOOL DISTRICT		APPLICANT'S POSITION TITLE	
FROM	TO	Teaching/coordination was in an approved career and technical education program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS		PRINTED NAME	
		TITLE OF PERSON COMPLETING FORM	
SIGNATURE		DATE	TELEPHONE

**RETURN COMPLETED FORM TO APPLICANT**



## CAREER AND TECHNICAL EDUCATION DIRECTOR CERTIFICATE CONTINUING OR PROFESSIONAL ADMINISTRATOR EXPERIENCE

### SECTION I

#### TO BE COMPLETED BY APPLICANT

Fill out this section and send the form to your employer(s). If verifying experience for more than one employer, photocopy this form and send to each employer. Include this form in your application packet after it is returned to you.

1. NAME LAST FIRST MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS	3. DATE OF BIRTH
CITY/STATE/ZIP	4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE: BUSINESS HOME	E-MAIL

If you are applying for the career and technical education director certificate, you will need to verify appropriate teaching or coordination experience on this form. Applicants must meet the following experience requirement:

Verification of two years of service as an administrator. Must hold a valid continuing or professional administrator certificate.

### SECTION II

#### TO BE COMPLETED BY EMPLOYER OR HIS/HER DESIGNEE

Based on personnel records, this statement **MUST** be prepared and signed by the superintendent, the personnel director, or career and technical education administrator of the school district or skills center where the applicant was employed. Work experience may be full- or part-time in a career and technical education program. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return the completed form directly to the applicant.

SCHOOL DISTRICT	APPLICANT'S POSITION TITLE	
FROM TO	Teaching/coordination was in an approved career and technical education program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS	PRINTED NAME	
	TITLE OF PERSON COMPLETING FORM	
SIGNATURE	DATE	TELEPHONE

**RETURN COMPLETED FORM TO APPLICANT**