INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources and Division of Instruction

TO: All Career Technical Education Principals  DATE: April 9, 2018

FROM: Leanne Hannah
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SUBJECT: CREDENTIAL QUALIFICATION FOR CAREER TECHNICAL EDUCATION (CTE) APPLICANTS

The following information is to provide guidance to administrators when hiring teachers for their Career Technical Education (CTE) program.

- The holder of a Clear CTE Teaching Credential is authorized to teach in any industry sector(s) listed on the credential in grades twelve and below and in classes organized primarily for adults, including services to English learners in Specially Designed Academic Instruction Delivered in English (SDAIE) in career technical, trade or vocational courses.

- The holder of a CTE Teaching Credential is not required to take the California Basic Skills Proficiency Test (CBEST) as a condition of employment, however, the governing board of each school district, which employs the holder of a vocational designated subject credential, shall establish its own basic skills proficiency exam and shall arrange for the holder of the credential to be assessed. [EC § 44830 (j)]. Los Angeles Unified School District, through the Personnel Commission’s Talent Acquisition & Selection Branch, requires a District Proficiency test for individuals who need to satisfy the basic skills requirement.

- An instructor who holds a CTE Teaching Credential is authorized to teach an LAUSD CTE course (including approved A-G courses), as long as the credential and course are in the appropriate identified industry sector as well as having the appropriate industry background/experience related to the CTE course being offered.

If the school administration identifies a potential CTE teaching candidate who does not hold a Clear CTE Teaching Credential, the candidate must apply for a Preliminary CTE Teaching Credential by submitting their applications through an adult education program sponsor. (e.g. Los Angeles County Office of Education)
- In order to obtain a Preliminary CTE Teaching Credential, the applicant must verify three years of work experience directly related to each industry sector to be named on the credential and verification of a High School diploma.

- The California Education Code (EC § 44001, 44830(a), 44831 and 44253.1) requires teachers to hold an appropriate English Learner (EL) authorization when providing services to ELs. The holder of a Preliminary CTE Teaching Credential must obtain an initial EL Authorization Waiver for SDAIE in order to provide departmentalized EL services to students.

- The California Education Code (EC § 44332.6) mandates that a person being employed in a certificated position who does not yet have an appropriate credential or permit is required to obtain a Certificate of Clearance (COC) from the Commission on Teacher Credentialing (CTC) before a Temporary County Certificate (TCC) can be issued.

For assistance with employment processing, please contact Alonzo Cienfuegos, Coordinator at (213) 241-4898 or via email at Alonzo.Cienfuegos@lausd.net for further assistance.

For assistance with A-G courses, please contact your Local District Counseling Coordinators or Jesus Angulo, Director, Academic and Counseling Services at (213) 241-7510.

For CTE course writing questions, please contact your Local District CTE Advisor or Seema Puri, CTE Coordinator at spuri@lausd.net, or (213) 241-1298. In addition, Seema Puri will be the contact person for any follow up questions regarding CTE teacher recruitment.

For assistance with scheduling the LAUSD District Proficiency exam, please contact the Talent Acquisition & Selection Branch at (213) 241-3455 or via email at testschedule@lausd.net.

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