



**APPLICATION for a NEW PROGRAM**  
**CAREER TECHNICAL EDUCATION (CTE)**

Department forms change periodically. It is the college's responsibility to use the most current forms available. Current forms, handouts and other useful resources are located at <http://www.ode.state.or.us/opportunities/grants/perkins/postsecondary/appsandwkshts.aspx>

**Note:** It is essential that the companion document, the Planning Guide & Application Worksheet, is used in representing your new program. The Application Worksheet must be kept on file at the college and made available upon request.

**Section 1. College Contact Information**

<b>College</b>	Clackamas Community College
<b>College Point Of Contact</b>	Bill Waters
<b>Title</b>	Dean
<b>Department, Division</b>	Curriculum, Planning & Research
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<b>City, State Zip Code</b>	Oregon City, OR 97045
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<b>Program Contact Person</b>	Laurette Scott
<b>Title</b>	Instructor
<b>Department, Division</b>	Education, Human Services, and Criminal Justice
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**Section 2. Program Award Information**

<b>Name of Proposed Program</b>	CTE Instruction
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✓	Type of Program (Check all that apply if the programs are related)	Total Credits
	Associate of Applied Science (AAS) Degree	
	Associate of Applied Science Degree, Option (An option is a specialized area within a base AAS. Must maintain 70% of common credits with base AAS)	
x	Certificate of Completion	21

<b>Business and Industry-based Program (privately-contracted, closed enrollment)</b>
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✓	<b>Career Area (please check the appropriate area)</b>
	Agriculture, Food & Natural Resources Systems
	Arts, Information & Communications
	Business & Management
	Health Services

<input type="checkbox"/>	Human Resources
<input type="checkbox"/>	Industrial & Engineering Systems
<input checked="" type="checkbox"/>	Education

<b>EII Education Specialist</b>	
<b>Name</b>	
<b>Phone</b>	
<b>E-Mail</b>	

<b>Proposed Program Implementation Date</b>	Fall 2018
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<b>CIP Code</b>	13.0101	<b>CIP Title</b>	Education, General
<b>CIP Narrative Description</b>			
A program that focuses on the general theory and practice of learning and teaching, the basic principles of educational psychology, the art of teaching, the planning and administration of educational activities, school safety and health issues, and the social foundations of education.			

<b>Program Summary</b>
This certificate provides individuals with educational foundations in classroom management, diverse students, and developmentally appropriate teaching techniques. This program is designed for CTE teachers seeking an initial license or other faculty who want to learn foundations of teaching and learning.

<b>Financial Assistance Options Sought for and/or Approved for the Program</b>		
(Check all that apply)		
<input checked="" type="checkbox"/>	<b>Federal Financial Aid Options</b>	
<input checked="" type="checkbox"/>	<b>Workforce Investment Act – Individual Training Account</b>	
<input checked="" type="checkbox"/>	<b>Veterans Benefits</b>	
<input checked="" type="checkbox"/>	<b>State of Oregon Financial Aid</b>	<b>Describe: Oregon Opportunity Grant</b>
<input checked="" type="checkbox"/>	<b>College Financial Aid</b>	<b>Describe: Scholarships, tuition waivers, internships</b>
<input checked="" type="checkbox"/>	<b>Private Business, Foundation Aid</b>	<b>Describe: Scholarships</b>
<input checked="" type="checkbox"/>	<b>Other:</b>	<b>Describe: Voc Rehab funds, Social Services funds, Tribal Educational funds</b>

### Section 3. Program Approval Standards

<b>Standard A</b>
<b>Need: The community college provides clear evidence of the need for the program.</b>
<b>Program Highlights</b>
The Teachers Practice and Standards Commission (TSPC) changed the requirements for the Restricted CTE Teaching License. These new requirements state an applicant must have a Professional Development Plan. The Professional Development Plan must contain a total of 18 quarter hours of coursework in the following areas- Intro to CTE in Oregon, Classroom Management, Culturally Responsive Practices, Human Development, Curriculum Design, Instructional Strategies and



Assessment, and Teaching Math or Reading, Writing, and Literacy to secondary learners. (584-230-0070) This certificate program was designed to meet the needs of secondary CTE teachers and other CTE faculty. Also addresses the shortage of CTE teachers in our local community.

**Standard B**

***Collaboration:*** *The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.*

**Program Highlights**

This program was created in response to a request from the Oregon Department of Education (ODE). Program faculty and division administrators are involved with the statewide workgroup that is working on a high school to community college to university teacher preparation pathway. The college has also formed an advisory group for the new program to ensure we are engaging all constituents. Members include ODE staff, C-TEC members, and district high school representatives.

**Standard C**

***Alignment:*** *The program is aligned with appropriate education, workforce development, and economic development activities.*

**Program Highlights**

The Teachers Practice and Standards Commission (TSPC) changed the requirements for the Restricted CTE Teaching License. These new requirements state an applicant must have a Professional Development Plan. The Professional Development Plan must contain a total of 18 quarter hours of coursework in the following areas- Intro to CTE in Oregon, Classroom Management, Culturally Responsive Practices, Human Development, Curriculum Design, Instructional Strategies and Assessment, and Teaching Math or Reading, Writing, and Literacy to secondary learners. (584-230-0070) This certificate program was designed to meet the needs of secondary CTE teachers and other CTE faculty. Also addresses the need for CTE teachers in our local community.

**Standard D**

***Design:*** *The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.*

**Program Highlights**

This program is designed to provide foundational academic and technical knowledge, skills, and related proficiencies in education to CTE teachers and faculty. CTE teachers and other faculty are usually hired for their industry-related experience, so they usually have no educational foundational skills. These courses introduce the student to teaching and learning as a career area and enable them to better connect with their students. Academic skills are embedded in the teaching techniques and content of this program.

**Standard E**

***Capacity:*** *The community college identifies and has the resources to develop, implement, and sustain the program.*


**Program Highlights**

The college already offers these classes. In the beginning, students would fill the existing empty seats in a class. If interest in the program grew in the future, there is a chance that additional sections would be added. This certificate program attempts to package the required courses into a credential that students can add.



2. Collaboration, Alignment, Design and Capacity, as well as the elements identified that that are essential to a quality program;
3. Our college board has approved the proposed program described in this application;
4. All local campus procedures have been completed; and
5. This program is ready to be reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

<b>Signature</b>	
<b>Title</b>	Dean Curriculum, Planning & Research
<b>Name (Printed or typed)</b>	Bill Waters
<b>Date</b>	11-9-17



