



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

PROCEDURE TO OBTAIN A TEMPORARY DISTRICT ISSUED CAREER AND TECHNICAL EDUCATION CERTIFICATE

If you are interested in becoming a Career and Technical Education teacher in Pasco County based upon your work experience, but do not hold a valid Florida teaching certificate, you must apply for a Temporary District issued Career & Technical Education Certificate. If eligible, this temporary certificate will enable you to teach for a period of three years while you complete the requirements to convert your temporary certificate to a professional certificate.

The following steps outline the procedure to follow when applying for a Temporary Career & Technical Education Certificate from the District School Board of Pasco County. In order to complete this procedure it is necessary for you to contact the Human Resources Department (HR) and the Community, Career & Technical Education Department (CCTE).

CERTIFICATE: TEMPORARY DISTRICT ISSUED CAREER & TECHNICAL EDUCATION CERTIFICATE

This certificate is a temporary, three-year certificate issued by the District School Board of Pasco County. This certificate is issued to individuals who are offered and accept a teaching position with the District School Board of Pasco County based on their previous work experience and/or college degree plus work experience.

OBTAINING EMPLOYMENT/CERTIFICATION

CONTACT HUMAN RESOURCES OFFICE FOR EMPLOYMENT: (813-794-2353)

- A. Complete on-line instructional application at (www.pasco.k12.fl.us) Human Resources
- B. State that you are seeking a District issued Career & Technical Education Certificate.
- C. Complete application requirements requested by Human Resources, including transcripts from all educational institutions attended.

CONTACT CCTE OFFICE FOR CERTIFICATION: (813-794-2204 or 727-774-2204)

A. APPLICATION:

- 1. Request a District issued Career & Technical Education Certificate application.
- 2. Complete and return application to CCTE.

B. WORK EXPERIENCE:

- 1. Send letters verifying work experience to CCTE.
 - a. Applicants must have the equivalent of at least six years of full-time satisfactory work experience in a field of work directly related to the teaching vacancy, or at least four years of full time work experience if they hold a two-year degree, or at least two years of full-time satisfactory work experience if they hold a four-year college degree. The degree must be related to the teaching vacancy.

- b. Verification letters must be on company letterhead or notarized, indicating the starting and ending dates of employment, job titles(s), full-time or part-time, and that the work was performed in a satisfactory manner. Part-time must include the number of hours worked per week. (See sample letter)
If the employer is unwilling to provide a letter verifying work experience contact the CCTE Office at (813) 794-2210.
 - c. Individuals that were self-employed must provide a notarized affidavit of work history. Additional information may be requested.
 - d. Employment verification shall not be accepted from the applicant or family members.
 - e. Acceptable work experience will be determined by the CCTE Office.
2. If a State of Florida License is required for a specialty area such as for a registered nurse (R.N.), a copy of your current Florida license must also be sent to the CCTE Office.

C. TABE TEST:

Call Moore-Mickens Education Center (east) at (352) 524-9000, or Marchman Technical Education Center (west) at (727) 774-1700 to schedule an appointment to take the TABE test. This is the Test of Adult Basic Education and will require approximately two hours to complete. Applicants must score a minimum of 12.9 in the tested areas of mathematics and language arts.
Applicants that hold an AA, AS or BA Degree from an accredited post-secondary institution are not required to take the TABE test.

D. TRANSCRIPTS:

If you are using your college or post-secondary education to meet qualification requirements, send a copy of your transcripts to the CCTE Office.

E. PROCESSING FEE:

There is a nonrefundable **\$75.00** application processing fee that must be made payable to the **District School Board of Pasco County**. **Please include this fee with your application when you return it to the CCTE Office.** Once your District issued Career & Technical Education Certificate application packet is complete and approved applicants will receive a temporary teaching certificate which is issued by the Human Resources Office, District School Board of Pasco County.

F. REQUIREMENTS OF THE DISTRICT ISSUED CAREER & TECHNICAL EDUCATION CERTIFICATE:

- 1. All first year teachers must complete the district's program for beginning teachers or equivalent as outlined by the Human Resources Office and the local school administration.
- 2. All district issued CTE certified instructors must complete Pasco's Alternative Certification Program (ACP) for Career and Technical Education. Pasco's ACP for CTE is designed to offer those who must possess a district issued professional certificate through completion of a comprehensive district teacher education

program. This program is aligned with the Florida Educator Accomplished Practices and offers teaching experience with peer and supervisory support both at school and district level.

ACP Procedures:

- Candidate attends Information Meeting/Orientation during his/her first year of teaching. Contact Staff Development at (813) 794-2256 for specific meeting dates.
- Candidate completes application and submits to Staff Development by end of first school year.
- Staff Development notifies school principal, CCTE Department, and participant of admittance to ACP for CTE.
- Participant begins program by end of first semester of second school year.

G. TEACHING CERTIFICATE:

Prior to the expiration of the three-year temporary District issued Career & Technical Education Certificate, and successfully completing all aforementioned requirements, as well as receiving satisfactory performance ratings, the new Career & Technical Education Teacher will apply for their renewable five-year Professional teaching certificate through the District School Board of Pasco County. This process is conducted by the Human Resources Office.

QUESTIONS:

If you have any questions concerning this process, please contact Barbara Donaghy, Supervisor Career & Technical Education for clarification at (813) 794-2204 or (727) 774-2204.

CCTE 12/14/12 rmh