

COMMUNITY COLLEGE OF DENVER

Title: CTE Credentialing

Guideline #: INST – 10

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REFERENCES: CRS 23-60-304
CCCS Career and Technical Education

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

Community College of Denver (College) operates under the management and jurisdiction of the State Board for Community Colleges and Occupational Education (SBCCOE or Board). The Board established rules that govern credentialing of all secondary and post-secondary instructors who teach in the Colorado Community College System (CCCS). At the post-secondary level, CRS 23-60-304 indicates postsecondary Career and Technical Education (CTE) instructors must hold a valid credential. A credential ensures that the CTE program provides students with well-qualified instructors possessing appropriate occupational and educational experience.

2. APPLICABILITY

CTE credentials require “Faculty who teach courses listed as ‘required program courses’ on a program approval need to hold a credential in the appropriate area”, even if that course can also be taught for transfer programs. Please refer to the [postsecondary credentialing FAQs](#) for additional information.

3. DEFINITIONS

Credentialing areas are defined by CCCS. Visit [Colorado State Plan website](#) for more information.

Credentialing Officer. As per CCCS, the Provost remains the Credentialing Officer for CCD. However, the day-to-day duties of credentialing can be devolved to a named person at CCD, at the discretion of the Provost. For the purposes of these guidelines, the term Credentialing Officer will refer both to the Provost, and the delegated official.

4. GUIDELINES

These guidelines outline the basic processes to obtain and maintain CTE credentials. Exceptions do exist, so please be sure to read all communication from the College’s [Credentialing Officer](#) in a timely manner.

The initial credential is a three (3) year credential that is available to applicants who have not completed all of the criteria required for a professional credential. This credential gives the applicant three (3) years to complete the requirements for a professional credential. The professional credential is a five (5) year credential available to applicants who have completed the required criteria.

a. How to Acquire Initial Credentialing

- i. The College must hire a faculty member before they can be credentialed.
- ii. Chairs/Deans who hire a faculty member must notify the College's Credentialing Officer of the hire and provide a copy of the faculty member's Curriculum Vitae (C.V.) and unofficial transcript via email. It is recommended that the email subject line be titled "CTE Credential Review", marked high priority with a red flag, with delivery and read receipt checked. If the College's Credentialing Officer believes in good faith that a credential will be granted, the faculty member will be allowed to teach for one semester.
- iii. The faculty member must then fill out the post-secondary application for an initial credential review.
- iv. The College's Credentialing Officer has sixty (60) days to credential the faculty member by reviewing the application, occupational hours, and transcript. If the faculty member does not ultimately merit a credential, they can complete the one semester, but cannot be continued as a CTE instructor. The College's Credentialing Officer will notify the faculty member, Chair, and Dean of the final decision.
- v. The initial credential begins on the date of the application.
- vi. An initial credential is good for three (3) years and requires the following documentation:

1. A transcript that demonstrates completion of a master's, bachelor's, or associate degree in a field related to the credential area. The transcript must include adequate technical preparation (18 semester hours of related coursework) for the pathway. In exceptional cases, other experiences can substitute for transcribed work, with the approval of the Provost.

2. Demonstrate adequate occupational experience by documenting verified, paid or unpaid occupational experience in the credential area within the last seven (7) years (minimum hours required).
 - a. An applicant with a related bachelor's degree or higher must demonstrate at least 2,000 hours of adequate occupational experience.

 - b. An applicant with a related associate degree or industry license or certification must demonstrate at least 4,000 hours of adequate occupation experience.

 - c. An applicant in the health sciences area must demonstrate at least 4,000 hours of paid experience within the past five (5) years.

b. Other Concerns about Initial Credentialing

- i. An initial credential can only be issued once in an applicant's lifetime.

- ii. There may be situations where an instructor's credential needs to be limited to specify a program, prefix or individual course. If this is deemed the case by the postsecondary credentialing office, it will be noted specifically on their credential as well in their Banner credential record with an "L" after the instructor's credential number in the postsecondary system.

- iii. If a Chair believes that a full-time faculty member could meet the initial requirements, but does not currently do so, they can petition the Credentialing Officer for an exception.

How to Move from an Initial to a Professional Credential

- i. Full-time faculty must complete one of the following processes:
 - 1. Successfully complete the following College courses:
 - a. Effective Teaching; and,

 - b. The Adult Learner in Career and Technical Education.

 - 2. Successfully complete both EDU 250 and EDU 260 at a CCCS college.

All new faculty are required to complete the New Faculty Orientation, which includes a semester long on-line seminar on Effective Teaching. It will review the

pedagogical and procedural issues relevant to College faculty.

Option 1: Additionally, full-time faculty can take, in the spring, a hybrid seminar entitled The Adult Learner in Career and Technical Education. This course explores teaching andragogy at more depth, as well as reviews and enhances lesson planning, active learning strategies, and how the Federal Perkins Program impacts our Career and Technical Education programs. These are semester-long free seminars, offered through the Teaching Learning Center.

Option 2: Various CCCS colleges offer these courses throughout the year. Faculty can choose to take one of these courses to meet their requirement, but they will be responsible for the full cost and fees associated with this course.

ii. Adjunct faculty must complete one of the following processes:

1. Successfully complete the College course – Effective Teaching; or,
2. Successfully complete either EDU 250 or EDU 222 at a CCCS college.

Option 1: All new faculty are required to complete the New Faculty Orientation which includes a five (5) hour face-to-face session, and a two month on-line seminar on Effective Teaching. It will review the pedagogical and

procedural issues relevant to College faculty. This is a free seminar, offered through the Teaching Learning Center.

Option 2: Various CCCS colleges offer these courses throughout the year. Faculty can choose to take one of these courses to meet their requirement, but they will be responsible for the full cost and fees associated with this course.

iii. When a faculty member is twelve (12) months away from any credential renewal, they will receive notification from the College's Credentialing Officer that they need to complete the requirements for renewal. Those emails will be marked high priority with a red flag, with delivery and read receipt checked. A copy of the email will also be sent to the faculty member's Chair and Dean.

1. The faculty member must then fill out the post-secondary application for a credential review.
2. The faculty member must also receive a positive performance evaluation by their supervisor, who signs the application.

c. How to Receive Professional Credentialing – Full and Adjunct Faculty

i. When a faculty member is twelve (12) months away from any credential renewal, they will receive notification from the College's Credentialing Officer that they need to complete the requirements for renewal. Those emails will be marked high priority with a red flag, with and delivery

and read receipt checked. A copy of the email will also be sent to the faculty member's Chair and Dean.

1. A signed application.
 2. A current satisfactory performance evaluation.
 3. Full-time professional applicants who need six (6) semester hours of coursework to renew can use the following equivalents. Forty (40) hours of paid work experience is equal to one (1) credit hour and fifteen (15) hours of workshop/seminar time is equal to one (1) credit hour for renewal. On renewal application indicate the number of hours you spent on each activity and be sure to attach appropriate documentation for the College's Credentialing Officer. All coursework must be approved by the Dean prior to completion of the work, and that documentation must be submitted along with the application.
- ii. Prior to six (6) months of the expiration of either an initial or professional credential, faculty must apply for a professional credential renewal. These are valid for five (5) years, and the renewal date is the date the initial credential expired.
 - iii. For a faculty member to continue to teach CTE courses, a CTE credential must be renewed before it expires. CTE faculty members cannot teach CTE courses unless they hold a current credential.

d. Expired Credentialing

- i. Within two (2) years of an expired credential, a faculty member can renew their credential if they meet the qualifications set out in these guidelines. The expiration date of the credential will remain as if they renewed it properly.
- ii. If the credential has been expired for more than two (2) years, you must email the College's Credentialing Officer to restart your credentialing process as stated below.
- iii. All records of credentials, which are expired for two years, will be disposed by the College's Credentialing Officer.

e. Suspended and Revoked Credentials

- i. A credential that has been found to be deficient in an internal audit can be re-issued as suspended or revoked at any time. Sub-section (i) below outlines who receive that credential. If the deficiency is corrected, the credential will be re-issued as active. Suspended or revoked credentials are not active, and faculty cannot teach while holding such a credential.

f. Credentialing Processes for the College's Credentialing Officer

- i. A PDF of the signed and dated credential must be:
 - 1. Saved on the Credentialing G Drive by the faculty member's Chair.
 - 2. Sent to:

- a. Credential Holder.
 - b. Credential Holder's Chair.
 - c. Credential Holder's Dean.
 - d. Credential Holder's Office Manage.
 - e. College's Human Resource Office – Assistant Director.
 - f. College's Credentialing Officer's Administrative Assistant.
- ii. The G drive must be accessible by all instructional Chairs and Deans.
 - iii. All credentials must be signed by the Provost or Chief Academic Officer.
 - iv. The CTE Credentialing Administrative Assistant:
 - 1. Must create a tally sheet of all credentialed faculty to send to the CTE Credentialing Officer at CCCS monthly.
 - 2. Must pull a tally sheet from College's Institutional Research (IR) monthly to ensure that all CTE faculty are credentialed. This report must include the faculty member's name, credentialing group, initial or professional status, full-time or adjunct status, and date of expiration.

3. Annually, the College's Credentialing Officer must work with IR to compare the tally sheet with IR's list of current CTE faculty. The VE-130 data sheet must be turned into CCCS by September 30. The VE-130 requires the following minimum demographic information in order to create a teacher record which will include name; date of birth and work email. Faculty who are not returning teachers must be removed from the College's VE-130 list. The VE-130 Active Teacher data is used by the College to record which CTE programs instructors are teaching for the current academic year.

- v. All credentials must be given an identification number. That number is: CCD date completed (01 08 11) then the number done that day (001, 002, etc.).

- vi. The College's Credentialing Officer must identify the credential grouping based on the educational work performed by the faculty member. Credentialing groups are defined by CCCS. View the full listing on the [Colorado State Plan website](#).

- vii. The Credential Officer will need to verify all CTE faculty with the appropriate Chair each semester.

- viii. All credential holding faculty will be notified of the need to renew their credential at least one (1) year prior to expiration.