



## Directions for Occupational Certification Worksheet

Specifically for Comprehensive teachers going to Technology Centers.

*Teacher applicants have five years from date of hire to complete all course work or experience hours.*

- Gather transcripts, resumes, current teaching certificate, documentation of workshops/seminars/professional development attended within the past three years, including number of hours, dates, agendas, and complete descriptions.
- Print *CareerTech Occupational Certification Worksheet*. (below)
- Complete certification worksheet carefully, using the documents gathered in Step #1 above.
- Highlight information on the transcript that corresponds with the worksheet section.
- Courses listed in Section 1 on the worksheet **must** be earned through college credit. The following websites might be beneficial as you plan your coursework.
  - ECU link - <http://www.ecok.edu/academics/index.htm>
  - OSU link - <http://www.okstate.edu/education/outreach/syllabi/index.htm>
  - UCO link - <http://www.ucok.edu/registrar/sched/>
- Attach all supporting documentation used above.  
Please attach documentation in order by section number.
- Please include all contact information on Page 3.
- Submit materials to:

Dee Price, Certification Specialist  
FACS Division  
1500 W. 7<sup>th</sup> Ave.  
Stillwater, OK 74074

- Congratulations! You should have a reply within 3-4 weeks. If you have not been contacted in four weeks, please contact Dee Price at [dpric@okcareertech.org](mailto:dpric@okcareertech.org) or 405-743-5463.



## CareerTech Occupational Certification Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Occupational Competency Assessment Passed/Taken on \_\_\_\_\_

### Section 1. CareerTech Requirement

Minimum of nine (09) hours course work from the following areas:

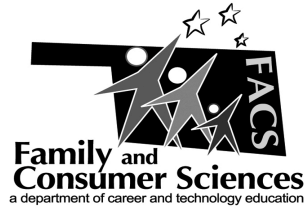
- Overview of CareerTech Education - classroom management, discipline and survival skills  
(it is recommended this course be taken prior to the following)  
 Transcribed Course Title: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_ Grade \_\_\_\_\_
- Methods of Teaching in CareerTech Education  
 Transcribed Course Title: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_ Grade \_\_\_\_\_
- Curriculum Development in CareerTech Education  
 Transcribed Course Title: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_ Grade \_\_\_\_\_
- History and Philosophy of CareerTech Education  
 Transcribed Course Title: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_ Grade \_\_\_\_\_
- Safety, Organization and Management of Learning in CareerTech Education  
 Transcribed Course Title: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_ Grade \_\_\_\_\_

### Section 2. 2000 hours Industry Related Experiences Documentation must be included

- 400 hours per year are required over a 5-year period. Hours need to reflect varied industry experience. Documentation of 400 hours allows renewal of Provisional I certificate.**
- Workshops/Lectures/Trainings/etc. hours may be used to fulfill the 2000 hours.**  
Culinary Ex. Food Safety/Sanitation workshop /OSU/9-19-08/agenda attached/8 hours  
 Early Care Ex. Shaken Baby Syndrome Training/EI Reno/8-30-08/attendance certificate attached/40 hours

I verify that I have completed the *Occupational Certification Worksheet* and have submitted all applicable documentation. I certify that all submitted documentation is true and factual. Failure to submit all required documentation will delay your processing and review.

Submitted by \_\_\_\_\_  
*(Signature)* *(Date)*



## *Contact Information*

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School Phone: \_\_\_\_\_

School Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

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(Signature)

(Date)