

## **Progression Schedule**

### **Career Technical Education Teacher – CTE Credential without Bachelor's Degree**

Progression schedule for Career Technical Education (CTE) teachers who have a CTE credential and do not possess a Bachelor's degree. Each progression is equivalent to 150 clock hours which translates to approximately 10 semester hours. Clock hours can be obtained through college courses and/or occupational trainings.

- **Progress to Equivalent of BA+15:** Accumulate an additional 150 clock hours.
- **Progress to Equivalent of BA+30:** Accumulate an additional 150 clock hours.
- **Progress to Equivalent of BA+45:** Accumulate an additional 150 clock hours.
- **Progress to Equivalent of MA+0:** Accumulate an additional 150 clock hours of professional and educational development equivalent to a master's degree (MA+0) by accumulating a total of 600 clock hours.

This plan emphasizes accumulating clock hours through continuous certifications and specialized training, allowing CTE teachers to advance without a bachelor's degree. Preapproval is required prior to completing coursework. If approval is granted, a horizontal move request folder shall be submitted during the designated timeframe. The folder shall include the preapproval worksheet, documentation of completion and clock hours or official transcripts. Please refer to Licensed Employees Agreement, Compensation, L34-9, for deadline to submit request for horizontal movement. No more than 150 seat hours will be accepted for salary schedule placement during any calendar year unless prior approval for exception.



**Pre-Approval Worksheet**  
**Career Technical Education Teacher –**  
**CTE Credential without Bachelor’s Degree**

**Personal Information**

**Name:** \_\_\_\_\_ **CTE Program Area:** \_\_\_\_\_

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**Verification and Approval**

This section is to be completed by the authorized pre-approval administrator(s).

| <b>Reviewer No. 1</b>                                                                                                           | <b>Reviewer No. 2</b>                                                                                                           | <b>Final Reviewer</b>                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Reviewed by: _____                                                                                                              | Reviewed by: _____                                                                                                              | Reviewed by: _____                                                                                                              |
| Date: _____                                                                                                                     | Date: _____                                                                                                                     | Date: _____                                                                                                                     |
| Approval Status: <input type="checkbox"/> Approved<br><input type="checkbox"/> Pending<br><input type="checkbox"/> Not Approved | Approval Status: <input type="checkbox"/> Approved<br><input type="checkbox"/> Pending<br><input type="checkbox"/> Not Approved | Approval Status: <input type="checkbox"/> Approved<br><input type="checkbox"/> Pending<br><input type="checkbox"/> Not Approved |
| Comments: _____                                                                                                                 | Comments: _____                                                                                                                 | Comments: _____                                                                                                                 |

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**Next Steps**

If your application is pending or not approved, please provide additional documentation if requested.



### Instructions for Completing the Worksheet:

1. **Personal Information:** Fill in your personal details.
2. **College Course(s) and/or Occupational Training(s):** Document all the classes and clock hours you are requesting for review; attach proof.
3. **Verification and Approval:** This section will be completed by the authorized pre-approval administrator(s).
4. **Next Steps:** Follow any additional instructions if your application is pending or not approved.

Ensure all sections are filled out accurately and completely. Attach all necessary documentation to support your application. If approval granted, a horizontal move request folder shall be submitted during the designated window of time. The folder shall include the preapproval, documentation of completion and clock hours or official transcripts.

### College Course and/or Occupational Training Request for Preapproval

List the college course and/or occupational trainings and the clock hours you plan to take that are relevant to your CTE certification.

| Activity Name                          | Provider/Organizer            | Anticipated Date of Completion | Clock Hours | Documentation Attached (Y/N) |
|----------------------------------------|-------------------------------|--------------------------------|-------------|------------------------------|
| <i>Example: Safety in Construction</i> | <i>ABC Workshop Providers</i> | <i>MM/DD/YYYY</i>              | 8           | Yes                          |

| Activity Name | Provider/Organizer | Anticipated Date of Completion | Clock Hours | Documentation Attached (Y/N) |
|---------------|--------------------|--------------------------------|-------------|------------------------------|
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