


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources and Division of Instruction

TO: All Career Technical Education Principals

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FROM: Leanne Hannah 
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**SUBJECT: CREDENTIAL QUALIFICATION FOR CAREER TECHNICAL EDUCATION
(CTE) APPLICANTS**

The following information is to provide guidance to administrators when hiring teachers for their Career Technical Education (CTE) program.

- The holder of a **Clear CTE Teaching Credential** is authorized to teach in any industry sector(s) listed on the credential in grades twelve and below and in classes organized primarily for adults, **including services to English learners** in Specially Designed Academic Instruction Delivered in English (SDAIE) in career technical, trade or vocational courses.
- The holder of a CTE Teaching Credential **is not required** to take the California Basic Skills Proficiency Test (**CBEST**) **as a condition of employment**, however, the governing board of each school district, which employs the holder of a vocational designated subject credential, shall establish its own basic skills proficiency exam and shall arrange for the holder of the credential to be assessed. [EC § 44830 (j)]. Los Angeles Unified School District, through the Personnel Commission's Talent Acquisition & Selection Branch, requires a District Proficiency test for individuals who need to satisfy the basic skills requirement.
- An instructor who holds a CTE Teaching Credential is authorized to teach an LAUSD CTE course (including approved A-G courses), as long as the credential and course are in the appropriate identified industry sector as well as having the appropriate industry background/experience related to the CTE course being offered.

If the school administration identifies a potential CTE teaching candidate who does not hold a Clear CTE Teaching Credential, the candidate must apply for a Preliminary CTE Teaching Credential by submitting their applications through an adult education program sponsor. (e.g. Los Angeles County Office of Education)

- In order to obtain a **Preliminary CTE Teaching Credential**, the applicant must verify **three years of work experience** directly related to each industry sector to be named on the credential and verification of a **High School diploma**.
- The California Education Code (EC § 44001, 44830(a), 44831 and 44253.1 requires teachers to hold an appropriate English Learner (EL) authorization when providing services to ELs. The holder of a **Preliminary CTE Teaching Credential** must obtain an initial **EL Authorization Waiver for SDAIE** in order to provide departmentalized EL services to students.
- The California Education Code (EC § 44332.6) mandates that a person being employed in a certificated position who does not yet have an appropriate credential or permit is required to obtain a Certificate of Clearance (COC) from the Commission on Teacher Credentialing (CTC) before a Temporary County Certificate (TCC) can be issued.

For assistance with employment processing, please contact Alonzo Cienfuegos, Coordinator at (213) 241-4898 or via email at Alonzo.Cienfuegos@lausd.net for further assistance.

For assistance with A-G courses, please contact your Local District Counseling Coordinators or Jesus Angulo, Director, Academic and Counseling Services at (213) 241-7510.

For CTE course writing questions, please contact your Local District CTE Advisor or Seema Puri, CTE Coordinator at spuri@lausd.net, or (213) 241-1298. In addition, Seema Puri will be the contact person for any follow up questions regarding CTE teacher recruitment.

For assistance with scheduling the LAUSD District Proficiency exam, please contact the Talent Acquisition & Selection Branch at (213) 241-3455 or via email at testschedule@lausd.net.

c. Frances Gipson
 Derrick Chau
 Jose Cantu
 Patricia Heideman
 Local District Administrators of Instruction
 Local District Counseling Coordinators