



Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001



Application for Career and Technical Educator Endorsement

EDUCATOR EFFECTIVENESS DIVISION

Please select type of license for which application is being made:

- Career and Technical Educator Endorsement (CTE)
- Part-time Career and Technical Educator Endorsement (PCTE)*
- Provisional career and Technical Educator Endorsement (CTEP)*

Important: To be evaluated for this credential, you must also apply online and pay the applicable fees through your Educator Licensure Information System (ELIS) account.

Instructions: Please print or type. The educator should provide all information requested in Part I of this form, and the district should complete Part II. Return this completed form and the required supporting documentation to your Regional Office of Education. Contact information is in your telephone book under local or county government, or at <http://www.isbe.net/regionaloffices/>. Chicago residents should mail this form and supporting documents to the Illinois State Board of Education, Educator Effectiveness, 100 North First Street, S-306, Springfield, Illinois 62777-0001. Additional instructions on page 3.

PART I - TO BE COMPLETED BY APPLICANT

APPLICANT NAME (Last, First, Middle, Maiden)	IEIN	BIRTHDATE (MM/DD/YYYY)
ADDRESS (Street, City, State, Zip Code)	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	E-MAIL
	HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)

ACADEMIC PREPARATION (Submit official transcripts)

NAME OF INSTITUTION	DATES ATTENDED		MAJOR SUBJECT AREA	TOTAL CREDITS EARNED
	FROM Month/Year	TO Month/Year		

EMPLOYMENT EXPERIENCE (Submit resume and completed work experience verification form(s) 73-23A and/or 73-23B.)

PLACE OF EMPLOYMENT	FROM Month/Year	TO Month/Year	SPECIFIC TYPE OF WORK	IF APPLICABLE, ENDORSEMENT HELD (Type and Number)

I certify that the above information and statements are correct to the best of my knowledge.

_____ Date

_____ Original Signature of Applicant

Application for Career and Technical Educator Endorsement (Continued)

PART II – DISTRICT INFORMATION – ALL INFORMATION MUST BE COMPLETED

DISTRICT NAME AND NUMBER OF EMPLOYING SCHOOL DISTRICT

LIST SPECIFIC CAREER AND TECHNICAL EDUCATOR PROGRAM TITLE(S) WITH CLASSIFICATION OF INSTRUCTIONAL PROGRAMS OR CIP CODE(S) TO BE TAUGHT

1)	2)	3)
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**I certify that this Endorsement request is made at the direction of the Board of Education and is a matter of record in the official minutes of the Board. Superintendent or the Board Secretary and Regional Office of Education of the employing district signatures are required for Part-time Provisional Career and Technical Educator Endorsement and/or Provisional Career and Technical Educator Endorsement. I further certify that no qualified teacher holding a Professional Educator License or an Educator License with Stipulations with a Career and Technical Educator Endorsement is available and that actual circumstances require such issuance.* (Article 21B-20 Illinois School Code).*

Yes No

- Provided written verification from the school district that will employ the individual requesting the license shall verify to the State Superintendent that:
1. the district is unable to find a qualified individual holding a professional educator license endorsed for the skill area of instruction or educator license with stipulations endorsed for career and technical educator in the skill area of instruction; and
 2. the current circumstances existing in the district require the employment of an individual licensed in the skill area of instruction.

Date

*Original Signature of Superintendent or
Board Secretary of Employing District*

Date

Original Signature of Regional Office of Education Superintendent

ISBE USE ONLY

Recommended

Not Recommended

Date

Original Signature of State Board Official

INSTRUCTIONS FOR APPLYING AND COMPLETING THIS APPLICATION

Visit <http://www.isbe.net/licensure/requirements/ed-lic-w-stip.pdf> for more details about Educator License with Stipulations endorsed for Career and Technical Educator, Provisional Career and Technical Educator, and Part-Time Provisional Career and Technical Educator requirements.

PART I.

ACADEMIC PREPARATION – you must include official transcripts showing 60 semester hours of college credit if you are applying for the Career and Technical Educator endorsement.

- Transcripts: Mailed from the institution to the address at the top of the page or emailed from the institution to transcripts@isbe.net
- Transcripts emailed from the educator will not be accepted.

Part-Time Provisional Career and Technical Educator Endorsement and Provisional Career and Technical Educator Endorsement do not require college credit.

VERIFICATION OF EMPLOYMENT EXPERIENCE - all applications must include verification of work experience from your current and/or previous employer(s) detailing the specific skills/responsibilities you performed and the length of time you were employed for each position held using ISBE forms listed below. All skills/responsibilities must include total number of hours performed per each skill/responsibility.

- a. ISBE Form 73-23A: Verification for Career and Technical Educator Work Experience. This form should be completed for each employment position held.
- b. ISBE Form 73-23B: Verification for Career and Technical Educator Work Experience (Notarized). This form should be used in cases in which you are self-employed or your former supervisor(s) are no longer available to verify your employment work experience.

HELPFUL TIPS REGARDING DOCUMENTATION OF WORK EXPERIENCE: Depending upon the type of credential, either a minimum of 2,000 or 8,000 hours of paid work experience is required in each Classification of Instructional Program (CIP) code in which licensure is requested. It is recommended to follow these tips when documenting work experience:

- i. Complete Form 73-23A and/or 73-23B similar to a resume, provide the employer, position, and the timeline of employment (month and year) and the specific responsibilities carried out or skills learned and approximate hours for each employer/position.
 - For example, a vague statement would be “running/operating the books”. A more specific example would indicate if they had responsibilities for (or learned how to): data entry (100 hours), create financial statements for the loan officer (25 hours), compiled information and completed tax forms (100 hours), etc.
- ii. Group the experiences/hours by CIP and avoid double counting hours if applying for more than one CIP. Do not overestimate or exaggerate hours or responsibilities.
- iii. Avoid documenting just the minimum amount of hours required. Document all related experience toward each CIP. Hours teaching in the classroom do not count as industry work experience.
- iv. Submit all certifications (in state or out-of-state) that pertain to a specific CIP.
 - For example, if you hold an Illinois Department of Financial and Professional Regulation license for Cosmetology; provide a copy of license with your application.

PART II.

CLASSIFICATION OF INSTRUCTIONAL PROGRAM(S) or CIP CODE: The district should determine which CIP(s) they would have the applicant teach (i.e. 01.0101 Agricultural Business and Management) based on the applicant’s experience and courses. A teacher will only be eligible to teach courses that are within the CIP/pathway for which he/she is licensed.

To view a list of acceptable Career and Technical Educator Program Titles with Classification of Instructional Program or CIP Codes, please visit:

- Agricultural Education: <http://www.isbe.net/career/pdf/ag-ed-matrix.pdf>
- Business, Marketing, and Computer Education: http://www.isbe.net/career/pdf/business_matrix.pdf
- Family and Consumer Sciences: <http://www.isbe.net/career/pdf/fcs-program-matrix.pdf>
 - Personal Services: <http://www.isbe.net/career/pdf/fcs-personal-svcs-program-matrix.pdf>
- Health and Sciences Technology: http://www.isbe.net/career/pdf/health_occupations_matrix.pdf
- Technology and Engineering Education (Industrial)
 - Arts, Audio/Video Technology and Communications: <http://www.isbe.net/career/pdf/tee-matrix-aavtc.pdf>
 - Architecture and Construction: <http://www.isbe.net/career/pdf/tee-matrix-ac.pdf>
 - Law, Public Safety, Corrections and Security: <http://www.isbe.net/career/pdf/tee-matrix-lpssc.pdf>
 - Science, Technology, Engineering, and Mathematics & Manufacturing: <http://www.isbe.net/career/pdf/tee-matrix-stem.pdf>
 - Transportation, Distribution, and Logistics: <http://www.isbe.net/career/pdf/tee-matrix-tdl.pdf>