

# CTE Designated Workplace Experience Coursework

## Determining Teacher of Record Qualifications for Group 5 Workplace Experience Courses

Assignability rules per 23 Illinois Administrative Code, Section 27.500 identify that Career and Technical Education (CTE) Group 5 Workplace Experience courses require the teacher of record to hold appropriate credentials aligned to the work-based learning (WBL) expectations set by ISBE. An appropriately licensed CTE educator is required to maintain access to state and federal CTE funding.

CTE Workplace Experience courses can be taught within the CTE educator's endorsement without any additional training and/or certification. CTE Workplace Experience courses can be taught outside of the endorsement area by a currently endorsed CTE teacher who has attained a [WBL designation](#) in the ISBE Educator Licensure Information System (ELIS). The requirements for the designation are (a) the individual completes two courses from a regionally accredited institution of higher education, as approved by the State Board, in Work-Based Learning; or (b) the individual completes a sequence of WBL modules approved and offered by the State Board or a designee. For more information, see 23 Illinois Administrative Code, Sections 1.738 and 27.500 and the [ISBE Work-Based Learning Manual](#), Appendix A.



Valley Education for Employment Systems (VALEES)

## Quick Teacher of Record Checklist

Use this checklist to verify teacher of record eligibility

### 1. Verify Base License

- ✓ Does the educator hold a Professional Educator License (PEL) with a CTE Endorsement, Educator License with Stipulations (ELS)-CTE, or ELS-CTE Provisional (CTEP)?

**YES** → Eligible within the teacher's CTE endorsement area

**NO** → Not eligible

### 2. Identify the Course Alignment

- ✓ Does the Group 5 Workplace Experience course fall within the teacher's CTE endorsement area?

**YES** → Eligible (within the teacher's CTE endorsement area). Does not need WBL designation.

**NO** → Proceed to Step 3

### 3. Check for WBL Designation

- ✓ Does the CTE educator (as verified in step 1) hold a WBL designation in ELIS?

**YES** → Eligible

**NO** → Not eligible to teach outside of the teacher's CTE endorsement area until WBL designation is obtained.

## Additional Notes

1. When assigning teachers, confirm alignment with the [ISBE CTE Licensing and Endorsements guidance](#) to maintain access to state and federal funding. A Workplace Experience course taught by a non-CTE educator does not qualify as a funded CTE course.
2. Ag educators who hold an Illinois PEL have already had this content integrated in their teacher preparation program. These educators do not need to complete this separate coursework. Ag-PEL educators should add the WBL designation to their ELIS account by completing the [WBL Designation Request form](#). Ag educators holding an ELS-CTE or ELS-CTEP will need to take the SAE for All training by National FFA, complete six hours of approved university coursework, or complete the free online WBL professional learning modules to qualify for the WBL designation. Educators who hold a PEL in Agricultural Education earned through an out-of-state preparation program may qualify for the WBL designation if they provide documentation verifying that equivalent work-based learning coursework was included in their teacher preparation program. Acceptable documentation may include course syllabi or a professor letter of verification.
3. The Secondary Transition Experience Program (STEP) is a work experience program that helps students with disabilities prepare to transition to employment after high school. For additional information, see the [ISBE Work-Based Learning Manual](#) and ISBE Special Education resources.
4. An exception exists for PEL educators who have served as a full-time classroom instructor for at least two years. These educators are qualified to teach Workplace Experience courses in the Education, General (13.0101) pathway without obtaining a separate CTE endorsement or the WBL designation. Educators in this category will need to obtain a WBL designation to serve as teacher of record for Workplace Experience courses outside the Education, General pathway.

IL Educator Licensure/ Endorsement	WBL Designation	Course Assignability
PEL with CTE endorsement <sup>1</sup>	Yes	Any workplace experience course
PEL with CTE endorsement	No	Only workplace experience courses in endorsed CIP
PEL in Ag Ed	Yes	Any workplace experience course
ELS with CTE endorsement	Yes	Any workplace experience course
ELS with CTE endorsement	No	Only workplace experience courses in endorsed CIP
PEL in Special Education	Yes	Any workplace experience course for special education students only
PEL in Special Education	No	Not eligible to teach workplace experience courses
Non-CTE PEL in Any Area <sup>2</sup>	Yes	Non-CTE workplace experience courses
Non-CTE PEL in Any Area	No	Not eligible to teach workplace experience courses

<sup>1</sup>Agricultural education teacher preparation programs are required to include work-based learning coursework in the program of study for teacher candidates. Teacher must still complete designation request form.

<sup>2</sup>Only courses coded as a CTE course are eligible for state CTEi funding and federal Perkins funding.