



WELCOME

Licensure Updates for Career and Technical Education Educators

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Today's Topics

- New endorsement codes added
- New guidance on course assignability
- Course Matrices
- Types of Educator Licenses with Stipulations for CTE
- Educator License with Stipulations Application Process
- Best Practices and Common Errors



New Endorsements

- 65 New Endorsement Codes
- Recognition of the interconnectedness and cross-disciplinary nature of our programs
- Provides greater flexibility to address the teacher shortage
- Allows the option to add Workplace Experience Coordinator (WECO) to ELIS.



ISBE CTE Licensing and Endorsements

Updated 8/5/21

Purpose: To provide increased clarity on the new CTE Licensing and Endorsements and the applicable assignability.

- Reasoning for changes
- Details of the various types of CTE Licenses
- Links to relevant resources
- Information on Workplace Experience Coordinator
- [Available online](#)

ISBE CTE Licensing and Endorsements

The Illinois State Board of Education's CTE and Innovation Department has prepared this document to guide the field while also better aligning licensure allowability to the cross-discipline nature of roles in business and industry. For example, in the Health Science and Technology program area, this guide recognizes that a Registered Nurse instructing a Certified Nurse Assistant program is well qualified to also deliver instruction in the Health Unit Coordinator/Ward Clerk, Pharmacy Technician/Assistant, Clinical/Medical Laboratory Technician, and Phlebotomy Technician programs. In Architecture and Construction, this guide recognizes that an industry professional with experience in Building/Property Maintenance also has the knowledge to provide secondary instruction in the Electrician and Heating, Ventilation, and Air Conditioning (HVAC) programs.

Career and Technical Education (CTE) program approval for federal and state grant funding requires appropriate teacher licensure with either a.) a Professional Educator License (PEL) endorsed in a CTE area, b.) an Educator License with Stipulations (ELS) endorsed in Career and Technical Education, or c.) an Educator License with Stipulations for Career and Technical Education Provisional. (ELS-CTEP).

The endorsements found in Table 1 represent valid CTE 5-12 subsequent endorsements that may be added to any existing PEL by passing the content exam and completing 18 semester hours of coursework in the content area. These endorsements can be added at any grade level even if the underlying teaching endorsement on the PEL is a different grade range. Educators with these subsequent endorsements are eligible to teach all courses within the programs listed under Course Assignability. More information regarding these endorsements can be found at <https://www.isbe.net/Pages/Subsequent-Teaching-Endorsements.aspx>.

Short-term approval of a subsequent endorsement on a PEL can be available for up to three years for any educator who holds a PEL and has either a.) completed nine semester hours of coursework in the subject area to be taught, or b.) received a passing score on the corresponding Illinois Content Area Test. Endorsements for short-term approval will not be issued after June 30, 2023.

The endorsements found in Table 2 represent valid CTE Educator License with Stipulations (ELS-CTE) endorsements. These endorsements may be attained by completing a minimum of 60 semester hours from a regionally accredited institution or an accredited trade and technical institution at the 100-level or higher, and completing a minimum of 2,000 documented hours of experience outside of education in the area to be taught. Work experience for Classification of Instructional Program codes (CIPs) 13.0101 Education, General; and 13.120 Early Childhood Education and Training can be earned through classroom experience as an educator. Applicants can also attain Provisional Educator License with Stipulations (ELS-CTEP) by completing a minimum of 8,000 documented hours of work experience in the skill that will be taught. More information regarding these endorsements can be found at <https://www.isbe.net/Pages/career-technical-educator.aspx>.

**The CTE Workplace Experience Coordinator (WECO) endorsement can only be attained by a currently endorsed CTE teacher who has either completed a.) six semester hours of formal coursework in the area of organization and administration of cooperative vocational education, including techniques of coordinating on-the-job experiences and individualized instructional methodology; or b.) a teacher preparation program in agricultural education that includes coursework on the planning and implementation of Supervised Agricultural Experiences (SAE).*

*Educators and programs in career pathways regulated by U.S. Department of Defense**, Illinois Department of Financial and Professional Regulation†, Illinois Secretary of State§, or the Illinois Department of Public Health‡ must comply with any and all requirements set forth by those agencies.*



Table 1: Career and Technical Education Course Assignability by Subsequent Endorsement on the Professional Educator License

Table includes:

- Subsequent Endorsement Title
- Course Assignability
- Endorsement Code

Table 1: Career and Technical Education Course Assignability by Subsequent Endorsement on the Professional Educator License

Subsequent Endorsements with ELIS endorsement code	Course Assignability	Endorsement Code
Agricultural Education (5-12)	All courses in programs listed: 01.000; 01.0101; 01.0201; 01.0601; 01.0401; 01.0901; 15.0507; 03.0101	• AGED
Business, Marketing, and Computer Education (5-12)	All courses in programs listed: 11.0801; 31.0301; 52.0201; 52.0301; 52.0401; 52.0701; 52.0801; 52.0903; 52.0904; 52.1001; 52.1401	• BMC
Business, Marketing, and Computer Education – Business Computer Programming (5-12)	All courses in programs listed: 11.0201; 11.0801; 11.0901; 31.0301; 52.0201; 52.0301; 52.0401; 52.0701; 52.0801; 52.0903; 52.0904; 52.1001; 52.1401	• BMCP
Computer Applications (5-12)	All courses in program listed: 11.0201; 11.0801; 11.0901	• COAP
Computer Science (5-12)	All courses in programs listed: 11.0201; 11.0701; 11.0801; 11.0901; 47.0104	• COSC
Family and Consumer Science (5-12)	All courses in programs listed: 12.0500; 13.0101; 13.1210; 19.0501; 19.0601; 19.0702; 19.0709; 19.0901; 19.1001; 31.0301; 52.0903; 52.0904	• FACS
Technology Education (Industrial Arts) (5-12)	All courses in programs listed: 15.0000; 15.1701; 10.0301; 50.0406; 10.0202; 15.1301; 46.0302; 46.0401; 47.0201; 47.0302; 46.0000; 47.0603; 47.0604; 47.0608; 49.0209; 47.0104; 47.0105; 47.0409; 48.0501; 48.0506; 48.0508; 48.0703	• TEED



Table 2: Career and Technical Education Course Assignability by Educator License with Stipulations

Table Includes:

- Title of Licensing Endorsement
- Name of the CTE Program with CIP Code
- Course Assignability
- Previous Endorsement Codes
- New Endorsement Codes

CTE Licensing Endorsement Title of new teaching endorsement	CTE Program CIP/programs tied to this endorsement	Course Assignability Courses that can be taught by a teacher with this endorsement	Previous Endorsement Code(s)	New Endorsement Code
Marketing (FBS)	<ul style="list-style-type: none"> • Marketing (52.1401) 	<ul style="list-style-type: none"> • All courses in programs listed (52.1401) 	SDMO, BPFM	MARK
Real Estate (FBS) †	<ul style="list-style-type: none"> • Real Estate (52.1501) 	<ul style="list-style-type: none"> • All courses in programs listed (52.1501) 	N/A	REAL
Information Technology (IT)	<ul style="list-style-type: none"> • Computer Programming/Programmer, General (11.0201) • Computer Science (11.0701) • Web Page, Digital/Multimedia, and Information Resources Design (11.0801) • Computer Networking (11.0901) 	<ul style="list-style-type: none"> • All courses in programs listed (11.0201; 11.0701; 11.0801; 11.0901; 47.0104) 	CPSA, CSNT, WDIR	INFT
Agriculture, Food, and Natural Resources (AFNR)	<ul style="list-style-type: none"> • Biotechnology Systems (01.0000) • Agribusiness Systems (01.0101) • Power, Structural and Technical Systems (01.0201) • Plant Systems (01.0601) • Food Products and Processing Systems (01.0401) • Animal Systems (01.0901) • Environmental Service Systems (15.0507) • Natural Resource Systems (03.0101) 	<ul style="list-style-type: none"> • All courses in programs listed (01.000; 01.0101; 01.0201; 01.0601; 01.0401; 01.0901; 15.0507; 03.0101) 	AGSI, AGBM, AGMT, HORI, and NRC	AFNR
Cosmetology (HPS) †	<ul style="list-style-type: none"> • Cosmetology/Cosmetologist, General (12.0401) 	<ul style="list-style-type: none"> • All courses in program (12.0401) 	COSG	CSTG
Barbering (HPS) †	<ul style="list-style-type: none"> • Barbering/Barber (12.0402) 	<ul style="list-style-type: none"> • All courses in program (12.0402) 	BRB	BRBR
Nail Technician (HPS) †	<ul style="list-style-type: none"> • Nail Technician/Specialist and Manicurist (12.0410) 	<ul style="list-style-type: none"> • All courses in program (12.0410) 	NTSM	NSAM



2 Types of CTE Educator Licenses with Stipulations

- At least 60 college credits
- 2000 hours of work experience for initial endorsement
- 1000 of additional non-duplicative work for additional endorsements
- Grades 5-12

ELS - CTE

- 8000 hours of work experience for initial endorsement
- 1000 of additional non-duplicative work for additional endorsements
- Grades 5-12

ELS - CTEP

Limitations

At the time of application, must obtain a letter from the school district confirming that no teacher holding a PEL or ELS endorsed in career and technical education is available and that circumstances warrant the issuance of this license.



Course Matrices

- [Agriculture, Food, and Natural Resources](#)
- [Architecture and Construction](#)
- [Arts, Audio/Video and Communications](#)
- [Financial and Business Services](#)
- [Government and Public Administration](#)
- [Health Sciences and Technology](#)
- [Hospitality and Tourism](#)
- [Human Services](#)
- [Information Technology](#)
- [Law, Public Safety, Corrections, and Security](#)
- [Personal Services](#)
- [STEM and Manufacturing](#)
- [Transportation, Distribution, and Logistics](#)

CAREER PROGRAMS IN HUMAN SERVICES

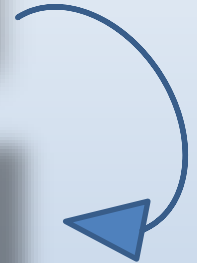
CAREER CLUSTER	Human Services	Human Services	Human Services	Human Services	Human Services	Hospitality and Tourism	Manufacturing	Education and Training	Education and Training
CIP	19.1001	19.0702	19.0709	44.0701	19.0501	19.0601	19.0901	13.0101	13.1210
PROGRAM TITLE	WORK AND FAMILY STUDIES	ADULT DEVELOPMENT AND AGING	CHILD CARE PROVIDER	SOCIAL WORK	FOODS, NUTRITION AND WELLNESS STUDIES	HOUSING AND HUMAN ENVIRONMENTS	APPAREL AND TEXTILE	EDUCATION, GENERAL	EARLY CHILDHOOD EDUCATION AND TRAINING
GROUP 1: ORIENTATION COURSES (Minimum Selection: One course from Group 1 or 2)									
ORIENTATION COURSES	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration
	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration	Human Services Career Exploration
GROUP 2: INTRODUCTORY COURSES									
INTRODUCTORY COURSES	Introduction to Family and Consumer Science Careers	Introduction to Family and Consumer Science Careers	Introduction to Family and Consumer Science Careers	Human Growth and Development	Introduction to Family and Consumer Science Careers	Introduction to Family and Consumer Science Careers	Introduction to Family and Consumer Science Careers	Foundations to Teaching	Foundations to Teaching
	Work and Family Relationships	Work and Family Relationships	Work and Family Relationships	Work and Family Relationships	Work and Family Relationships	Textiles and Design I	Fashion, Apparel, and Textile Service Occupations	Human Growth and Development	Human Growth and Development
	Human Growth and Development	Human Growth and Development	Human Growth and Development	Child Development and Parenting	Nutrition and Culinary Arts I	Work and Family Relationships	Work and Family Relationships	Work and Family Relationships	Work and Family Relationships
	Child Development and Parenting	Child Development and Parenting	Child Development and Parenting				Textiles and Design I	Child Development and Parenting	Child Development and Parenting
	Nutrition and Culinary Arts I		Care and Learning Services Occupations					Diversity in Education	Diversity in Education
	Textiles and Design I								
	Family and Career Relationships								
GROUP 3: SKILLS COURSE (Minimum Selection 1)									
SKILLS COURSE	Family and Consumer Sciences	Elder Care	Child Care	Counseling and Mental Health	Nutrition and Wellness	Interior Design	Textile and Design Occupations	Educational Methodology	Early Childhood Education
			Care and Learning Services Management				Textiles and Design II		
GROUP 4: ADVANCED COURSES									
ADVANCED COURSES	Family and Consumer Sciences Communications	Geriatric Aide*		Community Protection	Food Science	Home Furnishings Production	Fashion Merchandising	Instructional Technology	Instructional Technology
	Consumer Economics/Personal Finance	Home Health Aide*			Food Preparation and Health Management	Facilities Planning and Management Services	Clothing/Textile Maintenance	Classroom Management	Classroom Management
	Community Protection	Community Protection							
GROUP 5: WORKPLACE EXPERIENCE COURSES									
WORKPLACE EXPERIENCE	Human Services Workplace Experience	Human Services Workplace Experience	Human Services Workplace Experience	Human Services Workplace Experience	Human Services Workplace Experience	Hospitality and Tourism Workplace Experience	Manufacturing Workplace Experience	Education and Training Workplace Experience	Education and Training Workplace Experience
	Work and Family Studies Workplace Experience	Elder Care Workplace Experience	Child Care Workplace Experience	Social Work Workplace Experience	Nutrition and Wellness Workplace Experience	Interior Design Workplace Experience	Apparel and Textile Workplace Experience	General Education Workplace Experience	Early Childhood Education Workplace Experience



Aligning Work Experience with Skill Level Courses

GROUP 3: SKILLS COURSE (Minimum Selection 1)									
SKILLS COURSE	Family and Consumer Sciences	Elder Care	Child Care	Counseling and Mental Health	Nutrition and Wellness	Interior Design	Textile and Design Occupations	Educational Methodology	Early Childhood Education
			Care and Learning Services Management				Textiles and Design II		

Group 3	19251A002	Family and Consumer Sciences	Family and Consumer Sciences courses help students to develop the knowledge and skills that are used to manage one's family and career efficiently and productively. Course topics typically include foods and nutrition; apparel; childcare and development; housing, interior design, and maintenance; consumer decisions; personal financial management; interpersonal relationships; and careers available in family and consumer sciences.
Group 3	19053A002	Elder Care	Elder Care courses emphasize the care of human beings as they grow older. These courses involve the study of the biological, physiological, social, and psychological needs and concerns of the elderly, and deal with the aging process, death, and dying in a realistic manner. Elder Care courses may cover work and personal habits appropriate to the field and may also offer the opportunity to explore various careers.
Group 3	19051A001	Child Care	Child Care courses provide students with knowledge about the physical, mental, emotional, and social growth and development of children from birth through pre-school age. Main topics include the fundamentals of working with infants, toddlers, and older children; providing healthy environments; evaluating childcare settings; and examining the practices, regulations, and opportunities in the childcare industry. Often Child Care courses provide students with practical experience, including observation time in a childcare center. Advanced topics may include various learning theories; development of activities; operation of a childcare center; recognition of childhood diseases, abuse, and neglect; and first aid/emergency training.
Group 3	19055A001	Care and Learning Services Management	This course emphasizes the skills associated with the administration of the infant, child and adult care facilities and education centers. Skills, strategies, and issues related to caring for infants and special needs children and adults, where applicable, are included. Emphasis is placed on career opportunities, communication skills, human relations, and the service needs of clients in the occupational area. The major learning experiences will involve actual work with children and /or adults in facilities simulating those found in the workplace/industry, and discussion of the situations and problems that arise during the learning experiences. State licensing and certification requirements and regulations related to all-aspects of care and education are stressed throughout the course. Careers in the occupational area will be investigated, including entrepreneurship.
Group 3	19301A001	Counseling and Mental Health	Counseling and Mental Health courses provide students with the knowledge and skills necessary to pursue a counseling and mental health career through simulated environments. These courses allow students to apply their knowledge of ethical and legal responsibilities, the limitations of these responsibilities, and the implications of their actions.





CIP Code on the Work Experience 73-23B

- Please make sure that the CIP code for the Work Experience is completed.

PART II - EMPLOYMENT INFORMATION BY APPLICANT - EMPLOYER/SUPERVISOR NO LONGER AVAILABLE

Work Experience Verification: Please verify evidence of work experience for the employer listed above regarding your skillset and hours performed per skill. Please request that the ROE or CPS e-mail this completed form to licensureforms@isbe.net.

Dates of Employment: From: _____ To: _____

Applicant's Official Job Description: _____

PROGRAM TITLE WITH CLASSIFICATION OF INSTRUCTIONAL PROGRAM or CIP: _____

Skills/Responsibilities	Hours Performed

*If additional space is needed, you may attach a separate sheet on company letterhead following the same format.

NAME OF EMPLOYER _____ TITLE _____



Best Practices and Common Errors

Best Practices

- Provide several different line items for experience with detailed descriptions with hours specific to topic
- Refer to relevant CIP codes, matrix, and skills prior to filling out application
- Notarize work experience in instances of self-employment or inability to attain signature of previous employer

Common Errors

- Provide generalized descriptions all lumped into one category
- Failing to identify a CIP code or refer to the relevant skills as identified in the Skills coursework of the relevant program
- Failure to notarize properly notarize work experience when necessary



Questions?



Contact:

For the quickest response, please refer questions to cte@isbe.net.

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