



# CTE Credential Program

## Pre-Screening Checklist

**Please complete the pre-screening checklist and include it in your email submission. All documents must be attached to one email (except for official transcripts). If any documents are missing, you will receive an email back to re-submit.**

**Name:** \_\_\_\_\_

### Step 1 - Survey:

Complete the CTE Credential Application Survey.

Attached to this email is a PDF titled "Step 1 Survey". Complete the survey, save the PDF. Review: [CTC Industry Sectors](#) to determine your sector.

Attach the completed PDF to your email submission.

### Step 2 – Education Requirement:

Required: Copy of high school diploma or diploma based on passage of the GED Test.

Attach a copy to your email submission.

If Applicable: Official, unopened college transcripts or official electronic transcripts verifying a degree above (AA, AS, BA, BS, MA, MS, or Ph.D.).

If applicable, type in your email submission the date you requested the transcripts and if they will be emailed or mailed.

Send Electronic Transcripts to [CTE-Credentials@fcoe.org](mailto:CTE-Credentials@fcoe.org) or mail to:

CTE Credential Program  
1318 E. Shaw Ave. Suite 420  
Fresno, CA 93710

If Applicable: Official evaluation of foreign equivalent of high school diploma and/or degree. Foreign transcripts must be evaluated by CTC approved organizations only. Visit the [CTC Foreign Transcript Evaluations](#) for more detailed information.

If applicable, attach your certification letter from the approved organization to your email submission.

If Applicable: Licenses / Certificates (i.e. nursing, cosmetology, etc.)

If applicable, attach a copy to your email submission.

### Step 3 – Verify Your Industry Work Experience

Applicants must have industry work experience within a set timeframe (3 options to qualify). You must provide documentation of 3 years of work experience directly related to the CTE industry sector(s) you are applying for, and/or provide documentation of alternate work experience. One (1) year equals a minimum of 1,000 clock hours. 3,000 clock hours can be full-time, part-time\*, self-employed, paid, or unpaid. If employment was less than full-time an accounting of the number of hours the applicant was employed is required. Alternate work experience may also be accepted.



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### Step 3 Cont. –Industry Work Experience

**Your Time Requirement must include one of the following** (check the box you qualify for):

1 year industry work experience within the last 5 years. **Must Complete Step 3A.**

2 years industry work experience within the last 10 years. **Must Complete Step 3A.**

3 years industry work experience within the last 10 years. **Skip Step 3A.**

**For your time requirement above, you must submit the following:**

Work verification letter from employer(s) – See PDF “Employer Sample” attached.  
*Attach a copy(s) to your email submission.*

If applicable, Self-Verify (Notarized 5 Artifacts) Work Verification Letter(s): Requires a statement, signed by the applicant under penalty of perjury, verifying experience and substantiated in writing by other person(s) with first-hand knowledge of the applicant’s self-employment or avocation. See PDF “Self Verify Sample” attached to welcome email.

*If applicable, Attach a copy(s) to your email submission.*

### Step 3A: Alternate Work Experience Options

If you selected 1 year or 2 years of industry work experience in Step 3, you must provide alternate work experience to meet the 3 year requirement. Check any applicable sections below and include supporting documents in your email submission.

College Coursework	Vocational Teaching Experience	Non-College related coursework	Occupational Internship	Possession of Advanced Industry Certification or License	General Ed Teaching Experience – K12
24 units = 1 year 48 units = 2 years	Maximum of 1 year	Academy / Apprenticeship	Maximum of 1 year	Maximum of 1 year	Minimum One Year Full Time
<b>Based on your selection(s) above, submit the following in your email submission:</b>					
Official, unopened college transcripts. See page 1, step 2 for directions.	Work verification letter	Transcripts / Certificates / Verification of Training Hours	Work verification letter	Copy of Certification or License	Work verification letter

### Step 4: Complete Work Verification Cover Letter (attached to welcome email)

### Step 5: Email Submission

I have reviewed my email submission, and I am attaching all required documents: CTE Credential Application Survey, High School Diploma/GED Test passage, work verification letter(s), completed work verification cover letter, completed Pre-Screening Check List, etc.