

## Career & Technical Education Credentialing

Through the Colorado Vocational Act, Denver Public Schools receives funding from the state to supplement the cost of running career & technology programs in the high schools. The CTE department oversees this funding and monitors the district's compliance with state and federal regulations related to the Colorado Vocational Act.

High school business & marketing education, consumer & family studies, and industrial technology programs follow an approval process with the state. A component of that process is that teachers in these program areas have a Colorado Career & Technical Education Credential in addition to their Colorado Teacher's License. **A requirement for the career & technical education credential is that the applicant has non-teaching work experience in the program area in which s/he teaches.**

Career and technical education credentials are issued by the Colorado State Board for Community Colleges and Occupational Education. The state director of credentialing is Diane Hirsch. Her office is located at 9101 E. Lowry Blvd., Building 959, Denver, CO 80230. The phone number for the credentialing office is 303-595-1650. The FAX number is 720-858-2741. The email address for the credentialing office is [credential@cccs.edu](mailto:credential@cccs.edu).

The credential application, provisional credential application, occupational experience verification, and instructions can be accessed online at [www.coloradocredentialing.org](http://www.coloradocredentialing.org). The state credentialing office is working towards on-line credential renewals as well as on-line occupational competency tests. You will be notified whenever these changes take place.

**All career and technical education credential applications and course approval forms must be signed by Sharon Robinson, the district's Director of Career & Technology Education.**

Once you have completed the application for a credential (either new or a renewal) and attached all necessary documentation, please forward the packet via school mail to the CTE office at Emily Griffith Opportunity School. Be sure to include a check payable to CCCS as indicated on the application form. Once Ms. Robinson has signed the application, CTE staff will forward the entire packet to the state credentialing office.

## **Course Approval**

If you need course approval for renewal of a credential, complete the course approval form and send it to the CTE office for Sharon Robinson's approval. Once she has signed this form, it will be returned to you for your records.