## Requirements for Requesting CTE Course Waivers at South Seattle Community College

To stay in compliance as a Business and Industry Route initial CTE certification provider, South Seattle has to have documentation of proof of mastery for program competencies not earned through the South Seattle CTE Teacher Certification Program courses.

<table>
<thead>
<tr>
<th>Education Background &amp; Teaching Experience</th>
<th>Courses that May be Waived with Appropriate Documentation</th>
</tr>
</thead>
</table>
| Possess a bachelor’s or master’s degree in teaching. | • Teaching Strategies  
• Organization and Curriculum Design  

*Must provide an official transcript from the College granting the teaching degree.* |

| Possess a bachelor’s or master’s degree in teaching. **AND** Have taught in your own class for at least one year. | • Teaching Strategies  
• Organization and Curriculum Design  
• Classroom Management  

*Must provide an official transcript from the College granting the teaching degree and a copy of your current teaching certificate.* |

| As part of your bachelor’s and master’s degree completed a college level course specifically on assessment and evaluation within the last FIVE years. | • CTE Assessment and Evaluation  

*Must provide an official transcript from the College granting the teaching degree and a copy of the evaluation and assessment course outline you took.* |

| As part of your bachelor’s and master’s degree completed a college level course (3 credits or more) in educational law within the last TWO years at a Washington State college. | • Legal Issues: Rights and Responsibilities  

*Must provide an official transcript from the College granting the teaching degree and a copy of the educational law course outline you took.* |

| As part of your bachelor’s and master’s degree completed a college level course in instructional technology. | • Integrating Technologies in the Classroom  

*Must provide an official transcript from the College granting the teaching degree and a copy of the instructional technology course(s) outline.* |
| Have extensive background using the computer and integrating technology in your lesson plans. | • May challenge the *Integrating Technologies in the Classroom* course. You will be asked to demonstrate in-person your computer skills and produce a prepared lesson plan. There is a $99 fee for the Tech Challenge.

*(Must submit by email a request to challenge the class including a description of your extensive technology and teaching background.)* |
| --- | --- |
| Possess a bachelor’s or master’s degree in teaching AND Possess a current WA State teaching certificate AND Currently teaching in a middle or high school program in WA State | • Teaching Strategies
• Organization and Curriculum Design
• Classroom Management
• Instead of taking *Integrating Technologies in the Classroom* and *CTE Assessment & Evaluation*, you will have the option of taking the course, *Program Development: Implementing CTE Standards*, developed for professionals who have been primarily in the teaching profession for the last seven years.

*(Must complete the Experienced CTE Teacher application and provide a copy of your current teaching certificates. No official transcripts is required for this waiving option.)* |

- To receive certification from South Seattle, a student must complete a minimum of six classes in the CTE program at South Seattle.
- All waiver requests must be in writing.
- Requested documentation can be submitted via email, fax, mail or in person.
- The waiver request will not be considered until all the required documents have been received by the program manager in the Continuing Education office.
- The materials are reviewed by the program manager and a subcommittee of the CTE Advisory Committee.

Luisa Motten  
Director of Continuing Education  
Olympic Hall, 130  
6000 16th Ave. SW  
Seattle, WA 98106  
Luisa.motten@seattlecolleges.edu  
206-934-6782