

Career and Technical Education (CTE) Director FAQs

Will OSPI expedite an application for an educator?

No, a district will need to place a rush request on the application under the "District" tab in eCert.

What happens if a district cannot find the educator in eCert?

When searching, use the educator's full legal name or the name they are using in eCert, double check the SSN, and the date of birth. If they still cannot be found, be sure the educator followed all the instructions when creating their eCert account. For first-time users, visit the [E-Certification Help webpage](#) for more information.

What happens if the eCert system does not allow a district to place a rush request?

Before a district can place a rush request, the teacher must apply, pay the processing fee, and have either a valid certificate or fingerprints on file.

Can skills centers be added to a district request?

Yes, if the educator is teaching at a skills center, enter that information in the district request by stating "please add [skills center] under the "circumstances" section in the application. OSPI will then add the skills center to their certificate or email kelli.bennett@k12.wa.us and request the skills center to be added if the certificate or request does not state a skills center.

How does a district staff member view fingerprints in eCert?

If a district staff member cannot view fingerprints, they need to complete the CJIS training (annual training). Contact the fingerprint records office at OPFP@k12.wa.us for training information.

What is the process for adding a VCODE?

VCODES cannot be added via the eCert system. Educators must fill out and mail the [4075A-1 paper application](#) and processing fee to our department for review with all needed documentation.

Will OSPI review the experience for an educator to determine if they qualify for a VCODE?

No, OSPI does not pre-evaluate for VCODE qualifications. Guidance is given on requirements needed for specific VCODES. The educator will need to apply for the VCODE(s), and their application will be reviewed in the order received.

Can a district add a VCODE to a full CTE certificate?

No, if a CTE Teacher already holds a full CTE certificate and wants to add additional VCODE(s), they must fill out and mail the [4075A-1 paper application](#) and processing fee to our department for review with all needed documentation.

Does the January 1 application deadline apply to CTE Conditional Renewals?

No, CTE Conditional Renewals are not part of the January 1 application deadline. CTE Conditional Renewals should be requested in April of the year when the certificate is set to expire.



A District Request for a CTE Conditional Renewal was completed before April and is in “pending” status. Why?

If a district submits a request before April, the application is placed in a pending queue and issued on May 1. This timing ensures the issue date is closer to the June 30 expiration, allowing the educator to receive the full two-year validity period, with a few additional months included.

Does an educator need 6,000 hours of experience to be requested for a specific VCODE on the CTE Conditional?

No, the educator does not need to have 6,000 hours of experience to be requested for a CTE Conditional. The educator must be highly experienced in the knowledge and occupational skills of the CTE program to be certified. The educator may be employed in new and emerging occupations as identified by the Professional Educator Standards Board (PESB) or its designee. The 6,000 hour-requirement will be needed when the educator applies for the full CTE Initial or to add a VCODE to a full CTE certificate.

How is a VCODE added to an existing CTE Conditional?

The district must submit a request in eCert for the new VCODE, including all required information in the application questions. Once the request is submitted, the district should email kelli.bennett@k12.wa.us so the new VCODE can be added to the educator’s existing CTE Conditional certificate at no cost. Please note, if an educator submits an application and pays the fee on their own, OSPI cannot issue a refund.

What happens when a teacher does not complete the 50 clock hours needed to renew their CTE Conditional?

OSPI is not able to renew a certificate with the same exact VCODES if the 50 clock hours have not been completed. If a district still wishes to employ the teacher, they may review the VCODE chart to determine whether the teacher’s CIP code falls under a different VCODE. If so, the district can submit a new request for a CTE Conditional certificate under that alternative VCODE. If the CIP code only aligns with the original VCODE, then the teacher must complete the required 50 clock hours to be eligible for renewal. These clock hours must meet the requirements outlined in [WAC 181-77-014](#) and in the educator’s CTE training plan. To obtain an editable CTE training plan template, email kelli.bennett@12.wa.us.

When a CTE Conditional is just issued, what should the new expiration date be?

A CTE Conditional certificate is valid for two school years or less, so if a certificate is issued in the current school year, it will be valid two years from the beginning of that school year. The state defines the validity of the certificate by a “school year” and not a “calendar year.”

Example: A CTE Conditional Certificate is Issued in the 25–26 School Year

- First school year counted: 2025–2026 (the current school year, even if only part of it remains)
- Second school year: 2026–2027
- That means the certificate must expire at the end of the second school year (June 30, 2027)

Do CTE Conditional Renewals need STEM and Equity clock hours?

No, the only hours needed for CTE Conditional Renewals are 50 clock hours approved by the district and outlined in the educator's CTE training plan.

What is the difference between adding Worksite Learning/Career Choices to a CTE Conditional certificate versus a full CTE certificate?

To add Worksite Learning/Career Choices to a full CTE Initial or Continuing certificate, the teacher will need to apply to add both of those VCODES to their current full certificate. Educators must fill out and mail the [4075A-1 paper application](#), signed [Form 4075W-Worksite Learning Course Completion Verification](#), and processing fee to our department for review with all needed documentation.

If a district requests Worksite Learning/Career Choices on a CTE Conditional, the applicant/teacher must already hold a CTE Conditional, must be enrolled in a CTE program, and have already completed the worksite learning course.

A district cannot request a CTE Conditional in Worksite Learning/Career Choices as stand-alone VCODES. The teacher must already hold a CTE Conditional and will need to submit the signed forms (4075-1 for CTE Plan 1 or 4075G-1 and the signed 4075W). Once submitted, OSPI will add those two VCODES at no additional cost.

A request for a CTE Conditional with Career Choices/Worksite Learning was submitted and denied. Why?

The application was not denied, but deficient, which means the application is missing required documentation. The educator will receive a deficiency letter that states the applicant needs to be enrolled in a CTE program and already completed the worksite learning course with the forms attached. For more information on the Worksite Learning/Career Choices requirements, please see [WAC 181-77-068](#): To correct the deficiency, the teacher needs to submit the signed forms and meet the requirements below to get Worksite Learning/Career Choices for a full or limited CTE certificate.

Requirements

- Hold a valid Limited, Initial, or Continuing CTE Teaching certificate
 - **Please Note:** If the individual holds a Limited CTE Conditional certificate, they must be enrolled in an approved program.
- Show skills needed to coordinate worksite learning through a verified Professional Educator Standards Board-Approved program.
- Completion of **ONE** of the following options:
 - **Option 1:** Complete the worksite learning course and enroll in [CTE Plan 1: University Route program](#) **OR** [CTE Plan 2: Business & Industry Route program](#) in an area **other than** Worksite Learning and work towards obtaining the CTE Initial certificate.
 - **Option 2:** If you have completed the Worksite Learning course and hold a CTE Conditional, Initial or Continuing certificate, fill out [Form 4075W](#) and submit the signed original to our office.