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# Career and Technical Education Certificates

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Designed for  
**Technical College Teachers and Technical Trainers**

based on completing the pedagogical core of the Teacher Education Series (TES)

## Regents' Approved Certificate

A 12 credit Regents' Approved Career and Technical Education Certificate is available to non-degree-seeking and degree-seeking students who wish to obtain a credential after completing the Teacher Education Series (TES) and approved electives.

Requirements are:

- A minimum overall GPA of 2.65 in course work applied to the certificate
- 75% of course work completed at the University of Minnesota
- Completion of the Teacher Education Series (TES) courses and approved elective courses totaling 12 semester hours
- All course work completed within seven years of applying for the certificate

(Please see the Regents' Approved Certificate planning form (yellow) for a list of the required and elective courses.)

## College Certificate

A College of Education and Human Development Career and Technical Education Certificate is offered to people who meet the requirements stated above, but whose course work was completed over a period of more than seven years. At least 2 credits approved by the Advisor must be completed within seven years of applying for the certificate.

(Please see the College Certificate planning form (green) for a list of the required and elective courses.)

## Transfer to Bachelor's or Master's degree programs

Students who have completed the requirements for a certificate can reasonably expect to transfer credits into a bachelor's or master's degree program.

<b>Advising</b>	<b><i>Student advising is offered by the program advisor at:</i></b> E-mail: ster0112@umn.edu      Phone: 612-625-7250      Fax: 612-624-2231
<b>For more information, contact:</b>	<b><i>Department of Work, Community, &amp; Family Education</i></b> 1954 Buford Avenue, Room 210      St. Paul, MN 55108-6197  <b><i>Student Information Office</i></b> E-mail: olsen005@umn.edu      Phone: 612-624-1221      Fax: 612-625-8140  <b><i>Office of Professional Development Outreach</i></b> E-mail: cohen018@umn.edu      Phone: 612-624-1700      Fax: 612-624-2231  To download the forms go to <a href="http://education.umn.edu/WCFE/program/Certificate/CTE/">http://education.umn.edu/WCFE/program/Certificate/CTE/</a> .



UNIVERSITY OF MINNESOTA

The University of Minnesota is an equal opportunity educator and employer.  
The College of Education and Human Development is committed to recruiting, enrolling, and educating a diverse population of students who represent the overall composition of our society.

Regents' Approved

**Career and Technical Education Certificate**  
Planning Form

Department of Work, Community & Family Education  
College of Education & Human Development  
University of Minnesota

*Minimum 12 semester credits required.*

Full Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Required Courses\***

Course Title	Transfer/ Substitution	Sem/ Year	Grade	Credit
*WCFE 1301 Introduction to Career & Technical Ed Teaching				2
WCFE 3301 Philosophy & Practice of Career & Technical Ed <b>OR</b> WCFE 5301 Philosophy & Practice of Career & Technical Ed: Advanced				2
WCFE/HRD 3629 Course Development for Business & Industry <b>OR</b> WCFE/HRD 5629 Course Development for Business & Industry: Advanced				2
WCFE/HRD 3661 Instructional Methods for Business & Industry <b>OR</b> WCFE/HRD 5661 Instructional Methods for Business & Industry: Advanced				2
WCFE/HRD 3601 Student and Trainee Assessment <b>OR</b> WCFE/HRD 5601 Student and Trainee Assessment: Advanced				2

*\*Not required for those with previous pedagogical background that meets licensure requirements.*

**Elective Courses Approved by Advisor\*\***

Course Title	Transfer/ Substitution	Sem/ Year	Grade	Credit

*\*\*See list of approved elective courses on back of form.*

Additional Criteria	Yes	No
Minimum grade point is 2.65		
75% of coursework completed at University of Minnesota		
All course work completed within seven years of applying for the certificate		
Official registrar transcript(s) provided		

**Upon completing these requirements, you must submit an application to the program advisor for the certificate.**

\_\_\_\_\_  
Program Advisor Signature

\_\_\_\_\_  
Date

## Approved Career and Technical Education Certificate Elective Courses

### Core

Course	Title	Semester Credits
WCFE 1301	Introduction to Career and Technical Education Teaching	2
WCFE 3301 WCFE 5301	Philosophy and Practice of Career and Technical Education <b>OR</b> Philosophy and Practice of Career and Technical Education: Advanced	2
WCFE/HRD 3629 WCFE/HRD 5629	Course Development for Business and Industry <b>OR</b> Course Development for Business and Industry: Advanced	2
WCFE/HRD 3661 WCFE/HRD 5661	Instructional Methods for Business and Industry <b>OR</b> Instructional Methods for Business and Industry: Advanced	2
WCFE/HRD 3601 WCFE/HRD 5601	Student and Trainee Assessment <b>OR</b> Student and Trainee Assessment: Advanced	2

### Electives

#### *Business and Industry Education*

Course	Title	Semester Credits
BIE 5011	Introduction to Computer Applications	3
BIE 5013	Spreadsheet Analysis Using Computers	3
BIE 5014	Database Computer Applications	3
BIE 5015	Integrated Computer Applications in Business and Marketing Education	3
BIE 5151	Technical Development: Specialized	1-12
BIE 5325	Foundations of Industrial Education*	3
BIE 5344	Facilities Management in Business and Industry	3
BIE 5475	Curriculum Development in Business and Marketing Education*	3
BIE 5662	Computer Training in School and Industry Settings*	3
BIE 5596	Occupational Experience in Business and Industry	1-10
BIE 5628	Multimedia Presentations in Business	3

#### *School-to-Work/Tech Prep*

Course	Title	Semester Credits
WCFE 5331	Coordination Techniques for Work and Community Education	3
WCFE 5511	Education for Work*	3
WCFE 5521	School-to-Work Policies	3
WCFE 5522	School-to-Work Practices*	3
WCFE 5990	Special Topics: Advising Vocational Student Organizations	2

\* Denotes a course focused on teaching pedagogy