

## Industry Specialist Certification

**Purpose:** to equip and support technology center instructors with foundational educational principles and pedagogical development.

**Required:** participation in 225 hours of **approved, specialized professional development** during a three-year period, including:

- [Teach 2 Lead \(T2L\) Cohort](#)
- Specialized PD aligned to [InTASC standards](#) and approved by ODCTE (see *Specialized PD*)
- 8 instructional coaching sessions (see *Instructional Coaching and Peer Observations*)
- 6 peer observation sessions (see *Instructional Coaching and Peer Observations*)

**Required:** annual completion of an Individualized PD Plan & Tracking Sheet (see *Individualized PD Plan & Tracking Sheet Process*)

- Enter (on the tracking sheet) expected PD for year one within one month of hire date
- Enter (on the tracking sheet) expected PD for year two in May of year 1
- Enter (on the tracking sheet) expected PD for year three in May of year 2

**Suggested:**

- On-site mentor
- Portfolio of Artifacts related to each [InTASC standard](#) (teachers are encouraged to keep artifacts developed during Teach 2 Lead, in paper form or electronically on [ctYOU](#))

Upon completion of all 225 PD hours, submit a *Request for Recommendation Form* to CareerTech Certification Specialist along with a copy of the completed tracking sheet.

### **Specialized PD**

Approved PD will be aligned to the [InTASC standards](#) and deemed high quality as indicated on the [High Quality Professional Development Rubric](#). To ensure a robust pathway, Industry Specialist candidates are expected to participate in a minimum number of PD hours per category, as shown below.

#### **The Learner & Learning – 90 hours**

- 1 – Learner Development
- 2 – Learning Differences
- 3 – Learning Environment

#### **Content Knowledge – 34 hours**

- 4 – Content Knowledge
- 5 – Application of Content

#### **Instructional Practice – 79 hours**

- 6 – Assessment
- 7 – Planning for Instruction
- 8 – Instructional Strategies

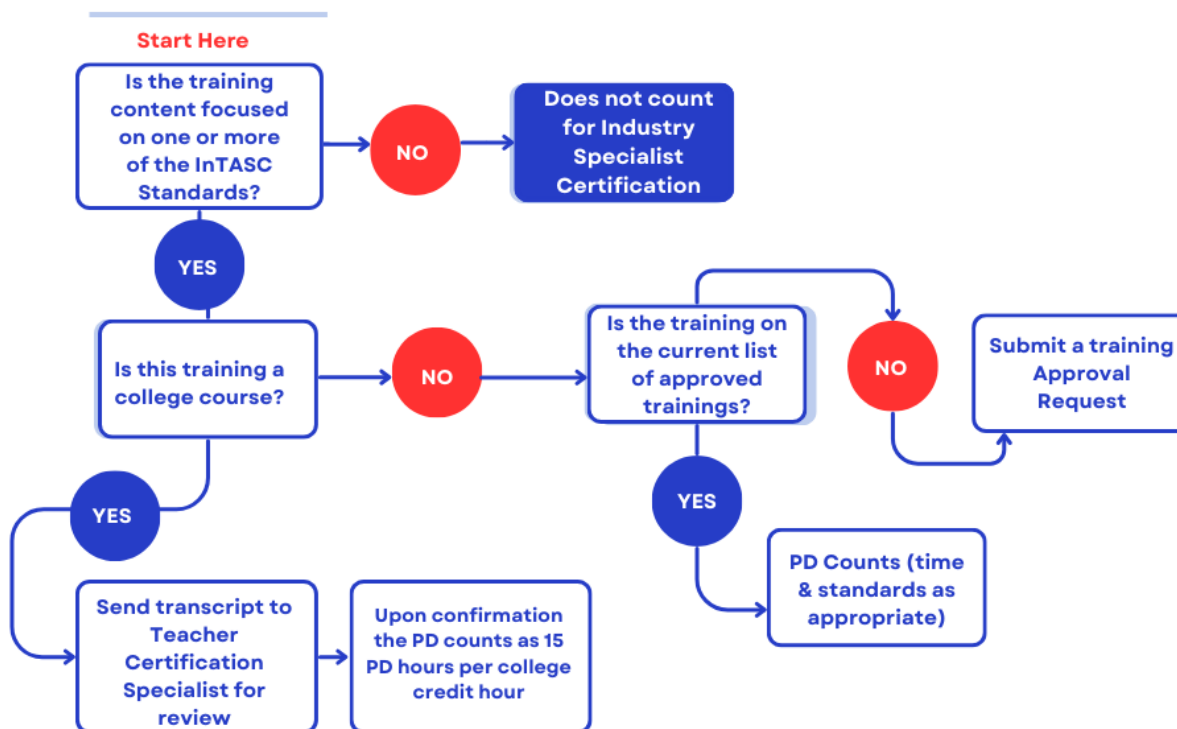
#### **Professional Responsibility – 22 hours**

- 9 – Professional Learning & Ethical Practice
- 10 – Collaboration

## Will the Training Count?

The goal is to ensure Industry Specialist Certification candidates are equipped with foundational educational principles and pedagogical development. Therefore, only approved high-quality training, focused on InTASC standards, will count toward the required 225 PD hours.

## Will the Training Count?



## Training Approval Process

Anyone may request approval for training to count towards the Industry Specialist Certification. The request may be made prior to or after the training has taken place.

Training approval process:

- Review the current [Approved Trainings List](#) (search the spreadsheet by title, presenter, date, standard, or location)
- If the session is already approved, no further action is needed
- If the session is not on the [Approved Trainings List](#), provide the following information in ctYOU (Training Approval Request, enrollment key **isc2025**)
  - Training details including title, date, location, trainer's name and email, etcetera
  - Review the [High Quality Professional Development Rubric](#)
  - Indicate the areas which **meet expectations** according to the rubric
  - Use the session agenda and [InTASC standards](#) to determine how much training time is expected (or has occurred) in each standard area (count time in one hour increments only)
  - Provide a digital signature to confirm training meets the expectations of highly qualified professional development
  - Upload documentation including session agenda
- Training approval requests will be reviewed, by an ODCTE committee, at the end of each month. Emails will be sent to requestors by the 15<sup>th</sup> of each month.

### ***Instructional Coaching and Peer Observations***

Industry Certification candidates should observe other teachers, who are actively teaching, at least six times throughout the three-year period. At least two of those observations should take place on another campus. The peer observations should include reflections and discussions with a mentor, administrator, or coach. Two observations will be included during Teach 2 Lead. Consider using the [T2L Peer Observation Form](#) to support this process.

Candidates are expected to receive instructional coaching from a highly qualified instructional coach. Coaching is a proven method of supporting new teachers' growth through an evidence-based process which includes feedback. Discussions from coaches maintain a positive focus on strengths and areas for improvement rather than being evaluative in nature. Together, the instructional coach and candidate develop an action plan targeting specific areas for growth. Follow-up continues throughout the coaching period. If the candidate's campus has a highly qualified instructional coach, the coach is encouraged to follow [CareerTech Instructional Coaching Best Practices](#). Otherwise, a campus administrator may enroll candidates in [Teach 2 Lead Coaching](#) for support from a highly qualified instructional coach.

Instructional coaching and peer observations provide opportunities for candidates to reflect on their own teaching and develop plans for continued growth. Each required session (coaching and/or peer observation) earns up to two hours PD credit, in the appropriate specialized PD category (the category in which the teacher is reflecting and growing).

### ***Individualized PD Plan & Tracking Sheet Process***

Upon applying for the Industry Specialist Certification, an *Individualized PD Plan and Tracking Sheet* will be emailed from [pd@careertech.ok.gov](mailto:pd@careertech.ok.gov) and shared with the teacher and an administrator (see [sample here](#)). The tracking spreadsheet is a shared, living document on which the teacher, administrator, and/or ODCTE collaborate.

#### Individualized PD Plan & Tracking Sheet Process

- Instructor will enter professional development **Date, Training Description, Provider, Standard, and Proposed Hours.**
- Campus administrator will approve/not approve training as **Local Approval.**
- ODCTE will review planned trainings then update final approval status.
- After instructor attends training, instructor or administrator completes **Actual Hours**, uploads proof of attendance documentation such as agenda, certificate, and/or other documentation, in ctYOU (Portfolio of Artifacts), and provides date of upload in the **Proof of Completion** column.
- ODCTE will calculate **Cumulative Totals** periodically so the instructor and administrator can make informed decisions and adjustments accordingly.
- For years two and three of this process, all involved provide updates in the appropriate tab (bottom of the spreadsheet, Year 2 and Year 3)

## **Frequently Asked Questions**

- New Teacher Academy hours are posted on the Approved Trainings List
- Summit conferences are approved and should only include actual time in sessions in which content falls under the InTASC standards; typically, this does not include keynote speakers, occupational meetings, or similar sessions
- PD attended prior to June 2021 will not be accepted
- College courses with a pedagogy focus, based on the [InTASC standards](#), can count as specialized PD (email [Laurie.Richison@careertech.ok.gov](mailto:Laurie.Richison@careertech.ok.gov)); typically 15 PD hours for every one college credit hour
- Prior attendance in Teach 2 Lead (T2L) is accepted regardless of the year. Previous attendees may attend Next Level T2L if desired. Email [pd@careertech.ok.gov](mailto:pd@careertech.ok.gov) for more information.
- ctYOU is used for Portfolio of Artifacts ([view a video](#) on how access ctYOU for this purpose, enrollment key is **isc2025 – if you already have an account**, scroll 4:50 minutes into the video, contact [dennis.griffith@careertech.ok.gov](mailto:dennis.griffith@careertech.ok.gov) for ctYOU questions)
- Google Sheets is used for the Individualized PD Plan & Tracking Sheet
- ctYOU is used for Training Approval Requests [view a video](#) on how access ctYOU for this purpose, enrollment key is **isc2025 – if you already have an account**, scroll 4:50 minutes into the video, contact [dennis.griffith@careertech.ok.gov](mailto:dennis.griffith@careertech.ok.gov) for ctYOU questions)

## **Contacts**

Teacher Certification Specialist  
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