



CENTER FOR

Career and Technical Personnel Preparation

216 Zink Hall
1190 Maple Street
Indiana, Pennsylvania 15705-1057

OCA Questions?
Contact jwilliam@iup.edu

Phone: 724-357-4434
Fax: 724-357-6200

OCCUPATIONAL COMPETENCY ASSESSMENT RECORD of OCCUPATIONAL EXPERIENCE

Name _____

Pennsylvania regulations require that candidates for career and technical teacher certification must verify employment experiences. Refer the the criteria on reverse side to identify the method you will use to satisfy this requirement.

Instructions:

- Read the important guidelines for occupational experiences on the back of this form.
- Enter all occupational experiences that are relevant to the occupation you are teaching and that meet the guidelines.
- Take this form to a notary public to be notarized. *If the form is not notarized your application will not be processed.*
- Return the original, notarized form to the address listed at the top of the page.
- Provide a *Verification of Occupational Experience* form to each employer you list on this form for them to verify your experience.

Occupational Experience

- Employer Name and Address _____
 Dates of Employment _____ Job Title _____
 Type of Employment (mark one) Full Time _____ Part Time _____ Volunteer _____
 Duties and Responsibilities _____
- Employer Name and Address _____
 Dates of Employment _____ Job Title _____
 Type of Employment (mark one) Full Time _____ Part Time _____ Volunteer _____
 Duties and Responsibilities _____
- Employer Name and Address _____
 Dates of Employment _____ Job Title _____
 Type of Employment (mark one) Full Time _____ Part Time _____ Volunteer _____
 Duties and Responsibilities _____
- Employer Name and Address _____
 Dates of Employment _____ Job Title _____
 Type of Employment (mark one) Full Time _____ Part Time _____ Volunteer _____
 Duties and Responsibilities _____

This Document Must Be Notarized

I certify that I believe that I am fully competent in the occupation listed and I accept, without reservation, full responsibility for any and all liability for my acts arising from (and particularly during) the testing process to validate my competency.

COMMONWEALTH OF PENNSYLVANIA, County of _____.

Applicant's Signature _____ Date _____

Applicant personally appeared before me and being duly sworn according to law, deposes and says the foregoing statements are true and correct.

Sworn and subscribed before me this _____ day of _____, _____.

Occupational Experience Guidelines

Pennsylvania regulations require that candidates for career and technical teacher certification must verify occupational experiences using the guidelines listed below.

A. The following may be used to meet the employment experience requirement. The four methods below are not interchangeable.

- A minimum 8,000 hours, equivalent to four (4) years full-time, of wage-earning experience beyond the learning period in the occupational area to be taught.
- A minimum of 4,000 hours, equivalent to two (2) years full-time, of wage-earning experience beyond the learning period in the occupational area to be taught plus a baccalaureate degree. The baccalaureate degree does not have to be in the area to be taught.
- A minimum of 8,000 hours, equivalent to four (4) years full-time, of experience as a volunteer firefighter or emergency medical technician in the occupational area to be taught.
- A minimum of 8,000 hours, equivalent to four (4) years of full-time, of experience teaching post-secondary courses at a regionally accredited institution of higher education in the occupational area to be taught.

B. Learning period - Defined as formal educational or professional experience in which the person was being trained for the occupation to be taught and include:

- Wage-earning experience as a trainee.
- Educational experience in the occupation to be taught, i.e.; as a student in a career and technical education school, technical institute or college.
- Educational experience in a cooperative career and technical education program and in the occupational field to be taught.
- Educational experience as a student in a career and technical education teacher education program which includes specialized or technical courses directly related to the occupation to be taught.
- Educational experience as a student in an associate degree program in the occupational field to be taught.
- Graduation from an approved four-year college curriculum when the major field of study is directly related to the occupational field to be taught.
- Military training or instruction directly related to the occupation to be taught.

C. The following are other employment experience considerations.

- Part-time work experience will be evaluated on the basis of 2,000 clock hours as equivalent to one full-time (40 hours/week) calendar year.
- For occupations requiring a state professional license or selected industry based certification, such license or certification when issued by an accredited state or national association will be accepted in lieu of the competency examination, but not in lieu of the Occupational Competency Assessment Program, which includes evaluation of wage-earning experience beyond the learning period, the validating of licenses, and high school graduation or equivalent.
- Work experience used in verifying occupational experience in one occupation may also be used to verify occupational experience in another closely related occupation.

D. Military employment or service beyond the learning period directly related to the occupation to be taught.

E. Occupational experience is required in each of the major occupational areas combined to form a cluster career and technical education program.