



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Professional Certification
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INDUSTRY HOUR (NON-TEACHING) SUBMISSION FORM FOR CAREER AND TECHNICAL EDUCATION CERTIFICATION

NAME	DATE OF BIRTH
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Correctly describing your job(s) and responsibilities is crucial to having your Career and Technical Educator certificate approved. Please submit this form when you apply for your Initial CTE Application to OSPI and any occupational experience verification (*W-2's; Letters from employers; Pay stubs; volunteer hours etc.*). All claimed occupational hours require appropriate documentation as evidence of hours worked.

Some of your job responsibilities included more than one V-Code. Please list the number of hours you worked in each V-Code you want included on your CTE certificate¹. Also, describe and match your job requirements to the V-Code that you are requesting.²

Company and Job Title	Years	Hours	V-Code	Job Responsibilities Description

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¹ Please note that you cannot double count hours. The max hours you can work is 2,000, so you cannot claim more than 2,000 in a year. For example, if your job included welding and designing, you could not claim 2,000 hours welding and 2,000 designing. You would claim 1,000 hours welding and 1,000 hours designing.

² OSPI does not guarantee your V-Codes will be approved; OSPI approves if your industry hours actually meet Washington State's specifications for earning your requested V-Code.