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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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Are you using the University Route broad area VCODES for **CTE Agriculture Ed V010000**, **CTE Business and Marketing Ed V078000** (or the older VCODES of **Business Ed V070000** or **Marketing Ed V080000**), **CTE Family and Consumer Science Ed V200002** or **CTE Technology Ed V210100** for a CTE Conditional?

**Key Considerations:**

- 1) Did you check the VCODE/CIP code chart to see if the CIP code falls under a Business and Industry route specialty area VCODE instead of using the broad area(s) listed above?
- 2) If the CIP code falls under the business and industry route specialty areas, please use the Business and Industry route VCODE(s) when requesting a teacher for a CTE conditional.
- 3) If you must request a teacher for one of the four areas listed above, the district should continue to be looking for a full time CTE Initial or CTE Continuing certificate holder for that position.
- 4) If you absolutely cannot find a fully CTE certified teacher in the VCODE areas needed, that is when you would request a CTE conditional.

**Best practice:**

If a district requests one of the four areas listed above because the CIP code(s) only falls under one of the four areas above, for example Family Health CIP code falls under Family and Consumer Science Ed, then the district should be looking to see if the teacher holds a BA degree in the related area.

If teacher does not hold a degree in the related area, then a CTE conditional for a LIMITED assignment can be used. The district should continue to look for a fully certified CTE teacher to teach those courses.

If you cannot find a fully certified CTE teacher in the area(s) you need, please contact the CTE department at OSPI to see if they know of any candidates that are looking for positions. You can contact [careerandcollegeready@k12.wa.us](mailto:careerandcollegeready@k12.wa.us) and your questions will be sent to the appropriate CTE program specialist to see if they know of available candidates or go to this link: [wa-acte.org](http://wa-acte.org).

NOTE: The four University route areas above should be used *sparingly* since those VCODES have all the CIP codes under that broad area and are based on a teacher being trained in multiple areas. This would/could/should cause concern with the district placing a teacher in an area that is usually filled by a fully trained, University route, certificated teacher.

**Example:** If a teacher is teaching *financial math* CIP code 270305 and the district selected the CTE business and marketing VCODE V0780000, they should have selected one of the business and industry route VCODES that have the CIP code related to financial math instead of the full CTE business and marketing VCODE. There is a CIP code for financial math under other VCODES such as Accounting and related programs V520300, Entrepreneurship V080301, Business Management V520100, Banking Support Services V520895, and Marketing Management V521401.

The 1-year conditional CTE certificate enables a school district, which cannot find a regularly certificated CTE instructor in a specific area, to hire someone who is highly qualified and experienced in that area.

The certificate is subject to specific limitations and the teacher must complete a written training plan developed in coordination with the CTE administrator and the CTE advisory committee. [WAC 181-77-014](#)

If you have questions about VCODES and what should be requested, please email Kelli Bennett for clarification. [Kelli.bennett@k12.wa.us](mailto:Kelli.bennett@k12.wa.us)