

# Career Technical Education Testing & Endorsement Manual



This manual outlines the requirements and process for earning a Career Technical Education (CTE) Certificate and associated endorsements with the West Virginia Department of Education (WVDE), including criteria for initial certification and adding additional endorsements. All CTE licensure and endorsement decisions are based on four core components: industry qualification, industry experience, instructional preparation, and instructional assessment. These components form the foundation for certification determinations under Policy 5202. Developed in alignment with Policy 5202, this guidance provides clear and consistent expectations for candidates, school districts, and stakeholders regarding CTE certification requirements.

## CTE CERTIFICATION & ENDORSEMENT PROCESS

Candidates must meet the following eligibility requirements prior to earning a CTE Certificate.

**Qualification → Experience → Preparation → Assessment = CTE Certificate/Endorsement**

### 1. Meet Industry Qualification

Meet the specific requirements established for the endorsement area, including holding a valid, current industry credential and/or meeting required assessment guidelines.

### 2. Verify Industry Experience

Document a minimum of two years of relevant experience in the endorsement area. Experience types may be combined to meet the requirement and may include:

- a. Industry experience in the endorsement field.
- b. Teaching experience in the endorsement area (while properly certified).
- c. Relevant post-secondary coursework in the endorsement area. When this option is used, a bachelor's degree is required.

### 3. Complete an Educator Preparation Program

Successfully complete an approved educator preparation program (EPP). The WVDE offers an EPP designed to support individuals transitioning from industry into teaching. This program provides a structured pathway for candidates to earn a CTE Certificate through a combination of pedagogical training, supervised practice, and a portfolio.

### 4. Pass an Instructional Assessment

Pass an approved pedagogy assessment (e.g., PLT or approved equivalent to be determined by the Office of Certification). If the applicant has already passed an approved pedagogy assessment, they are not required to retake it.

*Candidates must have district verification of industry experience, which is completed at the district level. For individuals not currently seeking CTE employment, industry experience and supporting documentation may be verified by any West Virginia county school district for certification purposes. No candidate may be assigned to a classroom in a CTE endorsement area without approved documentation and issuance of the required WVDE permit.*

## 5-12 ENDORSEMENTS

Endorsement	Method of Attainment
<b>Advanced Manufacturing</b>	
7052 – Welding	SMAW Plate <b>AND</b> GMAW Plate in the 2G, 3G, <b>AND</b> 4G positions from AWS or WVDE-approved welding certificate
7810 – Automation	CPT Test
7812 – Engineering	Pre-Engineering/Engineering Technology (NOCTI)
7817 – Maintenance	Industrial Maintenance Mechanics (NOCTI)
7818 – Production	Precision Machining (NOCTI)
<b>Agriculture</b>	
7720 – Agriculture Industry	Production (NOCTI)
<b>Arts, Entertainment, &amp; Design</b>	
7014 – Graphic Arts	Advertising & Design (NOCTI)
7175 – Broadcasting Technology	Audio Visual Communication Technology (NOCTI)
<b>Construction</b>	
7021 – Carpentry	Carpenter (NOCTI)
7022 – Masonry	Mason/Masonry (NOCTI)
7023 – Plumber & Pipefitting	WV Master Plumber’s License (WV DOL)
7027 – Building Maintenance & Operations	Building Trades Maintenance (NOCTI)
7028 – General Building Construction	Building Construction Occupations (NOCTI)
7030 – Electrical Technology	Master Electrician Licensure (WV Fire Marshall)
7083 – Air Conditioning & Refrigeration	HVAC Technician Certification (WV DOL)
7092 – Mill & Cabinet	Cabinetmaking (NOCTI)
7105 – Civil Technology	Technical Drafting (NOCTI)
<b>Digital Technology</b>	
7212 – Computer Technology	Computer Technology (NOCTI)
7969 – Coding, App & Game Design	Computer Science (NOCTI)
<b>Education</b>	
7317 – Early Childhood Education	Early Childhood Education and Care (NOCTI). <b>OR</b> Professional Teaching Certification with a 3600, 3601, 3602, 3603, or 3605 endorsement
7814 – GYO	Professional Teaching Certificate <b>AND</b> 5 years of experience <b>OR</b> master’s in education or education-related field**
<b>Energy &amp; Natural Resources</b>	
7811 – Energy	WV Energy (NOCTI)
<b>Finance</b>	
0064 – Personal Finance Education Specialist	WV eLearning (Finance U)
7721 – Business Management & Administration Industry	Administrative Assisting (NOCTI)

Endorsement	Method of Attainment
<b>Healthcare &amp; Human Services</b>	
7043 – Dental Assistant	Certified WV Dental Assistant <b>OR</b> Licensed Dental Hygienist
7045 – Medical Assistant	MA Certificate from AAMA, NAHP, NCCT, NHA, AMT, <b>OR</b> WV RN License <b>OR</b> multistate compact license from PSOR**
7050 – Medical Emergency Preparedness	WV EMT certificate (WVOEMS) <b>OR</b> NREMT Certification at or above the level of instruction, <b>AND</b> holds a WVOEMS Instructor certification
7065 – Cosmetology	WV Cosmetologist License <b>AND</b> WV Instructor License
7172 – Laboratory Technology – Medical	Nationally recognized certification in medical laboratory science at or above the level of instruction
7185 – Social Services Occupations	LSW, LPC, LP, <b>OR</b> WV Social Services Occupations (NOCTI)
7614 – Health Care Fundamentals	Professional Teaching Certificate endorsed for biology, chemistry, general science, or health <b>AND</b> WV Foundations of Healthcare (NOCTI)
7620 – Sports Medicine	WV License as Certified Athletic Trainer <b>AND</b> active BOC certification
7932 – ASL Educator	SLPI Advanced Plus, EIPA Test, <b>OR</b> Sign Language Interpreter Certification
7966 – Biomedical Science	WV RN License <b>OR</b> multistate compact license from PSOR <b>OR</b> Professional Teaching Certificate in Science <b>AND</b> Biotechnology (NOCTI)
7815 – Healthcare Occupations	WV RN License or multistate compact license from PSOR** <b>OR</b> Nurse Aide Program. Note: The primary instructor must meet OHFLAC Program Faculty requirements
7608 – Pharmacy Technician	CPHT, RPT, <b>OR</b> WV RN License <b>OR</b> multistate compact license from PSOR
<b>Hospitality, Events, &amp; Tourism</b>	
7095 – Culinary Arts	Food Manager Certification <b>AND</b> Commercial Foods (NOCTI)
7315 – Hospitality & Tourism	Hospitality Management Lodging (NOCTI)
7967 – Baking & Pastry	Food Manager Certification <b>AND</b> Retail Commercial Baking (NOCTI)
<b>Management &amp; Entrepreneurship</b>	
7721 – Business Management & Administration Industry	Administrative Assisting (NOCTI)
<b>Marketing &amp; Sales</b>	
7721 – Business Management & Administration Industry	Administrative Assisting (NOCTI)
<b>Public Service &amp; Safety</b>	
7040 – Emergency Services	WV EMS certificate (WVOEMS) <b>OR</b> NREMT at or above the level of instruction <b>AND</b> holds a WVOEMS Instructor endorsement <b>AND</b> including Firefighter I and II certification, <b>AND</b> Hazardous Materials Operations Level Certification <b>AND</b> documented field-based experience in both EMS and Fire Service training/operations

Endorsement	Method of Attainment
7060 – Industrial Fire Management	Firefighter I and II certification, <b>AND</b> Hazardous Materials Operations Level Certification <b>AND</b> must demonstrate documented field-based occupational experience in: Fire Service training/operations <b>AND</b> industrial protection, emergency response, or hazardous materials environment
7710 – Criminal Justice	State Police Academy Training Certification <b>OR</b> Criminal Justice (NOCTI)
7700 – JROTC - Reserve Officer Training Corps	US DoD JROTC Instructor Certificate

Supply Chain & Transportation	
7001 – Automotive Technology	A4, A5, A6, <b>AND</b> A8 (ASE) <b>OR</b> Automotive Technician (NOCTI)
7006 – Power Equipment Technology	Small Engine Technology (NOCTI)
7007 – Diesel Equipment Technology	T2, T4, T5, T6, <b>AND</b> T8 (ASE) <b>OR</b> Diesel Technology (NOCTI)
7010 – Collision Repair	B2, B3, B4, <b>AND</b> B5 (ASE), I-Car Equivalent, <b>OR</b> Collision Repair and Refinishing Technology (NOCTI)
7813 – General Aviation	WV General Aviation (NOCTI)
7816 – Logistics	Logistics (NOCTI)

Cross-Cluster	
7819 – CTE-Art	Professional Teaching Certification with 0300
7820 – CTE-Computer Science	Professional Teaching Certification with 7213
7821 – CTE-ELA	Professional Teaching Certification with 0800, 1000, or 1001 endorsement
7822 – CTE-Math	Professional Teaching Certification with 1900 endorsement
7823 – CTE-Science	Professional Teaching Certification with 2500, 2600, 2700, 2705, 2710, 2800, 2900, 2910, or 2915 endorsement
7824 – CTE-Social Studies	Professional Teaching Certification with 3000 or 3006 endorsement

**\*\* Education cannot be used for work experience.**

## ADULT ENDORSEMENTS

Applicants teaching only adult students are exempt from completing the EPP or PLT assessment.

Endorsement	Method of Attainment
7825 – ACE-ASL Translator	SLPI Advanced Plus, EIPA Test, <b>OR</b> Sign Language Interpreter Certification
7826 – ACE-Automotive Technician	A4, A5, A6, <b>AND</b> A8 (ASE), <b>OR</b> Automotive Technician (NOCTI)
7827 – ACE-Aviation Maintenance Technology	Airframe <b>AND</b> Power Plant (FFA)
7828 – ACE-Barbering	WV Barber License <b>AND</b> WV Instructor License
7829 – ACE-Certified Nursing Assistant	WV RN License** <b>OR</b> multistate compact license from PSOR**. Note: Primary instructor must meet OHFLAC Program Faculty requirements.
7830 – ACE-Certified Welder	SMAW Plate and GMAW Plate in the 2G, 3G, <b>AND</b> 4G positions from AWS or WVDE-approved welding certificate
7831 – ACE-Commercial Driving	CDL (WV DMV)
7832 – ACE-Cosmetology	Cosmetologist <b>AND</b> Instructor License

Endorsement	Method of Attainment
7833 – ACE-Culinary Arts	Food Manager Certification <b>AND</b> Commercial Foods (NOCTI)
7834 – ACE-Dental Assisting	Certified WV Dental Assistant <b>OR</b> Licensed Dental Hygienist
7835 – ACE-Diesel Mechanic	T2, T4, T5, T6, <b>AND</b> T8 (ASE), <b>OR</b> Diesel Technology (NOCTI)
7836 – ACE-ECCAT	Early Childhood Education and Care (NOCTI) <b>OR</b> Professional Teaching Certification with 3600, 3601, 3602, 3603, or 3605 endorsement
7837 – ACE-EKG Technician	Certified Electrocardiograph Technician
7838 – ACE-Electrician	Master Electrician Licensure (WV Fire Marshall)
7839 – ACE-Heavy Equipment Operator	Holds OSHA 500 Authorization
7840 – ACE-HVAC Technician	HVAC Technician Certification (WV DOL)
7841 – ACE-Manufacturing Robotics	FCR-01 FANUC Certified Robot Operator 1 (NOCTI)
7842 – ACE-Massage Therapy	WV Massage Therapy license, national certification (NCBTMB or FSMTB), <b>AND</b> valid CPR certification
7843 – ACE-Medical Assisting	MA Certificate from AAMA, NAHP, NCCT, NHA, AMT, <b>OR</b> WV RN License** <b>OR</b> multistate compact license from PSOR**
7844 – ACE-Phlebotomy Technician	ASP, National Health Career Association, <b>OR</b> AMTA
7845 – ACE-Plumber	WV Master Plumber’s License (WV DOL)
7846 – ACE-Practical Nursing	WV RN License** <b>OR</b> multistate compact license from PSOR. Note: Must follow WV LPN Board Program Faculty Guidelines
7847 – ACE-Respiratory Therapy	CRT <b>OR</b> RRT, WV Board of Respiratory Therapy
7848 – ACE-Sterile Processing Technician	Sterile processing certification, <b>OR</b> CRCST
7849 – ACE-Veterinary Technology	Graduate of an AVMA-accredited veterinary technology program and holds a current LVT, RVT, <b>OR</b> CVT credential or a pre-2010 VTNE-based credential.

\*\* Education cannot be used for work experience.

## PUBLIC SERVICE ENDORSEMENTS

Applicants teaching only adult students are exempt from completing the EPP or PLT assessment.

Endorsement	Method of Attainment
7047 – Emergency Medical Services	WV EMT, WV Paramedic Certification, <b>OR</b> National Registry EMT/Paramedic license <b>AND</b> complete 4 years of recent volunteer/paid work experience, which may include emergency room/medical care, beyond the training period in the occupation to be taught <b>AND</b> score a minimum of 85% on the WVDE-approved examination <b>AND</b> hold current CPR Instructor certification <b>AND</b> complete an approved instruct course <b>AND</b> successfully complete the EMT field-based experience
7087 – Fire Service Training	Complete 4 years of volunteer/paid work experience in the field of fire service <b>AND</b> complete an approved instructor training program <b>AND</b> successfully complete the field-based experience in fire instructor training <b>AND</b> provide completion verification from the Public Service Training Coordinator of required training in firefighting, hazardous materials, CPR, and First Aid; <b>AND</b> score a minimum of 85% on a WVDE-approved examination

## ABBREVIATIONS

AAMA	American Association of Medical Assistants	LSW	Licensed Social Worker
AMT	American Medical Technologists	LVT	Licensed Veterinary Technology
AMTA	American Medical Technologist Association	LPN	Licensed Practice Nurse
ASCP	American Society of Clinical Pathology	MA	Medical Assisting
ASE	National Institute for Automotive Service Excellence	MLS/MT	Medical Laboratory Science
ASL	American Sign Language	MLT	Medical Laboratory Technician
ASPT	American Society of Phlebotomy	NAHP	National Association for Health Professionals
AVMA	American Veterinary Medical Association	NCBTMB	National Certification Board of Therapeutic Massage and Bodywork
AWS	American Welding Society	NCCT	National Center for Competency Testing
BOC	Board of Certification for the Athletic Trainer	NHA	National Healthcare Association
CDL	Commercial Driving License	NMCT	National Minimum Competency Test
CLT	Clinical Laboratory Technician	NREMT	National Registry for EMT
CMLA	Medical Lab Assistant Certificate	OHFLAC	Office of Health Facility Licensure & Certification
CPHT	Certified Pharmacy Technician	PSOR	Primary State of Residence
CPR	Cardiopulmonary Resuscitation	RPT	Registered Pharmacy Technician
CPT	Certified Production Technician	RN	Registered Nurse
CRCST	Certified Registered Central Service Technician	RRT	Registered Respiratory Therapist
CRT	Certified Respiratory Therapist	RVT	Registered Veterinary Technician
CVT	Certified Veterinary Technician	SLPI	Sign Language Proficiency
EIPA	Educational Interpreter Performance Assessment	SMAW	Shielded Metal Arc Welding
FSMTB	Federation of State Massage Therapy Board	TPA	Teacher Performance Appraisal
GMAW	Gas Metal Arc Welding	US DoD	United States Department of Defense
I-CAR	Inter-Industry Conference on Auto Collision Repair	VTNE	Veterinary Technician National Exam
ISCLT	International Society for Clinical Lab Technology	WV DMV	West Virginia Division of Motor Vehicles
JROTC	Junior Reserve Officers' Training Corps	WV DOL	West Virginia Division of Labor
LP	Licensed Psychologist	WV EMS	West Virginia Emergency Medical Services
LPC	Licensed Professional Counselor	WVOEMS	West Virginia Office of Medical Services