CTE Minimum Qualifications related to Professional Experience-Compilation

CTE Committee’s overall interests and feedback:

- Compile examples of applicable professional experience for various CTE faculty disciplines/courses to help create a clear and transparent process for all CTE applicants.
- Consistently screen candidates into, not out of, hiring pool, as possible.
- Evaluate paid, unpaid, volunteer, internship, and/or professional association experience.
- Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field (5 CCR § 53404).
- Professional experience must be directly related to the faculty member’s teaching assignment (5 CCR § 53410).
- Ensure centralization of focus on diversity, equity, and inclusion.

Criteria used from the CCCCO Minimum Qualifications Handbook for:

DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE

The minimum qualifications for disciplines on this list are any bachelor’s degree or higher and two years of professional experience, or any associate degree and six years of professional experience. Professional experience is required when the applicant possesses a master’s degree. The professional experience required must be directly related to the faculty member’s teaching assignment.

NOTE: The professional experience listed in each discipline below is a non-exhaustive list of examples.

Administration of Justice/Criminal Justice (ADMJ/CJA)

Experience working in any area of administration of justice that requires direct involvement with law enforcement, judiciary/judicial (including criminal prosecutorial and/or criminal defense experience; excluding non-criminal experience), incarceration, probation, parole, investigation, forensics (crime scene; evidence processing - not to include chain-of-custody only such as evidence clerk).

Examples of direct employment experience such as:

- Airport police
- Arson investigator (usually a Captain rank in local Fire agencies — they are sworn and have powers of arrest)
- Attorney/Lawyer *
- Bailiff (Court Officer; law enforcement officer)
- Correctional Officer *
• CSI Technician/Investigator (law enforcement officer)
• Custody Assistant/Jailer
• Deputy Sheriff
• F.B.I. Agent
• Federal law enforcement agent
• Forensic Specialist (Officer; not contracted specialist)
• Highway Patrol Officer *
• Parole Officer *
• Police Officer *
• Probation Officer: Adult or Juvenile *
• Reserve police officer or deputy with appropriate patrol hours logged (2080 hours = 1 year).

* indicates TC has hired using the criteria in the past

Possible equivalents to direct experience [suggested → BA/BS or higher degree in ADMJ/CJA/Criminology because the areas below are indirectly associated with the discipline]:

• CSI Technician/Investigator (civilian)
• Court Administrator
• Court Clerk
• Court Liaison Counselor
• Corrections Counselor
• Crime Scene Technician (for ADMJ 1506, not all ADMJ courses)
• Dispatcher – Law enforcement agency (with BA/BS or higher degree in ADMJ)
• District Attorney’s Investigator
• Financial Investigator (such as forensic accounting)
• Insurance Investigator (such as criminal fraud, arson)
• Juvenile Justice Counselor
• Paralegal (for certain courses)
• Records Clerk (in administration of justice field)
• Social Worker: Family or juvenile (for ADMJ 1509)
• Witness Coordinator
• Expert/Specialists (narrow focus within administration of justice subfields)
  o Arson Specialist (civilian)
  o Fingerprint Expert (civilian)
  o Tool Mark Specialist (civilian)
  o Ballistics Specialist (civilian)
  o Serology Specialist (civilian)
  o Fingerprint Specialist (civilian)
• Other specialized work experience closely related to administration of justice
Computer Information Systems (CIS)

- Business Manager
- Computer Information Manager
- Computer Program Manager
- Cyber Security Manager
- Industrial Technology Supervisor
- Logistical Technology Coordinator
- Network System Administrator
- Senior Business Analyst
- Senior Computer Data Analyst
- Security System Administrator
- Technical Hardware Supervisor

Court Reporting (CTRP)

Professional experience that could qualify for a court reporting school instructor includes:

- Court Clerk
- Court Reporting Scopist
- Court Reporting Proofreader
- Legal Secretary
- Paralegal
- Medical Transcriptionist
- Prior work at a court reporting school
- Retired Certified Shorthand Reporter

Important notes:

1) Speed-building classes are labs. These classes have a "reader". There is no lecture involved and no instructor required.

2) Here is the requirement for readers taken from Title 16, Division 24 - Court Reporters Board of California:

   (c) Any person hired as a reader by a school shall be trained by the school and shall demonstrate proficiency using a stopwatch, enunciating standard English, familiarity with common phrasing, and a propensity for maintaining consistency within the same speed level.
Here is the language from the Court Reporters Board of California concerning teaching an academic course:

§ 2414. Definitions. (16 CCR § 2414)
(a) Any person teaching an academic course, that is a course other than machine shorthand or keyboarding, in a court reporting program, shall meet at least one of the following criteria:

(1) Possess at a minimum a Bachelor of Arts or Bachelor of Science degree.

(2) Possess at a minimum either an Associate degree in the subject being taught and two years of experience in a related field, or an Associate degree not in the subject being taught and four years of experience in a related field.

(3) Possess a current license as a certified shorthand reporter or an RPR certificate from the National Court Reporters Association, and in addition, a minimum of two years of experience in a related field.

(4) Possess a minimum of four years of experience teaching the subject being taught or a minimum of four years of experience in a job substantially related to the subject being taught.

(b) Any person teaching a machine speed-building course, that is a course other than an academic course or keyboarding, shall meet one of the following criteria:

(1) Possess at a minimum a Bachelor of Arts or Bachelor of Science degree.

(2) Possess at a minimum either an Associate degree in the subject being taught or an Associate degree not in the subject being taught and two years of experience in a related field.

(3) Possess a current license as a certified shorthand reporter or an RPR certificate from the National Court Reporters Association.

(4) Completed all requirements of a California recognized court reporter training program through the 180 word per minute machine speed class and possesses two years of teaching experience.

(c) Any person hired as a reader by a school shall be trained by the school and shall demonstrate proficiency using a stopwatch, enunciating standard English, familiarity with common phrasing, and a propensity for maintaining consistency within the same speed level.

Disability Studies (DS)

*Professional Experience:
• Alternative Media Specialist
• Assistive Technologist
• Alternate Media Technician
• Direct Support Aide-TIL
• Direct Support Coordinator -TIL

*Non-Profit Organization Experience:
• National Down Syndrome Advocacy Coalition
• California Down Syndrome Advocacy Coalition
• Kern Down Syndrome Network
• Disability Voices United
• National Down Syndrome Society

*Activities associated with Non-Profit Organizations:
• Participate in quarterly organizational calls on federal legislative advocacy.
• Lead meetings via online video conferencing.
• Coordinate efforts with and garner support from Assembly and State Senate members. Educate Assembly and State Senate members and staff about our needs and priorities.
• Communicate with diverse stakeholders to build successful coalitions.
• Organize events and support systems.
• Train parents in ways to enhance supports for their children with Down syndrome.
• Facilitation of organizational activities.
• Create budgets, plan programs, and organize conferences.
• Fundraising

*Certifications/Specialized Training:
• Educational Technologies & Leadership
• Computer Networking Technology
• Assistive Technology Applications

* indicates TC has hired using the criteria in the past

Dental Hygiene (DNTL)

Many years ago, dental hygiene allowed AS/AS degrees WITH 7 years of experience as a dental hygienist to teach in the programs...then CODA and DHBC moved to the BS degree. At this point, no one without a BS degree can teach in a program...
If we get the BS degree completion program, we will require a master’s degree, in any discipline, but will require continuing education in content applicable to the teaching assignment...

Hope this helps...

Vickie

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**Early Care Education & Family Studies (ECEF)**

Specific master’s or bachelor’s degree normally required; otherwise, direct professional experience related to the teaching assignment will be accepted.

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**Emergency Medical Technician-EMT (HLED)**

- Emergency Medical Technician
- Emergency Management Director
- Firefighter
- Paramedic
- Physician Assistant
- Police Officer
- Registered Nurse

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**Energy (ENER)**

- Co-Generation Facility Manager
- Environmental Engineer
- Gas Plant Manager
- Geologist
- Geo-Scientist
- Geothermal Facility Supervisor
- Petroleum Engineer
- Power Plant Supervisor (Hydro-Electric, Nuclear, Natural Gas)
- Production Supervisor
- Solar Facility Supervisor
- Wind Turbine field Supervisor

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**Graphic Arts (ART)**

- Experience in Graphic/Interactive Design as a working designer evidenced by employment history
• Experience in teaching digital software classes such as Adobe Illustrator, Adobe Photoshop, InDesign in beginning, intermediate and/or advanced, evidenced by employment history
• Knowledge of new technologies and commitment in keeping current with the advancements in Graphic Design
• 15 or more examples of professional work presented in an online portfolio

**Occupational Safety and Health (OSH)**

• Certified Radiation Safety Officer
• CSP (Certified Safety Professional)
• CHP (Certified Health Professional)
• Industrial Hygienist
• Occupational Health and Safety Specialist
• Safety Consultant
• Safety Engineer
• Safety Specialist
• Safety Technician

**Welding (WELD)**

• Nationally recognized certification, licenses
• American Welding Society Certified Welding Inspector (certificate in SMAW, GMAW, FCAW, TIG) with documentable welding experience in the field with the ability to take and pass structural SMAW D1.1 or FCAW D1.1 or the 6G pipe welding exam test.
• Pipe welder with documentable welding experience in the field and the ability to take and pass structural SMAW D1.1 or FCAW D1.1 or the 6g pipe welding exam test.
• Structural welder with documentable welding experience in the field and the ability to take and pass structural SMAW D1.1 or FCAW D1.1 or the 6g pipe welding exam test.
• Welding contractor, Class code C-60 with documentable welding experience in the field and the ability to take and pass structural SMAW D1.1 or FCAW D1.1 or the 6g pipe welding exam test.
• Proficient in welding processes taught with the ability to setup all multi process welding equipment in the Taft College welding shop; ability to take a certification test on site after 1 hour prep time with shop equipment.