



Career & Technical Leadership Certification Program Application Form

Applicant Information

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

Telephone: _____ Email: _____

PSU ID: _____ PPID: _____

Degree/License Interested in at Penn State:

___ 24 credit hour PDE CTE Director Certificate

___ 36 credit hour WFED M.Ed. Degree with PDE
CTE Director Certificate

___ 60 credit hour WFED Ph.D. Degree with PDE
CTE Director Certificate

***All applicants must complete an application either non-degree or degree with the Penn State Graduate School.**

Materials to be submitted (see contact information below):

1. Application Form
2. Resume or Curriculum Vitae (CV)
3. Document explaining your Professional Position and Duties
4. Document listing Degree/s and Certificates Held
5. Statement of interest in CTE Director certificate and your career aspirations.
6. Endorsement letter from a career and technical education administrator (i.e., CTC director) expressing a willingness to support the applicant in their program and mentor them in specifically designed situated experiential learning our program provides in multiple CTE administrative internships.
7. Official Transcripts (sealed unopened) for candidates who attended a university other than Penn State and are completing the 24 credit non-degree program sent to Wilda Hackman wlh5023@psu.edu

*** Please contact Dr. Joey Fleck, jaf275@psu.edu if there are any questions.**

*** If you have not met background checks and clearances to work in PA schools, make sure you meet the requirements of your CTE setting.**

The Pennsylvania Department of Education (PDE) will issue the Career and Technical Administrative Director Certificate to an applicant who has:

- A bachelor's or higher degree.
- Satisfies the requirements in section 24 P.S. § 12-1209.
- Provides verification of three years of relevant professional experience in a career and technical education school. For the purpose of this section, relevant professional experience is "professional experience in a career and technical education school that is related to the instructional process." Completes an approved program of graduate study in educational leadership. Preparation completed out-of-state must meet Pennsylvania standards. A 3.0 program Grade Point Average (GPA) is required.
- Completes an approved program of graduate study in educational leadership. Preparation completed out-of-state must meet Pennsylvania standards. A 3.0 program Grade Point Average (GPA) is required.
- Provides proof of completion of the graduate program by either submitting the recommendation for certification by the authorized certification officer or by submitting the transcript indicating completion of a graduate program in education and conferral of a graduate degree from an approved college or university.
- Presents evidence of satisfactory achievement on the Praxis test required for career and technical administrative directors.

Contact Information:

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