

CTE ADMINISTRATOR CERTIFICATION

OVERVIEW

In Fall of 2021, City University of Seattle added the initial **CTE Administrator Certificate** to its educational leadership program! The CTE Administrator Certification program is designed for educators who have CTE or school administrative experience and want to become school or district directors or administrators in Career and Technical Education. This new program is the first in the state to be approved by the Professional Educator Standards Board and includes a mentored internship that prepares graduates to succeed in CTE leadership positions.

PROGRAM DELIVERY

- Online content courses and mixed mode opportunities in Renton

ENDORSEMENT OPTIONS

- **Flexible learning options:** With CityU of Seattle, students can earn a CTE administrator certificate online or with a combination of online and in-class work. Either option benefits students through small classes, relevant topics and individualized instruction.
- **Reputation:** CityU is one of the largest providers of certificates in educational leadership in Washington State. Our alumni include award-winning administrators who are recognized by state and national professional organizations.
- **State-Approved:** Earning a Washington State Initial CTE Administrator Certificate does not require a master's degree. CityU's approved program of coursework and field-based internship experiences prepare candidates to meet all CTE Director Competencies.
- **Practitioner Faculty:** Our faculty are practitioners in their field. Not only are they responsive and provide relevant, constructive feedback, they also bring the course content to life with real-life stories that help students make connections with difficult-to-grasp content.
- **Getting You to Your Finish Line:** Like all of CityU's programs, the CTE Administrator Certification program provides a straightforward and relevant academic experience backed by a team focused on personalized support for you, our student.

ADVANCED DEGREE OPTIONS

- Options available to combine with principal or program administrator certification or pursue master or doctoral degree

POTENTIAL CAREER TITLES

- CTE Executive Director, CTE Director, CTE Administrator, CTE Facilitator or Coordinator

OPPORTUNITY OUTLOOK

- CTE programs are a statewide shortage according to Educator Shortage Data provided by Washington State Professional Education Standards Board, 2020
- Outlook for Education Administrators, Elementary and Secondary School in Washington State: (U.S. Bureau of Labor Statistics May 2020 State Occupational Employment and Wage Estimates Washington):
 - Occupational openings: projected annual average of 5,460
 - Median annual wage 2020: \$125,600

ADMISSIONS DETAILS

- Admissions Requirements | Hold a Residency, Continuing or Professional Administrator Certificate
OR
Three years of experience as a certified CTE teacher, CTE administrator, CTE counselor, or CTE occupational information specialist, or CTE career guidance specialist.
- Proof of English proficiency
- Federal Financial Aid Eligible | Yes, for those who qualify
- Credits to Completion | 36 quarter-based credits | Coursework, except for *Leadership for Career and Technical Education* course and the internship courses, may be waived if the candidate already possesses a valid principal, program administrator, or superintendent certificate. An individualized program for the student will be developed for unique situations.
- Cost | \$695/credit
- Quarterly Start | Summer, Fall, Winter, Spring *not all classes are available at all quarters, please connect with the advising staff for details
- Delivery Mode | 100% online and mixed-mode options. Online courses follow the typical 10-week calendar. Fall, Winter, and Spring mixed-mode courses meet two Saturdays per month in Renton and provide students with the opportunity to network with other future leaders. Summer courses meet on Thursdays and Fridays for four weeks (see calendar for specific dates).

ADMISSIONS CHECKLIST

- **Apply**
 - Complete application for admission online at www.CityU.edu
 - Speak with an advisor to receive an application fee waiver
 - Have official transcripts sent to the Office of the Registrar via mail to the address below or electronically from the school to transcripts@cityu.edu
 - Submit Additional Admissions Documentation with your Enrollment Advisor
 - Resume
 - Three professional references
 - Application Questionnaire or academic writing sample
 - Other certification documentation and/or documentation of CTE experience

Interview with program director or designee | Your interview will be scheduled once your application is processed and additional admissions documentation has been submitted.

MORE INFORMATION

- Enrollment Advisors Melissa Myers or Mary Gougisha will provide more information and assist you through the admission process. Email info@cityu.edu

HELPFUL LINKS

- US Department of Education | [Grant information](#)
- CityU [Scholarships webpage](#)