



## Secondary Work-based Learning Coordinator Endorsement Information

### Overview:

In recognition of the diversity of ways work-based learning (WBL) efforts are coordinated within secondary districts, we have developed a Work-Based Learning Coordinator Endorsement/Credential to facilitate those coordinating WBL efforts across clusters to:

- Receive training to support their work
- Join a statewide community of practice to connect with others in similar roles
- More accurately capture enrollment numbers and tie efforts to CTE funding sources

Below please find details and guidance regarding this new credential.

### Who/Eligibility & Why:

The WBL Coordinator Credential would be valuable for school-based staff who have scope for managing and implementing work-based learning programs in multiple content areas that have student enrollments tied to that instruction who holds the credential (must have FTE to report in CTA).

This credential is only of value to a district or high school if the coordinator directly supervises students enrolled in a program approved course.

#### *Applicants must:*

Have completed the Colorado Community College System WBL Coordinator program including the following content: WBL in Colorado; and CTE in Colorado (if you currently hold a professional CTE Credential, you have already taken CTE in Colorado)

### Steps for the CTE WBL Coordinator Certification:

- 1. Complete the CTE in Colorado coursework.**
  - For details about course offerings and how to sign up, visit the [CTE website](#).
  - For educators who hold a current CTE credential, skip this step.
- 2. Complete the WBL in Colorado training.**
  - The training is currently offered in person in Winter & Summer 2019. Check the [CTE website](#) for details.
- 3. Complete the 40-hour internship/externship.**
  - While not mandatory for the initial WBL coordinator credential, we highly encourage you to complete and submit the related experience at the time of initial application.
- 4. Apply for the credential.**
  - To document completion for your CDE application, please submit the certificates for the CTE in Colorado course as well as the certificate for the Work-Based Learning training (if you took the course with CSU, you will need to upload your transcript), as well as any supporting documentation for work experience in the occupational verification form
  - For an overview of the credential and the worksheet, visit the [CDE website](#).
  - To complete an application, visit the [CDE website](#).

## CDE helpful links:

- [Career and Technical Education \(CTE\) Authorization General Information](#)
- [Secondary CTE Work-based Learning Coordinator Endorsement Worksheet](#)
- [Applying for a License or Authorization](#)

## Guidance re: Internship/externship

- Forty hours must be completed for individuals to move from initial to the professional authorization. For efficiency, we highly encourage individuals to complete the experience and submit documentation at the time of initial application.
- Internships/externships must be completed through engagement with an organization external to the school/district that is directly supporting student WBL.
- Experiences can encompass a variety of activities, including the following:
  - A professional internship/externship experience at one organization
  - Site visits to students completing WBL experiences at partner organizations, and exploratory site visits for potential WBL partners.
  - Engagement with local industry, which could include sector partnerships, industry associations, chambers of commerce, economic development organizations, and/or workforce center engagement
- Hours can be completed at one or multiple organizations, with the minimum number of hours totaling 40.
- Individual Occupational Experience Verification Forms must be provided for *EACH* organization.
- In the case where an intermediary organization may be involved in supporting school/district WBL, the intermediary organization can serve as the entity verifying the 40 hours so long as that organization can provide documentation of individual engagement.