

Thank you for your interest in the Career and Technical Education program! You will find the following information helpful. The program is all online. I recommend that you enroll in the MA in CTE if you hold a BA or BS degree. This is because it is the same price and after you complete the credential required, you will need 6 more courses to take to complete the degree. The same cost structure applies to the BA/BS for full-time students. Moreover, if enrolled in the degree program, you have greater access to the university.

As for the MA in CTE program, you will need to complete ECTS 5560, the writing requirement or equivalent and receive a B, 3.0 or better. Upon completing this writing requirement, you will then be allowed access to enroll in the ECTS MA core, ECTS 5080 or 6080, ECTS 5190 or 6190, ECTS 6350, ECTS 6370, ECTS 6380, ECTS 6390. ECTS 6370, 6380, and 6390 courses must be taken in sequence, and you will not be allowed access unless the courses are completed in order. You too should work toward completing the ECTS Elective courses in parallel with the ECTS Core. Should you have already taken ECTS courses, such as 5010, 5040, 5180, and 5190, and used for the designated subjects credential or the BA or BS in CTE, these courses cannot be used as MA electives.

If you are currently teaching or close to starting to teach, then you will need to contact the College of Education Student Services to apply for your preliminary designated subjects Career and Technical Education Teaching credential. They can be reached at 909-537-5609 and ask to speak with a credential analyst about applying for a preliminary designated subjects CTE teaching credential. Due to the current virus situation, it might be easier just to email Monica Rodriguez at [mcordero@csusb.edu](mailto:mcordero@csusb.edu) to apply for the preliminary credential. If you are not currently teaching, then you should wait to complete the step above until you are close to starting a teaching position.

You will also need to use the CSUapply system to apply for the program: I have included detailed steps at the bottom of this message.

<https://www2.calstate.edu/apply>

First: you will select a term: Fall 2023

Second: You will be asked to sign in or create an account.

Third: You should be taken to the "add program" screen OR you can select the tab at the top of the page.

Fourth: You will select a campus, "CSU San Bernardino" AND the term, "Fall"

Fifth: You will select the blue plus symbol next to "Designated Subjects Career and Technical Education (CTE) for Applicants who hold a Bachelor Degree".

Sixth: You will be asked to complete some information including the attached documents.

Failure to complete the documents may result in you not being accepted. (Note: you may be required to upload a "work experience" document. This information should be included in the attached DSCTE App. So you might need to upload a document stating that your "work experience information is included in the application".) Let me know if you have any additional questions. Also, let me know when you complete the application process so I can approve you. Finally, you will need to get access to your mycoyote and register for the classes below. These classes are your program plan, but you will need to complete an official program plan after completing these courses:

Fall 2023: ECTS 5010, and ECTS 5180 Spring 2023: ECTS 5040 and ECTS 5190.

Additionally, if you are interested in earning a master's or bachelor's degree, you can do that at the same time as earning the credential. The bachelor's is only 5 more courses than the credential or the master's is only 6 more courses.

Below you will find links to each of the programs.

DS Credential in CTE - <http://bulletin.csusb.edu/colleges-schools-departments/education/educational-leadership-technology/designated-subjects-career-technical-education-teaching-credential/>

MA in CTE - <http://bulletin.csusb.edu/colleges-schools-departments/education/educational-leadership-technology/career-technical-education-mae/>

Adult Education Credential in CTE - <http://bulletin.csusb.edu/colleges-schools-departments/education/educational-leadership-technology/designated-subjects-credential-adult-education/>

Supervision and Coordination Credential in CTE - <http://bulletin.csusb.edu/colleges-schools-departments/education/educational-leadership-technology/supervision-coordination-designated-subjects-program/>

Apply via [www2.calstate.edu/apply](http://www2.calstate.edu/apply). If you have already started your application, you may want to edit a few things to see the credential program(s) mentioned in previous emails.

First, you will need to go to your extended profile which will be shown in the top right-hand corner of the application. If you are still stuck in the "programs" portion of the application, select any program and you can edit later.

When you click on the downwards arrow where your name is displayed, the list of options will appear, and click on extended profile. It will then take you back to the very beginning of your application. You will have to change your Degree Goal to "Teaching Credential Only", that way only credential programs will appear.

Once you have done those steps and saved your changed information, you should be able to go back to "Add Program" and select our campus and the two different CTE programs, shown below, should appear along with other credentials we offer. Please choose the Credential that best suits you.

To apply for our BA/BS degree programs in CTE, please refer to our CTE New Student Orientation Handbook which can be downloaded from the CTE Program Faculty and Staff Website (<https://www.csusb.edu/career-technical-education/faculty-and-staff>)

Please feel free to contact Keliah Harris for any further questions. Her contact information is (909) 537-5229 and [kharris@csusb.edu](mailto:kharris@csusb.edu)