

WTCS Certification Tutorial

2007 Edition



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Table of Contents

WTCS Certification Tutorial Table of Contents.....2

Steps to Navigate the Certification Process.....3

- Step 1:3
- Step 2:3
- Step 3:3
- Step 4:3
- Step 5:3

WTCS Overview of Certification Types: Which one am I?.....4

- Part-time Approval4
- Part-time Provisional4
- Provisional4
- Five-year Certification4
- Part-time Approval4

For additional information on these, see the Part-time Provisional Certification requirements.5

- Part-time Provisional5
- Provisional5
- Five-year Certification5

[Click here for more information about certification requirements.](#)

[Click here for More Information about how to complete certification.](#)

For more information, call (608) 243-4202.

Note: This is intended to be a broad overview. For additional information regarding certification in the WTCS, go to wtcsystem.org

Steps to Navigate the Certification Process

Step 1:

Determine which certification you have and/or are working towards.
See Certification Types under WTCS Overview to determine which one applies to you.

Step 2:

Determine the certification requirements for the type of certification that you need. Refer to the CETL or Human Resources websites or the CETL Professional Development Calendar for a list of requirements for each type of certification.

Step 3:

Review the CETL Professional Development calendar for course schedules. The calendar covers an entire year so you can plan a strategy to take the necessary courses around your work schedule and personal life.

Step 4:

Register for courses on our website. You must have an active MATC employee number to register.

Step 5:

Review other courses offered in the other certification numbered areas and sign up for the ones you are interested in taking. You will receive a confirmation for the course you signed up for and a reminder on when and where the course meets by MATC email (if you do not have email contact the help desk at 246-6666).

WTCS Overview of Certification Types: Which one am I?

Part-time Approval

- For occupational instructors
- Employed part-time teaching a maximum of two courses and less than 50%
- Approval is granted course by course

Part-time Provisional

- Employed part-time teaching less than 50%
- Needs additional requirements to obtain a five-year certification
- Certification is granted by program area not by course

Provisional

- Employed full-time or greater than 50%
- Needs additional requirements to obtain a five-year certification
- Certification is granted by program area, not by course

Five-year Certification

- Granted if you have completed all educational and occupational requirements
- Granted by program area, not by course
- Obtained required teaching experience
- Once I have a certification how do I renew it?

Part-time Approval

- Renewed every two years
- Need to complete two months (330 hours) of appropriate occupational experience and ten hours of in-service activities or complete one of the educational requirements 50, 51, 52, 53, 54, 55, 69.

For additional information on these, see the Part-time Provisional Certification requirements.

Part-time Provisional

- Renewed every two years
- Need to complete two credits of university course or equivalent district in-service activity in the needed requirements not already fulfilled
- Need to complete the VTAE certification classes for at least two credits each
- Once you complete these courses, a five-year certification may be granted

Provisional

- Renewed every two years
- Need to be completing six credits of university course or equivalent district in-service activity in the needed requirements not already fulfilled
- Need to complete the VTAE certification classes for at least two credits each
- Once you complete these courses, a five-year certification may be granted

Five-year Certification

- Renewed every five years
- Equivalent of six credits under a technical college's professional growth plan:
 - Need to complete six semester credits or
 - Two months (330 hours) of appropriate occupational experience