



Practices:

- Culture
- Accountability
- Funding
- Instructional
- Programmatic
- Other:
- Training/PD
- Policy Change

Project Specific Indicators:

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The Challenge:

Apply, renew, or advance CTE practitioner occupational licenses and professional licenses in an effective and timely manner.

Results:

- Increased student achievement results
 - ACT TNReady/EOC/TVAAS NIC EPS
- Decreased remediation and/or subgroup gaps
- Increased student readiness results (non-academic)
- Increased partnerships / alignment
- Increased participation / program growth

The Vision:

For teachers to spend less time doing paperwork and more time focusing on instructional strategies and student growth. This also helps ensure the district is retaining teachers.

Action Steps Taken / Summary of To-Do's:

- Set up meeting with teacher when they are recommended for the position.
- Complete CTE teacher licensure notebook for every new teacher hired.
- Go through each piece of the application and make sure they understand what is needed of them and what is needed from me.
- We have the teachers check in with the CTE directors at the end of the year and provided any new transcripts or new documentation that they have accumulated throughout the year.

Lessons Learned: *Include advice on start-up and sustainability*

- Sometimes we have to go and meet the teachers and other times they come to us.
- Copy everything that you could possible use to send to the TDOE CTE licensure.
- The CTE director has created a checklist to make sure the district is properly assisting teachers with attaining their teacher license.
- We have the teachers request an informal transcript to show us their grades and that they are progressing in the program. This lets the teacher know that we are concerned about their progress and that the requirements are something that they need to concern themselves with.



Communications:

- We have a working relationship with CTE licensure in the division of college, career and technical education, and we ask them questions whenever it comes to licensure.
- Teachers can email or call our district staff with questions.
- We make sure teachers know how important this process is because we are spending money on sub days, travel, and they are spending money on classes.

Stakeholder Management:

- TDOE staff and Rutherford County CTE staff are readily available when teachers need support.

Metrics & Measurements:

Baseline Data	Progress to Date	Goals
<p>If we put money and time in the licensing of teachers, we want them all to succeed. We do not want any of them to fail. On average we have about 10-12 teachers each year who need Occupational licensing (new schools, retirements, etc.).</p>	<p>Since we have started doing this, we have only lost two teachers because they did not meet the requirements. Since 2013 we have only had two teachers who were not able to complete all of the necessary requirements and that is because they did not want to stay in education or they moved to another state.</p>	<p>We would like to ensure all teachers meet the licensure requirements in order to increase our retention rate and so they can continue working for Rutherford County Schools.</p>