

# Texas Education Agency

## Statement of Qualifications for Secondary Career and Technical Certification

### Authority for Data Collection:

19 TAC Chapter 230, Subchapter P, §230.483(g) - Approval of career and technical education teachers based on prior experience and preparation in a skill area.

**Planned Use of the Data:** Evaluate candidates for qualification for Trade and Industrial Education, Health Science Technology Education, or Marketing Education certification and use as a basis for issuance of certification.

### Instructions:

- (1) Persons seeking certification in one of the above listed areas should complete this form,
- (2) Print or type all information,
- (3) Make 3 copies: Educator Preparation Program (Original)  
Employing School District  
Educator copy

If you have questions, contact State Board for Educator Certification at 1-888-863-5880 or you may review the website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

**1) Name** \_\_\_\_\_  
Last Name First Name Middle Initial

**2) Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **3) Mailing Address**

\_\_\_\_\_  
Street Address City State Zip Code

**4) Phone Number:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**5) Email Address:** \_\_\_\_\_

**6) Date of Birth:** (MM, DD, YYYY) \_\_\_\_\_

### **7) Title of specific subject areas for which you wish to qualify (check one):**

Trade and Industrial Education

List specific work approval area(s) for which this SOQ is being submitted (Examples: Automotive Technician, Cosmetology, or Law Enforcement)

1) \_\_\_\_\_ 2) \_\_\_\_\_

Health Science Technology Education

Marketing Education



**Instructions:** Starting with the present date, list in reverse order all trade and/or occupational experience acquired since leaving high school. If you were regularly employed by two separate employers at the same time, list the full-time employment on one line and the part-time employment on the following line.

**Employment for less than 20 hours per week shall not be considered for purposes of establishing acceptable work experience. 12 months of wage-earning experience consisting of at least 40 hours per week shall equal one year of full-time experience. Wage-earning experience consisting of less than 40, but at least 20, hours per week shall be calculated at a 50% rate in determining years of full-time experience. Wage-earning experience consisting of less than 20 hours per week shall not be considered acceptable in determining full-time experience.**

<b>11) Employment History Related to the Assignment (attach additional sheets if necessary)</b>							
Position Title					<input type="checkbox"/> Full-time		
Employer					<input type="checkbox"/> Part-Time		
Mailing Address					<input type="checkbox"/> Summer		
City, State / Zip					<input type="checkbox"/> Temp/Project		
Employer's Telephone No. AC ( )					<b>Average # of hours worked per week:</b>		
Immediate Supervisor Name and Title							
Starting Date		Leaving Date			<b>Trade or Skilled Work Personally Performed by You.</b> Be specific: List equipment operated, skilled work or services performed, and supervisory experience (number of employees supervised).		
Mo	Day	Yr	Mo	Day			Yr
Position Title					<input type="checkbox"/> Full-time		
Employer					<input type="checkbox"/> Part-Time		
Mailing Address					<input type="checkbox"/> Summer		
City, State / Zip					<input type="checkbox"/> Temp/Project		
Employer's Telephone No. AC ( )					<b>Average # of hours worked per week:</b>		
Immediate Supervisor Name and Title							
Starting Date		Leaving Date			<b>Trade or Skilled Work Personally Performed by You.</b> Be specific: List equipment operated, skilled work or services performed, and supervisory experience (number of employees supervised).		
Mo	Day	Yr	Mo	Day			Yr
Position Title					<input type="checkbox"/> Full-time		
Employer					<input type="checkbox"/> Part-Time		
Mailing Address					<input type="checkbox"/> Summer		
City, State / Zip					<input type="checkbox"/> Temp/Project		
Employer's Telephone No. AC ( )					<b>Average # of hours worked per week:</b>		
Immediate Supervisor Name and Title							
Starting Date		Leaving Date			<b>Trade or Skilled Work Personally Performed by You.</b> Be specific: List equipment operated, skilled work or services performed, and supervisory experience (number of employees supervised).		
Mo	Day	Yr	Mo	Day			Yr

**12) References:** Indicate below the names of three persons qualified to comment regarding your wage-earning experience.

Name	Address	Phone Number	Occupation

**13) Applicant's Affidavit:**

I, \_\_\_\_\_ (Name in full), affirm that:

- the above information is, to the best of my knowledge, a true a statement of facts concerning date of birth, education, teaching experience, and occupational experience;
- I understand any deficiency found in this Statement of Qualifications may disqualify me for consideration as a public school Career and Technical Education teacher; and
- I understand that I must complete an approved educator preparation program for the certification sought and/or workshops conducted or sponsored by the Texas Education Agency.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**14) To be completed by the educator preparation program approved to offer training for the Career and Technical Education certificate sought.**

**"I have reviewed the experience and qualifications represented herein and approve this applicant for employment in the following Career and Technical programs."**

Trade and Industrial Education

List specific trade and industrial work approval area(s) for which this SOQ is being submitted.

1) \_\_\_\_\_ 2) \_\_\_\_\_

Health Science Technology Education

Marketing Education

**Total number of years of work experience in the areas indicated above \_\_\_\_\_**

Name of Program Certification Officer \_\_\_\_\_

Signature of Program Certification Officer \_\_\_\_\_

Name of Program Area Representative \_\_\_\_\_

Signature of Program Area Representative \_\_\_\_\_

Name of Educator Preparation Program \_\_\_\_\_

Program Organizational ID number \_\_\_\_\_ Date \_\_\_\_\_