



Los Angeles County
Office of Education
Leading Educators • Supporting Students
Serving Communities

Credential Classes Adult & Career Technical Education



University of San Diego

Summer Semester 2012

For Questions Call 562-922-6798

NOTE: Level 1 and 2 Classes may be used only for clearing the Vocational Education or “old regulations” (five-year) CTE credentials issued prior to 8/31/10 as well as for all Adult Education credentials. All Level 1 and 2 courses are a combination of onsite & online sessions as determined by the instructor. Computer knowledge and Internet access required for all Level 1 and 2 classes.

Level 1 Class Schedule

Non-refundable fee: \$700 credit card (*Visa, MasterCard, American Express, Discover*) payment through the University of San Diego website (see link below). **No other forms of payment will be accepted. You must pay on the website when you register in order to be enrolled in the class.**

Principles of Adult/Career Technical Education Instruction (Level 1)

Textbook required, see back for details.

Credit: 6 semester units (Course #: Educ. X-597A)

This class will fulfill the Level 1 requirements for the part-time Designated Subjects Adult or VE/CTE Credential. For the full-time Designated Subjects Adult or VE/CTE Credential holders, both Level 1 and Level 2 are required. The course will cover the principles of learning, curriculum development, instructional techniques, new English learners, classroom discipline and management, cultural diversity in the classroom, job acquisition skills, student assessment, and other topics. Students will develop a Professional Growth Project. *Prerequisite: Preliminary Adult or VE/CTE Credential application on file.*

Burbank: Saturdays 9:00 am-3:00 pm and Wednesdays 5:45-9:15 pm on the following dates only: May 12, 16, 23, 30 and June 2; Burbank Adult School, Room A117, 3811 W. Allan Avenue, Burbank 91505 (Instr. Moore)

West Covina: Tuesdays, 5:30-8:30 pm, June 5-August 21; East San Gabriel Valley ROP, 1501 Del Norte Ave., West Covina 91790 (Instr. Weyant)

Level 2 Class Schedule

Non-refundable fee: \$750 Credit card (*Visa, MasterCard, American Express, Discover*) payment through the University of San Diego website (see link below). **No other forms of payment will be accepted. You must pay on the website when you register in order to be enrolled in the class.**

Instructional Practices of Adult/Career Technical Education (Level 2)

Textbook required, see back for details.

Credit: 6 semester units (Course #: Educ. X-597 C)

This class will fulfill requirements for the full-time Designated Subjects Adult or VE/CTE Credential. The course includes information on the history of Adult Education, ROC/Ps and Career Technical Education, instructional methodologies, instructional media and materials, classroom safety, computer technology in education, and students with special needs. Students will develop a Professional Growth Project. *Prerequisite: Completion of Principles of Adult/CTE Instruction (Level 1).*

Downey: Mondays, 5:30-9:00 pm; May 14-August 6 (Note: Class will not meet every week—schedule TBA); Downey Adult School, 12340 Woodruff Avenue, Downey, CA 90241 (Instr. Arnold)

Los Angeles: Tuesdays, 5:30-9:00 pm, on the following dates only: June 5 and 12, July 17 (location TBD), and August 14 and 21; Abram Friedman Occupational Center, Room 600, 1646 S. Olive Street, Los Angeles, CA 90015 (Instr. Gomez)

Level 3 Class Schedule (TBD Based on Enrollment)

Supervision & Coordination of Career Technical Education & Adult Education (Level 3)

This class will fulfill the educational requirements for the Supervision and Coordination Credential. This credential will authorize the holder to supervise and coordinate subjects and classes in all types of Career Technical and Adult Education Designated Subjects programs. *Prerequisites: Have a full-time credential, three years of full-time teaching experience, completion of Level 1 & 2 coursework, and pass the CBEST test. Candidates meeting all requirements may apply for the Designated Subjects Supervision and Coordination Credential.*

Please note: Start date for this class is dependent upon sufficient enrollment. This course is taught primarily online. Cost: \$800. Credit: 6 semester units. If interested, contact the Credentials Unit at 562-922-6798 or visit our website at www.lacorop.org then click on Credential Program and Contact Us.

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Health Education for Teachers Classes

NOTE: The Health Education for Teachers classes may be used for clearing the Adult Education, Vocational Education, and both the old (five-year) and new (three-year) Career Technical Education (CTE) credentials.

Non-refundable fee: \$275 credit card (*Visa, M/C, American Express, Discover*) payment through the University of San Diego website (see link below). **No other forms of payment will be accepted. You must pay on the website when you register in order to be enrolled in the class.**

Credit: 1 semester unit (Course #: Educ. X-569 I)

This class will fulfill requirements for the part-time and full-time Designated Subjects Credential. The course provides teachers with instruction in teaching strategies for sharing Health information with their students including nutrition, substance abuse, and First Aid. **[For those candidates needing CPR training, please contact your local Red Cross or American Heart Association.]**

Online HET Classes

Online classes are done completely online. Candidates must have prior computer knowledge, be able to access the Internet, be able to maneuver through various websites, and be able to upload and download files. **Information on how to access the course online will be emailed several days prior to the class start date.**

June 22-27

August 10-17

INSTRUCTIONS FOR ONLINE REGISTRATION FOR SUMMER SEMESTER CLASSES

All students must register and pay online TWO WEEKS PRIOR TO THE START of all summer semester classes through the USD website as follows:

- Go to: www.usd-online.org
- Click on [LACOE \(Classes for LACOE ROP Program participants ONLY\)](#)
- Find the appropriate class (make sure that you select the correct course title, start date, and location) and click on it
- Create login password and then account information (name, address, phone, email address, SSN)
- Put in credit card payment information and click on submit
- Print the completed registration receipt for your records

Please email us at ropcredentials@lacoedu if there are any questions or problems with registering.

Credential Services 562-922-6798

The University of San Diego Continuing Education Programs and the Los Angeles County Regional Occupational Program do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, or sexual orientation in the admission or status of participants.

TEXTBOOK INFORMATION

Level 1 required textbook must be purchased by the student and brought to the second week of class. *The First Days of School* by Harry Wong, 4th edition, is a 352-page book with a 60-minute DVD (ISBN: 978-0-9764233-1-7). It is available from Harry K. Wong Publications, Inc. for \$24.95. Go to www.EffectiveTeaching.com or call 650-965-7896.

Level 2 required textbook must be purchased by the student and brought to the second week of class. *The Art and Science of Teaching: A Comprehensive Framework for Effective Instruction* by Robert J. Marzano is a 220-page, 7" x 9" book (Stock # 107001; **ISBN-13: 978-1-4166-0571-3**) copyright © 2007 by ASCD. It is available from ASCD for \$20.95 (ASCD member) or \$26.95 (nonmember). Please buy the book from ASCD's Online Store, or call ASCD at 1-800-933-2723 and press 2 for the Service Center to order a copy.

Level 3 students will be notified by the instructor prior to the first day of class.

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Note to all Designated Subjects Adult Education Credential Holders: You are required to complete a **Level 1** class before the end of two years from the beginning date on your credential. When you received an e-mail verifying your credential from the California Commission on Teacher Credentialing, there was a statement noting when the credential is valid. The statement read something like this: ***“Valid September 1, 2010 to October 1, 2012. If the holder verifies completion of the Level 1 requirements to the employing school district, this credential will remain valid until October 1, 2015.”***

This means that the **Level 1** class must be completed before the end of the two-year period. LACOE ANTICIPATES TRANSITIONING TO THE NEW ADULT EDUCATION CREDENTIAL PROGRAM IN OCTOBER 2012. THEREFORE, LEVEL 1 MUST BE COMPLETED IN FALL SEMESTER 2012. A LEVEL 2 COURSE WILL BE OFFERED IN SPRING SEMESTER 2013 PENDING SUFFICIENT ENROLLMENT. The approximate dates for the remaining semesters are:

September 7-December 14	January 7-April 27*
Fall 2012	Spring 2013*

*A Level 2 course may be offered for “old” Adult Education Credential holders pending sufficient enrollment

Remember, the **Level 1** requirements must be completed and validated with a CL 787 Form before the two-year credential date. Also, read your e-mail regarding your credential carefully about a **Health Education for Teachers** class, which must be completed before the end of the five-year period.

Note to all Designated Subjects Vocational Education and “old” Career Technical Education Credential Holders: The last Level 1 course for the “old” Vocational Education and CTE Credentials is this semester (Summer 2012) and the last Level 2 course will be in Fall 2012 but only if enrollment is sufficient. All candidates that have not completed the courses by December 2012 will have to clear their credential under the new CTE requirements which will include additional coursework and application processing fees. LACOROP will continue to process Clear Vocational Education and Clear CTE Credential applications for those who have completed their requirements before June 2013. For more information, please contact the LACOROP Credentials Unit at 562-922-6798.

PLEASE NOTE: All preliminary CTE credentials with an issuance date after September 1, 2010 are under the **new** CTE regulations (three-year preliminary CTE credentials); therefore, candidates are required to complete different coursework which is listed on a separate flyer through LACOE/UCLA Extension. However, new CTE candidates may take the Health Education for Teachers courses listed on this flyer. Please contact the LACOROP Credentials Unit at 562-922-6798 for further information.