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State Superintendent of Schools

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TO: Members of the State Board of Education
FROM: Nancy S. Grasmick *Nancy*
DATE: December 14, 2010
SUBJECT: COMAR 13A.12.02.16
Work-Based Learning Coordinator (AMEND)
PERMISSION TO PUBLISH

PURPOSE:

The purpose of this memo is to present changes proposed by the Professional Standards and Teacher Education Board (PSTEB) to COMAR 13A.12.02.16, Work-Based Learning Coordinator, for publication and to provide the option to convene a Joint Conference Committee should you so desire.

BACKGROUND INFORMATION:

The Division of Career and College Readiness (DCCR) went before the PSTEB at its October 2010 meeting to discuss the need to update the Work-Based Learning Coordinator endorsement. There were three primary reasons for the proposed changes. Local school systems are implementing a new MSDE-developed Career and Technology Education (CTE) program of study that replaces traditional, locally-developed work-based learning programs. This new program, called Career Research and Development (CRD), has resulted in local school system administrators expressing the need for more teachers to be eligible to earn the Work-Based Learning Coordinator endorsement needed to teach the program. Since the current certification areas eligible to teach CRD are limited to teachers who hold certifications in traditional CTE areas, there is a need to expand the pool of teachers eligible for this endorsement. The PSTEB agreed with the need to update the Work-Based Learning endorsement and recommended that staff from DCCR convene a workgroup to revise the regulation.

DCCR convened a workgroup whose members included experienced CRD teachers, Work-Based Learning Coordinators, and Local Directors of Career and Technology Education. They proposed the following revisions to the Work-Based Learning Coordinator endorsement:

- Expand the certification areas eligible to earn the endorsement;
- Decrease the number of required courses from three to two;
- Decrease the number of hours of work experience a teacher must have outside of the school environment;

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- Decrease the number of hours required for the teacher externship; and
- Allow for teachers to take an additional course in lieu of the work experience or externship requirement.

DCCR also shared this information in a memorandum to Assistant Superintendents of Instruction and Directors of Human Resources. Furthermore, DCCR contacted several human resource directors in local school systems and shared the proposed changes to the certification with them. They were supportive of the workgroup's recommendations.

SUMMARY:

Three primary reasons prompted the need for proposed changes to COMAR 13A.12.02.16, Work-Based Learning Coordinator. The changes included the development of a new program of study entitled Career Research and Development (CRD); recognition of the need to expand the current areas which were limited specific certification areas eligible to add this endorsement; and requests from local school systems stating a need for more individuals with this endorsement. The aforementioned changes will address the above needs.

ACTION:

This item is presented for information and to provide the opportunity for the State Board to request convening a Joint Conference Committee with the PSTEB prior to the publication should it so desire.

NSG: jhe

Attachment

.16 Work-Based Learning Coordinator (Grades 7—12).

A. [To receive certification in work-based learning coordinator (grades 7—12), the applicant shall:] **An applicant may not seek initial certification as a work-based learning coordinator (grades 7-12).**

B. To add an endorsement in work-based learning coordinator (grades 7-12), the applicant shall:

(1) Hold a professional certificate with certification under COMAR 13A.12.02.06–.11, .13–.15, and .17–.20 of this chapter;

[(1)] (2) Complete [9] 6 semester hours of content course work taken at an IHE or through CPDs with a minimum of 3 semester hours in each of the following content areas:

(a) Organizing, coordinating, and marketing of work-based learning programs;

(b) Instructional management and curriculum development for work-based learning programs; [and

(c) Contemporary workplace practices;

(2) Meet the professional education course work required in Regulation .06A(2) of this chapter, or the teacher requirements in Regulation .06 to be certified in agriculture (agribusiness and renewable natural resources) or business education areas, or in Regulations .08, .09, .11, .14, or .15 of this chapter]; and

(3) Complete a work experience requirement through any of the following:

(a) Documented evidence of [work] employment equivalent to a minimum of [2,000] 1,000 hours of successful, wage-earning, nonteaching occupational experience;

(b) Documented evidence of [work] employment equivalent to a minimum of [1,]500 hours of successful, wage-earning, nonteaching occupational experience plus 500 hours of self-employment; or

(c) Participating in a supervised and approved teacher externship experience, which shall, at a minimum:

(i) Be [200] 150 hours;

(ii) Include all aspects of the industry;

(iii) Be in accordance with the local school system guidelines for work-based learning coordinator externships;

and

(iv) Occur at a work site approved by the local school system[.]; or

(d) Complete 3 semester hours of content course work in contemporary workplace practices taken at an IHE or through CPDs that includes

(i) Site visits to business and industry settings and

(ii) Exposure to all aspects of the industry.

[B.] C. All work experience under §A(3)(a) of this regulation shall have occurred within the last 10 years. Verification of occupational experience shall be submitted in the form of a notarized letter by former employers, listing specific job titles, duties performed, dates of employment, and hours worked.

[C.] D. All work experience under §A(3)(b) of this regulation shall have occurred within the last 10 years. Verification of occupational experience shall be submitted by former employers in the form of a notarized letter, listing specific job titles, duties performed, dates of employment, and hours worked. Verification of self-employment shall be verified by license or by submitting tax forms.