

## CTE Certification and Coursework: New Hire Checklist

---

### Review CTE certification regulations and endorsement requirements

- Chapter 115, Part II <https://www.maine.gov/doe/cert/requirements>

---

### Complete application for CTE endorsement

- <https://www.maine.gov/doe/cert>

---

### Assuming conditional certificate, discuss plan for completion of requirements

- ☐ Review required courses and schedule of offering
- ☐ Share timeline options
  - Completion in 1 calendar year
  - Spread out over 2-3 years
- ☐ Assess factors that influence choice of timeline (work life and family balance, other responsibilities or activities, feelings of “readiness” for college coursework)
- ☐ Assess supports that would be helpful and identify resources that are available
- ☐ Make a curriculum completion map based on the person’s needs

---

### Apply for matriculation into the CTE certificate program

- <https://engagecms-101011.campusnexus.cloud/emcc-portal/user-profile/login>
- Be sure to provide EMCC with any transcripts of previous education-related coursework
- Note: If students would prefer not to matriculate, they may register as non-matriculated students using the forms and information found at this link:  
<https://www.emcc.edu/academics/programs/programs-of-study/education-career-technical-education-option/>

---

### Once decision letter is received from MDOE

- ☐ Contact Megan ([mlondon@maineccc.edu](mailto:mlondon@maineccc.edu)) and share the letter
- ☐ Discuss any previous education-related coursework that may be able to transfer for a required course
- ☐ Based on this conversation make any changes necessary to curriculum completion map

---

### Register for coursework based on your updated curriculum plan