

ADVANCE OR ADD AREA

This form is for candidates who are employed in an Ohio district and have completed an approved university-based career-technical workforce development (CTWD) licensure program. Applicants must upload this form with the online application to advance their provisional, supplemental, or alternative CTWD license or add an area to an existing CTWD license. Visit the [Career-Technical Workforce Development \(CTWD\) Licenses webpage](#) for more information regarding the pathways to licensure.

Last Name	First Name	Educator State ID				
Please check only ONE box: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> Advance 2-Year Provisional CTWD License to 5-Year Advanced CTWD Educator License </td> <td style="width: 25%; vertical-align: top;"> Advance 1-Year Supplemental CTWD License to 5-Year Professional CT License or Advanced CTWD Educator License </td> <td style="width: 25%; vertical-align: top;"> Advance 4-Year Alternative CTWD Resident Educator License to 5-Year Professional CT License </td> <td style="width: 25%; vertical-align: top;"> Add CTWD Teaching Field to Existing CTWD License or Add CBI Endorsement to Existing License </td> </tr> </table>			Advance 2-Year Provisional CTWD License to 5-Year Advanced CTWD Educator License	Advance 1-Year Supplemental CTWD License to 5-Year Professional CT License or Advanced CTWD Educator License	Advance 4-Year Alternative CTWD Resident Educator License to 5-Year Professional CT License	Add CTWD Teaching Field to Existing CTWD License or Add CBI Endorsement to Existing License
Advance 2-Year Provisional CTWD License to 5-Year Advanced CTWD Educator License	Advance 1-Year Supplemental CTWD License to 5-Year Professional CT License or Advanced CTWD Educator License	Advance 4-Year Alternative CTWD Resident Educator License to 5-Year Professional CT License	Add CTWD Teaching Field to Existing CTWD License or Add CBI Endorsement to Existing License			
Teaching Field(s) and Endorsement(s):						
Applicant Verification: <i>I have met all career-technical workforce development program and teaching requirements for the requested teaching field(s) or endorsement(s).</i>	Applicant Signature	Date				
School Employment Verification: <i>I verify the applicant has mastered applicable CTWD competencies in the teaching position requiring the license(s) or endorsement(s).</i>	Superintendent or Designee Name	Superintendent or Designee Signature and Date				
	School District	School District IRN				
University Verification (check only if applicable): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <i>I verify that the applicant has passed the summative performance based assessment (PBA) outlined by Ohio Revised Code.</i> </td> <td style="width: 50%; vertical-align: top;"> <i>I verify that the applicant has successfully completed an approved career-technical workforce development program.</i> </td> </tr> </table>			<i>I verify that the applicant has passed the summative performance based assessment (PBA) outlined by Ohio Revised Code.</i>	<i>I verify that the applicant has successfully completed an approved career-technical workforce development program.</i>		
<i>I verify that the applicant has passed the summative performance based assessment (PBA) outlined by Ohio Revised Code.</i>	<i>I verify that the applicant has successfully completed an approved career-technical workforce development program.</i>					
University Dean or Designee Name	University Dean or Designee Signature and Date					
Name of University						

CTE-37 Instructions:

1. The employing school district initiates the CTE-37.
2. The candidate signs, dates and selects the university name on the CTE-37.
3. The employing school district superintendent or designee signs the CTE-37 to verify the candidate completed program requirements.
4. The university signs the CTE-37 to verify the candidate completed the university program, including passing the PBA, if applicable.