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OCA Questions?  
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## OCCUPATIONAL COMPETENCY ASSESSMENT RECORD of SELF-EMPLOYMENT

Name \_\_\_\_\_

Pennsylvania regulations require that candidates for career and technical teacher certification must verify employment experiences. Refer the the criteria on reverse side to identify the method you will use to satisfy this requirement.

### Instructions:

- Read the important guidelines for occupational experiences on the back of this form.
- Complete this form and have it certified by a notary public. *If it is not notarized your application will not be processed.*
- Provide a combination of five (5) letters of verification from reliable sources such as suppliers and customers.
- The letters should:
  - be on company letterhead (if possible).
  - describe the specific nature of your business with them.
  - include dates the services were performed.
- Complete the *OCA Application*.
- Return the application, letters, and this original, notarized form to the address listed at the top of the page.

Business Name \_\_\_\_\_

Business Address (street, city, state, zip) \_\_\_\_\_

Provide a detailed description of your business including the specific nature of the work performed (you can attach another page, if needed):

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### Time in Operation

Date Business Began		Is the business still in operation?		Total	
Month	Year	Yes (enter current date; month/year)	No (enter date business ended; month/year)	Years	Months

## This Document Must Be Notarized

I certify that I believe that I am fully competent in the occupation listed and I accept, without reservation, full responsibility for any and all liability for my acts arising from (and particularly during) the testing process to validate my competency.

COMMONWEALTH OF PENNSYLVANIA, County of \_\_\_\_\_.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant personally appeared before me and being duly sworn according to law, deposes and says the foregoing statements are true and correct.

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Occupational Experience Guidelines

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Pennsylvania regulations require that candidates for career and technical teacher certification must verify occupational experiences using the guidelines listed below.

**A. The following may be used to meet the employment experience requirement.** The four methods below are not interchangeable.

- A minimum 8,000 hours, equivalent to four (4) years full-time, of wage-earning experience beyond the learning period in the occupational area to be taught.
- A minimum of 4,000 hours, equivalent to two (2) years full-time, of wage-earning experience beyond the learning period in the occupational area to be taught plus a baccalaureate degree. The baccalaureate degree does not have to be in the area to be taught.
- A minimum of 8,000 hours, equivalent to four (4) years full-time, of experience as a volunteer firefighter or emergency medical technician in the occupational area to be taught.
- A minimum of 8,000 hours, equivalent to four (4) years of full-time, of experience teaching post-secondary courses at a regionally accredited institution of higher education in the occupational area to be taught.

**B. Learning period - Defined as formal educational or professional experience in which the person was being trained for the occupation to be taught and include:**

- Wage-earning experience as a trainee.
- Educational experience in the occupation to be taught, i.e.; as a student in a career and technical education school, technical institute or college.
- Educational experience in a cooperative career and technical education program and in the occupational field to be taught.
- Educational experience as a student in a career and technical education teacher education program which includes specialized or technical courses directly related to the occupation to be taught.
- Educational experience as a student in an associate degree program in the occupational field to be taught.
- Graduation from an approved four-year college curriculum when the major field of study is directly related to the occupational field to be taught.
- Military training or instruction directly related to the occupation to be taught.

**C. The following are other employment experience considerations.**

- Part-time work experience will be evaluated on the basis of 2,000 clock hours as equivalent to one full-time (40 hours/week) calendar year.
- For occupations requiring a state professional license or selected industry based certification, such license or certification when issued by an accredited state or national association will be accepted in lieu of the competency examination, but not in lieu of the Occupational Competency Assessment Program, which includes evaluation of wage-earning experience beyond the learning period, the validating of licenses, and high school graduation or equivalent.
- Work experience used in verifying occupational experience in one occupation may also be used to verify occupational experience in another closely related occupation.

**D. Military employment or service beyond the learning period directly related to the occupation to be taught.**

**E. Occupational experience is required in each of the major occupational areas combined to form a cluster career and technical education program.**