



CENTER FOR

# Career and Technical Personnel Preparation

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## OCCUPATIONAL COMPETENCY ASSESSMENT RECORD of OCCUPATIONAL EXPERIENCE

Name \_\_\_\_\_

Occupational experience required for the OCA includes a learning period and four years of wage-earning experiences beyond the learning period. The purpose of this form is to document your wage-earning occupational experiences and/or on-the-job training experiences.

### Instructions:

- Read the important guidelines for occupational experiences on the back of this form.
- Enter all occupational experiences that are relevant to the occupation you are teaching and that meet the guidelines.
- Provide a *Verification of Occupational Experience* form to each employer you list on this form for them to verify your experience.
- Take this form to a notary public to be notarized. *If the form is not notarized your application will not be processed.*
- If you were self-employed, provide the following information instead of the *Verification of Occupational Experience* forms:
  - 1) a notarized statement describing your business, including dates and the specific nature of the work you performed.
  - 2) a combination of letters (at least 5) of verification from reliable sources such as suppliers and customers. The letters should be on company letterhead (if possible) and describe the specific nature of your business with them and dates the services were performed.

Send this completed and notarized form to the address listed at the top of the page.

### Full-Time Occupational Experience (List additional relevant work experience on a separate sheet)

- Employer Name and Address \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties and Responsibilities \_\_\_\_\_
- Employer Name and Address \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties and Responsibilities \_\_\_\_\_
- Employer Name and Address \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties and Responsibilities \_\_\_\_\_

### Part-Time Occupational Experience

- Employer Name and Address \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties and Responsibilities \_\_\_\_\_
- Employer Name and Address \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties and Responsibilities \_\_\_\_\_

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 \_\_\_\_\_, \_\_\_\_\_.

## LEARNING PERIOD and WAGE-EARNING EMPLOYMENT GUIDELINES

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Pennsylvania regulations require that candidates for vocational teacher certification must have “**a minimum of four years of wage-earning experience in addition to the learning period** required to establish competency in the occupation to be taught.” Candidates must document a learning period and employment experiences using the guidelines listed below.

### A. The following may be used to meet the employment experience requirement.

- A minimum of four years (8,000 hours) wage-earning experience **beyond the learning period** in an occupation directly related to the occupation to be taught.
- Comprehensive experience to include a major coverage of the skills of the occupation--not a narrow sampling of a few skills of specialized nature.
- Military employment or service **beyond the training period** directly related to the occupation to be taught.
- State professional licensure or selected national certification in the occupation to be taught.

### B. The following may be accepted toward the learning period requirement.

*Documentation for the learning period can include transcripts, certifications, and/or licenses, as well as on-the-job training.*

- Wage-earning experience as a trainee and/or learning in the occupation to be taught.
- 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.

- The employment experience must be completed **within a ten year period immediately prior to successful completion of the OCA.**
- 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. Occupational experience is required in each of the major occupational areas combined to form a cluster career and technical education program.

### E. Teaching experience or supervisory experience in the occupational area cannot be counted towards the work experience requirement.