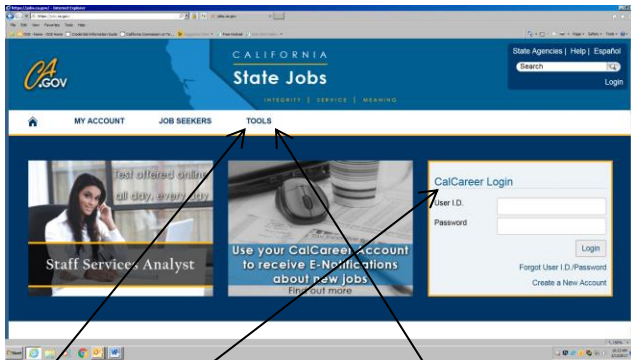# HOW TO GET A CAREER TECHNICAL EDUCATION (VOCATIONAL) INSTRUCTOR JOB
WITH THE CALIFORNIA DEPATMEN OF CORRECTIONS AND REHABILITATIONS

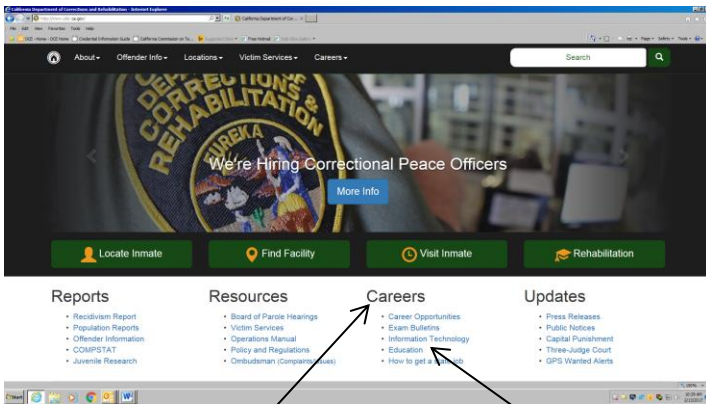**Step I   SET UP JOB PROFILE FOR JOBS**

Go to www.jobs.ca.gov

1. In "Tools" arrow down to view Tutorials for job seekers.
2. Create *CalCareer Login* to develop personal profile.
3. For the State Application, hover or click on the "Tools" tab*,* click on *Standard Application forms*, Click on *State Application 678*.

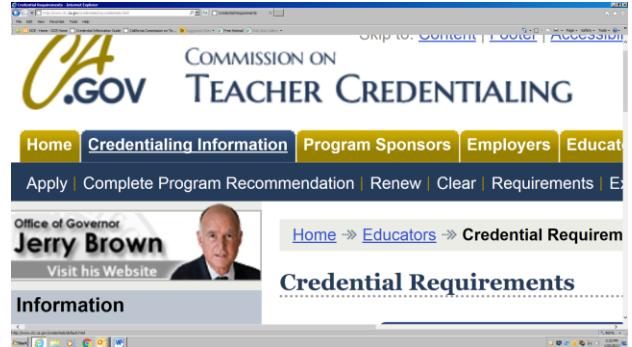**STEP II   JOB BULLETINS AND QUALIFICATION ASSESSMENT (QA) FOR PLACEMENT ON THE EMPLOYMENT LIST**

Go to www.cdcr.ca.gov

1. Under "Careers" place cursor on "Education" and click.
2. Click on yellow rectangle "Vocational Career Bulletins" in the lower part of the screen.
3. Click on the specific program title in "Exam Bulletins" to view information on that program.
4. Return to the previous screen and click on "QA" for a specific program, print and fill out form along with the *State application 678* at www.job.ca.gov and mail to address at the bottom of last page in the *QA* form for placement on the employment list.

STEP III   CREDENTIAL REQUIREMENTS AND COMMISSION PROGRAM SPONSORS

Go to www.ctc.ca.gov California Commission on Teacher Credentialing (CTC)

1. Do not file for Career Technical Education (CTE) credential until you have a job offer.
2. Hover Cursor on "Credential Information" move cursor down and click on "Requirements".
3. Click on "Teaching Credential", then click on "Designated Subject Teaching Credential".
4. Then click on "Career Technical Education".
5. The bulletin for a CTE credential is displayed. In the first paragraph of the bulletin is a link "Commission Approved Program Sponsors". Click on the link to find a Program Sponsor
6. Wait for link to load. In "Type of Preparation" click "All" to clear the list then click on "Designated Subjects Teaching". A list of 15 CTC program sponsors is displayed to process CTE credentials.
7. Click on a CTC program sponsor then click on "Go to profile" for the contact information. Call for information, program costs and requirements for a CTE credential.

If you need additional information or further assistance contact CDCROCEJobs@cdcr.ca.gov.