

**Home Economics Careers and Technology Education (HECT)
California Department of Education**

**VERIFICATION OF QUALIFICATIONS FOR TEACHING IN A
HOME ECONOMICS RELATED OCCUPATIONS (HERO)
CAREER PATHWAY PROGRAM**

(With a major or minor in Home Economics)

1. Review the Home Economics Related Occupations (HERO) Program section of the document, “Credential Requirements to Teach in a Consumer and Family Studies (CFS) and a Home Economics Related Occupations (HERO) Program in a Home Economics Careers and Technology Career Pathway.”
 - a. Identify the option (Option 1, 2, or 3) most appropriate for your background.
 - b. Carefully review the “Assessment of Work Experience” section to identify the types of experiences that are acceptable.
 - c. Review the documentation needed to verify each type of work experience.
2. Complete the form, “Verification of Professional Qualifications and Occupational Proficiency for Home Economics Related Occupations (HERO) Programs.”
3. Gather documentation. If you have questions regarding documentation, contact the Home Economics Careers and Technology Regional Supervisor who serves your geographical area.
4. Submit the verification form and documentation supporting the information that is included on the form to the Home Economics Careers and Technology (HECT) Regional Supervisor who serves your geographical area.
5. The Home Economics Careers and Technology Regional Supervisor will analyze the documentation and inform you of your status regarding completion of qualifications. If qualifications are met, the Regional Supervisor will forward your name, address, and the title of the career pathway program which you are qualified to teach to the Home Economics Careers and Technology Education Headquarters in Sacramento. The Home Economics Careers and Technology Education staff will issue a certificate of verification.
6. If qualifications are NOT MET, the Regional Supervisor will develop cooperatively with you a plan for meeting the qualifications within a specified time frame.

NOTE: The following worksheets are to be used with the Home Economics Related Occupation (HERO) Program section of the document “Credential Requirements to Teach a Consumer and Family Studies (CFS) and Home Economics Related Occupations (HERO) Program in a Home Economics Careers and Technology Career Pathway.”

VERIFICATION OF PROFESSIONAL QUALIFICATIONS AND OCCUPATIONAL PROFICIENCY FOR HOME ECONOMICS RELATED OCCUPATIONS (HERO) PROGRAMS

A. CONTACT INFORMATION

1. NAME _____
(Last Name) (First Name) (Init.)

2. MAILING ADDRESS: _____ HOME PHONE (____) _____
No. Street

3. _____
City State Zip Code

4. IF EMPLOYED, Where: _____
School/ROCP

5. SCHOOL ADDRESS: _____ WORK PHONE (____) _____
No. Street

6. _____
City State Zip Code

7. HERO Career Pathway Program: (Check programs for which evidence is presented.)
- | | |
|---|--|
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Food Science, Dietetics & Nutrition |
| <input type="checkbox"/> Consumer Services | <input type="checkbox"/> Food Service & Hospitality |
| <input type="checkbox"/> Education | <input type="checkbox"/> Hospitality, Tourism, & Recreation |
| <input type="checkbox"/> Family & Human Services | <input type="checkbox"/> Interior Design, Furnishings, & Maintenance |
| <input type="checkbox"/> Fashion Design, Manufacturing, & Merchandising | |

B. EDUCATIONAL RECORD: List secondary, post secondary, college/university education.

Institution	Dates Attended	Major	Minor	Degree/Diploma
	From To			
Name _____ Location _____				
Name _____ Location _____				
Name _____ Location _____				
Name _____ Location _____				

NOTE: Education and occupational proficiency must be verified. Please submit post-secondary transcripts and verification of work experience. (See the HERO section of the document "Credential Requirements) to Teach a Consumer and Family Studies (CFS) and Home Economics Related Occupations (HERO) Program in a Home Economics Careers and Technology Career Pathway Program)."

C.

CREDENTIALS AND CERTIFICATES / LICENSE(S) HELD	ID#	EXPIRATION DATE
1.		
2.		
3.		
4.		
5.		
6.		

D.

CAREER-TECHNICAL TEACHING EXPERIENCE: IN SPECIFIC CAREER PATHWAY AREA(S) TO BE TAUGHT 1 hour teaching = 1 hour experience

School and School Address (List most recent first)	Subjects Taught	Dates		Hours
		From mo/yr	To mo/yr	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
TOTAL HOURS				_____

E. EMPLOYMENT RECORD: WORK EXPERIENCE DIRECTLY RELATED TO THE CAREER PATHWAY PROGRAM TO BE TAUGHT

Company Name and Address (List most recent first)	Area Code & Phone #	Job Responsibilities	Dates		Hours*
			From (mo/yr)	To (mo/yr)	
1. _____ _____	() _____	_____ _____	_____ _____	_____ _____	
2. _____ _____	() _____	_____ _____	_____ _____	_____ _____	
3. _____ _____	() _____	_____ _____	_____ _____	_____ _____	
4. _____ _____	() _____	_____ _____	_____ _____	_____ _____	
5. _____ _____	() _____	_____ _____	_____ _____	_____ _____	
6. _____ _____	() _____	_____ _____	_____ _____	_____ _____	
7. _____ _____	() _____	_____ _____	_____ _____	_____ _____	

TOTAL HOURS WORK EXPERIENCE _____

**Indicate: Full-time paid; part-time paid; full-time unpaid; part-time unpaid*

NOTE: Work experience and teaching experience in the subject matter area must be verified through letters from employers or letters of verification for self-employment.

F. COLLEGE LEVEL COURSEWORK DIRECTLY RELATED TO THE CAREER PATHWAY PROGRAM (1 semester unit = 62 ½ hours experience)

ACTIVITY	DATES	HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total hours college related work		_____

G. NON-COLLEGE POSTSECONDARY RELATED COURSE WORK, WORKSHOPS, AND/OR SEMINARS (1 hour = 1 hour experience)

ACTIVITY	DATES	HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total hours non-college related work		_____

H. INTERNSHIPS RELATED TO THE CAREER PATHWAY (1 hour = 1 hour experience)

ACTIVITY	DATES	HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total hours of internships		_____

TOTAL WORK AND EDUCATION EXPERIENCE

WORK EXPERIENCE HOURS DURING THE LAST THREE YEARS

1. On the job training and/or work experience (paid or unpaid)
250 hours _____
- 2.-5. Career Technical Education teaching, course work, workshops and/or internships directly related to the occupational program to be taught
250 hours _____

TOTAL HOURS _____
(Work Experience hours during the last three years.)