

# W. F. West High School Career and Technical Education Certificates of Proficiency Program



Career and Technical Education (CTE) Certificates of Proficiency are W. F. West High School's most prestigious recognition for career readiness. To qualify for a certificate of proficiency, students must:

- Complete the designated number of CTE courses from the Core Area related to the certificate type.
- Complete the designated number of courses from the CTE Options related to the certificate type.
  - Agriculture Technology
  - Automotive Technology
  - Applied Botany and Horticulture
  - Child and Family Science
  - Commercial Art
  - Metals Technology
  - Welding Technology
- Have a GPA of 3.0 or higher in CTE Certificate pathway and a 2.3 GPA in all high school classes.
- Must be enrolled as a full-time student on the W. F. West High School campus.

CTE Certificates of Proficiency recipients receive:

- A W. F. West High School CTE Certificate of Proficiency at the June awards ceremony. Certificates of Proficiency are notable additions for resumes and job applications.
- An emblem representing the proficiency to wear at graduation.
- Special recognition during the commencement ceremony.

## **Career and Technical Education Certificates of Proficiency Award**

The Career and Technical Education (CTE) Certificates of Proficiency are W. F. West High School's esteemed recognition for completion of rigorous college and career preparatory study throughout high school. Our CTE Certificates of Proficiency program is designed to provide highly motivated students the opportunity to achieve their highest intellectual and creative potential. Students may earn CTE Certificates of Proficiency in more than one pathway.

Students are advised to prepare for their CTE Certificate(s) of Proficiency pathway(s) with their school counselor, parents/guardians, and a mentor teacher/advisor in the desired area(s) of focus. Students submit the CTE Certificate(s) of Proficiency Form(s) to their advisor. Advisors will share the verification form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.





<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Agricultural Technology</b>
<b>Faculty Adviser:</b>	<b>Ms. Bailey OR Mr. Guenther</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE CORE AREAS: Complete four of the following classes from the list below.**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Animal Biology A
		Animal Biology B
		Environmental Science A
		Environmental Science B
		Welding
		CTE Biology A
		CTE Biology B
		Applied Botany A
		Applied Botany B

**CTE Options: Complete two classes from the following list:**

		Applied Botany A
		Applied Botany B
		Engineering Drafting 1
		Engineering Drafting 2
		Timber Resource Science
		Vet Science
		Environmental Sciences (not completed above)
		Any Metals course:
		CTE Biology A or B (not completed above)
		Advanced Botany/Floriculture

Program GPA (3.0 minimum):		<u>Overall GPA</u> ( <u>2.3</u> minimum):		Date:	
----------------------------------	--	---	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

- Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
- List classes and grades earned on this form.
- Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
- Submit the form and transcript to the teacher listed on this form
- The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.



<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Automotive Technology</b>
<b>Faculty Adviser:</b>	<b>Mr. Shafer</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE CORE AREAS: Complete three of the following classes from the list below.**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Automotive Technology A
		Automotive Technology B
		Advanced Automotive Technology A
		Advanced Automotive Technology B
		Robotics A
		Robotics B

**CTE Options: Complete two classes from the following list:**

		Advanced Automotive Technology (repeated)
		Small Engines
		Engineering Drafting 1
		Engineering Drafting 2
		Welding
		Introduction to Metals
		Metalwork and Fabrication

Program GPA (3.0 minimum):		Overall GPA (2.3 minimum):		Date:	
----------------------------------	--	----------------------------------	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

- Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
- List classes and grades earned on this form.
- Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
- Submit the form and transcript to the teacher listed on this form.
- The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.



<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Applied Botany and Horticulture</b>
<b>Faculty Adviser:</b>	<b>Ms. Bailey</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE CORE AREAS: Complete three of the following classes from the list below.**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Applied Botany A
		Applied Botany B
		Advanced Botany/Floriculture
		CTE Biology A
		CTE Biology B

**CTE Options: Complete two classes from the following list:**

		Environmental Science A
		Environmental Science B
		CTE Biology A or B (if not completed above)
		Animal Biology A
		Animal Biology B
		Engineering Drafting 1
		Engineering Drafting 2

Program GPA (3.0 minimum):		Overall GPA (2.3 minimum):		Date:	
----------------------------------	--	----------------------------------	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

- Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
- List classes and grades earned on this form.
- Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
- Submit the form and transcript to the teacher listed on this form.
- The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.





<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Child and Family Sciences</b>
<b>Faculty Adviser:</b>	<b>Mrs. Alexander OR Mrs. Cummings</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE CORE AREAS: Complete three of the following classes from the list below.**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Early Childhood Education A
		Early Childhood Education B
		Preschool Assistant
		Personal and Career Readiness
		Personal Finance A
		Personal Finance B
		Leadership A
		Leadership B

**CTE Options: Complete one class from the following list:**

		Preschool Assistant (if not completed above)
		Psychology
		Sociology
		Elementary Teacher's Assistant
		Any PE Class:

Program GPA (3.0 minimum):		Overall GPA (2.3 minimum):		Date:	
----------------------------------	--	----------------------------------	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

- Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
- List classes and grades earned on this form.
- Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
- Submit the form and transcript to the teacher listed on this form.
- The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.



<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Commercial Art</b>
<b>Faculty Adviser:</b>	<b>Mr. Bunker OR Mrs. Clinton OR Ms. Young</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE Options: Complete six classes from the following list:**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Art Fall
		Art Spring
		Sign Making 1
		Sign Making 2
		Sign Making 3
		Sign Making Advanced
		Photography A
		Photography B
		Photography Advanced
		Photojournalism
		Annual Production (Yearbook) A
		Annual Production (Yearbook) B

*continue on next page*

		Screen Printing A
		Screen Printing B
		Screen Printing Advanced
		Graphic Design A
		Graphic Design B
		Graphic Design Advanced
		Entrepreneurship

Program GPA (3.0 minimum):		Overall GPA (2.3 minimum):		Date:	
----------------------------------	--	----------------------------------	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

- Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
- List classes and grades earned on this form.
- Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
- Submit the form and transcript to the teacher listed on this form.
- The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.



<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Metals Technology</b>
<b>Faculty Adviser:</b>	<b>Mr. Smith</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE CORE AREAS: Complete three of the following classes from the list below.**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Introduction to Metals
		Metalworking and Fabrication
		Welding
		Advanced Welding
		Engineering Drafting 1
		Engineering Drafting 2

**CTE Options: Complete one class from the following list:**

		Welding (repeated)
		Engineering Drafting (repeated)
		Robotics A
		Robotics B
		Woodworking
		Automotive Technology A
		Automotive Technology B

Program GPA (3.0 minimum):		Overall GPA (2.3 minimum):		Date:	
----------------------------------	--	----------------------------------	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

1. Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
2. List classes and grades earned on this form.
3. Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
4. Submit the form and transcript to the teacher listed on this form.
5. The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.



<b>NAME:</b>	
<b>Certificate Title:</b>	<b>Welding Technology</b>
<b>Faculty Adviser:</b>	<b>Mr. Guenther</b>

**This completed form must be printed and turned in to the advisor. Advisors will share this form with the CTE Director and the Counseling Center the same week to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

**CTE CORE AREAS: Complete a minimum of two Welding classes required plus one of the additional core options from this list.**

<b>Term Completed</b>	<b>Grade</b>	<b>Course Title:</b>
		Welding
		Advanced Welding
		Introduction to Metals
		Metalworking and Fabrication
		Engineering Drafting 1
		Engineering Drafting 2

**CTE Options: Complete one class from the following list:**

		Metal Art
		Engineering Drafting 1 (if not completed above)
		Engineering Drafting 2
		Environmental Science A
		Environmental Science B
		Automotive Technology A
		Automotive Technology B

Program GPA (3.0 minimum):		Overall GPA (2.3 minimum):		Date:	
----------------------------------	--	----------------------------------	--	-------	--

Faculty Adviser Approval: \_\_\_\_\_

CTE Director Approval: \_\_\_\_\_

***Application Process - Student Instructions***

- Obtain an unofficial transcript from the counseling center. Allow 2 days to have transcripts returned to you!
- List classes and grades earned on this form.
- Print the pages of the form that you need to earn the certificate. Attach the transcript to the hard copy.
- Submit the form and transcript to the teacher listed on this form.
- The teacher will submit the completed form to the Career and Technical Education Director and the Counseling Center the same week to ensure recognition at graduation. The final semester grade and course completion will be verified by the counseling center prior to graduation.