

# 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
  - Family and Consumer Science
  - Commercial Art
  - Metals Technology
  - Welding Technology
  - Sports Medicine

- 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 graduation. Certificates of Proficiency are notable additions for resumes and job applications.
- An emblem representing the proficiency to wear at graduation.

## **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 in the desired area(s) of focus. Students submit the CTE Certificate(s) of Proficiency Form(s) to their teacher. Teachers will share the verification form with the Counseling Center to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.



**Certificate Title**

# Agricultural Technology

Faculty Adviser: Ms. Bailey or Mr. Guenther

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

LIST #1: CTE CORE AREAS: Complete <u>four</u> of the following classes from the list below.			LIST #2: CTE Options: Complete <u>two</u> classes from the following list:		
Semester/ Year Completed	Grade	Course Title:	Semester/ Year Completed	Grade	Course Title:
		Animal Biology A			Applied Botany A
		Animal Biology B			Applied Botany B
		Environmental Science A			Engineering Drafting 1
		Environmental Science B			Engineering Drafting 2
		Welding			Timber Resource Science
		CTE Biology A			Vet Science
		CTE Biology B			Environmental Sciences (not completed on list #1)
		Applied Botany A			Any Metals course:
		Applied Botany B			CTE Biology A or B (not completed on list #1)
					Advanced Botany/Floriculture

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.



**Certificate Title:**  
**Automotive Technology**

Faculty Adviser: Mr. Smith

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

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

Semester/ Year Completed	Grade	Course Title:
		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 (2020-2022)
		Engineering Drafting 1
		Engineering Drafting 2
		Welding
		Introduction to Metals
		Metalwork and Fabrication

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.



**Certificate Title**  
**Applied Botany & Horticulture**

Faculty Adviser: Ms. Bailey

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

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

Semester/ Year Completed	Grade	Course Title:
		Applied Botany A
		Applied Botany B
		Advanced Botany/Floriculture
		CTE Biology A
		CTE Biology B

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

		Advanced Botany/Floriculture
		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

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.



**Certificate Title**  
**Family and Consumer Science**

Faculty Adviser: Mrs. Alexander/ Mrs. Cummings

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center 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.**

Semester/ Year Completed	Grade	Course Title:
		Early Childhood Education A
		Early Childhood Education B
		Preschool Assistant
		Personal Finance A
		Personal Finance B
		Leadership A
		Leadership B
		CiHS Intro to Education

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

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

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.



**Certificate Title:**  
**Commercial Art**

Faculty Adviser: Mr. Bunker, Mrs. Clinton or Ms. Young

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center 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:**

Semester/ Year Completed	Grade	Course Title	Semester/ Year Completed	Grade	Course Title
		Art Fall (2020-2022)			Screen Printing A
		Art Spring (2020-2022)			Screen Printing B
		Sign Making 1			Screen Printing Advanced
		Sign Making 2			Graphic Design A
		Sign Making 3			Graphic Design B
		Sign Making Advanced			Graphic Design Advanced
		Photography A			Entrepreneurship
		Photography B			Annual Production (Yearbook) A
		Photography Advanced			Annual Production (Yearbook) B

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.



**Certificate Title:**  
**Metals Technology**

Faculty Adviser: Mr. Smith

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

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

Semester/ Year Completed	Grade	Course Title:
		Introduction to Metals
		Metalworking and Fabrication
		Welding
		Advanced Welding
		Engineering Drafting 1
		Engineering Drafting 2

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

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

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.

**Certificate Title:**  
**Welding Technology**

Faculty Adviser: Mr. Guenther

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center to ensure recognition at graduation. Final course completion will be verified by the counseling center in June.**

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

Semester/ Year Completed	Grade	Course Title:
		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

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.





Certificate Title:  
**Sports Medicine**

Faculty Adviser: Mrs. Elder

**STUDENT NAME:**

**This completed form must be printed and turned in to the teacher. Teachers will share this form with the Counseling Center 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 Health Sciences classes.**

Semester/ Year Completed	Grade	Course Title:
		Sports Medicine
		Advanced Sports Medicine
		Medical Terminology (College in the HS, 1 credit)
		Introduction to Health Careers

Overall GPA (2.3 minimum):

Date:

Faculty Adviser 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 Counseling Center to ensure recognition at graduation.