



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
Toll Free #: 1-877-453-2721
<http://www.louisianaschools.net>

**INITIAL APPLICATION for CAREER AND TECHNICAL TRADE &
INDUSTRIAL EDUCATION (CTTIE) TEACHING CERTIFICATE**

Career and Technical Trade and Industrial Education (CTTIE)

Louisiana offers CTTIE certificates that authorize employment of instructors of Secondary Career and Technical Trade and Industrial Education classes. (It does not apply to Technology Education). The instructors must qualify under CTTIE hiring conditions and fulfill renewal guidelines to be issued another certificate. The CTTIE-1 is an entry level certificate that is valid for one year and may be renewed annually for a maximum of five years while the holder completes the required coursework. Three semester hours in professional CTTIE hours must be earned each year until a minimum of 15 semester hours has been completed by those with no degree; 12 semester hours by those with an associate degree; 9 semester hours by those with a bachelor's or higher degree; and 3 semester hours by those with a valid Louisiana teaching certificate and three years of successful teaching experience. A CTTIE-1 certificate may be converted to a CTTIE-2 certificate upon request once the required hours have been earned. The CTTIE-2 is valid for five years and renewable by completing 150 continuing learning units (CLUs).

Application Process

The following items are required as part of a complete application packet:

1. **Application for Initial CTTIE Certificate** with all information provided
 2. **Copy of high school diploma or official college transcripts**
 3. **Work Experience Verification Form with documentation attached** (e.g., letter from employer, W2, tax returns, etc.)
 4. **Copy of licensure, registry or certification (if applicable)**
 5. **Professional Conduct** form with all questions answered and signed by the applicant
 6. \$50.00 non-refundable certification fee (check or money order, payable to the Louisiana Department of Education)
- ◆ When your completed application has been received by the Division of Certification and Preparation, it will be forwarded to Career and Technical Education to make a determination regarding your eligibility for a Louisiana Secondary CTTIE certificate. Requests that are missing any of the required materials will not be processed; incomplete applications will be returned to the employing school system or agency with needed documentation specified.

Additional Information

- ◆ **Contact Information:** If there are questions about requirements or the certification process, please contact the Division of Certification and Preparation at (225) 342-3490 (or toll free at 1-877-453-2721), or email Customerservice@la.gov for assistance.



LOUISIANA DEPARTMENT OF EDUCATION
Certification and Preparation
P.O. Box 94064, Baton Rouge, LA 70804-9064

**INITIAL APPLICATION for CAREER AND TECHNICAL TRADE
 AND INDUSTRIAL EDUCATION (CTTIE-1) CERTIFICATE**

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH: ____/____/____

NAME: _____
 (First) (Middle) (Maiden/Family) (Married Name)

PHONE NUMBER: (____) _____ E-MAIL ADDRESS: _____

ADDRESS: _____
 (Street Address) (City) (Zip Code)

HIGH SCHOOL/GED DIPLOMA: _____
 (School/Location) (Year)

DEGREE(S) HELD: _____
 (Degree(s) Held) (College/University) (Year)

National/State Licensure/Registry/Certification Held	
Type: _____	Number: _____
Issuing Agency/Board: _____	Expiration Date: _____

Check the appropriate program area for which you are applying.

<input type="checkbox"/> Career and Technical Trade and Industrial Education	Program Area: _____
<input type="checkbox"/> Health Professions/Related Health Fields	Program Area: _____
<input type="checkbox"/> Jobs for America's Graduates (JAG)	

EMPLOYMENT PLACEMENT

NAME OF SCHOOL or AGENCY: _____	PARISH: _____
SIGNATURE OF EMPLOYING AUTHORITY <i>The applicant's full-time work experience has been verified and does meet the certification experience requirement for the career and technical field for which the applicant has been employed to teach in this city/parish school system/agency.</i>	DATE

SIGNATURE OF TEACHER APPLICANT <i>I verify that I understand and meet all requirements for a CTTIE certificate and will follow prescribed renewal guidelines.</i>	DATE
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FOR OFFICE USE ONLY: SIGNATURE OF LA DEPT OF EDUCATION – DIVISION OF FAMILY, CAREER AND TECHNICAL EDUCATION <i>According to the certification standards in Louisiana Standards for State Certification of School Personnel, Bulletin 746, the above named individual is eligible to teach in the area for which he/she has been hired.</i>	DATE
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WORK EXPERIENCE VERIFICATION FORM

List all full-time non-teaching work experience at the journeyman level beginning with present employer first. **Please attach documentation that will verify your work experience (e.g., W2, tax returns, letter from employer).**

Name of Employer	From (Month/Year)	To (Month/Year)	Explanation of Duties

TEACHING EXPERIENCE

List Teaching Experience In The Section Below.

Educational Institution	From (Month/Year)	To (Month/Year)	Subject Taught and/or Type of Class

I certify that the information and documentation contained in my application required for certification in Louisiana are true and accurate to the best of my knowledge, and belief and hereby authorize and direct the producer of any test I have taken as required by law and college and/or university officials and all former employers to release information regarding my scores, grades or employment to the Louisiana Department of Education upon its request for the purpose of verifying the information and documentation contained in this application and packet to determine eligibility for certification in Louisiana.

Signature of Applicant _____ Date _____

**SECONDARY CAREER AND TECHNICAL TRADE AND INDUSTRIAL EDUCATION
RENEWAL / UPGRADE GUIDELINES**

1. Completion of CTTIE courses is required of each secondary career and technical teacher, regardless of work experience or educational background. These courses are designed to provide a wider knowledge of career and technical trade and industrial education teaching pedagogy and to prepare for teaching a specific career and technical subject. In order to **renew** the CTTIE-1 certificate and upgrade to a CTTIE-2 certificate, at least three (3) semester hours of CTTIE course work must be earned annually. The CTTIE-2 is valid for five years and renewable by completing 150 continuing learning units (CLUs). After June 30, 2006, VTIE, CTTIE certificate holders who are completing the required hours will be converted to five (5) year CTTIE-2 certificates.

The career and technical teacher with the educational credentials listed below will be required to complete the following number of hours of CTTIE course work for a CTTIE-2 certificate:

- | | |
|---|-----------------------------|
| ◆ GED, High School Diploma | Fifteen (15) semester hours |
| ◆ Associate Degree | Twelve (12) semester hours |
| ◆ Bachelor's Degree | Nine (9) semester hours |
| ◆ Valid LA teaching certificate (Type A, B, C, Level 1, 2, 3 or OS) and three years of successful teaching experience | Three (3) semester hours |

2. The CTTIE coursework required to renew/upgrade secondary career and technical certification may be taken from the following list of approved college courses:

New Instructor Workshop – (mandatory for all instructors who do not hold a valid Louisiana teaching certificate and do not have three years of successful teaching experience)

- Foundations of Vocational Technical Education
- Preparation of Vocational Technical Education Instructional Materials
- Management of the Vocational Technical Education Classroom(s)/Laboratory(ies)
- Occupational Safety and Health
- Testing and Evaluation in Vocational Technical Education
- Teaching Special Needs Students in Vocational Technical Education
- Methods of Teaching Vocational Technical Education
- Occupational Analysis and Course Development
- Ethics and Diversity in the Workplace/Classroom
- Computer Technology in the Classroom

3. The schools offering the CTTIE certification courses are:

University of Louisiana at Lafayette	Louisiana Technical College System	
	Baton Rouge Campus	Sowela Campus
Dr. Shelton Houston, Dept. Head Dept. of Industrial Technology College of Engineering P. O. Box 42972 Lafayette, LA 70504-2972 Telephone (337) 482-6968 FAX (337) 482-6661 Contact: Dr. Herbert Hebert	3250 N. Acadian Thruway E. Baton Rouge, LA 70805 Telephone (225) 359-9204 FAX (225) 359-9306 Contact: Lynn Hitchcock, Dean of Instruction	Dr. Clarence Hughes, Director of Occupational Education LTC-Sowela Campus P. O. Box 16950 Lake Charles, LA 70616-6950 Telephone (337) 491-2698 FAX (337) 491-2135

4. **To renew or upgrade the VTIE, CTTIE, CTTIE-1 or 2 certificates, submit the following to the Louisiana Department of Education:**
 - ◆ Completed Renew/Upgrade Career and Technical Trade and Industrial Education Application
 - ◆ Updated official transcript of CTTIE courses earned
 - ◆ Professional Conduct Form
 - ◆ To add-on another CTTIE area to an existing certificate, provide written documentation (W2, tax returns, letter from employer) verifying appropriate years of experience.

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION AND PREPARATION**

PLEASE TYPE OR PRINT IN INK

<p>PROFESSIONAL CONDUCT FORM (All questions <u>must</u> be answered)</p>

NAME OF APPLICANT: (Including, First, Middle, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in what state? _____		
2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES , in what state? _____		
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if adjudication was withheld? If yes, please provide the following information: Specify the Offense: _____ Date of Offense: _____ State and Parish/County of Conviction: _____ Judicial District of Court of Conviction: _____		
4. Have you ever been convicted of a misdemeanor offense that involves any of the following: a) Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b) The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.		
5. Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4?		

If you answered "YES" to any questions, #1 through #5, you must provide court certified copies of all documents and proceedings, civil records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of EACH separate incident in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certificate.

SIGNATURE OF APPLICANT:	DATE:
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