



**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)**

The Department of Education provides CTTIE certification to applicants meeting the requirements described in *Bulletin 746: Louisiana Standards for State Certification of School Personnel, Chapter 5 Standards for Secondary Career and Technical Trade and Industrial Education Personnel* found at [www.teachlouisiana.net](http://www.teachlouisiana.net).

The CTTIE certification authorizes a certificate holder to teach specific secondary career and technical education courses under the jurisdiction of the Board of Elementary and Secondary Education. Courses open to CTTIE certified instructors are listed on [www.teachlouisiana.net](http://www.teachlouisiana.net) (See Course Code and Area Certification Finder). The CTTIE-1 certificate is an entry level certification that is valid for one year and may be renewed annually for a maximum of five years while the holder completes the coursework required in Bulletin 746: Chapter 5, §507. CTTIE coursework is not required prior to issuance of an initial CTTIE-1 certificate. A CTTIE-1 certificate may be upgraded to a CTTIE-2 certificate once the required hours have been earned. The CTTIE-2 certificate is valid for five years and renewable by completing 150 continuing learning units (CLUs).

**Application Checklist**

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

- Initial Application for Career and Technical Trade & Industrial Education Certificate**
- Copy of high school diploma or official college transcripts**
- Work Experience Verification Form with documentation attached** (see suggested documentation on page 4)
- Copy of licensure, industry-based certification (if applicable)**
- Professional Conduct Form** completed and signed by the applicant
- \$50.00 non-refundable certification fee** (check or money order, payable to the Louisiana Department of Education)

When an application is received by the Division of Certification, Leadership and Preparation, it will be reviewed for completeness and forwarded to the Division of Career and Technical Education for an evaluation of work experience and a determination regarding eligibility for a CTTIE certification. Requests that are missing any of the required materials will not be processed and incomplete applications will be returned to the applicant with an explanation of what documentation is required.

**Additional Information**

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

**LOUISIANA DEPARTMENT OF EDUCATION**  
**Certification, Leadership 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: \_\_\_\_\_

**List the course(s) for which you intend to qualify based on requirements in Bulletin 746, Chapter 5.**

<b>COURSE NAME</b>	<b>COURSE CODE</b>

**Check below if applying for JAG Instructor**

Jobs for America's Graduates (JAG)

ORIGINAL 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  _____
<b>FOR OFFICE USE ONLY:</b> ORIGINAL SIGNATURE OF LA DEPT OF EDUCATION – DIVISION OF CAREER AND TECHNICAL EDUCATION <i>According to the certification standards in Bulletin 746 Louisiana Standards for State Certification of School Personnel, the above named individual is eligible to teach the course for which they have applied.</i>  _____	DATE  _____

**WORK EXPERIENCE VERIFICATION FORM**

List all full-time non-teaching work experience at the journeyman level beginning with present employer first.  
Please attach additional documentation that will verify your work experience.

**Suggested Documentation for Verification of Work Experience** There is no mandatory format for verifying work experience. Letters on company letterhead from previous employers stating the dates of employment and the nature of work performed is usually the best documentation method. However, every circumstance is different, and all documentation presented will be reviewed to establish previous experience and skill level. These documents may include W2 forms, state licensing information, contract documents, work orders, business correspondence, website information, corporation documents or other documents that would help determine previous length of employment and degree of technical skill.

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 & 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 specified in Bulletin 746: *Louisiana Standards for State Certification of School Personnel*, Chapter 5, §507 must be earned annually until the required number of credit hours are earned.
2. 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.
3. CTTIE courses are provided at the annual Super Summer Institute conducted by the Division of Career and Technical Education. Courses listed in Bulletin 746, Chapter 5, §507 may be taken at any regionally accredited institution. Online courses are also acceptable, but the New Instructor Workshop must be taken in a classroom setting.
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 Application for Career and Technical Trade & Industrial Education (downloadable at [www.teachlouisiana.net](http://www.teachlouisiana.net))
  - Updated official transcript of CTTIE courses earned; or copy of Super Summer Institute course completion (if applicable)
  - Professional Conduct Form signed by applicant
  - To add-on another CTTIE area to an existing certificate, complete the Work Experience Verification Form and provide documentation of appropriate years of experience in the field.

**LOUISIANA DEPARTMENT OF EDUCATION  
CERTIFICATION, LEADERSHIP and PREPARATION**

**PLEASE TYPE OR PRINT IN INK**

**PROFESSIONAL CONDUCT FORM**

(All questions must be answered)

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

<b>Each Question must be answered:</b>	<i>Please Check</i>	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If <b>YES</b> , 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 <b>YES</b> , 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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