



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

RENEW or UPGRADE APPLICATION
CAREER AND TECHNICAL TRADE AND INDUSTRIAL EDUCATION
(CTTIE) CERTIFICATE

Renewal / Upgrade of a CTTIE Certificate

The CTTIE or CTTIE-1 certificate may be renewed annually for a maximum of five years while the holder completes 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. After June 30, 2006, VTIE, CTTIE certificate holders who are completing the required hours will be converted to five (5) year CTTIE-2 certificates. Evidence of an official transcript must be provided showing the appropriate semester hours earned from the approved list of CTTIE courses.

Application Process

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

1. **Application for Renewal or Upgrade of CTTIE Certificate** with all information provided;
2. **Professional Conduct** form with all questions answered and signed by the applicant;
3. **Official updated transcripts** (copies and grade reports are not acceptable)
4. **Updated copy of licensure, registry or certification (if applicable)**
5. **No fee is required for the renewal of a VTIE, CTTIE or CTTIE-1 Certificate.**
6. **A \$25.00 non-refundable certification fee** (check or money order, payable to the Louisiana Department of Education) is required for the following:
 - Upgrading a VTIE, CTTIE or CTTIE-1 certificate to a five-year CTTIE-2 certificate; Include verification of three years of successful teaching experience if a holder of a valid Louisiana Type C or Level 1 teaching certificate.
 - Renewing a five-year CTTIE-2 certificate
 - Adding another career and technical area to an existing certificate

When the complete application packet is received, a determination will be made regarding applicant's eligibility for a renewal or upgrade of the CTTIE Certificate. If additional information is required at that time, applicant will be advised.

Additional Information

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

“An Equal Opportunity Employer”

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

**RENEW OR UPGRADE APPLICATION
CAREER AND TECHNICAL TRADE AND INDUSTRIAL EDUCATION (CTTIE) CERTIFICATE**

District Name: _____ School/Agency Name: _____
Address of School/Agency: _____
Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Maiden/Family) (Married)
SS#: _____ - _____ - _____ CTTIE Certificate Number: _____
CTTIE Teaching Area(s): _____

Please check the appropriate box below:

Renewal of VTIE, CTTIE or CTTIE-1 Certificate *(Attach current official transcript showing 3 semester hours earned.)*

Upgrade to five-year CTTIE-2 Certificate *(Attach current official transcript of completed hours and \$25.00 fee.)*

Add the following career and technical area to my certificate _____
(Attach documentation of appropriate work experience and \$25.00 fee.)

Renewal of five-year CTTIE-2 Certificate *(Attach Continuing Learning Units of Professional Development Form signed by Applicant and Employing School District.)*

I hereby certify that I have been informed of all stipulations of this certificate and understand all renewal guidelines.

Signature of Applicant

Date

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION AND PREPARATION**

PLEASE TYPE OR PRINT IN INK

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

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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