



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
<http://www.louisianabelieves.com>

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

Renewal / Upgrade of a CTTIE Certificate

The CTTIE-1 certificate may be renewed annually for a maximum of five years while the holder completes required coursework and successfully meets the standards of effectiveness for renewal of this certificate pursuant to Bulletin 130 and R.S.17:3902. Three semester hours in professional CTTIE hours must be earned each year until a minimum of 15 semester hours or 225 contact hours has been completed by those with no degree; 9 semester hours or 135 contact hours by those with a bachelor's degree; 6 semester hours or 90 contact hours by those with a graduate degree; 3 semester hours or 45 contact hours by those with a valid Louisiana teaching certificate; and 3 semester or 45 contact hours by those with a valid Louisiana teaching certificate; and 3 semester hours or 45 contact hours by those with three years of postsecondary teaching experience (must include the New Instructor Workshop). Individuals with a valid Louisiana teaching certificate and three years of teaching experience – immediate CTTIE-2 certification.

Application Checklist

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 transcripts** (copies and grade reports are not acceptable)
4. **Current copy of state or national license or credential (if applicable)**
5. **A \$25.00 non-refundable certification fee** (check or money order, payable to the Louisiana Department of Education)

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, the applicant will be advised.

Additional Information

- ◆ CTTIE-2 certificates issued before December 6, 2012 may be extended with successful completion and verification of 150 hours of CLUs.
- ◆ **Contact Information:** All questions regarding certification requirements or the certification process can be answered by contacting the **Louisiana Department of Education's Constituent Service Center** at <https://www.louisianabelieves.com/resources/ask-ldoe>. Fill in your contact information in the fields provided. Scroll to the "subject" drop down list and click on "**Educator Certification**" to enter your question. Responses are provided to the email address or phone number you submit.
- ◆ **Effective June 16, 2010:** The Division of Certification, Preparation, and Recruitment will no longer print and mail certificates. You may verify issuance and print a copy of the certificate via Teach Louisiana at <https://www.teachlouisiana.net> by clicking "Verify Teaching Certificate."

"An Equal Opportunity Employer"

Revised 8/21/13

UPDATE FOR CERTIFICATION VISITORS

- ◆ A certification receptionist is **not** on duty in the Certification Office located in the Claiborne Building. You may drop your certification applications in the drop box located at the security desk on the first floor. ***Please place your application in a sealed envelope/folder before placing it in the drop box.***
- ◆ All applications will be date stamped and processed in the order in which they are received.
- ◆ The status of a certification application can be verified daily by visiting www.teachlouisiana.net. Double click on the “Certification” tab and then on the link “Status of a Certification Application.”

Certification Questions?

Certification questions can be addressed through one of the following:

- ◆ Contacting your employing school district’s Human Resources Office.
- ◆ Visiting www.teachlouisiana.net – Click on the “Certification” tab at the top of the home page.
- ◆ Contacting the Louisiana Department of Education’s Constituent Service Center at <https://www.louisianabelieves.com/resources/ask-ldoe>.

THANK YOU!

LOUISIANA DEPARTMENT OF EDUCATION
Certification, Preparation, & Recruitment
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 Name: _____

Address of School: _____

Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Maiden/Family) (Married)

SS#: _____ - _____ - _____ CTTIE Certificate Number: _____

CTTIE Teaching Area(s): _____

E-mail Address: _____

Please check the appropriate box(es) below:

Renewal of VTIE, CTTIE or CTTIE-1 Certificate *(Attach current official transcript showing 3 semester hours or 45 contact hours in approved coursework.)*

Upgrade to five-year CTTIE-2 Certificate *(Attach current official transcript or verification of completed hours.)*

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

Renewal of five-year CTTIE-2 Certificate *(Attach Continuing Learning Units of Professional Development Form signed by Applicant and Employing School District if initial CTTIE-2 issued before 12/6/12.)*

To be completed by Superintendent or Human Resource Director

I hereby verify that the above individual has successfully met the standards of effectiveness for the renewal of this certificate pursuant to Bulletin 130 and R.S. 17:3902.

Signature Louisiana Employing Authority _____
Date

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, PREPARATION, & RECRUITMENT**

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:

Each Question must be answered:	<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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