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 hours or 45 contact hours by those with three years of postsecondary teaching experience. Individuals with three years of teaching or more may immediately upgrade their certificate to CTTIE-2 through the New Instructor Workshop.

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-ldeo. 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
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](http://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](http://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-l doe](https://www.louisianabelieves.com/resources/ask-l doe).

**THANK YOU!**
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

__________________________________________                             __________________
Signature of Applicant                                                                             Date

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

_____________________________________________________                ______________
Signature of Applicant                                                                   Date
**NAME OF APPLICANT:** (Including, First, Middle, and Married)  
**Social Security Number:**  

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**ADDRESS:**  
**DATE OF BIRTH:**

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**Each Question must be answered:**

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<th>Question</th>
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| 1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered?  
   If YES, in what state? | YES NO |
| 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? | YES NO |
| 3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of nolo contendere (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: _______________________________________ | YES NO |
| 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. | YES NO |
| 5. Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4? | YES NO |

*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:**