

# JUMP START

*Implementation Steps for Offering  
Credentials at the High School*



# Purpose of Jump Start Graduation Pathways

- Jump Start graduation pathways indicate how students can graduate with a Jump Start Career Diploma by taking courses and attaining industry credentials relevant to an industry sector.
- Jump Start Regional Teams submit graduation pathways to the Jump Start Graduation Pathway Review Panel (Panel). The Panel consists of members from Louisiana Economic Development (LED), Louisiana Workforce Commission (LWC) and Louisiana Department of Education (LDE).
- This Panel collaborates with the regional teams to insure that course offerings in a pathway are relevant, that credentials are relevant and rigorous, and that sample schedules provide appropriate guidance to school counselors and educators.



BESE must approve all graduation pathways submitted after Panel review

# Jump Start Graduation Pathways

- **Statewide:** a graduation pathway that culminates with a Workforce Investment Council (WIC) identified credential / IBC (see Jump Start Blueprint Appendix 3).
  - Students graduating via a statewide pathway earn their school 110 accountability points of a “basic” credential and 150 points for an “advanced” credential.
- **Regional:** a graduation pathway to meet a regional job demand. Culminates in a graduate receiving a Core credential / IBC and a minimum of two Complementary credentials.
  - Students graduating via a regional pathway earn their school 100 accountability points.
- **Integrated:** a graduation pathway that integrates both regional and statewide credentials. This pathway will contain coursework and credentials that allow a student to attain either a regional credential, or a statewide credential (basic or advanced).
  - Accountability points are awarded based on highest level of credential achieved.

# Jump Start Graduation Pathways

**Pathway Course Progressions** - the portfolio of courses students can take that will qualify for the 9 CTE credits required to graduate with a Jump Start Career Diploma.

*The goal is to make pathway course progressions as inclusive as possible:*

- 1) Course progressions with an extensive selection of relevant courses will enable school districts to support a graduation pathway using the resources and staff they have on hand. *In fact, every school district within a Jump Start region will support a graduation pathway in its own unique way*
- 2) Students transferring into a school district will still be able to graduate with a Jump Start Career Diploma in their chosen pathway
- 3) Unlike the old AOC (areas of concentration) model that mandated specific courses, Jump Start focuses on industry credentials as the quality control mechanism to ensure students who graduate with a Jump Start Career Diploma are prepared to attain entry-level employment in Louisiana.

# Approved Jump Start Graduation Pathways

## Statewide Pathways

Automobile Service (Pathway)
Carpenter (Pathway)
Certified Mechanical Drafter (Pathway)
Certified Nursing Assistant (Pathway)
Collision Repair (Pathway)
Electrician (Pathway)
Emergency Medical Tech (Pathway)
Fashion Design (Pathway)
Four Stroke Engine Tech (Pathway)
HVAC Tech (Pathway)
Industrial Maintenance Mechanic (Pathway)
Internet Web Foundations (Pathway)
Manufacturing Specialist (Pathway)
Mobile Crane Operator (Pathway)
Oil Gas T-2 Safety Systems (Pathway)
Pipefitter (Pathway)
Plumber (Pathway)
ProStart Restaurant (Pathway)
Web Design Professional (Pathway)
Welder (Pathway)

## Integrated Pathways

Agriculture Tech (Pathway)
Digital Media and Entertainment Technology (Pathway)
Health Sciences Patient Care and Management (Pathway)
Hospitality Tourism Culinary and Retail (Pathway)
Information Technology (Pathway)
Manufacturing Construction Crafts and Logistics (Pathway)
STEM (Pathway)
Technology Specialist (Pathway)

## Regional Pathways

Business Management (Pathway)
Commercial Driver (Pathway)
Mason (Pathway)
Sheet Metal (Pathway)
Welders Helper (Pathway)
Public Service

***\*Approved as of December 10, 2014***

<http://www.louisianabelieves.com/resources/library/jump-start-graduation-pathways>

# Jump Start Culminating Credentials

Culminating Credentials – the most important section of every graduation pathway, indicating the credentials students will be required to attain in order to graduate with a Jump Start Career Diploma.

- **Statewide credentials** – industry credentials valued by companies in high-growth industry sectors when making hiring decisions on entry-level applicants.

“Level 1” statewide credentials are “basic” credentials. “Level 2 and above” statewide credentials (when they exist) are “advanced” credentials.

*(LCTCS Certificates of Technical Study (CTSs) are equivalent to basic statewide industry credentials. LCTCS Technical Diplomas (TDs) or above are the equivalent to advanced statewide industry credentials.)*

- **Regional Core credentials** – an industry credential for a slower-growth or regional industry sector that *on its own* would lead an employer to hire that credentialed entry-level job applicant. Core credentials are analogous to a college major.
- **Regional Complementary credentials** - Complementary credentials have value across industry sectors (examples: First Aid / CPR, safety credentials, computer literacy credentials, etc.). They are valuable, but would not *on their own* prompt an employer to hire an entry-level job applicant.

# “Helper” Graduation Pathways

*The Jump Start team is anticipating the submission next month of several “Helper” regional graduation pathways (Carpenter, Electrician, Instrumentation, Industrial Mechanic, Millwright) for approval by BESE in March*

- 1) Same 9 CTE credit requirement and course selections as the relevant statewide pathways
- 2) Students would have to complete only the NCCER modules designated in the pathway (those deemed by industry to qualify the student for “Helper” status in the craft), *plus* two Complementary credentials; module completion will be tracked when instructors submit an NCCER Form 200 after the completion of each module
- 3) Students will be able to continue their certification efforts post-high school graduation, many with financial support from their employers



The Jump Start team is also anticipating the submission of a Workplace Safety pathway (multiple safety credentials as the culminating credentials) and Jump Start graduation pathways available for Act 833-eligible students with industry-valued culminating credentials

# Instructor Credentials for Jump Start Courses

- According to BESE Bulletin 746, Chapter 5, a current license must be held when a state or national license is required in the workplace. A state or national license will be recognized as an industry-based certification.
  - ***If a course leads to the attainment of a certification by a student, the instructor of that course must hold that certification***
- Individuals without a teaching certificate (i.e. recruited from business and industry) must apply for a Career Technical Trade and Industrial Education (CTTIE) certificate and complete a new instructor workshop
  - CTTIE new instructor courses are provided by Calcasieu Parish and The Louisiana Resource Center for Educators (LRCE)
- Training options for attaining industry-based certifications
  - LDE Super Summer Institute (annual event)
  - National or State Certifying Agencies (i.e. Louisiana Restaurant Association)

# Funding to Support Teacher Credentialing

- Career Development Funds
  - Beginning in the 2014-15 school year, schools will receive a 6% adder to the MFP of all students enrolled as of January 2015 in “[technical CTE courses](#)” aligned with WIC-identified high-demand CTE pathways
  - These funds can be used to support teacher training / credentialing

# Offering Construction Crafts (NCCER) Credentials

- Step 1: High School submits an application for consideration to become an Accredited Training Education Facility (ATEF)
- Step 2: Instructors hold certification in the courses/trades planning to teach

*For more information on guidelines and certification, contact:*

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Janet Broussard – [janet.broussard@la.gov](mailto:janet.broussard@la.gov)



# CTE Teacher Certification

# Certification Updates

- **September 2014:** New Career Technical Trade and Industrial Education (CTTIE) Policy in Bulletin 746, Chapter 5, *Louisiana Standards for Certification of School Personnel*
- A new CTE certification policy was approved to facilitate industry professionals' entry into teaching positions, giving greater credit to workplace experience and expertise, and providing essential training on instructional strategies.

# CTE Certification Application Process

# Requirements for Certified Teachers

- Any individual who completed a teacher preparation program (traditional or alternate or out of state) *and holds a standard teaching certificate* already in Louisiana is not required to apply for the Career Technical Trade and Industrial Education (CTTIE) certificate.
- If you hold a teaching certificate and are teaching CTE courses, you must provide a copy of your appropriate and recognized IBC aligned with the LA Workforce Council, IBC, or NOCTI to the Certification Office and your district's Human Resources Office/CTE Supervisor.

# Certification Requirements

- Individuals that do not hold a standard Louisiana teaching certificate and are employed to teach Career Technical Trade and Industrial Education (CTTIE) courses, must apply for the CTTIE teaching certificate through their employing school district.

# CTTIE Applications

- CTTIE applications can be found at [www.teachlouisiana.net](http://www.teachlouisiana.net).
- Click on the “Certification” tab at the home page.
- Then click on the link in the right menu “Certification applications/forms.”
- The CTTIE application is the second application in the list.
- Print application and complete it. Instructions are included along with mailing address.

# CTTIE Applications

Career Technical Trade and Industrial Education (CTTIE) applications must be signed by the CTE Supervisor and HR employing authority and submitted by the district (*not the individual*).

Applications must include

- Name, SSN#, degrees, address, phone # and email address
- CTE Certification area being requested (9 digit number)
- CTE course code/name of course(s) you will teach
- Copy of High School diploma, GED, or official college/university transcript
- Work experience forms completed and signed by CTE Supervisor and HR employing authority verifying 4 years of experience in the specified field/industry.
- Copy of all current state or national licenses/credentials (if applicable)
- Professional Conduct form
- \$50.00 processing fee

# CTTIE Certifications (CTTIE 1)

- The CTTIE 1 is valid for one year and can be held for a maximum of five years while holder completes the CTTIE 2 requirements.
- CTTIE 1 holders must hold high school diploma or have passed an equivalency test.
- CTTIE 1 holders must hold a appropriate and recognized IBC aligned with the LA Workforce Council, IBC, or NOCTI.
- CTTIE 1 holders must have at least four years of full time work experience in their field of expertise.
- CTTIE 1 holders must successfully meet the standards of effectiveness and achieve effective final evaluation ratings.
- Renewal of the CTTIE 1 requires completion of a *New Instructor Workshop* during the first year of issuance.

# New Instructor Workshop

The *New Instructor Workshop* must be completed prior to renewal of a CTTIE-1 certificate.

- The department shall make available a list of new instructor course providers on the “Teach Louisiana” website.
- *Currently LRCE in Baton Rouge will offer this workshop **July 27-31, 2015**. See the Teach LA home page for the registration brochure.*

Applicants with at least three years of effective K-12 teaching experience as defined by Bulletin 130 – or three years of post-secondary teaching experience – are not subject to this requirement

# New Instructor Workshop

## **Pedagogy Topics Covered**

- Assessment
- Classroom Management
- Cooperative Learning
- Differentiated Instruction
- Lesson Planning

## **Certificate of Completion**

- A Certificate of Completion must be provided to each participant for attachment to CTTIE-1 license renewal application that will be submitted by the district.

***Note: Districts are encouraged to create their own New Instructor Workshop for their CTE teachers to ensure they meet certification renewal requirements for continued employment after year one.***

# CTTIE Certifications (CTTIE 2)

- To qualify for issuance of the CTTIE 2, applicants shall hold a current, appropriate and recognized industry instructor certificate aligned with the Louisiana Workforce Investment Council IBC list or a bachelor's degree from a regionally accredited college or university.
- Applicant must have completed a New Instructor Workshop, if necessary.
- The employing school district must apply for issuance of the CTTIE 2 certificate on the teacher's behalf.
- The CTTIE 2 is valid for five years and renewable every five years by meeting the standards of effectiveness for at least three of the five years according to Bulletin 103 and R.S. 17:3902.

# CTTIE Certificates issued prior to 9/1/14

- All educators holding CTTIE certificates shall hold a current, appropriate and recognized industry instructor certificate aligned with the Louisiana Workforce Investment Council IBC list, or a bachelor's degree from a regionally accredited college or university by September 1, 2019.
- To allow time to meet new eligibility requirements, CTTIE-2 certificates set to expire before September 1, 2019 may be renewed up to but not beyond September 1, 2019 if the candidate successfully meets the standards of effectiveness for at least three years during the five-year initial or renewal period pursuant to Bulletin 130 and R.S. 17:3902.
- HR/CTE Supervisors apply for renewal of CTTIE 2 certificates

# Certification Application Submission Process

1. Certification Application arrives at the LDE

2. Application opened in database and assigned for processing

3. Application appears in Teach LA as "open case"

4. Application appears as "closed/request processed" in Teach LA and email sent to applicant

**Application is complete**

**Certificate issued and printable on Teach LA**

**Application is incomplete**

**Feedback letter mailed to applicant**

**Applicant submits feedback letter and additional required information to LDE**

**Information received and LDE repeats Steps 1 – 4**

# Additional CTE Resources

Visit [www.teachlouisiana.net](http://www.teachlouisiana.net).

- Click on the “Certification” tab at the top.
- Refer to the right hand menu for a link to the "**Course Code/Area of Certification Finder**" for a listing of courses that can be taught by each CTE area of certification.

Visit [www.louisianabelieves.com](http://www.louisianabelieves.com).

- Click on the “Courses” tab at the top.
- Refer to the left hand menu for a link to the "**Career Development Fund**" for a listing of 2014-15 Jump Start Technical Course Grid

# Questions & Answers

For more information, please contact:

## Teacher Credentialing

- Office of Student Opportunities
  - Lisa T. French – [lisa.french@la.gov](mailto:lisa.french@la.gov)

## Teacher Certification (CTTIE)

- Division of Teacher Certification, Preparation and Recruitment
  - Barbara Burke – [Barbara.burke@la.gov](mailto:Barbara.burke@la.gov)
  - Regina Poole – [Regina.poole@la.gov](mailto:Regina.poole@la.gov)