



CAREER AND TECHNICAL TRADE AND INDUSTRIAL EDUCATION (CTTIE)

NEW INSTRUCTOR WORKSHOP PROVIDER GUIDELINES

Fall 2015

Career And Technical Trade And Industrial Education (CTTIE) teachers are required to complete a minimum of 45 contact hours (or an equivalent three-credit hour university course) of new instructor training in accordance with [Bulletin 746 – Louisiana Standards for State Certification of School Personnel, Chapter 5](#). The New Instructor Workshop must train CTTIE teachers in the pedagogical knowledge and skills required to teach a specific career and technical subject to Louisiana students and provide them with opportunities to practice these skills.

The Department of Education reviews proposals and approves CTTIE New Instructor Workshop providers whose training meets the below criteria.

New Instructor Workshop Content Requirements (45 training hours)

The New Instructor Workshop proposal must align with the relevant knowledge and skills required of teachers listed below:

1. Prepares the teachers to [meet the expectations of Compass](#)*by placing equal emphasis on each of the components of the [Compass Teacher Performance Evaluation Rubric](#) and on [setting goals for student growth](#) (see [sample goals](#)):
 - Planning and preparation: setting instructional outcomes
 - The classroom environment: managing classroom procedures
 - Instruction: using questioning and discussion techniques
 - Instruction: engaging students in learning
 - Instruction: using assessment in instruction
2. Includes training on how to work with students with and without [exceptionalities](#), students from diverse language and learning backgrounds, students designated as high achieving, and students at risk of failure.
3. Includes training on the effective use of reading and writing instruction in CTTIE courses**

**See standards and/or curriculum frameworks provided by the national certifying agencies of the Industry-Based Credentials that are aligned to CTE courses for further detail about applicable reading and writing standards.

Submission and Timeline for Review of New Instructor Workshop Proposal

Submit an electronic copy of a proposal with the submission form (see page 3 of this document) to BelieveAndPrepare@la.gov. The Louisiana Department of Education will send an e-mail confirmation upon receipt of the proposal and will notify providers of the approval decision according to the timelines outlined below. Questions concerning the proposal may be directed to BelieveAndPrepare@la.gov.

Date proposal received for review	Review of proposal
Submit by April 1 st (for summer workshops)	2-3 weeks after receipt of proposal
Submit 60 days in advance for workshops delivered during the school year	2-3 weeks after receipt of proposal



CTTIE New Instructor Workshop Proposal Submission Form

I. PROVIDER INFORMATION

Complete the chart below with the requested information and sign the assurances statement in Section III.

Name of Workshop Provider:	
Provider Website:	
Name of Person Submitting Request:	
Title:	
E-mail Address:	
Office Telephone Number:	

II. WORKSHOP PROPOSAL

Attach a proposal that provides the following information. Please limit proposals to five (5) pages.

Workshop Overview

Provide a brief overview of the proposed workshop that includes the following.

- a. Workshop Structure
 - i. Number of days/hours per day (45 hours)
 - ii. Instructional setting/location of workshop (i.e., in-person, online, hybrid)
- b. Trainer Credentials
 - i. List of faculty/trainers providing workshop and credentials

Workshop Design

Provide an outline of the workshop’s design that includes the following.

- a. Training Content
 - i. Detailed agendas for each day/module of training
 - 1. Outcomes aligned to all content requirements
 - 2. Instructional activities for participants aligned to all content requirements that produce usable content or materials for classroom use
- b. Training Materials
 - i. List of training materials used and provided to participants

III. ASSURANCES

I certify that the workshop addresses all requirements in Bulletin 746, Chapter 5 and that the applying institution currently possesses the necessary faculty, staff, resources and facilities to effectively deliver the training.

Workshop Director (or designee)

Date