



CAREER AND TECHNICAL TRADE AND INDUSTRIAL EDUCATION (CTTIE)

NEW INSTRUCTOR WORKSHOP PROVIDER GUIDELINES

Spring 2017

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 workshop participants with opportunities to practice those 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 include content specific to the needs of CTTIE teachers and align with the relevant knowledge and skills required of teachers listed below:

1. Prepares CTTIE 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
 *See additional resources in [the Compass library](#).

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 May 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 eight (8) 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

Include a brochure, flyer, website text, and/or materials that would be used to advertise the workshop. At minimum, the attachment must include workshop location, dates, class times, and participant fee(s).

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/objectives aligned to all content requirements
 2. Instructional activities for participants aligned to outcomes/objectives that produce usable content or materials for classroom use
- b. Training Materials
 - i. List of training materials used and provided to participants

III. ASSURANCES

We 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.

Additionally, by providing signature below, we acknowledge that we have read and understand the assurances below.

1. It is the responsibility of the applicant to contact the Louisiana Board of Regents to determine if approval as a proprietary school is required. If applicable/required, applicant must pursue and obtain approval with the Louisiana Board of Regents.
2. All materials submitted in response to this request become the property of State. Approval or rejection of an application does not affect this right.
3. Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within an application identified as such must be clearly marked in the applications and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any application marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
4. By submitting, the applicant grants the State of Louisiana- Department of Education the right and license to republish its application, if the Department so chooses, as an example or sample application for the edification of other applicants.
5. The Department reserves the right to revise any part of this application at any time.

Signature of faculty/staff member submitting application

Name (printed)

Title

Date

Signature of District Superintendent College Dean, or School Director

Name (printed)

Title

Date