

CTTIE Certification Guide

CIP Certification Area 32.0111

Persons applying for [Career and Technical Trade & Industrial Education \(CTTIE\) Certification](#) under [CIP code 32.011](#), **Workforce Development and Training**, may teach only work-based learning courses.

Who is eligible for this type of CTTIE certification?

Choose from one of the eligibility options listed below:

Option 1:

- ☐ Hold a Type A, B, Level 2, or 3 teaching certificate, with
- ☐ Any secondary or all-level teaching endorsement, and
- ☐ 3 years of non-educational work experience, where at least one of those years was completed within the last five years.

Option 2:

- ☐ Hold a Type A, B, Level 2, or 3 teaching certificate, with
- ☐ Any secondary or all-level teaching endorsement, and
- ☐ Have completed the Work-Based Learning Instructor Training
 - Approved Work-Based Learning Training Providers:
 - YouthForce NOLA
 - Career Compass

Note: Teachers with an active CTTIE certificate, a certificate with a Vocational Agriculture endorsement, or a certificate with one of the historic Cooperative Office Education (COE) or Distributive Education (DE) endorsements are not required to apply for this certificate.

How to obtain the CTTIE certification?

- Apply for certification using the Louisiana Educator Portal's (LEP) Louisiana Educator Certification (LEC) system. Logging into LEP/LEC requires a MyLa (my.la.gov) account. If the applicant does not already have an account, [review the account creation and setup guidance](#).
- Once signed in, [verify](#) that you have been cleared for certification by locating the Clear Credential (CC) under "Certifications."
 - If not, please review the [educator fingerprinting packet](#) for certification and wait until you are cleared with the Clear Credential.
- Click on "Add New Application"
- Scroll down and click the plus icon next to "Career and Technical Trade and Industrial Education - CTTIE" application to make your official certification request:

- Complete and verify the information in the “Personal Information” section, uploading a copy of your Social Security Card and Driver’s License/state ID.
- Click the “Complete” button.
- Read and answer the conditional questions carefully, as this determines how the application will route through the system.
- Click the “Complete” button.
- Select CIP/ Certification Area: 32.011 - Workforce Development Training.
- In the Licensure or IBC Name and Issuing Agency/Board field, enter “Teaching Certificate and LDOE/BESE” as the response.
- In the Licensure or IBC number and expiration date field, enter “Certificate Number and Expiration Date” (Applicant gets this from the standard professional level certificate online under “Certifications”).
- In the “Upload a valid License or IBC for the area requested” field, upload a copy of the teaching certificate, and if qualifying via Option 2, upload documentation showing completion of the “Work-Based Learning Instructor Training.”
- Answer “No” to the question regarding “New Instructor Workshop” since applicants are certified teachers and wouldn’t be required to complete this.
- Enter your initials, and click off of the initial textbox to activate the “Complete” button.
- Click the “Complete” button.
- Review and attest that the information provided is accurate, and click the “Complete” button.
- Select the HR District where the applicant is employed and click “OK”.
- Applicant will wait for HR to complete their portion of the application, then return to the application to “Check Out” and pay the certification fee of \$50 online, which fully submits the application to LDOE’s Certification Office.

Please note the following:

- Application is made only through LEP/LEC, where evidence/documents are uploaded.
- This type of certification application must be routed and signed by your employing human resources office as required in state policy.
- Certification fee is nonrefundable.
- If the application does not let you submit, go back through the application to address any errors.
- Daily email reminders will be sent to the applicant for applications started but not yet fully submitted. If any application remains incomplete or is not submitted, the system will auto-delete/void it in 45 days.
- To check your status, log in to LEP/LEC and click on “My Applications.”
- Certifications processing times vary, but the Certifications Office’s goal is to process applications in the order received; on average, it takes a minimum of 15 business days.

Resources:

- Teacher Certification Help Center: <https://teachercerthelp.doe.louisiana.gov/>
- Additional Certification and Preparation Information: www.teachlouisiana.net

For more assistance, please submit a ticket to the [Teacher Certification Help Center](#).