

NORTHWESTERN STATE UNIVERSITY AND _____ SCHOOL BOARD/DISTRICT

Letter of Understanding (LOU)

New Instructor Workshop: Career and Technical Trade and Industrial Education

This Letter of Understanding applies to the Spring 2021 semester only.
The school district employee must apply for admission to Northwestern.

Employee Name: _____ Campus-Wide ID (CWID): _____
(The CWID is assigned AFTER the employee applies for admission to Northwestern.)

Introduction

This Letter of Understanding between Northwestern State University and _____ School Board/District addresses tuition and fee exemptions related to the New Instructor Workshop required for the Career and Technical Trade and Industrial Education (CTTIE) certificate as enumerated in Chapter 5 of Louisiana Board of Elementary and Secondary Education Bulletin 746.

New Instructor Workshop

Northwestern State University (NSU) agrees to offer the New Instructor Workshop leading to partial fulfillment of the requirements for CTTIE certification or renewal of CTTIE certification. The New Instructor Workshop will be offered in a hybrid online and face-to-face format consisting of online coursework followed by a one-day face-to-face meeting. With the successful completion of the New Instructor Workshop, NSU will award the participant 3 semester hours of undergraduate course credit (EDUC 4900) and a certificate of completion for filing with the CTTIE certification application to the Louisiana Department of Education.

Tuition and Fee Exemptions Offered

Northwestern State University agrees to provide certain tuition and fee exemptions and/or reductions for enrollment in the New Instructor Workshop for CTTIE certification as listed below. Tuition costs are the responsibility of the employed teacher or school board/district as indicated below. The school district documents that the teacher is currently teaching at least one course within the CTTIE certification areas.

Table with 2 columns: Fee Category, Amount. Rows: Tuition + Registration Fees (\$ 1,125.00), Waived Registration Fees (470.00), Total Owed for 3-Credit New Instructor Workshop (655.00)

Limitations

The above fee reduction applies only to teachers enrolled in the New Instructor Workshop to fulfill requirements leading to CTTIE certification or renewal. Any other enrollment or coursework provided by NSU is subject to the published NSU fee schedule unless otherwise specified. All other NSU policies apply.

Responsibility for Payment

Please place a checkmark or X on only one option below to identify payment responsibility.

_____ The school district is responsible for payment of \$655.00 for the New Instructor Workshop.

_____ The teacher enrolled is responsible for payment of \$655.00 for the New Instructor Workshop.

Any changes to this LOU must be in writing and delivered by certified mail or by personal delivery to the person to be notified.

School District

District Representative: _____
Address: _____
Telephone: _____
Email: _____

Interim Provost and Vice President of

Academic Affairs
Dr. Greg Handel
Northwestern State University
Natchitoches, LA 71497
318-357-5361

School District Representative Date
Signature

Dr. Chris Maggio, President Date
Northwestern State University

Return completed document as a scan to Stephanie Anthony-Smith at anthony@nsula.edu or fax to 318.357.4170.