

**ADE/CTE Sponsored or Approved  
Professional Development for CTE Certification Application**

**Download and save document before filling in.**

**Application deadlines: May 1 and December 1, of each year**

Date: \_\_\_\_\_

CTED/District/College Name/Professional Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Professional Development (PD) Activity: \_\_\_\_\_

Number of clock hours required to complete the PD (15 clock hours = 1 credit): \_\_\_\_\_

Submit questions and/or electronic application to Audrey Dieken at [audrey.dieken@azed.gov](mailto:audrey.dieken@azed.gov)

1) Please indicate the certification requirements your professional development activity addresses (mark all that apply):

- ☐ Principles/Philosophy of Career and Technical Education
- ☐ Instructional Delivery, Facilitation, and Methodologies in CTE
- ☐ Instructional Technology
- ☐ Curriculum Design and Development including Best Practices in CTE
- ☐ Assessment, Monitoring, Evaluating and Reporting Progress
- ☐ The Learning Environment, including Classroom Management
- ☐ Teaching Students with Exceptionalities

2) Describe how the Professional Development applies to each of the above MARKED categories:

- 3) **Please include a syllabus or detailed course outline** that contains the research used in developing the professional development activity. *Professional Development should improve the learning of all students through research-based instructional strategies and prepare them for all types of classroom assessments.* **Copy and paste the information below or attach a separate document in an email with this application.**

- 4) **Please list the expected outcomes/objectives of the course** (including product, projects, assignments participants will complete). *Professional Development activity should lead to improved classroom practice.*

- 5) **Please describe how you will measure the completion of course objectives/outcomes and include a copy of the evaluation tool for the PD activity.** *A measurement tool should be able to identify that the learner has successfully completed the course or activity and be able to identify the skills they will take to the classroom.*