

ADE/CTE Sponsored or Approved Staff/Professional Development for CTE Certification Approval Process

The Career and Technical Education K-12 Certification process allows for the required continuing education to be obtained through staff/professional development activities offered by the local education agency, professional organizations, universities and community colleges. These activities must be approved by the Arizona Department of Education Career and Technical Education Division (ADE/CTE) and evidenced by the Professional Development Activity Certificate*, issued at the completion of the approved professional development activity and used in place of college credit. This option is available for applicants seeking to move from a Provisional CTE K-12 Certificate to a Standard CTE K-12 Certificate or to remove deficiencies from a Standard CTE teaching certificate after August 9, 2017, under Options A, B, C, D or E in all CTE Certification areas. <http://www.azed.gov/educator-certification/forms-and-information/certificates/> "Career and Technical Education (CTE) Certificates".

Education organizations (LEAs, professional organizations, postsecondary institutions) seeking approval for a staff/professional development activity to meet the allowed certification requirement must follow this established process:

1. Submit an application through email, to the ADE/CTE Professional Development Program Specialist, Audrey.Dieken@azed.gov, for the staff/professional development activity approval. Deadlines established annually: **May 1 and December 1, of each year.**
2. Applications will first be reviewed by an internal ADE/CTE committee. The committee will determine if further information is required.
3. If the application is not approved by the internal ADE/CTE committee, the applicant will be asked to for additional documentation to address the identified deficiencies.
4. Applications will then be reviewed by an external Professional Development Evaluation Committee appointed by ADE/CTE. This committee will complete an in-depth analysis following specified criteria. This group will include CTE administrators and postsecondary partners. (Appointed committee members will be asked to participate on a 2-year basis beginning 2019)
5. The submitting applicant(s) will be notified in writing through email that the application was approved or not approved.
6. If the application is approved, the approved entity will receive notification of an effective start date for approved ADE/CTE PD and a replicable signed certificate that:
 - a. identifies the approved professional development activity
 - b. identifies the number of credits allowed for the activity
 - c. identifies the submitting school, district, or organization information
 - d. provides area for the individual participant's name to be entered
 - e. requires authorized signature, verifying participant completion of the approved professional development activity
7. The above certificate will be reissued to each organization as appropriate if/when there are changes in the role of Arizona Superintendent of Public Instruction.
8. An ADE/CTE employee will follow up yearly with all the approved PD activity for a report out on number of sessions, number of participants, and summary of evaluations for each course.