



## ADE/CTE Approved Professional Development for CTE Certification Approval Process

The Career and Technical Education K-12 Certification process allows for continuing education and certification credit to be obtained through approved professional development offered by local education agencies (LEAs), professional organizations, and postsecondary institutions. This PD must be approved by the Arizona Department of Education, Career and Technical Education Division (ADE/CTE) and evidenced by the Professional Development Certification Credit Certificate issued upon completion of the approved PD. This option can be used by participants to remove deficiencies from a Standard CTE teaching certificate under Options A, B, C, D or E in all CTE Certification areas and/or for continuing education hours. Please review the two sources below:

- The Career and Technical Education (CTE) Certificate at: <http://www.azed.gov/educator-certification/forms-and-information/certificates/>.
- CTE Professional Development Hours and Certification Credit Hours Quick Guide at: <https://www.azed.gov/sites/default/files/2021/01/CTE-PD-Hours-and-Certification-Credit-Hours-Quick-Guide-1-2021.pdf>.

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

1. Submit an application by email, to the ADE/CTE Career Connections Program Specialist, [Angela.Hardy@azed.gov](mailto:Angela.Hardy@azed.gov), for the professional development approval. The deadlines for submissions are **May 1 and December 1**.
2. Applications will first be reviewed by an internal ADE/CTE PD committee. The committee will determine if further information is required.
3. If the application is not approved by the internal ADE/CTE PD 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 committee will include CTE administrators and postsecondary partners.
5. The submitting applicant(s) will be notified by 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 meets the following requirements:
  - a. Identifies the approved professional development
  - b. Identifies the number of credits allowed for the professional development
  - 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
7. An ADE/CTE PD specialist will follow up yearly with all the approved PD for a report out on number of sessions, number of participants, and summary of evaluations and outcomes for each course.