



# ADE CTE Professional Development CTE Certification Credit Application



## Instructions:

- Fully complete the form including examples and attachments.
- Provide Section 1 Information:
  - Date
  - Submitting organization name
    - Will this PD be offered through Premier Program Series?
  - Contact information
  - Proposed professional development title
  - Number of credits (*be sure to document allocation of time on your syllabus*)
  - Targeted participants
  - Indicate instructional delivery platform
- Section 2:
  - Check all boxes that apply to your PD activity and provide details to clarify your request.
- Section 3:
  - Answer all questions be sure to include a syllabus, related research, projects and assignments.
- Section 4:
  - Provide evaluation tool to measure participant performance to outcomes.
- Submit the completed application by May 1 or December 1
  - Email completed application to [Susan.Farretta@azed.gov](mailto:Susan.Farretta@azed.gov) and cc: [Jet.Wilson@azed.gov](mailto:Jet.Wilson@azed.gov)

## Section 1

Date:

Submitting Organization:

Is this PD Offered through Premier Program Series? Yes or No

Contact Person:

Mailing Address:

City: State: Zip:

Phone: Email:

Title of Professional Development (PD):

Total Clock Hours (15 clock hours = 1 credit):

Targeted Participants:

Instructional Delivery Platform:

Online

Hybrid

In Person



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## Section 2

Please indicate the certification requirements your professional development activity contains.  
(check all that apply).

### **Principles/Philosophy of Career and Technical Education**

Description:

### **CTE Instructional Methods**

Description:

### **Instructional Technology**

Description:

### **Curriculum Design and Development including CTE Best Practices**

Description:

### **Progress Reporting by Assessments, Evaluation, and/or Observation**

Description:

### **Learning Environment including Classroom Management**

Description:

### **Consideration for Exceptional Students**

Description:



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## Section 3

**1. Describe the Professional Development Activity and Attach the Syllabus.** *Include the research that supports the PD in support of college-level rigor.*

**2. Identify Expected Outcomes and Objectives.** *Include examples of products, projects, and assignments.*

## Section 4

**3. Describe How the Professional Development Will Be Evaluated and Attach the Evaluation Tool.** *Measurement tools identify what the learner has successfully completed the activity as well as documenting the skills they will take to the classroom.*

Please email completed application to [Susan.Farretta@azed.gov](mailto:Susan.Farretta@azed.gov) and cc: [Jet.Wilson@azed.gov](mailto:Jet.Wilson@azed.gov)