



# ADE CTE Professional Development CTE Certification Credit Application



## Instructions:

- Fully complete the form including examples and attachments.
- Provide Section 1 Information:
  - Date
  - Organization name
  - Contact information
  - Professional development title
  - Number of credits (*be sure to document allocation of time on your syllabus*)
  - Targeted participants
  - Instructional delivery platform
- Section 2:
  - Check at least one area that applies to the CTE PD activity
- Section 3:
  - Include a syllabus, related research, projects, and assignments
- Section 4:
  - Provide rubric and explain how participant performance is measured
- Email the completed application to: [Susan.Farretta@azed.gov](mailto:Susan.Farretta@azed.gov) cc: [Jet.WilsonDight@azed.gov](mailto:Jet.WilsonDight@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

This PD activity will be evaluated for New CTE teacher semester hour credit used to help satisfy certification deficiencies. To qualify, the PD must contain at least one of the following areas (pedagogy). **Please select an area and explain how will be addressed in the course.**

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

How?

### **Developmentally (age-appropriate) Instructional Delivery, Facilitation, and Methodologies**

How?

### **Instructional Technology**

How?

### **Instructional Design and Lesson Planning to include Modifications and Accommodations, Assessing, Monitoring, and Reporting Progress**

How?

### **The Learning Environment to include Classroom Management**

How?

### **Teaching Exceptional Students**

How?

### **Professional Responsibility and Ethical Conduct**

How?



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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. Explain how Participant Performance is Measured. Attach the Rubric.**

*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) cc: [Jet.WilsonDight@azed.gov](mailto:Jet.WilsonDight@azed.gov)