



# **LOUISIANA BOARD OF REGENTS**

## **Classroom Teacher Enrollment Program**

### **Response to COVID-19 Pandemic**

#### **Guidelines and Application for Summer 2020 and Academic Year 2020-2021**

**Board of Regents**

**April 22, 2020**



**Board of Regents Interim Policy Guidance:  
Classroom Teacher Enrollment Program Criteria  
Response to COVID-19 Pandemic**

**AUTHORIZATION:** During the 1993 Regular Legislative Session, the Legislature passed House Bill 535, and the Governor later signed into law, Act 253 of 1993 which enacted Louisiana Revised Statutes (L.R.S.) 17:3129.3. This law creates the Louisiana Classroom Teacher Enrollment Program (CTEP), which, if several stipulations are met, allows classroom teachers to attend Louisiana's public colleges and universities tuition free (all other fees must be paid by the teacher) on a space available basis. This law was amended by Act 1213 (HB 2187) of 1995 which is now L.R.S. 17:3129.3(C)(2)(c). The law also requires that classroom teachers who participate in CTEP during any one school year shall be obligated to practice as a classroom teacher in the elementary or secondary schools of Louisiana for at least the subsequent school year.

The CTEP program is applicable and valid only for courses offered by the main campus of the college or university where the teacher plans to attend. As a result of the COVID-19 crisis, CTEP may be used to schedule online/distance learning courses. Independent study courses, practicum courses, thesis courses, and dissertation courses are still not eligible for tuition exemption under the CTEP program. The law creating CTEP limits course enrollment to six (6) semester hours per academic year semester [four (4) semester hours per academic year quarter at Louisiana Tech University]. Course enrollment limits for summer sessions or quarters under this program are those imposed by the college or university in which the teacher enrolls.

**ELIGIBILITY:** The following conditions must be met to qualify for CTEP.

1. If in a discipline funded by the BESE Tuition Program for Teachers, teachers should apply for the tuition funds to be assured placement in a course with other students who have paid the tuition if they meet course and university requirements. If denied tuition funding for the course(s) s/he intended to schedule under the BESE Tuition Program for Teachers because the tuition funding has been exhausted, teachers may apply for CTEP.

OR

If all funds dedicated to the BESE Tuition Program for Teachers have been exhausted and teachers are not otherwise eligible to enroll in such course(s) pursuant to the BESE Tuition Program for Teachers, established by the State Board of Elementary and Secondary Education for the current semester, quarter, or session, teachers may apply for CTEP.

2. When applying for CTEP, the following requirements must be met.
  - a. Meet all requirements for admission to the technical college, community college, or university at the appropriate level (undergraduate or graduate, degree seeking or non-degree seeking) and have completed

the appropriate admissions process and been accepted for admission by the college or university which s/he plans to attend under CTEP.

- b. Meet all prerequisite requirements for the course(s) in which s/he intends to enroll under CTEP. The course should lead to an education degree/certification area or increase the content knowledge of the subject area currently being taught by the applicant.
- c. Not be, or have been, registered for the semester, quarter, or session in which s/he plans to participate in the CTEP program for the course(s) in which s/he intends to enroll under this program.
- d. Be employed full-time as a classroom teacher and hold a valid Louisiana Teaching Certificate, or if the application is for the summer session or quarter, have been so employed during the previous academic year.
- e. Be employed as a classroom teacher by:
  - 1) A city or parish school board; or
  - 2) A non-public school approved by the State Board of Elementary and Secondary Education (BESE).
- f. Have no outstanding financial obligation to any college or university participating in CTEP
- g. Commit to a school/district that s/he will practice his/her profession as a classroom teacher for at least the subsequent year.
- h. Classroom teachers need to be aware that submission of an application for CTEP does not guarantee admission to a course after the drop/add period. If a course is filled with students who have paid tuition, a teacher cannot use CTEP to take the course. If a required number of students do not officially pre-register/register and pay tuition to meet the minimum number of students for courses to be offered, universities drop and do not offer the courses. If that should occur, it will not be possible for a teacher who applied for CTEP to take the course, and it will be too late for them to register for a different course and pay tuition if it is after the drop/add period.

#### **PROCEDURES:**

Prior to the close of business on the last day for adding courses to student's schedules for the semester, quarter, or session for which the teacher plans to enroll under CTEP, the teacher must:

- a. Obtain a copy of the CTEP guidelines from the Board of Regents web site or from local colleges or universities. In addition, other information about procedures that may be specific to individual colleges or universities.
- b. Apply and be accepted for admission to the college or university in which s/he intends to enroll under CTEP, at the appropriate level (undergraduate or graduate, degree seeking or non-degree seeking);
- c. NOT HAVE PREREGISTERED OR REGISTERED for any of the courses in which s/he intends to enroll under CTEP.
- d. Meet all the prerequisites for the course(s) in which s/he intends to enroll under CTEP.
- e. Complete the CTEP Application Form, sign it, and have it signed electronically by the Employing Authority. A new CTEP application must be signed and submitted electronically each quarter/semester.
- d. Email the CTEP Application Form from the applicant's district issued email address to the college or

university in which s/he plans to enroll under CTEP.

- e. CTEP applicants will be notified within three working days after the last day to add classes whether they are eligible or ineligible to participate in CTEP. It is important that prospective CTEP participants give accurate contact information as to how they may be contacted by the college/university during this time period.
- f. CTEP applicants must late register and must pay required fees no later than two working days after being notified that they are eligible to participate in CTEP.

**EMERGENCY COVID-19 - APPLICATION**  
**LOUISIANA CLASSROOM TEACHER ENROLLMENT PROGRAM (CTEP)**  
**Summer 2020 & Academic Year 2020-2021**

**Note: A new application must be completed and electronically signed each quarter/semester.**

**1. CONTACT INFORMATION**

Please list the following contact information for the teacher who will be completing the course(s).

<b>Name of Teacher:</b>	
<b>Teacher Certification Type and Number:</b>	
<b>Grade Level or Subject Area of Current Teaching Appointment</b>	
<b>Home Mailing Address (Street, City, State, Zip Code):</b>	
<b>Applicant District E-Mail address:</b>	
<b>Telephone Number:</b>	
<b>Date Application Electronically Submitted using district issued email address:</b>	

**2. COURSES AND TIMELINES**

Please list the courses that the teacher is requesting to take using CTEP.

#	Semester and Year	Course Prefix and Number	Course Title	Credit Hours
1				
2				
3				
4				

*Note: A maximum of 6 credit hours may be requested a semester during the fall and spring semesters. More credit hours may be requested during the summer semester.*

**3. CERTIFICATION CONCERNING INFORMATION PROVIDED, INTENT TO TEACH, NEXT ACADEMIC YEAR IN LOUISIANA SCHOOLS, AND OUTSTANDING DEBT STATEMENT:**

I certify that the above information is true and correct to the best of my knowledge, and *I also certify that it is my intent to teach as a classroom teacher during the next academic year in a school in Louisiana.* I further certify that I do not have any outstanding financial obligations to any higher education institutions in Louisiana.

<b>Signature of Teacher:</b>	
<b>Date:</b>	

**LOUISIANA CLASSROOMTEACHER ENROLLMENT PROGRAM (CTEP) APPLICATION (CONT'D.)**

**4. CERTIFICATION OF EMPLOYMENT TO BE FILLED OUT BY LOCAL EMPLOYING AUTHORITY:**

<b>Name of Teacher:</b>	
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I certify the following:

- This teacher is employed as a full-time certified classroom teacher in the school district;
- This teacher was employed during the last academic years as a full-time classroom teacher;
- This teacher has committed to practice his/her profession as a classroom teacher for at least one subsequent year;
- The school in which h/she teaches is approved by BESE;
- Documentation has been provided to indicate that the State Board of Elementary and Secondary Education tuition program funds are exhausted for the academic quarter/semester.

<b>Name of School/School District:</b>	
<b>Employing Authority Typed Name:</b>	
<b>Employing Authority Electronic Signature:</b>	
<b>Date of Signature:</b>	