



BOARD OF REGENTS' GUIDELINES

For the

Louisiana Classroom Teacher Enrollment Program (CTEP)

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. The law requires that any classroom teacher who participates 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 on the **main campus** of or through **compressed video courses** offered by the college or university which the teacher plans to attend. CTEP may not be used to schedule off-campus, correspondence, or distance learning (television, internet, etc.) courses. Independent study courses, practicum courses requiring individual supervision, thesis courses, and dissertation courses are not eligible for tuition exemption under the CTEP program. The law creating CTEP *limits course enrollment to six (6) semester hours per academic year [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: In order to be eligible to participate in CTEP, prior to the last day of the semester, quarter, or session for students to add courses to their schedule, a classroom teacher must:

1. Meet all requirements for admission to the technical 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.
2. Meet all prerequisite requirements for the course(s) in which s/he intends to enroll under CTEP.
3. 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.



4. 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.
5. Be employed as a classroom teacher by:
 - a. A city or parish school board; or
 - b. A non-public school approved by the State Board of Elementary and Secondary Education (BESE).
6. Not otherwise be eligible to enroll in such course(s) pursuant to the continuing education tuition exemption program, established by the Board of the Elementary and Secondary Education (BESE) as the Teacher Tuition Exemption Basic Program (TEP), for the current semester, quarter, or session.
7. Have been denied tuition funding for the course(s)* s/he intended to schedule under the TEP program because **TEP funding has been exhausted**, the requested course is **outside the applicant's current teaching area.**, or the teacher does not meet BESE criteria for participation in TEP under the 8g Local Teacher Quality Block Grant program. The Employing Authority must write a letter/memo containing an official signature that indicates why the teacher has been denied TEP funding.
8. Have no outstanding financial obligation to any college or university participating in CTEP.

PROCEDURE:

1. 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 and a listing of the CTEP Coordinators from the Board of Regents web site or from local colleges or universities.
 - b. Obtain a CTEP Application Form from the CTEP Coordinators and other information about procedures that may be specific to individual colleges or universities.
 - c. 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);
 - d. **NOT HAVE REGISTERED** for any of the courses in which s/he intends to enroll under CTEP.



- e. Meet all the prerequisites for the course(s) in which s/he intends to enroll under CTEP.
 - f. Complete the CTEP Application Form and have it signed by the Employing Authority and his/her principal. Also, secure a memo/letter that has been signed by the Employing Authority which indicates why s/he does not qualify for teacher tuition exemption funds under the 8g Local Teacher Block Grant Program.
 - g. Present the CTEP Application Form and letter/memo from the Employing Authority to the CTEP Coordinator at the college or university in which s/he plans to enroll under CTEP.
 - h. 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 information as to how they may be contacted by the college/university during this time period.
2. 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.

Adopted by the Board of Supervisors
December 10, 1993

Revised by the Board of Supervisors
December 5, 2002



TO BE FILLED IN BY LOCAL SCHOOL SYSTEM OR EMPLOYING AUTHORITY

12. Certification of employment as a full-time classroom teacher:

I certify that this teacher:

**Is currently employed as a full-time classroom teacher AND
Was employed during the last academic year as a full-time classroom teacher AND
That the school in which he/she teaches (taught) is approved by BESE.**

Employing Authority Signature

Principal's Signature

Employing Authority's Typed Name

Principal's Typed Name

Employing Authority's Title/Position

Typed Name of School

Date

Date

TO COMPLETE THE CTEP APPLICATION PROCESS

Please follow the following steps to complete the CTEP process:

- submit admission information to the college or university and meet all admission requirements at the appropriate level.
- Obtain the guidelines for CTEP and the names of the CTEP Coordinators or VTEP Coordinators from the Board of Regents web site, Department of Education web site, or at a local university or technical college.
- Secure a copy of the CTEP Application Form from the CTEP or VTEP Coordinator at the local university and technical college and determine if any additional procedures need to be followed.
- Complete the CTEP Application Form and obtain signatures from the Employing Authority and Principal.
- Obtain an original letter/memo signed by the Employing Authority which indicates that you have been denied teacher tuition exemption funds under the 8g Local Teacher Block Grant program due to insufficient funding. The memo should indicate that in accordance with R.S. 17:3129.3(A), the Employing Authority is requesting that the teacher be allowed to enroll in the university's program under the Classroom Teacher Enrollment Program (CTEP).
- Submit the CTEP Application Form and letter/memo from the Employing Authority to the CTEP or VTEP Coordinator at the local university or technical college.
- Follow the internal procedures for the university or technical college.



CTEP COORDINATORS

Northwestern State University

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