

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. 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 on the main campus of the college or university which the teacher plans to attend. CTEP may not be used to schedule off-campus, correspondence, or distance learning (television, 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 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: 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 teacher must:

1. Meet all requirements for admission to the 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 BESE as the Teacher Tuition Exemption Basic Program (TEP), for the current semester, quarter, or session.
7. Submit a copy of the TEP application that has been reviewed by the State Department of Education.
8. Have been denied tuition funding for the course(s)* s/he intended to schedule under the TEP program because TEP funding has been exhausted, or because the requested course is outside the applicant's current teaching area. If the TEP application shows that the teacher was denied participation in TEP because of lack of funding, the teacher may participate in CTEP. Teachers will be required to submit the letter from the State Department of Education that documents that there are no more funds, but no checklist is required. If the course(s) requested is outside the teacher's current teaching area and the TEP application shows that the teacher was denied participation in TEP, the teacher may participate in CTEP. The checklist that provides an explanation of the reason for denial will be required. If the course(s) requested by the teacher is in administration and/or supervision which TEP will not fund, teachers do not have to first apply to the TEP program. Teachers may apply directly to the college or university to participate in CTEP without first going through TEP. No TEP checklist is required for the supervision and/or administration course(s).
9. 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. Have applied and been 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);
 - b. NOT HAVE REGISTERED for any of the courses in which s/he intends to enroll under CTEP;
 - c. Meet all the prerequisites for the course(s) in which s/he intends to enroll under CTEP; and
 - d. Complete the CTEP Application Form and present it along with required supporting documentation to the Registrar of the college or university in which s/he plans to enroll under CTEP.
2. 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.
 3. 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 Regents
December 10, 1993

Revised by the Board of Regents
October 25, 1995

TO BE FILLED IN BY LOCAL SCHOOL SYSTEM OR EMPLOYING AUTHORITY

11. Certification of employment as full-time classroom teacher:

I certify that _____

- Is currently employed as a full-time classroom teacher
- 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 Typed Name	_____ Principal's Typed Name
_____ Employing Authority Title/Position	_____ Typed Name of School
_____ Date	_____ Date

TO COMPLETE THE CTEP APPLICATION PROCESS

12. Take this completed and signed application form along with a copy of your application for courses you wish to schedule under the CTEP program and a copy of the Board of Elementary and Secondary Education's (BESE) Teacher Tuition Exemption Program (TEP) Checklist which accompanied your application in the TEP, to the Registrar at the institution in which you wish to enroll under the CTEP program. This information **MUST BE RECEIVED** by the Registrar prior to the close of business on the last day for students to add courses to their class schedule for the semester, quarter, or session for which you intend to participate in the CTEP program.

**CLASSROOM TEACHER AND VOCATIONAL-TECHNICAL
ENROLLMENT PROGRAM**

RS 17:3129.3

§3129.3. Louisiana classroom teacher and vocational–technical school instructor enrollment program; creation; regulations; limitations

- A. The Board of Regents shall develop, in concert with the institutions of higher learning under its jurisdiction and their management boards, a program for the enrollment of Louisiana full-time classroom teachers and vocational-technical school instructors in courses of instruction for college credit offered on the main campus of said institutions, on a tuition-free basis, where space is available and where the applicant teacher or instructor meets any prerequisite course requirements and all other requirements of this Section. The program shall be implemented at no additional cost to the state. However, any institution having a teacher or instructor enrolled pursuant to the provisions of this Section may count such enrollment in its computation of student credit hours. All fees required for enrollment, except tuition, shall be paid by the teacher or instructor. For purposes of this Section, "classroom teacher" shall be defined as any full-time classroom teacher employed by a city or parish school board and holding a valid Louisiana teacher's certificate, and any full-time classroom teacher employed by a nonpublic school approved by the State Board of Elementary and Secondary Education.
- B. The program shall be implemented not later than January 1, 1994.¹
- C. (1) (a) By September 1, 1993¹, the board shall adopt rules and regulations to carry out the purposes of the program and, prior to adoption, shall submit them to the House Committee on Education and the Senate Committee on Education for review and comment.

(b) By September 1, 1995, the board shall adopt rules and regulations to implement provisions relative to participation of vocational-technical school instructors and, prior to adoption, shall submit them to the House Committee on Education and the Senate Committee on Education for review and comment.
- (2) Such rules and regulations shall include but not be limited to the following:
 - (a) A requirement that the appropriate administrator at the institution approve space availability for the program and that such approval shall be granted absent any documented evidence that space is not available.
 - (b) A requirement that space availability shall be determined only after the deadline established by the institution for student schedule changes.

- (c) (i) A requirement that to be eligible to participate in the program, a teacher or instructor shall not otherwise be eligible to enroll in such course or courses pursuant to the continuing education tuition exemption program established by the State Board of Elementary and Secondary Education.
 - (ii) By August 1, 1995, the State Board of Elementary and Secondary Education shall provide a copy of the guidelines and eligibility requirements for the continuing education tuition exemption program administered by the board to each institution and if any revisions are made to such guidelines and requirements after such time, the board shall provide the revised guidelines and requirements, to each institution on a timely basis.
 - (iii) Upon receipt of the guidelines and requirements for the continuing education tuition exemption program as provided in Item (ii) of this Subparagraph, each institution shall be responsible for determining eligibility for enrollment in the program as provided by this Section.
 - (iv) Any teacher who is otherwise eligible for the program as provided this Section and who is denied enrollment into the continuing education tuition exemption program as provided by the State Board of Elementary and Secondary Education due to insufficient funding for the program for the semester or quarter in which the teacher applies, shall be eligible to participate in the program as provided by this Section.
- (d) A requirement limiting the course enrollment of a classroom teacher or instructor pursuant to the provisions of this Section to not more than six credit hours for any one semester or its equivalent for attendance at any institution operating on a quarter system. There shall be no limitation on course enrollment during summer sessions.
- (e) A requirement that participation in the program by a classroom teacher or vocational-technical school instructor during any one school year shall obligate such teacher to practice his profession as a classroom teacher in the elementary or secondary schools of the state and such instructor to practice his profession as an instructor in the state vocational-technical schools for at least the subsequent school year.

Acts 1993, No. 253, §1, eff. June 2, 1993; Acts 1995, No. 1010, §1, eff. June 29, 1995; Acts 1995, No. 1213, §1.

¹As Appears in enrolled bill.