



LOUISIANA BOARD OF REGENTS  
GUIDELINES FOR THE LOUISIANA  
CLASSROOM  
TEACHER ENROLLMENT PROGRAM  
(CTEP)

Revised Guidelines Adopted by the  
Board of Regents

Date: June 20, 2018



## **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 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 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:** 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.
  - a. Meet all prerequisite requirements for the course(s) in which s/he intends to enroll under CTEP.
  - b. 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.
  - c. 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.
  - d. 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).
  - e. Have no outstanding financial obligation to any college or university participating in CTEP
  - f. Commit to a school/district that s/he will practice his/her profession as a classroom teacher for at least the subsequent year.
3. 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:

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 from the Board of Regents web site or from local colleges or universities.
  - b. Obtain a CTEP Application Form 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.
  - 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 PREREGISTERED OR 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.
2. Complete the CTEP Application Form, sign it, and have it signed by the Employing Authority. A new CTEP application must be signed and submitted each quarter/semester.
3. Present the CTEP Application Form to the college or university in which s/he plans to enroll under CTEP.
4. 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.
5. 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.

*Initially Adopted by the Board of Regents - December 10, 1993*

*Revised Guidelines Adopted by the Board of Regents - December 5, 2002*

*Revised Guidelines Adopted by the Board of Regents - June 20, 2018*

**LOUISIANA CLASSROOM  
TEACHER ENROLLMENT PROGRAM (CTEP) APPLICATION**

**Note: A new application must be completed and 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>Home Mailing Address (Street, City, State, Zip Code):</b>	
<b>E-Mail address:</b>	
<b>Telephone Number:</b>	
<b>Date Application Submitted:</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 CLASSROOM  
TEACHER ENROLLMENT PROGRAM (CTEP) APPLICATION (CONT'D.)**

**3. 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.

Name of School/School District:	
Employing Authority Typed Name:	
Employing Authority Signature:	
Date of Signature:	

**2011 Louisiana Laws**

**Revised Statutes**

**TITLE 17 — Education**

**RS 17:3129.3 — Louisiana classroom teacher and vocational-technical school instructor enrollment program; creation; regulations; limitations**

§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.

C.(1)(a) By September 1, 1993, 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 by 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.