2015 New CTE Teacher Conference
READ APPLICATION INSTRUCTIONS BEFORE APPLYING

The New Career and Technical Education (CTE) Teacher Conference is sponsored by the Texas Education Agency each fall for CTE teachers who have less than four years of experience teaching career and technical education courses.

Attendance is by application. No registrations will be taken at the conference. Only a limited number of applicants will be selected to participate. Selection is based on the information provided in the application. Applicants will be notified of acceptance no later than September 30th. To apply:

1. Complete and submit the online application form. The application takes approximately 5-10 minutes to complete. Once you begin the application, you will not be able to save it or return to complete it at another time. A link to the form can be found at the bottom of this page.

2. Teaching Certificate: In the application, you will be asked to upload your current Texas teaching certificate or paste a link to your SBEC record into the application form. It is helpful to locate this record before you begin the application.

To locate your record in the State Board of Educator Certification (SBEC) database go to https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp. Enter your name as it appears on your certificate. Review your certificate for accuracy, then copy the URL address at the top of the webpage and paste the link into the "Link to SBEC Record" field on the application form.

3. After you submit the application form, an e-mail will be sent confirming the receipt of your online application to the e-mail address you provided on the form. Check your spam folder if you do not receive a confirmation e-mail within 30 minutes after submitting your application. If not found, call 361-825-3868 or e-mail cte@tamucc.edu to verify that your application was received and request a duplicate confirmation e-mail.

4. Review your application information. Review the information on the application submission confirmation e-mail for accuracy. E-mail any corrections to CTE@tamucc.edu. DO NOT submit a duplicate application.

5. There is a $100 fee to participate in the conference. Payment can be made by check, credit card or purchase order. Payments or purchase orders must be received by October 1, 2015.

- Paying by credit card: You will have the option of paying with a credit card online when you submit your application. Credit card payments also can be made by calling 361-825-3868.

- Paying by check or purchase order:
  1. Print the confirmation e-mail containing your application information.
  2. Write the check or purchase order to Texas A&M University-Corpus Christi.
  3. Mail the check or purchase order with a copy of the confirmation e-mail containing your application information to:

2015 New CTE Teacher Conference
Community Outreach Programs
Texas A&M University-Corpus Christi
6300 Ocean Drive, Unit 5854
Corpus Christi, Texas 78412-5854
6. An e-mail will be sent notifying you of the status of your application 3-5 business days after the submission of your application.

7. New CTE Teacher Conference participants are responsible for making their own hotel arrangements. The conference is will be at the Hilton Austin Airport hotel located at the Austin Bergstrom International Airport. Participants are eligible for special group rates for reservations made before September 21, 2015. Be sure to ask for the special CTE Professional Development Conference (CTE 10) group rate when you call the Hilton Reservation Line at 800-584-5091. Or visit http://cte.tamucc.edu/hotel-information to make a reservation using the hotel’s online reservation system.

Cancellation and Refund Policies

Cancellations: Applications can be withdrawn or cancelled with a full refund if made in writing no later than September 15, 2015. Cancellation notices and requests for refunds must be e-mailed to cte@tamucc.edu.

Substitutions: No substitutions can be made without prior written approval of the Selection Committee. Requests for substitutions must be e-mailed to cte@tamucc.edu. Substitutes will be required to complete the application form prior to attending the conference.

Not Accepted: Full refunds will be made to any applicant that has paid but was not accepted to the New CTE Teacher Conference.

No Shows: No refunds will be made to confirmed applicants who do not attend the conference.

Important Deadlines

September 15 – Last day to cancel and/or request refund
September 27 – Application deadline
October 1 - Payments or purchase orders must be received
October 5-7 New CTE Teacher Conference

http://cte.tamucc.edu

For assistance with application or payment
Call: 361-825-3868
E-mail CTE@tamucc.edu