



Canutillo Independent School District Human Resources

Excellence Through Integrity and Innovation

District of Innovation Certification Documentation

School Year 2024-2025

Name: (Last, First, M.) Enciso Brittany

Campus: Canutillo Middle School
Christopher Judge

Principal: _____

Assignment: Robotics/Engineering CTE

Years on Plan: 2 years

Current Qualifications teacher currently holds:

Bachelor's Degree UTEP
Mechanical Engineering

Current Status:

Enrolled in an Alternative Certification Program

Approved for this School year: _____

Sign: _____ Date: _____

(Attached: Previous year CTE District Credentialing Approval Form)



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School Year 2024-2025

Name: (Last, First, M.) Benitez, Christina

Campus: Canutillo High School

Principal: Candice Marrufo

Assignment: Agriculture Science CTE

Years on Plan: 2 years

Current Qualifications teacher currently holds:

Bachelor's Degree NMSU
Agriculture

Current Status: Transferred credentials from New Mexico to Texas. Needs to test

Approved for this School year: _____

Sign: _____ Date: _____

(Attached: Previous year CTE District Credentialing Approval Form)




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Martha Carrasco
Chief Human Resources Officer

(915) 877-7423
FAX (915) 877-7525
mcarrasco@canutillo-isd.org

MEMORANDUM

TO: Christina Benitez
FROM: Martha Carrasco, Chief Human Resources Officer 
PC: Tracy Andrews, Candice Marrufo
DATE: 10/14/2024
RE: **Teacher Certification**

As a District of Innovation, Canutillo ISD has been approved by the Texas Education Agency to create a certification process for Career and Technical Education Teachers (CTE) who do not hold the State required certification or do not qualify for an allowable permit as described in Subchapter B of Texas Education Code 21.003. You have been identified as a candidate who does not hold the required certificate or is ineligible for an allowable permit. Since you have the required background wage earning experience or hold current licensure in your field of work, you were approved to be hired. You are being placed under the Canutillo Independent School District of Innovation Teaching Plan for the 2024-2025 school year.

The first step in the hiring process is to apply for an approved TX Alternative Certification Program. Once you have applied and been accepted, we can continue with the hiring process. The reason for this, is to verify that your credentials meet the ACP programs qualifications in the correct certification area. You will have two years to obtain your Texas teacher certification.

You will be required to complete the full district training protocol for local credentialing as described on the Canutillo ISD District of Innovation Plan. The district CTE Director and your campus administrators will be monitoring and recording your progress throughout the year. A recommendation to be locally credentialed will be made at the CISD Regular Board Meeting in October.



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835
Phone (915) 877-7423 • Fax (915) 877-7407 • www.canutillo-isd.org

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877- 7423, 7965 Artcraft Rd., El Paso, TX 79932.



Canutillo Independent School District

Human Resources

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We are here to assist you but it is your responsibility to keep us up-to-date on your certification status. If you have any questions or need assistance concerning your certification status, you can contact the Human Resources Department at any time.

You have been advised of your responsibility regarding certification requirements. Should the requirements not be met, you may be asked to resign or be terminated from your full-time teaching position with the Canutillo Independent School District. As stated in your contract your employment with Canutillo ISD is contingent upon providing and maintaining the required certification. Please sign both copies of this memo and return the original to acknowledge that you received and understand the information provided to you.

Employee's Signature

Date



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Martha Carrasco
Chief Human Resources Officer

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mcarrasco@canutillo-isd.org

MEMORANDUM

TO: Brittany Enciso

FROM: Martha Carrasco, Chief Human Resources Officer 

PC: Tracy Andrews, Christopher Judge

DATE: 10/02/2024

RE: **Teacher Certification**

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