



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
<http://www.louisianabelieves.com>
www.teachlouisiana.net

Certification Update Packet

Dear Applicant:

By completing the Certification Update Packet you can request name changes, degree additions, higher certificates, reinstatements, renewals, and evaluations for additional endorsements. Upon receipt of the completed forms, a determination will be made by the Division of Certification, Preparation & Recruitment regarding the requested action. You will be notified in writing if additional information is needed. The following instructions explain the requirements for specific requests.

Changing a Name on a Certificate

To request a change of name on a certificate, submit a completed application (**pages 4 and 5**), a copy of a marriage license or document of legal name change and the required \$25 certification processing fee.

Adding a Degree(s) to a Certificate

To request the addition of a degree(s) to a certificate, submit a completed application (**pages 4 and 5**) and an official transcript. When adding a +30 endorsement, excess graduate credits earned in the master's degree program must be verified by the dean of the graduate school of the appropriate university. A \$25 certification processing fee is required.

Requesting a Higher Certificate

All requests for higher level certificates must be submitted directly from the district.

Teachers with a Type C or Level 1 certificate must complete three years of successful teaching experience in their certified area and have three years of successful local/district evaluations for the **2009-2010, 2010-2011 and 2011-2012 school years** to be issued a Level 2 certificate. To request a higher level certificate, submit an official transcript (when applicable) and completed application (**pages 4, 5 and 6**). A \$25 certification processing fee is required.

Teachers with a Type C, Level 1 or Level 2 certificate are eligible for a Level 3 certificate if they hold a master's degree, teach for five years in the certified area, and complete three successful years of local/district evaluations for the 2009-2010, 2010-2011 and 2011-2012 school years. To request a higher level certificate, submit an official transcript (when applicable) and completed application (**pages 4, 5 and 6**). A \$25 certification processing fee is required.

Effective July 1, 2012: Type B and Type A lifetime certificates will no longer be issued to teachers holding Type C certificates applying for higher level certificates. Teachers holding a Type C certificate who wish to apply for a higher certificate will be granted a Level 2 certificate, upon meeting the standards of effectiveness for at least three years beginning with the 2012-2013 school year, pursuant to Bulletin 130 and R.S. 17:3902.

Reinstating Lapsed Certificates

A teaching certificate will lapse if the holder allows a period of five consecutive calendar years to pass in which he/she is not employed as the teacher of record for at least one semester [90 consecutive days], or if the holder fails to complete the required number of professional development hours during his/her employ.

Reinstatement of a lapsed certificate requires six semester hours of “**Education and/or content related**” coursework from a regionally accredited university earned within the last five years. Teachers who have not completed the six semester hours of coursework during the five-year period immediately preceding the reinstatement request may request a one year reactivation.

To request the reinstatement, submit an official transcript and completed application (**pages 4 and 5**). A \$25 certification processing fee is required. To request a one year reactivation, (**submit pages 4 and 5**) and the \$25.00 processing fee.

Renewing Certificates

Type C and Level 1 certificates may be renewed for an additional three year period upon the request of the Louisiana employing authority, subject to the approval of the Division of Certification, Preparation and Recruitment.

Level 2 or Level 3 certificates issued between July 1, 2002 and August 19, 2012 may be extended with successful completion and verification of 150 hours of CLUs. Certificates issued on or after August 20, 2012, will only be extended if a teacher has met the standards of effectiveness for at least three of the five years covered by the certificate, pursuant to the requirements in Bulletin 130 and mandated by Act 54.

Any teacher who has not met the standards of effectiveness for at least three of the five years covered by the Level 2 or 3 certificate at any time after August 20, 2012 will not be eligible to extend the certificate or move to a higher level certificate.

NOTE: Individual school districts or charter schools may continue to require teachers to complete CLUs, in addition to meeting the evaluation requirements regarding effectiveness. The requirement to complete CLUs is a local level decision.

To request a renewal, submit a completed application (**pages 4-7**). A \$25 certification processing fee is required.

Requesting an Evaluation and/or the Addition of Endorsements

To request a certification evaluation and/or to add endorsements to a teaching certificate, teachers must submit official transcripts and PRAXIS scores (if applicable) and a completed application (**pages 4 -6**). A \$25.00 certification processing fee is required.

Application Process

All information should be mailed to: Division of Certification, Preparation, and Recruitment, LA Department of Education, P. O. Box 94064, Baton Rouge, LA, 70804-9064.

The following items are required as a part of a complete application packet:

1. **Application for Certification Update** form with all information provided
2. **Official transcript**-if applicable (copies not acceptable)
3. **Copy** of marriage license (if applicable)
4. **Experience Verification** form signed by the appropriate employing authority verifying teaching experience (if applicable)
5. **Professional Conduct** form with all questions answered and signed and dated by the applicant;
6. **Non-refundable** certification processing fee (check or money order, payable to the *Louisiana Department of Education*). The Certification Processing Fee schedule is available at the following web address www.teachlouisiana.net (click on the “Certification” tab at top of page & scroll down to “Additional Certification Resources” and click on “Certification fees.”)

All application materials are to be sent to the Louisiana Department of Education as a single packet. Once the materials are received, the application packet will be evaluated and processed in the order in which it was received. **Updated certificates** can be verified and printed at www.teachlouisiana.net. Double click on the “**Certification**” tab and then on “**Verify a Louisiana Certificate.**”

Additional Information

- ◆ All questions regarding certification requirements or the certification process, can be answered by contacting the **Louisiana Department of Education's Constituent Service Center** at <https://www.louisianabelieves.com/resources/ask-ldoe>. Fill in your contact information in the fields provided. Scroll to the “**subject**” drop down list and click on “**Educator Certification**” to enter your question. Responses are provided to the email address or phone number you submit.

Note: Certification questions can also be answered by visiting www.teachlouisiana.net. Click on the “**Certification**” tab and scroll down to “**Teacher/Leader Certification**”, Bulletin 746, **LA Standards for Certification of School Personnel**.

UPDATE FOR CERTIFICATION VISITORS

- ◆ A certification receptionist is **not** on duty in the Certification Office located in the Claiborne Building. You may drop your certification applications in the **drop box** located at the security desk. ***Be sure to place your application in a sealed envelope/folder before placing it in the drop box.***
- ◆ If you are in need of an application (certification update packet, out-of-state application, ancillary application, Educational Leader application etc.) please visit www.teachlouisiana.net. Click on the “**Certification**” tab and then on “**Certification applications and forms**” to print the appropriate application.
- ◆ All applications will be date stamped and processed in the order in which they are received.
- ◆ The status of all certification applications can be verified daily at www.teachlouisiana.net. Double click on the “**Certification**” tab and then on the link “**Status of a Certification Application.**”



LOUISIANA DEPARTMENT OF EDUCATION
Certification, Preparation, and Recruitment

APPLICATION FOR CERTIFICATION UPDATE

Louisiana Certificate Type/Number: Social Security Number:
Name: (First) (Middle) (Family) (Married) Date of Birth: / /
Address: (Street) (City/State) (Zip Code) Home Phone #: ()
E-Mail Address:

Check or List All That Apply

Name Change: (name to be added or deleted)
Added: (must include copy of marriage license, birth certificate or court document showing name change)
Married Name to be added:
Deleted: (birth names cannot be removed without copy of birth certificate or court document showing name change)
Name to be deleted:
Addition of Degree(s): (To add a specific area or endorsement with this degree indicate under "Addition" below)
Higher Certificate: (Applications for higher certificates must be sent directly from employing school system)
Reinstatement of Certificate:
Reinstatement of certificate due to 5 year break in teaching/service
Reactivate Standard Certificate for One Year

Renewal of Certificate:
Renew Type C or Level 1, 2 or 3 Certificate. (For teacher who has not been out of teaching for a five year period)
Signature of employing school system must appear below.
Evaluate for the following two (2) endorsement(s):
Addition of the area(s) or endorsement(s):

Signature of Applicant: Date:
Employing School or District:
Signature of Employing School/School District: Date:

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION, PREPARATION, AND RECRUITMENT**

PLEASE TYPE OR PRINT IN INK

<p>PROFESSIONAL CONDUCT FORM (All questions <u>must</u> be answered)</p>

NAME OF APPLICANT: (Including, First, Middle, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in which state? _____		
2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES , in which state? _____		
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if expunged or adjudication was withheld? If yes, please provide the following information: Date of Conviction: _____ State of Conviction: _____ Court Jurisdiction of Conviction: _____		
4. Have you ever been convicted of a misdemeanor offense that involves any of the following: a. Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b. The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.		
5. Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4?		

If you answered “**YES**” to any questions, #1 through #5, you must provide bold **certified** true copies of all documents, proceedings, and records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of **EACH** separate incident in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teaching certificate.

SIGNATURE OF APPLICANT:	DATE:
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LOUISIANA DEPARTMENT OF EDUCATION

EXPERIENCE VERIFICATION FORM

PLEASE TYPE OR PRINT IN INK

Louisiana Certificate Type/Number: _____ Social Security Number: _____ - _____ - _____

Name: _____ Date of Birth: ____/____/____
 (First) (Middle) (Maiden) (Married)

Address: _____ Home Phone #: (_____) _____
 (Street) (City/State) (Zip Code)

PARISH/ DISTRICT/ COUNTY	NAME OF SCHOOL	Type of School		Grade Level(s) Taught	Subject(s) Taught	School Year(s) Taught <small>(Ex. 08-09, 09-10 etc.)</small>	Position <small>(teacher, principal, etc.)</small>
		Public School	Private School				
						-	
						-	
						-	
						-	

¹ **Higher Request:** If this form is being submitted for a higher level certificate, it must be submitted directly from the Louisiana employing school system.

² **Out-of-State Exclusion:** I certify that the experience as listed above was successful, complete, and correct according to the official records on file in the Louisiana approved public or approved nonpublic school system providing this verification of employment. The above individual will be re-employed by this system for the next school year in accordance with the out-of-state certification policy.

To be completed by Superintendent or Human Resource Director

Evaluation Completion for Higher Level Certificate:

_____ I hereby verify that the above individual has completed three years of successful local/district evaluations beginning with school year 2009-2010 and that all supporting documents will be kept on file at the district office.

To be completed by the Superintendent of Human Resource Director

Educational Leader Induction:

_____ I hereby verify that the above individual has completed the district educational leader induction program.

TO THE BEST OF MY KNOWLEDGE, THE EXPERIENCE CORRECTLY LISTED ABOVE WAS SUCCESSFUL.

ORIGINAL SIGNATURE OF EMPLOYING AUTHORITY	TITLE AND DISTRICT OF EMPLOYING AUTHORITY
ORIGINAL SIGNATURE OF APPLICANT	DATE

LOUISIANA DEPARTMENT OF EDUCATION

**APPLICATION FOR RENEWAL OF LEVEL 2 & 3, LEVEL 2* & 3*
AND CTTIE LICENSES**

PLEASE TYPE OR PRINT IN INK

NAME OF APPLICANT: (Including First, Maiden, and Married)	SOCIAL SECURITY NUMBER: ____ / ____ / ____	DATE: ____ / ____ / ____
ADDRESS: Street _____ City _____ State _____ Zip _____		LA CERTIFICATE NOW HELD: Type: _____ Number: _____

**CONTINUING LEARNING UNITS (CLUS) OF PROFESSIONAL DEVELOPMENT OR
UNIVERSITY CREDITS**

Method used to fulfill CLUs:	Number of CLUs Earned
College courses: Indicate the number of CLUs earned based upon the completion of coursework at a regionally accredited college or university (3 semester hours = 45 CLUs): College Name: _____ Course(s) Completed: _____	
School and/or District Professional Development: Indicate the number of CLUs earned from participation in and completion of school and/or district level professional development activities.	
State Department Professional Development: Indicate the number of CLUs earned from participation in and completion of state level professional development activities.	
Other Providers: Indicate the number of CLUs earned from participation in and completion of professional development activities provided by entities other than colleges/universities, school districts or the LA Department of Education.	
National Board Certification = 150 CLUs: Submit copy of the NBC earned during the period of certificate validity	
Total number of CLUs (must = 150)	

If an industry certification is required for the course(s) being taught, I hereby certify that I have maintained my industry certification in addition to the CLU requirement, and I hereby apply for the license renewal for which I am qualified.

Signature of Applicant: _____ Date: _____

I hereby certify that all supporting records of CLU completion and college/university coursework completion are on file at the district office.

Employing District: _____

Signature of Employing District: _____ Date: _____