

Office of Teaching and Learning

Tech Readiness Seal Application

Instructional Materials Review

Purpose of this guidance

This document explains the eligibility requirements, application process, required evidence, and information publishers should prepare before opening the online application. It is not the application itself.

The Technology Readiness Seal is an optional designation for digital instructional materials that have already received a Tier 1 rating through the Louisiana Department of Education (LDOE)'s Instructional Materials Review (IMR) process. To receive the seal, an application must meet every non-negotiable requirement and earn an overall score of at least 80 percent.



The seal recognizes products that demonstrate advanced readiness in the areas of:

- security and infrastructure;
- accessibility and privacy;
- artificial intelligence transparency, when applicable;
- interoperability;
- implementation; and
- ongoing operations.

How to Apply

- **Prepare the required documentation.** Use the checklist in this guidance before opening the application.
- **Submit through Jotform.** Complete the [LDOE Technology Readiness Seal Application](#) through Jotform.
 - An authorized publisher representative must certify the accuracy and completeness of the submission as part of the Jotform application.

Important: A separate Jotform application is required for each High-Quality Instructional Materials (HQIM) product and version. Applications submitted by any method other than the designated Jotform will not be accepted.

Eligibility and Scoring

- **Tier 1 prerequisite:** The submitted product and version must hold a current Tier 1 rating through the LDOE's IMR process.

- **Non-negotiables:** Every requirement listed in the non-negotiables section of the application must be met before the application can advance to scoring.
- **Approval threshold:** The application must earn an overall score of at least 80 percent to earn the seal.

Non-Negotiable Requirements

Prepare evidence for each requirement below. Missing or insufficient evidence will make the application ineligible for scoring.

Requirement	Minimum standard	Evidence to prepare
Tier 1 eligibility	Current Tier 1 rating for the exact product and version	Tier 1 IMR review link
Independent security assurance	Current System and Organization Controls (SOC) 2 Type I or Type II examination, International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) 27001 certification, or equivalent independent security audit; generally completed, issued, or renewed within the previous 18 months	High-level proof showing the assurance type, independent auditor or certification body, date or audit period, scope, and conclusion. Do not submit a complete SOC report.
Accessibility documentation	Current Accessibility Conformance Report (ACR) based on the applicable Voluntary Product Accessibility Template (VPAT), independent accessibility audit, or equivalent current evaluation covering the submitted product	ACR or audit link/file; evaluation date; evaluator; standard and conformance level; product/version covered
Data retention and deletion summary	Product-specific summary for products that retain or otherwise handle personally identifiable information	Public link or attachment addressing data categories, purpose, retention period or deletion trigger, contract termination/account closure, deletion requests, backups, subprocessors, privacy contact, and effective or updated date

Documentation and Information to Prepare

The following items are scored or used to verify readiness. Prepare concise, product-specific responses and links before beginning the Jotform application.

Security and Access

- Confirmation that data is encrypted in transit and at rest
- High-level description of primary user roles and permissions
- Explanation of how school systems assign, review, modify, and remove access using least privilege
- Multifactor authentication (MFA) availability for school system, school, educator, and other privileged accounts
- High-level incident-response and security-notification process

Service Availability and Continuity

- Published service-level agreement, uptime policy, or high-level availability commitment
- Planned-maintenance and service-status communication process
- High-level backup, disaster-recovery, and continuity capabilities

Artificial Intelligence (AI), if applicable

- Description and purpose of each AI-enabled feature and the users who may access it
- Whether users may enter personally identifiable information and any controls or limitations
- Whether prompts, inputs, or outputs are retained, including the retention period and purpose
- Whether customer, educator, or student information is used to train or improve a shared or general-purpose AI model
- General categories or sources of training data, when known and disclosable.
- High-level safeguards for inaccurate, biased, inappropriate, unsafe, or harmful outputs
- Process to inform users that content or recommendations are AI-generated and how they may report problems
- Whether a non-AI alternative is available for required instructional functions

Interoperability

- Learning Tools Interoperability (LTI) 1.3 Advantage certification status and verification link, when applicable
- Supported LTI services, such as Deep Linking, Assignment and Grade Services, and Names and Role Provisioning Services
- OneRoster 1.2 certification status and verification link, when applicable
- Supported rostering and gradebook functions, including Comma Separated Values (CSV) or Representational State Transfer (REST) API options
- Equivalent interoperability standards when LTI or OneRoster certification is not applicable
- Single sign-on standards supported and whether integrations apply to the exact product/version submitted

Implementation and Support

- Typical implementation timeframe and factors that may affect it
- Major implementation phases, including discovery, configuration, testing, training, and launch
- School-system roles generally needed for implementation
- Administrator and educator training included
- Launch support, post-launch troubleshooting, and customer-success services
- Any required configuration, additional licensing, or implementation costs that school systems should anticipate

Sensitive Information and Public Disclosure

Provide information only at the summary or capability level unless the Jotform specifically requests supporting documentation. Information submitted will be included in a public Technology Readiness Profile.

Do not submit:

- Internet Protocol addresses, network diagrams, or internal system architecture;
- credentials, access keys, encryption keys, or detailed security configurations;
- complete SOC reports, control matrices, penetration-testing findings, or detailed audit exceptions;
- proprietary source code, AI model architecture, system prompts, tuning processes, or proprietary datasets; or
- trade secrets, internal testing methodologies, or other sensitive operational information.

The LDOE may request additional documentation through a separate approved secure process when necessary.

Submission Checklist

- ☐ Tier 1 IMR review link for the exact product and version
- ☐ Independent security assurance evidence
- ☐ Current accessibility documentation
- ☐ Data Retention and Deletion Summary, when applicable
- ☐ Service availability or uptime information
- ☐ Role-based access and multifactor authentication information
- ☐ AI transparency information, when applicable
- ☐ Interoperability certification links and supported functions
- ☐ Implementation timeline, school system staffing needs, training, and support information
- ☐ Authorized publisher representative available to complete the electronic attestation

Electronic Attestation

The authorized publisher representative will complete the attestation within the Jotform and certify that:

- the information provided is true, complete, and accurate to the best of their knowledge;
- the application applies to the specific product and version identified;
- the submitted product currently holds a Tier 1 rating through the LDOE's IMR process; and
- the publisher will notify the LDOE of material changes that may affect Technology Readiness Seal eligibility.