Dear Educator,

Louisiana continues to face educator staffing shortages in schools and districts across our state. This means qualified educators like **you** are in high demand. If you have considered re-entering the education field, the [insert school system name] encourages you to review the following licensure options to reinstate and/or renew your Louisiana teaching certificate. **Educators like yourself helped the [insert school system name] achieve the following accomplishments over the last several years:**

[Insert information about educator impact, system celebrations, incentives to get them to come back, etc.]

 We encourage you to review the following licensure options to reinstate and/or renew your Louisiana teaching certificate. The information below provides licensure options if you would like to reinstate and/or renew your Louisiana teaching certificate.

REINSTATEMENT FOR A TYPE A/B CERTIFICATE **Reactivating and Reinstating a Lapsed Type A/B Certificate**

Type A, A*, B, or B* certificates are considered lapsed when an educator permits a period of five or more consecutive calendar years of disuse to accrue. A lapsed certificate may be reactivated upon request of the Louisiana employing authority.

During the reactivated period, the holder must earn effective ratings for at least three years during the five-year reactivation period, verified as indicated above. Upon earning three effective evaluations, the lifetime validity of the certificate may be reinstated with the submission of an application for reinstatement.

Verification of **experience** is *required with all requests* for reinstatement.
- The Louisiana employing school system or BESE-approved contracted company may verify all in-state experience using the In-State Experience Verification form included in the application.
- Out-of-state experience must be verified as successful by the out-of-state direct employing authority using the **Out-of-State Experience Verification Attestation** to be used for certification purposes.

Reinstatement of a lapsed Type A/B certificate requires verification of **effectiveness**. Effectiveness ratings must be final and reflective of a full school year of evaluation for certification purposes.
- A teacher having served in a public school setting is required to have evaluations reported and finalized in the **Compass Information System (CIS).** Alternate documentation verifying effectiveness is not accepted for years served in a public school setting.
  - If an educator serving in a public school setting does not have the required effective evaluations in CIS, but was evaluated via Compass, please reach out to **compass@la.gov** for assistance.
  - If an educator serving in a public school setting was not evaluated via Compass, any request for renewal or advancement may be denied, and the educator may be directed to appeal to the Teacher Certification Appeals Council (TCAC) to request additional time in order to be evaluated.
- A teacher having served in a nonpublic school setting must have earned effective ratings per local personnel evaluations. The **Local Evaluation Attestation,** completed by the approved Louisiana employing nonpublic school, would be required for any years served in a nonpublic setting.
- A teacher providing instruction in a public school setting, not employed by but contracted to the public school with a BESE-approved company, must have earned effective ratings per employer personnel evaluations. The **Employer Evaluation Attestation,** completed by the employing BESE-approved company, would be required for any years providing instruction in a contracted position.

- Out-of-state experience must be verified as successful by the out-of-state direct employing authority using the **Out-of-State Experience Verification Attestation.**
- Educators having served in multiple settings may be credited with evaluations appropriate to the employment setting for each year.

RENEWING A LEVEL 1, 2, 3, OR TYPE C CERTIFICATE Renewing a Level 1, 2, 3, or Type C License

Renewal or extension adds validity to the **current certificate** only if requirements are met and extension is allowed by **Bulletin 746**. A request to renew **will not** change the type or Level of a certificate, it will just renew the current level certificate.

- Type C or Level 1 certificates are valid for three years initially and may be extended thereafter for a period of one year at the employer's request. These certificates are limited to two such extensions. The Type C and Level 1 extensions are applicable if the educator does not meet guidelines for issuance of a higher certificate.
- Level 2 or Level 3 certificates are extended by successfully meeting the standards of effectiveness for at least three of the five years covered by the certificate, verified as indicated above.
- Level 2* or 3* certificates previously issued to individuals in nonpublic schools can be renewed by successfully meeting the standards of effectiveness for at least three of the five years covered by the certificate, verified as indicated above. If qualified for renewal, a standard certificate at the same level will be issued rather than extending the previously held Level 2* or 3*.

Louisiana Department of Education Certification Contact Information: All questions regarding certification requirements or the process, can be answered by contacting the certification staff through the online **educator certification portal**. You can check the status of your certification application **online**.

[Insert school system name] looks forward to welcoming you back to our school system. If you have any questions or would like additional information, please feel free to reach out to our human resources department at [Insert human resources contact information].

Sincerely,

[Insert superintendent's name]
Superintendent
[Insert school system name]

Dear XX,

Louisiana continues to face educator staffing shortages in schools and districts across our state. This means qualified educators like **you** are in high demand. If you have considered re-entering the education field, the ***Gator School System*** wants you back on our team. ***Educators like yourself helped the Gator School System achieve the following accomplishments over the last several years:***
- ***B-rated school district***
- ***17th highest performing district in the state***
- ***Top 10 in kindergarten - 8th grade academic performance***
- ***Graduation Rate of 98%***

We are seeking effective educators to join our team and are offering the following incentives:
- ***Stipends of $5,000 for critical shortage area teachers in special education and high school math and science.***
- ***Stipends of $500 for every teacher rated as Highly Effective.***
- ***Stipends of $1,000 for teacher leaders at each school to lead weekly professional learning and support teacher colleagues.***
- ***Stipends of $2,000 for teachers at hard-to-staff schools (85%+ economically disadvantaged).***

We encourage you to review the following licensure options to reinstate and/or renew your Louisiana teaching certificate. The information below provides licensure options if you would like to reinstate and/or renew your Louisiana teaching certificate.

REINSTATEMENT FOR A TYPE A/B CERTIFICATE **Reactivating and Reinstating a Lapsed Type A/B Certificate**

Type A, A*, B, or B* certificates are considered lapsed when an educator permits a period of five or more consecutive calendar years of disuse to accrue. A lapsed certificate may be reactivated upon request of the Louisiana employing authority.

During the reactivated period, the holder must earn effective ratings for at least three years during the five-year reactivation period, verified as indicated above. Upon earning three effective evaluations, the lifetime validity of the certificate may be reinstated with the submission of an application for reinstatement.

Verification of **experience** is ***required with all requests*** for reinstatement.
- The Louisiana employing school system or BESE-approved contracted company may verify all in-state experience using the In-State Experience Verification form included in the application.
- Out-of-state experience must be verified as successful by the out-of-state direct employing authority using the **Out-of-State Experience Verification Attestation** to be used for certification purposes.

Reinstatement of a lapsed Type A/B certificate requires verification of **effectiveness**. Effectiveness ratings must be final and reflective of a full school year of evaluation for certification purposes.
- A teacher having served in a public school setting is required to have evaluations reported and finalized in the **Compass Information System (CIS).** Alternate documentation verifying effectiveness is not accepted for years served in a public school setting.
  - If an educator serving in a public school setting does not have the required effective evaluations in CIS, but was evaluated via Compass, please reach out to **compass@la.gov** for assistance.

- If an educator serving in a public school setting was not evaluated via Compass, any request for renewal or advancement may be denied, and the educator may be directed to appeal to the Teacher Certification Appeals Council (TCAC) to request additional time in order to be evaluated.
- A teacher having served in a nonpublic school setting must have earned effective ratings per local personnel evaluations. The **Local Evaluation Attestation,** completed by the approved Louisiana employing nonpublic school, would be required for any years served in a nonpublic setting.
- A teacher providing instruction in a public school setting, not employed by but contracted to the public school with a BESE-approved company, must have earned effective ratings per employer personnel evaluations. The **Employer Evaluation Attestation,** completed by the employing BESE-approved company, would be required for any years providing instruction in a contracted position.
- Out-of-state experience must be verified as successful by the out-of-state direct employing authority using the **Out-of-State Experience Verification Attestation.**
- Educators having served in multiple settings may be credited with evaluations appropriate to the employment setting for each year.

RENEWING A LEVEL 1, 2, 3, OR TYPE C CERTIFICATE **Renewing a Level 1, 2, 3, or Type C License**

Renewal or extension adds validity to the **current certificate** only if requirements are met and extension is allowed by **Bulletin 746**. A request to renew **will not** change the type or Level of a certificate, it will just renew the current level certificate.

- Type C or Level 1 certificates are valid for three years initially and may be extended thereafter for a period of one year at the employer's request. These certificates are limited to two such extensions. The Type C and Level 1 extensions are applicable if the educator does not meet guidelines for issuance of a higher certificate.
- Level 2 or Level 3 certificates are extended by successfully meeting the standards of effectiveness for at least three of the five years covered by the certificate, verified as indicated above.
- Level 2* or 3* certificates previously issued to individuals in nonpublic schools can be renewed by successfully meeting the standards of effectiveness for at least three of the five years covered by the certificate, verified as indicated above. If qualified for renewal, a standard certificate at the same level will be issued rather than extending the previously held Level 2* or 3*.

Louisiana Department of Education Certification Contact Information: All questions regarding certification requirements or the process, can be answered by contacting the certification staff through the online **educator certification portal**. You can check the status of your certification application **online**.

The *Gator School System* looks forward to welcoming you back to our school system. If you have any questions or would like additional information, please feel free to reach out to our human resources department at **greatgators@louisianarocks.com**.

Sincerely,

Al E. Gator
Superintendent
Gator School System