November 27, 2023

Educator Certification and Background Credentialing

Certification by the Numbers

- September 2023
  - 3,805 applications processed
  - 53% processed within15 business days
  - 1064 questions answered
  - 90% of questions answered within five business days

- October 2023
  - 4,532 applications processed
  - 74% processed within15 business days
  - 1203 questions answered
  - 90% of questions answered within five business days

New Application Reminder

All applications must be submitted on the October 1 version of the form.

- Applications will no longer be placed on hold pending evidence of payment; applications without evidence of payment and accurate payment amount will be closed unprocessed.
- Corrected application pages to modify an incorrect request will no longer be accepted as a "Feedback Follow-up".

Certificate Changes and Legalities

An educator's certificate is a public document owned by the educator. With the exception of the reasons listed in Chapter 19 of Bulletin 746 (criminal history, cheating, fraud, etc.), by decree of the governor, or as mandated by law, all changes must be **requested by the educator** or in conjunction with a school system or teacher preparation provider.

The certification office cannot make changes to an educator's certificate without a formal request by the educator. The formal request must be in the form of an application.

Certification is evidence based. The LDOE Division of Teacher Certification can only determine eligibility based on the documentation provided or on file.

Application Processing

All forms are located on the [Teach Louisiana](#) web page.

- Complete the PDF fillable forms electronically. Use the current application and form(s).
- Review application instructions and checklists.
- Review official transcripts and verify that degree(s) and/or coursework were awarded.
- Verify that the applicant completed, signed, and dated the [Professional Conduct Form](#), which may be completed electronically.
- Review the application **before** submission.
- Submit via the human resource personnel account in the [Teach LA Live!](#) online teacher certification portal.

Application Minimum Requirements

There are minimum requirements for a Certification Specialist to review and process an application:

- **Current** application version
- Fully **completed** application (must make a request)
- Two forms of ID: **Social Security Card** (required) and **Driver's License/State ID**
- Fully completed **Professional Conduct Form**
- All required signatures **within 90 days** of submission
- Payment confirmation screen/email
- Experience Verification Form submitted with the 10/1/2023 Renewal, Higher, or Status Change application

The above requirements do not ensure that a request will be approved–only that it will be reviewed and processed.

Duplicate Submissions and Singles

If advised via email that a case cannot be processed and must be resubmitted with corrections, the corrected application should be submitted as a new case with **all** supporting documentation, including payment confirmation. Do **not** reference the original case as it was not processed.

If you are providing applicants copies of signed applications that will be submitted by your office, please stress to them that they should not also submit. **Duplicate submissions create confusion and slow processing.**

Check the status of a submission by using the "History" link at the top of the [TeachLA Live!](#) portal page.

90-Day Timeline

The Division of Teacher Certification can only accept applications dated and signed within the previous 90 days**.** Applications with signatures and dates beyond 90 days will be returned unprocessed.

Applications should be complete when submitted.

- Incomplete applications with **one** item missing will be declined with a request to send the missing information.

○ If the missing item is submitted within 90 days of declination, no additional application or fee is required. Unmet requirements are different from missing items.
○ If the missing item is submitted more than 90 days from declination, a new application and processing fee are required.
● Incomplete applications with **more than one** item missing will be declined and will require a new application and processing fee.

Application Submission Best Practices

● Do not include parts of other applications with an application(e.g., including other requests from the EV form in the RH form).
● Scan documents upright and in the order of the application checklist, combining all pieces into a single PDF. Use the print to PDF tool, a phone or physical scanner with settings to allow scanning to a single PDF, or a scanning app such as Genius Scan and CamScanner.
● Ensure that question submissions are actually questions and application submissions are actually applications.
● Choose the appropriate category for the application when submitting. This factors into workload processing for our office and training of new staff.
● **Check Compass before submitting applications to ensure the appropriate number of evaluations are finalized and rated Effective.**
● Check current certification on Teach Louisiana before applying to ensure type and validity are accurate.
● When submitting self-evaluations (now required), ensure that course codes and course numbers are included (i.e. SPED 375, EDUC 426).
● If licenses are required (e.g., LCSW, speech pathologist), please ensure they are valid.
● When Praxis scores are required, verify the scores are visible on Teach Louisiana or include an official score report with the application. Reference the Praxis chart for adopted exams.
● When a graduate degree is a **qualifying requirement** for the issuance of a certificate (e.g., Level 3), eligibility (e.g., EDL eligibility), or endorsement (e.g.. Academically Gifted), the degree will be placed on the certificate at the time of the add-on, issuance, or eligibility. **There is no need to apply for the degree to be added separately or to pay an additional fee for the degree to be placed on the certificate.**

Cascading Applications

If there are applications dependent upon each other, please do one of the following:

● Wait until the first application is processed before submitting the dependent application.
● Submit the dependent application at least two weeks after the first application is submitted.
● Submit both applications, then **schedule office hours** to discuss/expedite the applications.
● When requesting an add-on endorsement, check certification validity before uploading to ensure the certification is valid and not close to expiration.
● If the first application is denied for any reason, use "Ask a Question" to request that the dependent case be canceled before processing to preserve the fee and prevent a second denial.

Certification Status Changes

Certification renewal is based upon effective evaluations in a Louisiana-approved school.

Non-Practicing status applies to teachers or leaders who are not serving/employed or who are serving in another state/country. Educators serving on Educational Leader certificates (EDL) should place their teaching certificates into non-practicing status. EDLs should be placed into non-practicing status while serving on the teaching certificate.

The requested effective date of non-practicing status should be the last date of employment in the evaluated role, within the certificate's validity, no earlier than August 1, 2012. Certification renewal is based on effective evaluations via Compass.

Operational Role status applies to teachers serving in a public school setting in roles that cannot be evaluated per student growth measures via Compass.

- Operational Role status shall take effect on the **first day of employment** in a role that cannot be evaluated per student growth measures.
- EDL certificates are not placed into operational role status.

Accurate experience verification forms must be included with all status change requests. Requests for Operational Role status should include job descriptions to determine eligibility. This is noted on the updated experience verification form available in the October 2023 published Renewal, Higher, Status change application.

Updating Portal Users

When adding or removing portal users, please use the Authenticated User Signature form.

- Complete fields electronically.
- Physically sign the form.
- Upload to the online portal as an application type "Authorized Signatures".
- Within the notes of the submission case, indicate specific user access needs (added, removed, or updated access to TeachLA Live! and/or Teach Louisiana).
- Schedule an office hours call to discuss the changes.

Office Hours Protocol

Please follow the steps listed below to schedule an office hours call.

- Login into the HR account in the TeachLA Live! online teacher certification portal.
- Use the Ask a Question feature along the top ribbon of the page.
- Choose HR/Prep Provider Office Hours in the drop-down menu.
- Indicate certification questions, cases, candidates, and details of certification questions.
- Submit the question case and receive the case number.
- Use the online scheduler and indicate the office hours question case number in the reservation.