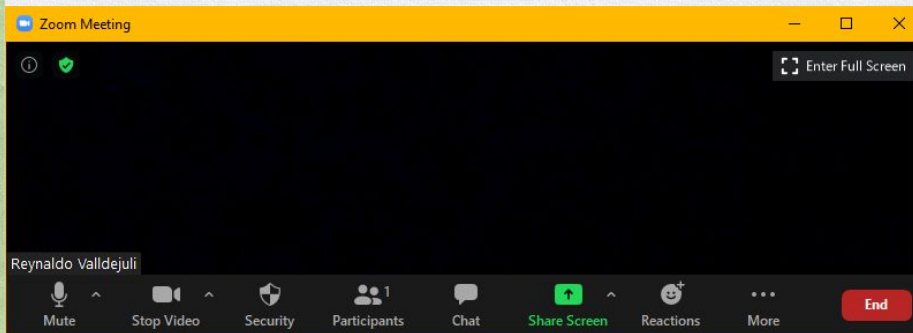


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



**NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact [Idoecommunications@la.gov](mailto:Idoecommunications@la.gov).**





---

**Certification Monthly Call**  
December 19, 2022

---



# Agenda

**Certification Processing Updates**

Certification Reminders

Call Summary/Important Dates





# Processing Updates

The Certification Office has been requiring a self-evaluation be included with specific applications for approximately a year. As a professional courtesy during this time, the first line review has requested any applications missing these items be sent via email during the initial review.

Beginning **February 1**, the first line review will **no longer** request these via email. If the self-evaluation checklists **are not included** when reviewed by a specialist, it will be considered an item **missing**. Therefore, it could result in additional fees if not included initially.



# Processing Updates

We are working with additional resources to process applications. Applications may be processed out of date order for some applications during the next few weeks. You may see applications in the following categories processed before other categories:

- Early Childhood Ancillary Certificate (ECAC)
- Teaching Authorizations (TAs)



# Processing Updates

A preliminary analysis of the volume of applications that we receive indicate a significant number of applications received are incomplete, inaccurate, or incorrectly submitted. The volume received and the incorrectly submitted applications contributes to the processing time for all applications. We are asking for your partnership in reviewing all applications before submitting them.

Please **review** the following 'best practices' slides in the Certification Reminders Section to assist in your review of applications before submitting.



# Agenda

Certification Processing Updates

**Certification Reminders**

Call Summary/Important Dates





# Topics for Monthly Call

The Certification Team wants to ensure we are covering topics of importance to you. We will always cover policy and processing updates. Please type in the chat any topics in addition to policy or processing updates that you wish to see covered on future monthly calls.



# Teacher Certification Appeals Council

The Teacher Certification Appeals Council (TCAC) provides individuals who believe they have legitimate grounds for an appeal an opportunity to have their records reviewed.

## 2023 TCAC Meeting Schedule

- *February 16, 2023*
- *June 15, 2023*
- *August 31, 2023*
- *October 26, 2023*

To be able to be heard at a TCAC meeting, an applicant must first **apply**, be **denied** certification by our office, then appeal.

Appeals application packets should be sent to [CertificationAppeal@la.gov](mailto:CertificationAppeal@la.gov) **one month** prior to the TCAC meeting.



# Contact and Communicate with Certification Experts

- Submit a question via the [Online Teacher Certification Portal, Teach LA Live!](#)
  - Responses are provided, in writing, in less than five business days.
  - Using the online portal provides transparency and accountability for which responses can be referred to through the user's online history.
  - Providing details in the question will allow responses that are specific to educators' cases.
- Schedule an office hours appointment through an HR or Program Provider account
  - Complex questions can be asked/answered verbally during the call and with follow-up email.
  - Certification applications may be expedited.



# New Applications

The Certification Office has updated all applications related to the recent legislation and policy changes. The new applications were posted and available on [teachlouisiana.net](http://teachlouisiana.net) on **September 15**.

There was a little over a one-month grace period where either version of the application can be submitted. However, the **new version of the application were required by November 1**.

The Pre-PL application was posted on **November 1**, available to Program Providers through their authenticated accounts.



# Application Submission Best Practices

- **Read and follow** all instructions included in each application packet
- **Do not** include parts of other applications with an application, i.e. including other requests (from the EV form) in the RH form or vice versa
- When scanning, scan **upright** and in the **order** on the application checklist, **combining** all pieces into a single PDF file. A physical scanner may have settings to allow scanning to a single PDF file or use a scanning app (Genius Scan, CamScanner, the scan feature included on some phones or camera apps, or Print to PDF tool).
- **Choose** the appropriate category for the application that is uploaded when submitting
- Please ensure that questions submissions are actually questions and application submissions are actually applications and not vice versa



# Application Submission Best Practices

- When submitting self-evaluations (now required), ensure that **course titles & course numbers** are included
- If licenses are required (i.e. ancillary school nurse, speech pathologist, etc.), please ensure they have a current validity
- 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.**

**Please note: eligibility letters submitted for issuance of a certificate also require a picture ID and copy of SS card.**



# Certification Status Changes

Certification renewal is based upon effective evaluations via Compass.

- **Non-Practicing status:**

- Teachers or leaders who are **not serving/employed** or who are serving in another state/country
- Educators **serving on EDL** certificates should place their **teaching** certificates into **non-practicing** status
  - **EDL** would be placed into **non-practicing** 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 Status Changes

Certification renewal is based upon effective evaluations via Compass.

- **Operational Role status:**

- **Teachers** who are serving in roles that **cannot be evaluated per student growth measures via Compass** (e.g. Educational Diagnostician, Educational Technology Facilitator/Leader, etc.)
- 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

Please note: **not** evaluated is not the same as **can't be** evaluated; status change is processed based upon verified experience submitted with request (verified dates and roles).



# Local Evaluations

Local evaluations are **ONLY** used in **two** circumstances:

- **Renewing/advancing** an Educational Leader (**EDL1, 2, or 3**) certificate where the educator served at the **district level**, not evaluated via Compass.
  - If the leader is serving as **school-level** leader, **Compass** evaluations are **required** and should be entered into the Compass Information System (CIS).
- **Renewing/advancing** a **Non-public** Teaching (Level 2\*, 3\*) certificate or for renewing the Ancillary Montessori certificate.

**All** others should be evaluated using Compass.

- The validity is preserved for those serving on teaching certificates in roles that cannot be evaluated per student growth measures via Compass (e.g. Ed Diagnostician, Ed Technology Facilitator/Leader, etc.) by requesting **“operational role”** status change.





Q & A





# Agenda

Certification Processing Updates

Certification Reminders

**Call Summary/Important Dates**





# Important Dates

## Key Dates:

- **December 20: BESE Full Board (rescheduled)**
- **January 5: Louisiana Environmental Education Commission**
- **January 17: BESE Committee Meetings**
- **January 18: BESE Full Board**
- **January 19: Early Childhood Care and Education Commission**
- **January 24: Nonpublic School Council**
- **January 25: Special Education Advisory Panel**

## Supports and Resources:

- [2021-2022 School System Support Calendar](#)
- [Educator Resource Guide](#)
- [School System Planning Resources](#)
- [Family Support Toolbox Library](#)
- [Certification Bulletin, Bulletin 746](#)
- [Online Teacher Certification Portal, Teach LA Live!](#)