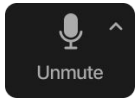
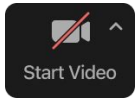
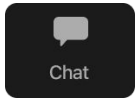
Zoom Meeting Preparation



- 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.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.

Educator Certification and Credentialing Monthly Call

December 15, 2025

Agenda

- Opening Remarks and Call Norms
- Processing by the Numbers
- Educator Development Updates
- Educator Background Credentialing Updates
- Louisiana Educator Certification Portal Updates
- Certification Reminders
- Dates of Importance, Support, and Resources

ETWD Call Norms

- **Stay Muted Unless Speaking:** reduce background noise by keeping your microphone muted when not speaking.
- **Use Chat for Questions:** post questions in the chat and a team member will collect and will share answer(s) at the end.
- **Remain On Topic:** keep discussions aligned to the agenda.
- **Avoid Interruptions:** let others finish before responding.
- **Cameras On Encouraged:** while not required, having cameras on supports connection and engagement.
- **Engage Respectfully:** be concise, professional, and respectful in all contributions.

Certification & Credentialing Processing by the Numbers

- November 2025
  - 1,954 Applications Processed
  - Applications Solved within 26 business days
  - 2,746 Questions Solved
  - Questions Solved within 0.7 business days
  - 21,400 Clear Credentials were granted since January 1st.
  - Approximately 1,850 educators were cleared in the month of November.

Educator Development

Mentor and Resident Reporting

Certification	Stipend Eligibility
October 1 - Resident, PL, and Mentor Certificates or waivers must be issued.	October 30 - Mentor Teacher Funding snapshot
Resident Valid Date • 7/1/2025 through 6/30/2026 Fall Starts • 1/1/2026 through 12/31/2026 Spring Starts	Resident Eligibility • Coded as RES, PL, P2, or P3 • Resident object code 112 or 115 (Reach) • Function code must begin with 1*** • Must FTE greater than 0 • Be assigned a certified mentor

For questions, please contact MentorandContentLeaders@la.gov.

Mentor and Resident Reporting

Certification	Stipend Eligibility
PL Valid Date • Rolling Enrollment - full calendar year • If certification date is after 10/2 then they will be eligible the following spring and fall semester.	Mentor Eligibility • Mentor object code 112 • Function code must begin with 1***, 2252 (Librarian), or 2230/2231 (Instructional Specialist) • FTE greater than 0 • Mentor Teacher Indicator Flag marked YES • Mentor Add-on Certificate or Mentor Waiver

For questions, please contact MentorandContentLeaders@la.gov.

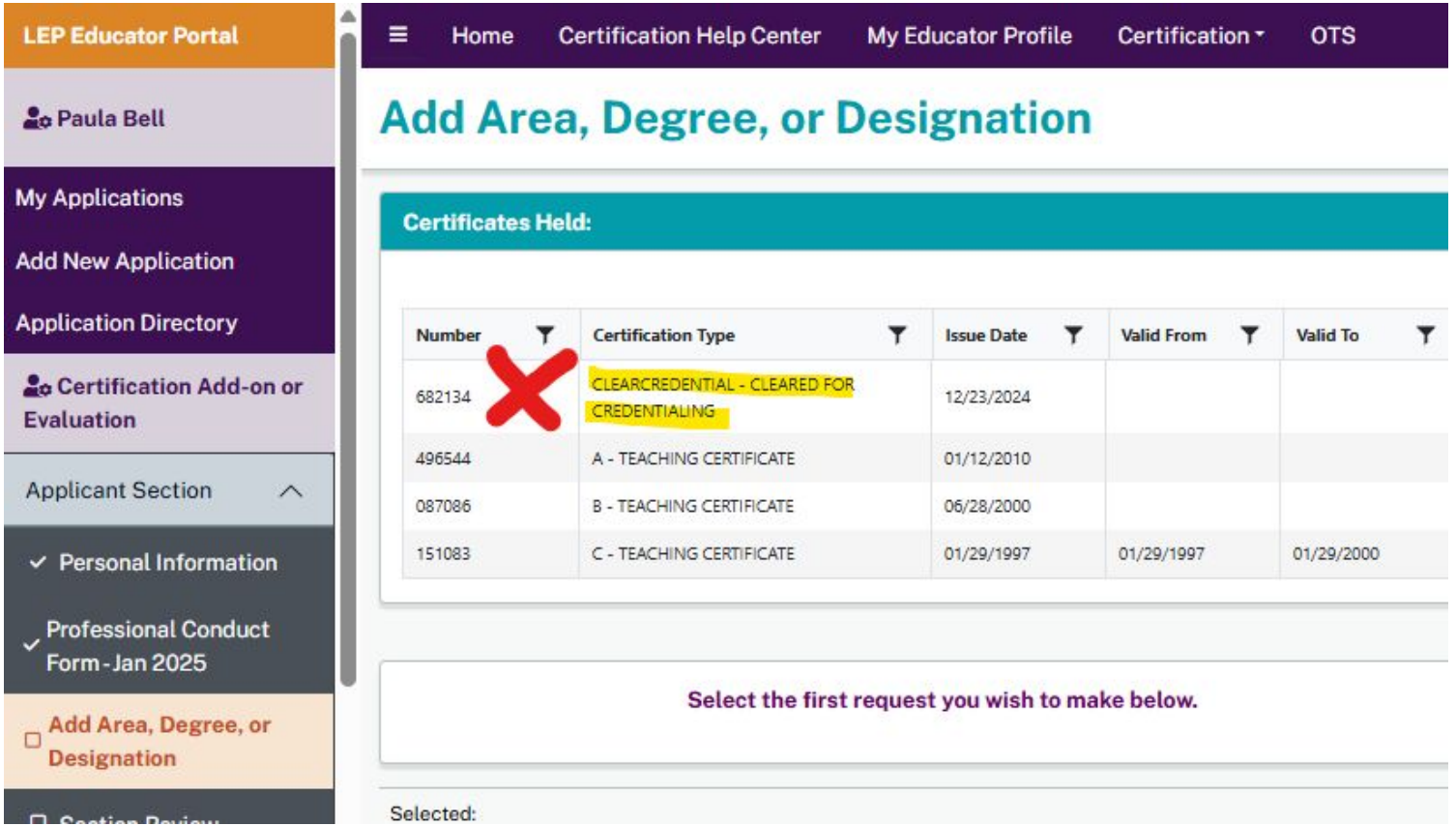
Educator Background Credentialing

The “Clear Credential” is Not a Certificate

- Some applicants and employers are submitting certification requests with payment without a valid or active teaching certificate.
- Applicants are incorrectly citing the “Clear Credential” as a valid certificate.
- The Clear Credential is not a certificate; it is a notation indicating the individual has completed a criminal background check (CBC) for certification with no disqualifying convictions.
- Nothing can be added or changed to a Clear Credential record.
- Requests requiring a valid certificate may not be submitted unless an active teaching certificate is held.

Contact EducatorClearance@la.gov with questions or submit questions through the Teacher Certification Help Portal.

Contact EducatorClearance@la.gov with questions or submit questions through the Teacher Certification Help Portal.



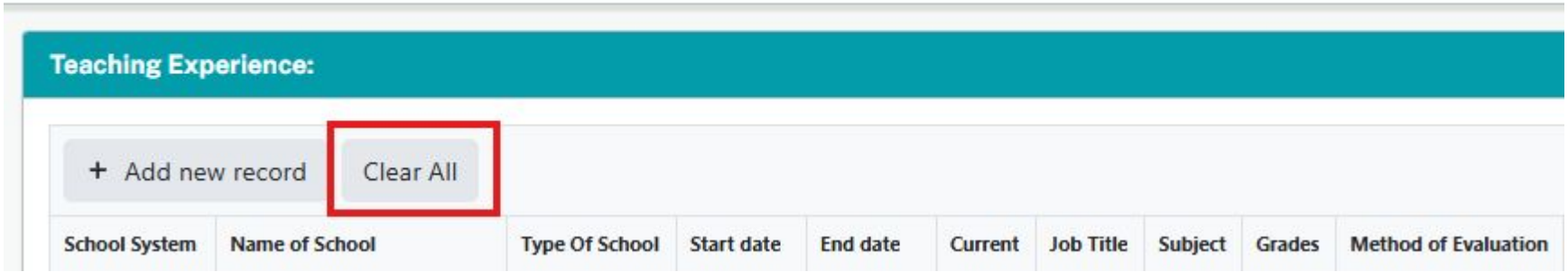
Contact EducatorClearance@la.gov with questions or submit questions through the Teacher Certification Help Portal.

Louisiana Educator Certification Portal

New Features Added

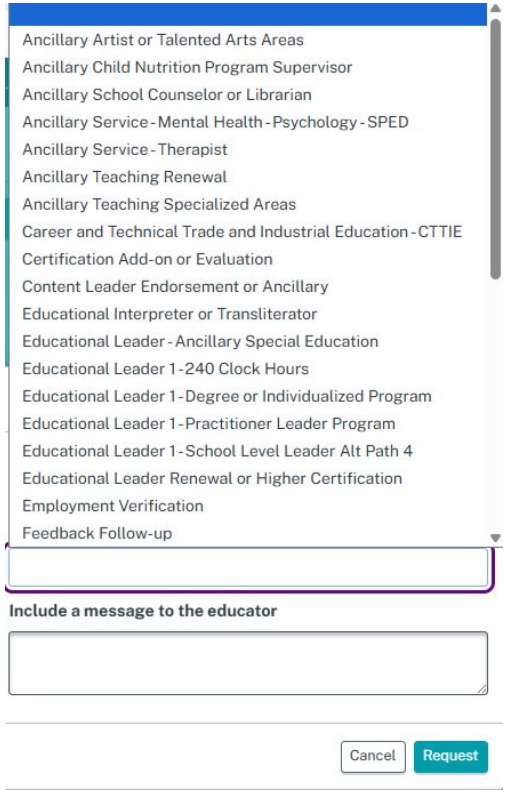
- Clear All button added on In-State Experience Verification forms
- All fields on each entry our now required to prevent incomplete verifications

In-State Experience with Upload Options



For questions, contact Teacher Certification Help Center.

New Features Added

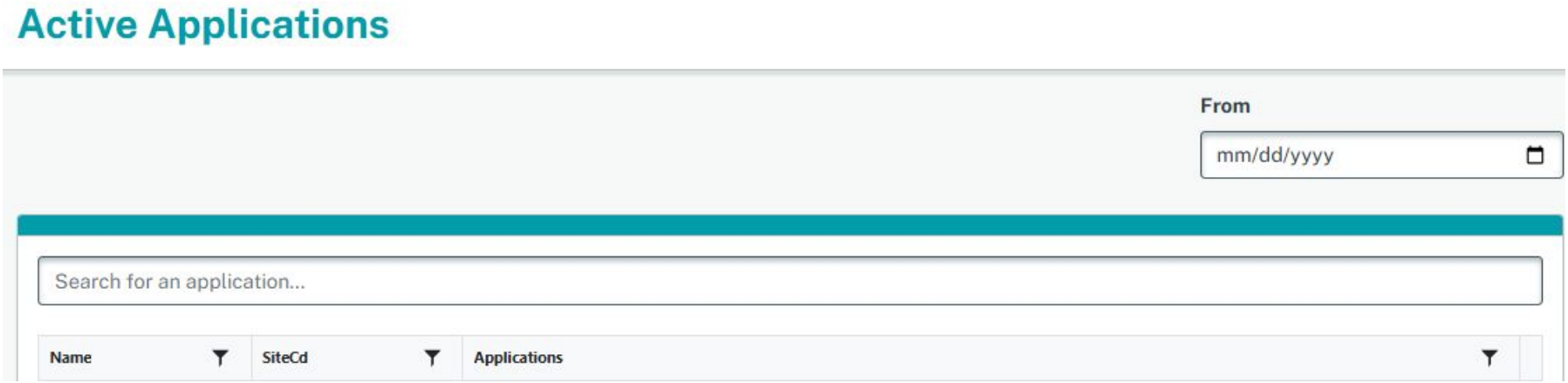


- Send Start Application Request picklist is now in alphabetical order

For questions, contact Teacher Certification Help Center.

New Features Added

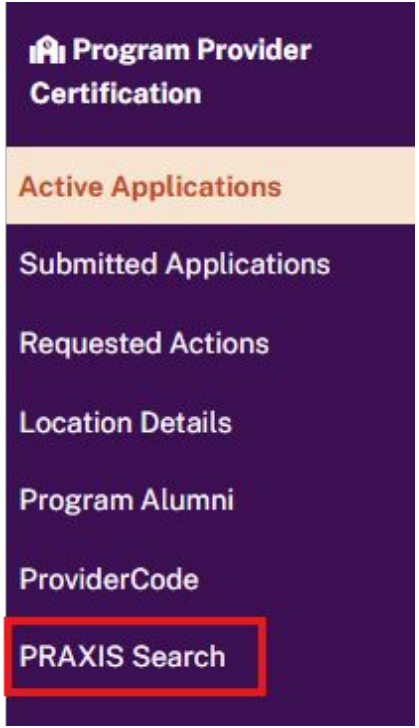
- **Search for an application...** functionality added to Active Applications



For questions, contact Teacher Certification Help Center.

New Features Added

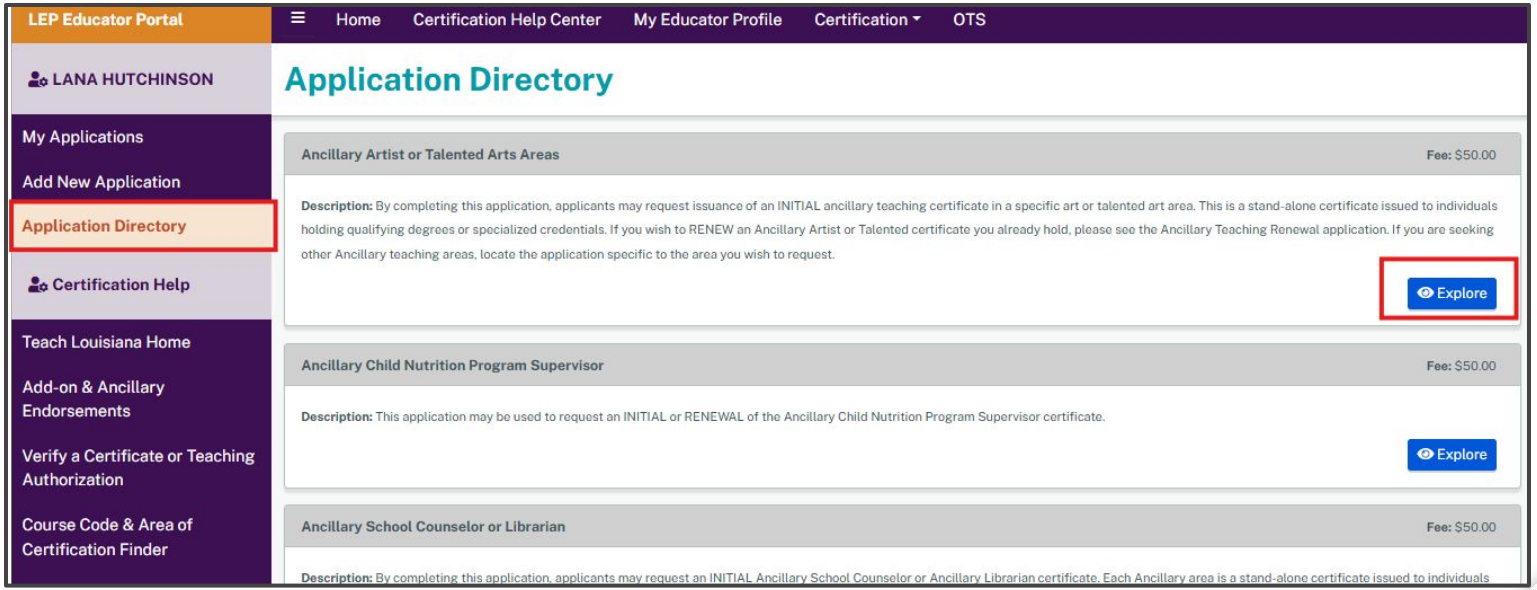
- A PRAXIS Search feature is now available for authenticated Program Providers



For questions, contact Teacher Certification Help Center.

New Features Added

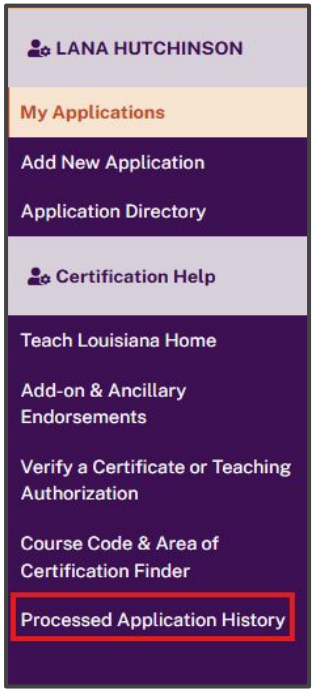
- Application Directory with Preview



For questions, contact Teacher Certification Help Center.

New Features Added

- Processed Application History



New Features Added

- Application Type in Processed Applications History/Status of a Certification Application

For questions, contact Teacher Certification Help Center.

Spotlight - Reading the Certificates Held

Many applications display the certificates held by the applicant to assist with determining the correct request to be made.

CERTIFICATES HELD

NUMBER	CERTIFICATION TYPE	ISSUE DATE	VALID FROM	VALID TO
701112	CLEARCREDENTIAL - CLEARED FOR CREDENTIALING	07/30/2025		
655404	OFAT - OUT-OF-FIELD AUTHORITY TO TEACH	03/20/2023	07/01/2022	06/30/2025
655401	LEVEL 3 - TEACHING CERTIFICATE	03/20/2023	03/20/2023	03/20/2028
598689	LEVEL 1 - TEACHING CERTIFICATE	03/19/2019	03/19/2019	03/19/2023
564711	OFAT - OUT-OF-FIELD AUTHORITY TO TEACH	10/19/2016	07/01/2016	06/30/2019
562648	OS - OUT-OF-STATE CERTIFICATE	09/06/2016	09/06/2016	09/06/2019

Spotlight - Asking Questions

- Ways to ask a question:
  - Submit a request through the Teacher Certification Help Center.
    - Preferred for most inquiries
    - Available to **all** stakeholders
    - Retained in Request History if you login before submitting
  - Email certification@la.gov.
    - Creates a ticket in the Help Center with limited information
    - Available to **all** stakeholders
    - May be retained in Request History if message sent from a registered email address

Spotlight - Asking Questions

- Ways to ask a question:
  - Schedule Office Hours
    - **Only available to authorized HR and Preparation Provider personnel**
    - Best for complex questions where discussion is needed
    - Must be logged in to the Certification Office Hours portal to submit the required pre-question and schedule a time slot

For questions, contact Teacher Certification Help Center.

Spotlight - Asking Questions

- Best practices when asking questions:
  - Include name(s) and certificate(s) numbers
  - Provide as much detailed information as possible
  - Login when submitting to save questions and responses in your history
  - Ensure you clearly ask the specific question you need answered
  - If emailing a question, use your school/program email address or include identifying information
  - Advise educators to include full name as it appears on the certificate and/or certificate number when contacting our office

For questions, contact Teacher Certification Help Center.

Dates of Importance, Supports, and Resources

Important Dates

December 17: Preparation Provider Monthly Call

December 24-26: Christmas holiday (State Office closed)

December 31-Jan 2: New Year's (State Office closed)

Supports and Resources

- School System Support Calendar
- Educator Resource Guide
- School System Planning Resources
- Family Support Toolbox Library
- Certification Bulletin, Bulletin 746
- TeachLouisiana.net
- Louisiana Educator Portal (LEP)

Certification Reminders

HR and Provider Access Requirements

LEC has been integrated into the Louisiana Educator Portal (LEP).

- Individuals granted HR or Preparation Provider permissions must be included in the Authorized Signatures on file with our office.
- Send a request through the Teacher Certification Help Center if you need guidance on requesting permissions or updating Authorized Signatures.

Available LEC Resources

Resources posted on TeachLouisiana.net:

- User guides specific to each role
- Recorded training sessions for HR and Preparation Providers are available by logging in to an authorized account
- List of LEC applications with descriptions
  - Alphabetical list
  - Crosswalk from PDF applications to LEC applications
- Logging into the Louisiana Educator Portal - Individual Applicants article on the Teacher Certification Help Center

Who should I contact for LEC support?

- K12 public school or public charter login issues: contact your local security coordinator and/or data administrator. If unresolvable, your LEA contact can reach out to LDOE Data Systems Support.
- Anyone not employed in a K12 traditional public or public charter school - preparation providers, candidates, and nonpublic personnel - can reach out to LDOE Data Systems Support. If a site code cannot be provided, use 000.
- SSN Validation questions and questions about certification requirements or applications may be submitted through the Teacher Certification Help Center.

Certification Monthly Calls

Below are the dates for the 2025-2026 school year. Calls will be held on the following dates for this upcoming school year.

~~August 18, at 10:30 a.m.~~	~~September 15, at 10:30 a.m.~~	~~October 20, at 10:30 a.m.~~
~~November 17, at 10:30 a.m.~~	~~December 15, at 10:30 a.m.~~	January 26, at 10:30 a.m.
February 23, at 10:30 a.m.	March 16, at 10:30 a.m.	April 20, at 10:30 a.m.
May 18, at 10:30 a.m.	June 15, at 10:30 a.m.	July 20, at 10:30 a.m.

Please contact certification@la.gov with questions.