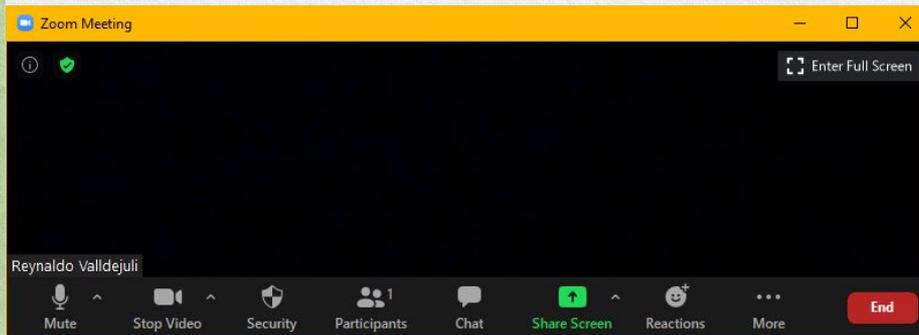


Zoom Meeting Preparation

- 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.



Certification Monthly Call
April 24, 2023

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Temporary Employment Permit (TEP)

Act [244](#) of the 2022 Regular Legislative Session expanded options for the Temporary Employment Permit (TEP). There are two options for issuance of a TEP:

- Educators possessing a graduate degree in the area in which he/she is seeking employment may be eligible for a TEP. ([Graduate Degree Option](#))
- Educators completing a teacher preparation program but lacking [required exams](#) by 10% only may be eligible for a TEP. ([Preparation Option](#))

Items to note about a TEP:

- TEP addresses **workforce shortages**
- Not all certification areas are available for the TEP--TEPs **will not be issued in Special Education Areas**
- Elementary and Physical Education are **only** available through the Preparation option

Temporary Employment Permit (TEP)

- Graduate degree TEP candidates must complete a pre-service classroom readiness training prior to entering the classroom.
- **All** TEP candidates must be **mentored** by a certified mentor teacher.
- Candidates must be evaluated via Compass and found **effective proficient** or **highly effective**.
- After **five** years of successful evaluations* or passage of exams, candidate can move to the standard professional level teaching certificate

TEPs may be renewed each year and held for up to five years provided:

- candidates are mentored by a certified mentor teacher
- candidates meet effectiveness requirements
- attestations are signed stating no suitable certified teacher has been found
- two attempts at *required exams have been made since issuance or last renewal

TEP Applications

The TEP application includes documents required for both options. The instructions include details about which forms are required for each option. Additional guidance documents are provided for each pathway: [preparation pathway guidance](#) and [graduate degree pathway guidance](#).

Some of the forms required for the TEP include:

- Program Completion Verification (must be completed by a BESE-approved teacher preparation program)
- Pre-service Training Verification
- Exam Verification
- Mentoring Attestation
- Workforce shortage attestation (similar to TAT)

Teacher Leader Summit Sessions

Teacher Leader Summit starts on May 30 and goes through June 1 this year. The Certification office will have two sessions discussing certification topics of interest.

- Want to be a leader?
 - Discusses the four pathways to leadership, details regarding documentation and application
- How to fill vacancies with certified personnel
 - Discusses the expanded options for certification that can be utilized to fill vacancies with certified personnel

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Proposed Policy Updates

In an effort to streamline, update, and accommodate some stakeholder requests, the LDOE is proposing policy updates to be presented at August BESE. Proposed revisions include:

- reinstatement criteria,
- evaluation and experience requirements including military spouse experience,
- OFAT renewal,
- nonpublic certificates,
- artist and talented endorsement,
- edits to duplicative certifications for personnel with other professional credentials,
- alignment of geometry and Algebra I certifications, and
- technical edits.

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Certification Requested Topics Discussion

Are there specific topics that need to be discussed on the next monthly call?

- Summer processes
- Fall processes
- Questions

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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 during the call.
 - If more than 15-minutes is needed, please schedule multiple appointments.

School Nurse Policy

At January BESE, School Nurse policy was updated. The policy now states:

A. *Beginning **August 1, 2023**, a registered nurse who holds a current, valid license in good standing with the Louisiana State Board of Nursing is considered certified by BESE.*

Use the [School Nurse guidance document](#) for frequently asked questions regarding this change.

Important steps:

- [Verify a license](#) - the certificate number will be the same as the license number
- Provide [School Nurse training](#)
- Review existing local policy

Literacy Policy

In alignment with 2021 legislation, last year, literacy policy updates were approved regarding the science of reading competencies. Policy updates include:

- Science of Reading competencies included for literacy coursework
- Teacher Preparation Programs must align literacy coursework
 - Beginning with the **2024-2025** school year, program completers are required to have the updated literacy foundations/science of reading-aligned coursework
- Policy for literacy add-ons became effective in **January**
 - Mild/Moderate Special Education areas now require **9 semester hours** of literacy coursework
 - Traditionally prepared requires **semester** hours
 - Alternately prepared has alternative methods to meet requirements

Processing Updates

As a result of continued discussion with human resource points-of-contact and our legal team, the following update has been made regarding the processing of Teaching Authorization (TA) applications.

If a role change has occurred, as long as continuously employed in the district, please indicate the **date of hire** in the district (in any role).

The Certification Office will compare the **date of hire** to the **date the CBC was run/reviewed** to ensure that **no more than six months** have elapsed.

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)
- Temporary Authority to Teach (TATs)
- Renewal Higher (RH)

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, as well as 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.

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.



Q & A



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Important Dates

Key Dates:

- **April 26: Related Services Advisory Commission**
- **May 8: Accountability Council**
- **May 15: Certification Monthly Call**
- **May 29: Memorial Day Holiday**
- **May 30-June 1: Teacher Leader Summit**
- **June 15: TCAC**

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!](#)