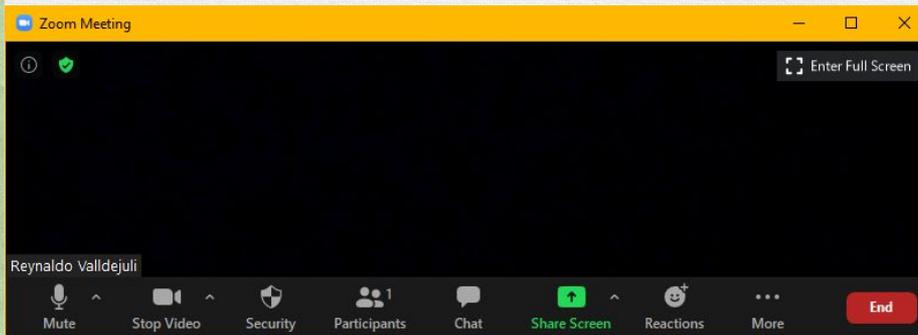


# Zoom Meeting Preparation

- 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**  
March 20, 2023

---

# Agenda

## Requested Certification Topics

Proposed Policy Updates

Certification Processing Updates

Certification Reminders

Call Summary/Important Dates



# Career and Technical Trade & Industrial Education (CTTIE)

CTTIE certificates authorize employment for instructors of courses aligned to an area of expertise such as welding, cosmetology, culinary arts, health services, etc.

In general, eligibility for CTTIE certification requires:

1. a state/national **license** or industry-based credential (**IBC**) where one is adopted
2. **non-teaching** work experience in the career area
3. high school diploma or equivalent

Eligibility does **NOT** require completion of a teacher preparation program.

There are specific career fields that do require a college degree, but most do not.

# CTTIE - Provisional

The CTTIE-Provisional certificate is a **one-year, non-renewable** certificate. It is issued while the educator enrolls and completes the “New Instructor Workshop”. Eligibility requirements include:

- High school **diploma** or equivalent
- Minimum of **four** years of work experience aligned to the Classification of Instructional Programs (CIP) area, of which at least one year must have been acquired within the five years prior to certification. Education and credentials may substitute for up to three years of the work experience -
  - technical diploma, associate, or undergraduate degrees fulfill two years
  - graduate degrees fulfill three years
  - CIP related credentials fulfill two years
- Current a state/national **license** or industry-based credential (**IBC**)

# CTTIE - Level 1

The CTTIE-Level 1 certificate is a **three-year, extendable** certificate. It is similar to the Level 1 Professional level license in that it can be advanced or extended depending on effectiveness. Eligibility requirements include:

- **All** requirements for issuance of the CTTIE Provisional certificate
- Complete a state-approved “**New Instructor Workshop**” or qualify for exemption by fulfilling one of the following:
  - at least **three** verifiable years of effective K-12 teaching experience as defined by Bulletin 130 (verified via the Compass Information System)
  - at least **three** years of post-secondary teaching experience in the CIP-related field

## CTTIE - Level 2

The CTTIE-Level 2 certificate is a **five-year, renewable** certificate. It is similar to the Level 2 or 3 Professional level license in that it can be renewed with effectiveness. Eligibility requirements include:

- **All** requirements for issuance of the CTTIE Level 1 certificate
- Successfully meet the standards of effectiveness for **at least three** years as verified in CIS
- **Three** years of verified teaching experience

# CTTIE Application

CTTIE can only be issued at the request of a Louisiana employing school system by using the [CTTIE application](#) submitted through the authenticated HR account.

Certification is an **evidence-based** application process which includes the following:

- All work experience is verified by the employing school system from the personnel files and reported on the application page, separating out the non-teaching, CIP-related and teaching experiences
- Copies of **valid** national/state licenses or IBC must be provided
- Transcripts must be **official**; high school diploma is accepted where there is no transcript
- Review the [CIP Chart](#) in the application packet to ensure the proper credentials/education are earned before applying as these may change

Questions related to CIP areas and allowable credentials may be directed to [Jumpstart@la.gov](mailto:Jumpstart@la.gov).

# 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)

# Agenda

Requested Certification Topics

**Proposed Policy Updates**

Certification Processing Updates

Certification Reminders

Call Summary/Important Dates



# Proposed Policy Updates

In an effort to streamline, update, and accommodate some stakeholder requests, the LDOE is proposing policy updates to be presented at April 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.

# Agenda

Requested Certification Topics

Proposed Policy Updates

**Certification Processing Updates**

Certification Reminders

Call Summary/Important Dates



# 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

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 **no longer** requested 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)
- 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.

# Agenda

Requested Certification Topics

Proposed Policy Updates

Certification Processing Updates

**Certification Reminders**

Call Summary/Important Dates



# 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

# Teacher Certification Appeals Council

**The Teacher Certification Appeals Council (TCAC)** is a nine-member council that is charged with evaluating the appeals of persons seeking certification in Louisiana. The Council meets quarterly and may consider appeals under certain circumstances.

At the October 2022 meeting of the Board of Elementary and Secondary Education (BESE), the Board directed the Louisiana Department of Education (LDOE) to provide a report at the December 2022 Board meeting regarding educator appeals considered by TCAC.

At the January BESE meeting, Dr. Davis requested an updated report be brought in March, along with the measures that the Department will be taking to encourage and ensure educators are evaluated by school systems.

# Teacher Evaluation Statutes

Louisiana Revised Statute [\(R.S.\) 17:3901](#) et al. requires educators to be evaluated yearly. [R.S. 17:3886](#) indicates the effect evaluation has on an educator's credentials. It states:

*§3886. Teaching credentials; regular certification, permanent certification; effect of evaluation*

*A. If a teacher's evaluation demonstrates that he has met the standard for effectiveness as determined by the board, using value-added data, for three years during the initial certification or renewal process, a certificate shall be issued or renewed unless the board receives evidence from the local board, through an appeal, that justifies discontinuation. Similarly, if a teacher's evaluation demonstrates that he has not met the standard for effectiveness as determined by the board, using either value-added data or other components of the evaluation, for three years during the initial certification or renewal process, the board shall not issue or renew a certificate unless evidence of effectiveness is received from the local board, through an appeal, that justifies the issuance of a certificate.*

# No Evaluations

One scenario, that has increased in frequency over the last few years, is educators **not being evaluated** at all, as required by law.

Potential consequences on the educator's certification:

- Expired certificate
- Renewal denied
- Must appeal

Approximately **90%** of all teachers are evaluated each year. With the exception of two years that were higher since 2012, approximately **30 educators per year** appeal to the Teacher Certification Appeals Council (TCAC) to have additional validity added to their certificate.

# Department Actions

As requested by BESE, measures taken by the Department to encourage and ensure school systems are evaluating educators as required by statute and policy include:

- Continuing support for systems in the certification and evaluation processes
  - Communication from the Compass team
  - **Letter of Notification** for any **at fault** school systems
  - **Annual Report** to BESE
- Building a stronger data system
- Identifying opportunities to reduce barriers and increase efficiency

# 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.

## Remaining 2023 TCAC Meeting Schedule

- *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.

# 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



# Agenda

Requested Certification Topics

Proposed Policy Updates

Certification Processing Updates

Certification Reminders

**Call Summary/Important Dates**



# Important Dates

## Key Dates:

- **March 21: Nonpublic School Council Meeting**
- **March 22: Special Education Advisory Council Meeting**
- **March 23: Superintendents' Advisory Council Meeting**
- **March 27: Accountability Council Meeting**
- **April 5: BESE Special Called Legislative Meeting**
- **April 7: Good Friday Holiday**
- **April 18: BESE Committee Meetings**
- **April 19: BESE Board Meeting**
- **April 24: Certification Monthly Call**

## 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!](#)