

Educator's Name: _____ Date: _____

Instructional Coach

The following two requirements must be completed to add "Instructional Coach" to an existing, valid Louisiana teaching certificate:

<i>Eligibility requirements:</i>	Yes	No	Course Prefix and Number
1. Valid* Type A, B, Level 2, or Level 3 Louisiana teaching certificate			
2. Complete twelve (12) semester hours of graduate level courses as listed below and reflected on official transcripts:			
Advancing teacher leadership institute - three (3) semester hours			
Promoting instructional coaching institute - three (3) semester hours			
School improvement and research - three (3) semester hours			
Internship – three (3) semester hours - the university and school districts collaborate to ensure meaningful and practical experiences in actual school settings			

**[Verify certificate is valid](#) (not expired) and at the required level before requesting the add-on endorsement. Consult with the Louisiana employing school system to make the certificate valid or advance to the required level BEFORE submitting an application for the add-on endorsement, if renewal or advancement is needed to qualify.*

To add an area/endorsement to a teaching certificate use the [Evaluation, Add-On, Course Approval, & Name Change Application \(EV\)](#) packet. Submit the request with all applicable items listed in the application packet checklist, as one PDF, through the [online certification portal](#).

_____ Signature of Applicant acknowledging the information indicated above is true/accurate.	_____ Date
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<i>For use by the Certification Office only:</i>	
_____ Evaluating Specialist	_____ Date