Educator's Name: _____ Date: _____

Master's Degree Plus 30 Graduate Hours

Thirty (30) semester hours in excess of the coursework required to award the first Master's degree are required to add "Master's Plus 30 Graduate Hours" to an existing, valid Louisiana teaching certificate. If any excess hours were earned prior to the award of the first Master's degree or in the Master's degree program, hours in excess of the requirements to award the degree should be verified by the dean of the graduate school of the appropriate university on official letterhead. All coursework must be completed at the graduate level with a grade of 'C' or better and be verified on official transcripts. Undergraduate-level coursework cannot be accepted.

If the additional hours resulted in a second graduate degree, a request to add the second degree and the Master's Plus 30 Graduate Hours designation is two requests. Both requests must be indicated on the application and a $75 processing fee is required.

Graduate Institution	Course Prefix and Number	Hours
	TOTAL HOURS EARNED	

**Verify certificate is valid* *(not expired) before requesting the designation. Consult with the Louisiana employing school system to make certificate valid BEFORE submitting application for add-on endorsement if the certificate has expired.*

To add the designation 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

For use by the Certification Office only:

_____ _____

Evaluating Specialist Date

Revised in accordance with Bulletin 746, Aug. 2023 Emergency Rule (anticipated final Jan. 2024). Requirements may be subject to change pursuant to state law and policy.