

NOTICE: All applications should be emailed to Paula Tonguis at paula.tonguis@la.gov by the deadline date indicated on page 2. Application packets must not exceed 20 pages.

General Appeal Information

- ❖ The certification appeal process is available to an individual who has applied for certification and has been denied the requested certification due to the absence of certification requirements as set forth in Bulletin 746, *Louisiana Standards for State Certification of School Personnel*. The appeal process provides the applicant an opportunity to have his/her records reviewed by the Teacher Certification Appeals Council (TCAC).
- ❖ The TCAC reviews all appeals applications and submits a written report of its findings to the State Board of Elementary and Secondary Education. The decision of the council is a **final** decision.
- ❖ Appeals will not be considered for individuals who:
 - a. lack NTE/Praxis requirements for initial certification; or
 - b. lack a grade point average of 2.50 for initial certification; or
 - c. lack reading requirements per R.S. 17:7.1.A.(4)(a); or
 - d. lack 50 percent or more of courses required for certification; or
 - e. lack the degree required for certification; or
 - f. lack a degree from a regionally accredited college or university; or
 - g. are requesting issuance or renewal of a non-standard teaching certificate.
 - h. have not met the standards of effectiveness for three years pursuant to Bulletin 130 and R.S. 17:3902.
- ❖ Appeals relating to the issuance or renewal of certificates based on the standards of effectiveness must follow the grievance procedure through the LEA as identified in Bulletin 130.

Appeal Timelines

- ❖ ***An appeal cannot be initiated until the applicant has been denied his/her certification request and received a denial letter/official evaluation from the Certification Office.***
- ❖ An appeal must be received within 90 days from the date that the certification request was denied.
- ❖ All completed appeals application packets must be submitted to Paula Tonguis at paula.tonguis@la.gov prior to the deadline date below in order to be considered at the next TCAC meeting.

NOTE: ***Applications received after a deadline will be denied and not considered until the following TCAC meeting.*** Certification staff will notify the applicant in writing of the date on which his/her appeal will be heard by TCAC.

QUESTIONS: If you have questions regarding the appeals application packet, please visit the “ASK LDOE” link: <https://www.louisianabelieves.com/resources/ask-ldoe>. Scroll to the “subject” drop down list and click on “Educator Certification” to enter your question. Responses are provided to the email address or phone # you submit.

Meeting Schedule and Application Submission Deadlines

ANNUAL MEETING SCHEDULE and SUBMISSION DEADLINES for School Year 2016-2017

Appeals must be received via email to Paula.Tonguis@la.gov (on or before)	Appeals Council Meeting Date
February 23, 2017	March 23, 2017
June 27, 2017	July 27, 2017
October 30, 2017	November 30, 2017

Appeal Process

Step 1 : Submission of an Appeal Application Packet

An applicant must adhere to the following guidelines when submitting a packet for an appeal evaluation: ***Packets are limited to a maximum of 20 pages.***

The applicant completes, scans, and submits a **Teacher Certification Appeals Application Packet** and supporting documentation to the Certification Office via email to Paula.Tonguis@la.gov.

All items applicable on the enclosed “**Certification Appeals Checklist**” (*page 3*) must be included in the packet.

Step 2 : Review of Appeal Application Packet

The Certification Office will conduct a prescreening of all appeal applications submitted. Persons submitting incomplete applications will be notified as to the specific informational components missing from the packet. Applicants with complete appeals packets will be notified that their appeal will be placed on the TCAC agenda.

Applications that are complete and meet all appeal requirements will be reviewed by TCAC on the designated meeting date. The applicant has the option to attend the TCAC meeting to address any questions that the council may have concerning the appeal. The appeal will be based upon a records review only, not on a testimony.

Step 3 : Results of Appeal by TCAC

TCAC will review the appeal application packet of a person seeking Louisiana certification. A decision of TCAC shall be a **final** decision.

Step 4 : Notification of Final TCAC Decision

The Certification Office will send written notification of the final decision to each appellant.

CERTIFICATION APPEAL CHECKLIST

Applicant's Name: _____

Please submit one Certification Appeal Packet via email to Paula.Tonguis@la.gov .
 Check each item that is enclosed and submit an explanation of why any items were omitted.
 (Packets are limited to a maximum of 20 pages.)

Required Materials:		Applicant verification of submitted materials	For Certification office use only
Certification Appeal Checklist Form and the following items:			DATE RECEIVED: _____
1.	<i>Cover Letter explaining the reason for the appeal, to include specific information on experience, skills, and knowledge that can be substituted for certification policy deficiencies</i>		
2.	<i>Louisiana Department of Education (LDE) Denial of Certification Request (letter from Certification Office)</i>		
3.	<i>Evaluation Form that accompanied LDE Denial Letter of Certification</i>		
4.	<i>Completed Application for Certification Appeal Form</i>		
5.	<i>Completed Experience Verification Form</i>		
6.	<i>Official Transcripts (if applicable)</i>		
7.	<i>Copy of Louisiana Teaching Certificate and/or Out-of-State certificate <u>or</u> certification information page printed from the Teach Louisiana website (www.teachlouisiana.net)</i>		
8.	<i>Letter of support from employing Superintendent (optional)</i>		
9.	<i>Two letters of recommendation from supervisors or other individuals familiar with your professional capabilities in the area for which a waiver is requested.</i>		
10.	<i>Local personnel evaluation form from your personnel file (most recent)</i>		

NOTE: If an incomplete packet is submitted, the appeal will be denied. The applicant will be notified by mail of what is lacking and will have the option of having his/her appeal evaluated at the next TCAC meeting.

 Signature of Applicant

 Date

EXPERIENCE VERIFICATION FORM

PLEASE TYPE OR PRINT IN INK

Louisiana Certificate Type/Number: _____

Name: _____
 (First) (Middle) (Maiden) (Married)

Parish or County	Name of School/ Agency	Type of School/Agency			Dates (month and year) of Experience	Subject(s)/ Area(s) Taught	Position (teacher, principal, etc.)
		Public School	Private School	Agency			
					/ - /		
					/ - /		
					/ - /		
					/ - /		
					/ - /		
Total:							

TO THE BEST OF MY KNOWLEDGE, THE EXPERIENCE, CORRECTLY LISTED ABOVE, WAS SUCCESSFUL.

ORIGINAL SIGNATURE OF EMPLOYING AUTHORITY	TITLE AND DISTRICT OF EMPLOYING AUTHORITY
ORIGINAL SIGNATURE OF APPLICANT	DATE

NOTE: If this experience verification form is not signed by the employer, the certification appeal will not be evaluated. The applicant will be notified by mail and will have the option of having his/her appeal evaluated at the next TCAC meeting.