

Educator Talent and Workforce Development

Associate Teacher Guidance Document

Educator Preparation Providers

Overview

Under [ACT 99](#) of the 2023 Regular Legislative Session and BESE policy, the State of Louisiana now allows elementary and secondary schools to hire candidates holding an associate's degree who are enrolled in a teacher education preparation program to serve as teachers of record. **The authorization for the associate teacher to be a teacher of record is issued by the LEA, not by the LDOE Certification Division.**

Eligibility

To be eligible for the Associate Teacher Program, the candidate must:

- Have an associate's degree from an accredited college or university.
- Be continuously enrolled in an undergraduate teacher education program at an accredited college or university for the purpose of obtaining a bachelor's degree.
- Be at least twenty-five years of age.

Process

The process for enrolling in the Associate Teacher Program is outlined below.

1. The applicant applies for a teaching position in a school system.
2. The school system verifies the following:
 - a. Applicant's age (e.g., driver's license, birth certificate)
 - b. Associate's degree (copy of official transcripts)
 - c. Alignment of degree with course(s) being taught by applicant
 - d. Enrollment in an accredited [teacher preparation program](#) (plan of study)
3. The school system conducts a criminal background check.
4. The school system then issues an associate teacher [permit](#).
5. During the teaching residency portion of the program, the provider ensures all provider responsibilities, as outlined in [Bulletin 996](#), are completed.
6. Upon completion of the program, the preparation provider applies for initial certification.

Coming Soon: Guidance from the Louisiana Board of Regents to assist school systems in teacher placement based on earned Associate Degrees.

Frequently Asked Questions (FAQs)

Do teacher preparation providers need to create a special program for these teachers?

Providers may currently enroll the candidates as they would now with the transfer of credits. Providers may choose to create a unique program for teachers with an associate's degree, but must submit for program approval.

Does the provider or the school system apply for the associate teacher permit while they are the teacher of record?

The school system will apply for the permit and maintain this documentation.

Please reach out to arthur.joffrion@la.gov with questions.