

# Louisiana Educator Certification (LEC) - Nonpublic HR Guide

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## Accessing LEC

Louisiana Educator Certification (LEC) is part of the [Louisiana Educator Portal](#). Sign In to the Louisiana Educator Portal to access the application system.

Human Resources (HR) permissions must be requested and approved through EdLink Security before HR features are available. Please submit a request through the [Teacher Certification Help Center](#) if you need assistance requesting the required permissions.

Once permissions are approved, authorized nonpublic HR personnel will have **Nonpublic Certification** in the top menu bar in the Louisiana Educator Portal.

## Nonpublic Certification

HR personnel have access to active and submitted application views automatically.

- **Active Applications** - Current requests sent to your nonpublic school/system for approval
- **Submitted Applications** - A history of all applications signed by the nonpublic school/system through LEC.

The **Certification Expiration** feature is *optional* for nonpublic schools/systems. This tool will provide a list of all connected educators with notifications where a certification is expired or nearing expiration. This feature can be used to monitor certification and send certification application requests to educators. Nonpublic educators must first be manually connected to a nonpublic site to use this feature. See [Connecting Educators](#) on page 6 of this guide for more information on the connection process and features available, if implemented.

## Reviewing Applications Received

When an applicant has completed their section of an application, they are prompted to select their employing school system on any application that requires HR verification. Applications that have been routed to your office for completion and signature are found under **Active Applications** on the left navigation menu.

1. Login to LEC and access **Nonpublic Certification**.
2. Select **Active Applications** on the left navigation menu.
  - a. All applications sent to your office that have not yet been assigned to a Certification Specialist for processing will show by default.
  - b. To view only those applications where action is required by your office, set the Action Required filter on the top of the list to the right to True.




**Action Required**

Not Set


Not Set





True

False

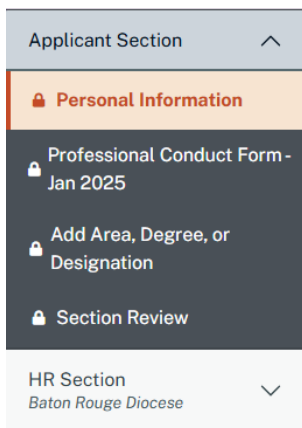
3. Click the blue arrow next to an application.
  - a. Forms with the lock icon (  ) have been completed and signed by other parties and cannot be edited by HR personnel.
  - b. Forms with a check mark (  ) have been completed but the Section Review has not yet been signed to lock the form. These forms are still editable.
  - c. Forms with an empty box (  ) still need to be completed by your office or another authority, such as a preparation provider.
  - d. If all forms are locked except for Check Out, the application is fully completed and is waiting for the applicant to pay the processing fee and submit.
4. Click the blue arrow above the forms list to open the application in progress.

**Application Started (6/16/2025 - )**

Click here to open the application: 

Form Name	Status
Personal Information	
Professional Conduct Form - Jan 2025	
Add Area, Degree, or Designation	
Section Review	
In-State Experience with Upload Options	<input type="checkbox"/>
Section Review	<input type="checkbox"/>
Check Out	<input type="checkbox"/>

- Review all information provided in the **Applicant Section** using the left navigation menu. Click on each form to see the information entered by the applicant.



- Verify the correct request is made and all supporting documents are attached. Click on any attached document to review the file.
  - If any errors are found**, contact the educator. Ask them to unlock their section, make the needed corrections, and sign the Applicant Section Review again to send the application back to your office for review.
- Review any other information provided by a preparation provider or other authority, where applicable.
  - Expand the **HR Section**.
  - Complete all forms in the **HR Section**. Use the Help provided to the right of most forms if you are unfamiliar with the HR responsibilities for a specific request.
  - Sign the **HR Section Review** once all forms are completed.

The applicant will be notified when all parties have signed the application. The applicant will return to the application to pay the processing fee and submit the application for processing.

## In-State Experience Verification

Information on in-state experience may be provided by the applicant or HR personnel on In-State Experience forms; however, only **authorized HR personnel** can sign/approve experience forms. Any record entered by an applicant can be edited or deleted before HR representatives **Complete** the form.

*Louisiana authorized HR personnel may verify any in-state experience, including years served in other Louisiana schools/systems. HR personnel may define local policies for completing these forms. Whether you prefer the applicant enters experience for you to review and approve or to enter all experience yourself, please communicate the local policy for having experience verified to your applicants.*

LEC includes an import feature to copy employment records currently present in state reporting systems into the application. If an applicant has records that could be imported, a button will show on the experience form. The button is not available if no records exist.

[Click here to import records from LDOE databases into your application.](#)

**Please note**, the information in state systems may be incomplete, inaccurate, and may include multiple records for the same year. **Use this feature with caution.** All records imported must be updated to clearly reflect verified experience and include all required information. Duplicate or incorrect entries must be removed. Only information your office can verify should be included on the signed form.

Imported entries and any entries created by the applicant may be edited or removed by scrolling all the way to the right at the bottom of the experience window. Use the pencil button to edit an entry. The 'x' button will remove an entry.



Entries may be manually created by selecting **Add New Record**.

## Check Out and Submit

### No Fee Applications

If an application does not require a fee, HR personnel may choose to Check Out and Submit the application.

1. Select **Check Out** on the left navigation menu.
2. The fee due will be zero dollars (\$0).
3. Select **Submit Application**.

### Using a Prepaid Receipt

If your office or the applicant have a saved, unused receipt from the previous payment system, those receipts may still be used as long as they have not been applied to a previously processed application case.

1. Select **Check Out** on the left navigation menu. The Check Out screen will show the total amount due.
2. Select **Add Pre-Paid Checkout Form**. A new form will be added in the **Applicant Section**.
3. Expand the Applicant Section to locate the new form.
4. Enter the prepaid amount.
5. Upload a copy of the receipt.
6. The **applicant** must **Complete** the **Prepaid Amount Form**, re-sign the **Applicant Section**, and **Check Out**. Notify the applicant to complete and submit the application.

## Applications Requiring a Processing Fee

For many applications where a fee is due, once all sections have been completed, the applicant will be notified that the application is ready to Check Out. The applicant will return to the application to pay the required processing fee and submit the application.

If the school system wishes to pay the processing fee:

1. Select **Check Out** on the left navigation menu.
2. The fee due will be indicated. Enter your first and last name in the **Payer Information**.
3. Click **Confirm Order**.
4. Enter your payment card information and complete the payment.
5. Once the payment has completed successfully, the receipt will display.
6. **Do not forget this step:** Select **Submit Application**.

## Application Status

Applications will remain in your **Active Applications** until the applicant has paid, submitted the request, and the application has been *assigned to a Specialist for processing*. HR personnel can track an application through the completion process. Applicants will also see the status in their LEC account.

- **Application Started** - The application is in progress and has not been submitted to the Certification Office. Click the blue arrow next to any Started application to see which forms or sections still need to be completed. You can also open the application to see where the application has been routed if other authorities still need to sign (such as Practitioner License or Initial Recommendation applications).
- **Application Submitted** - The application has been completed, the processing fee has been paid, and the application has been sent to the Certification Office. The application **has not** been assigned to a Certification Specialist.

## Submitted Applications

Once an application has been assigned to a Certification Specialist for processing, it will be removed from **Active Applications**. You can continue to track the request in **Submitted Applications**.

Click the blue arrow next to an application to see the processing status. If the case has been closed and a formal feedback letter issued, the letter will display.

Click the blue arrow at the top of the case details to open the application and review any message and/or additional attachments sent from the Certification Office in response to the application by selecting **Messaging** on the left navigation bar.

# Connecting Educators

Nonpublic schools/systems may set a **Membership Code** to provide to their educators. The educator then requests membership using the code provided. Nonpublic HR personnel will review and accept or reject any membership requests.

Each Diocesan HR office can choose to set just one code for all educators to be listed under the Diocese or set individual codes for each school so that educators will be listed under the specific school where they are teaching. Codes only need to be set one time, but could be changed if needed.

1. Login to LEC and access **Nonpublic Certification**.
2. Select **Membership Code** on the left navigation bar.
3. Select the location for which you wish to create a code.
4. Click **Change Code**.
5. Enter a six (6) character code of your choosing.
6. Select **Save Code**.



Provide the appropriate code to each individual. The educator will request nonpublic membership. See the [Louisiana Educator Certification \(LEC\) - Applicant Guide](#) to assist educators with requesting membership.

Membership requests are reviewed and approved (or rejected) by authorized HR personnel.

1. Login to LEC and access **Nonpublic Certification**.
2. Select **Requested Actions** on the left navigation menu.
3. **Claim** a membership request displayed.
4. Click **Details** to review the request.
5. **Accept** (or Reject) the individual's membership request.

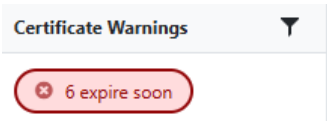
## Deactivating

If an educator leaves employment, the connection can be deactivated to remove them from the Certification Expiration list.

1. Login to LEC and access **Nonpublic Certification**.
2. Select **Certification Expirations** on the left navigation menu.
3. Locate the educator.
  - a. Single-site nonpublic schools - Scroll the list or use the filter (  ) on the top of the Name column to search.
  - b. Nonpublic systems with multiple schools - Click the location where the educator is connected. Scroll the list or use the filter (  ) on the top of the Name column to search.
4. Click the blue arrow next to the educator you wish to deactivate.
5. Select **Deactivate Member**.

# Certification Expiration

The Certification Expiration feature allows HR personnel to easily review all certifications held by connected educators. A warning is provided where certifications connected to each school site are nearing expiration.





All certifications for connected educators will appear in the list. Valid certificates will show the expiration date. Expired certificates show as 'Not Valid.' HR personnel can scroll through the list to locate certificates that may require renewal.

L2	495101	Valid until 4/22/2027
L1	454482	Not Valid

Not all certificates indicated as 'Not Valid' will require action. In the example above, the Level 2 (L2) is the current, valid certificate. The Level 1 (L1) certificate has been replaced with the higher Level 2 and **does not** need to be renewed.

## Sending an Application to an Educator

When the school/system wishes to notify an educator to start an application, a Requested Action may be sent through the Certification Expirations feature.

1. Login to LEC and access **Nonpublic Certification**.
2. Select **Certification Expirations** on the left navigation menu.
3. Locate the educator.
  - a. Single-site nonpublic schools - Scroll the list or use the filter (  ) on the top of the Name column to search.
  - b. Nonpublic systems with multiple schools - Click the location where the educator is connected. Scroll the list or use the filter (  ) on the top of the Name column to search.
4. Click the blue arrow next to the educator you wish to send an application.
5. Select **Send Start application Request**.
  - a. If the only option available is **Fingerprint Clearance Required Before Proceeding**, the selected educator does not have a CBC or Clear Credential on file for certification. Send the Fingerprint Clearance Required Before Proceeding packet to encourage the applicant to begin the background check process.
  - b. If/once a Clear Credential has been issued, additional packets will be available to send to the applicant.
6. Select the application packet the educator needs to complete. A message for the educator may also be added with additional instructions.

7. The educator will be notified to login and start the application.

## Important Notes

- **All** requests must be **started** by the applicant, including feedback follow-up and employment verification to request issuance of a certificate such as Educational Leader (EDL) or Out-of-State (OS). **See Sending an Application to an Educator** for instructions on how to prompt an educator to start a request.
- All supporting documents must be uploaded **separately** in the appropriate place on the application.
- All files uploaded must be in **PDF** or **JPG** format. Other formats will not upload.
- Many forms include a Help page to the right of the form. Review the additional guidance provided to ensure forms are completed correctly.
- At any time, you may use the **Application Review** feature on the left navigation menu within an application to generate a single document with all forms displayed in line. The **Export PDF** button on the Application Review allows you to save the completed application with all supporting documents as a single document, if desired.