LOUISIANA DEPARTMENT OF EDUCATION

Louisiana Educator Certification (LEC) - Program Provider Guide

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.

Authorized Program Provider personnel will have **Program Provider Certification** in the top menu bar in the Louisiana Educator Portal. Please submit a request through the Teacher Certification Help Center if you need assistance requesting the required permissions.

Program Provider Certification

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

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

The **Location Details** feature provides a list of all connected candidates with notifications where a certification is expired or nearing expiration. This feature can be used to monitor certification, notify educators when it is time to update their certification, and send certification application requests to educators. Candidates must first be manually connected to a program provider to appear in the tracking list.

Connecting Candidates

Program providers may set a **Provider Code** to provide to their candidates. The candidate then requests to be connected to the provider using the code provided. Program personnel will review and accept or reject any candidate requests.

Codes should only need to be set one time, but could be changed if needed.

1. Login to LEC and access **Program Provider Certification**.
2. Select **Provider Code** on the left navigation bar.
3. Click **Change Code**.
4. Enter a six (6) character code of your choosing.
5. Select **Save Code**.

Provide the appropriate code to each candidate. The candidate will request to be connected to the program. See the Louisiana Educator Certification (LEC) - Applicant Guide to assist educators with requesting connection.

Candidate requests are reviewed and approved (or rejected) by authorized program personnel.

1. Login to LEC and access **Program Provider Certification**.
2. Select **Requested Actions** on the left navigation menu.
3. **Claim** a connection request displayed.
4. Click **Details** to review the request.
5. **Accept** (or Reject) the candidate request.

Deactivating

Once a candidate completes the program or withdraws, the connection can be deactivated to remove them from the Location Details tracking list.

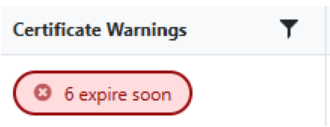
1. Login to LEC and access **Program Provider Certification**.
2. Select **Location Details** on the left navigation menu.
3. Click the blue arrow to display the list of connected candidates.
4. Scroll the list or use the filter ( ) on the top of the Name column to search for the candidate.
5. Click the blue arrow next to the candidate you wish to deactivate.
6. Select **Deactivate Member**.

Deactivated candidates will move to **Program Alumni**. A former candidate can be reactivated at any time should they re-enroll or need assistance from the program with a new application.

1. Login to LEC and access **Program Provider Certification**.
2. Select **Program Alumni** on the left navigation menu.
3. Click the blue arrow to display the list of alumni.
4. Scroll the list or use the filter ( ) on the top of the Name column to search for the former candidate.
5. Click the blue arrow next to the educator you wish to reactivate.
6. Select **Reactivate Member**.

Location Details

The Location Details feature also allows program personnel to easily review all certifications held by candidates. A warning is provided where certifications are nearing expiration.



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

Sending an Application to an Educator

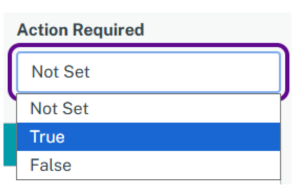
When candidates are ready to apply for the pre-service certificate or initial certification, the program will notify the candidate to start an application. A Requested Action is sent through the Location Details feature.

1. Login to LEC and access **Program Provider Certification**.
2. Select **Location Details** on the left navigation menu.
3. Click the blue arrow to display the list of connected candidates.
4. Scroll the list or use the filter ( ) on the top of the Name column to search for the candidate.
5. Click the blue arrow next to the candidate to be sent an application.
6. Select **Send Start application Request**.
    a. If the only option available is **Fingerprint Clearance Required Before Proceeding**, the selected candidate 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.
7. Select the application packet the candidate needs to complete. A message for the candidate may also be added with additional instructions.
8. The candidate will be notified to login and start the application.

Reviewing Applications Received

Applications that have been routed to the program for completion and signature are found under **Active Applications** on the left navigation menu.

1. Login to LEC and access **Program Provider 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.



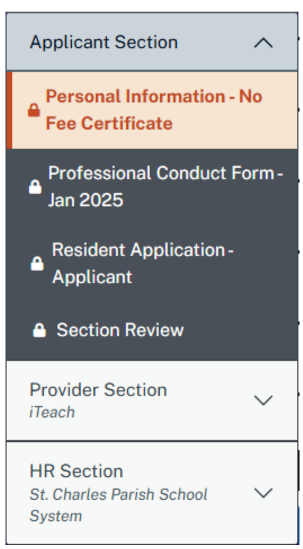
3. Click the blue arrow next to an application.
    a. Forms with the lock icon (🔒) have been completed and signed by other parties and cannot be edited by Program personnel.
    b. Forms with a check mark (✓) have been completed but the Section Review has not yet been signed to lock the form. These forms are still editable.
    c. Forms with an empty box (☐) still need to be completed by your office or another authority, such as the hosting/employing residency site.
    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.

Application Started (6/30/2025 -)

Click here to open the application: →

Form Name	Status
Personal Information - No Fee Certificate	🔒
Professional Conduct Form - Jan 2025	🔒
Resident Application - Applicant	🔒
Section Review	🔒
Resident - Program Provider	☐
Section Review	☐
Resident - HR	🔒
Section Review	🔒
Check Out	☐

4. Click the blue arrow above the forms list to open the application in progress.
5. 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.



    a. Verify the information provided is correct and all supporting documents are attached. Click on any attached document to review the file.
    b. **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.
6. Expand the **HR Section** or **Early Childhood Section**, if applicable.
    a. Verify the residency information provided is correct and all supporting documents are attached. Click on any attached document to review the file.
    b. **If any errors are found**, contact the residency site. Ask them to unlock their section, make the needed corrections, and sign the HR or Early Childhood Section Review again for review.
7. Complete all forms in the **Provider Section**.
8. Sign the **Provider 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.

Options & Add-ons

The Initial Recommendation application includes options to add a second area or a status change to the application for an additional fee.

Additional requests should be added before you sign the Provider Section Review.

1. Select **Options & Add-ons** on the left side of the screen.
2. Choose the additional request(s) to be added. An additional fee will be added for each request.
3. Return to the **Provider Section** on the left side of the screen to complete all request forms.

Check Out and Submit

No Fee Applications (Resident Teacher, Feedback-Followup)

If an application does not require a fee, program 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.

Application Status

Applications will remain in your **Active Applications** until the candidate has paid, submitted the request, and the application has been assigned to a Specialist for processing. Program 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.
- **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.

Important Notes

- **All** requests must be **started** by the applicant, including feedback follow-up. **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.