



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
<http://www.louisianabelieves.com>
www.teachlouisiana.net

Certification Update Application

Dear Applicant:

By completing the Certification Update Application you can request name changes, degree additions, higher certificates, reinstatements, renewals, and evaluations for additional endorsements. Upon receipt of the completed forms, a determination will be made by the Division of Certification, Preparation & Recruitment regarding the requested action. You will be notified in writing if additional information is needed. The following instructions explain the requirements for specific requests.

Changing a Name on a Certificate

To request a change of name on a certificate, submit a completed application (**pages 4 and 5**), a copy of a marriage license or document of legal name change and the required \$25 certification processing fee.

Adding a Degree(s) to a Certificate

To request the addition of a degree(s) to a certificate, submit a completed application (**pages 4 and 5**) and an official transcript. When adding a +30 endorsement, excess graduate credits earned in the master's degree program must be verified by the dean of the graduate school of the appropriate university. A \$25 certification processing fee is required.

Requesting a Higher Certificate

All requests for higher level certificates must be submitted directly from the district.

Teachers with a Type C or Level 1 certificate must complete three years of successful teaching experience in their certified area and have three years of successful final evaluation ratings to be issued a Level 2 certificate. To request a higher level certificate, the employing authority will submit an official transcript (when applicable) and completed application (**pages 4, 5 and 6**). A \$25 certification processing fee is required.

Teachers with a Type C, Level 1 or Level 2 certificate are eligible for a Level 3 certificate if they hold a master's degree, teach for five years in the certified area, and have three successful years of final evaluation ratings out of five. To request a higher level certificate, the employing authority will submit an official transcript (when applicable) and completed application (**pages 4, 5 and 6**). A \$25 certification processing fee is required.

Teachers with an OS certificate are eligible for a Level 1 certificate if they have met the Praxis requirements or Praxis exclusion requirements. Praxis exclusion requires that you have at least three years of successful teaching experience in another state, as determined by the board; and one year of teaching on the OS in a Louisiana approved public or an approved private school system. To request a Level 1, submit a completed application (**pages 4, 5 and 6**). A \$50 certification processing fee is required.

Effective July 1, 2012: Type B and Type A lifetime certificates will no longer be issued to teachers holding Type C certificates. Teachers holding a Type C certificate who wish to apply for a higher certificate will be granted a Level 2 certificate, upon meeting the standards of effectiveness for at least three years, pursuant to Bulletin 130 and R.S. 17:3902.

Reinstating Lapsed Certificates

A teaching certificate will lapse if the holder allows a period of five consecutive calendar years to pass in which he/she is not employed as the teacher of record for at least one semester [90 consecutive days].

Reinstatement of a lapsed certificate requires six semester hours of “**education and/or content related**” coursework from a regionally accredited university earned within the last five years. Teachers who have not completed the six semester hours of coursework during the five-year period immediately preceding the reinstatement request may request a one year reactivation.

To request the reinstatement, submit an official transcript and completed application (**pages 4 and 5**). A \$25 certification processing fee is required. To request a one year reactivation, **submit pages 4 and 5** and the \$25.00 processing fee.

Renewing Certificates

Type C and Level 1 certificates may be renewed for an additional three year period upon the request of the Louisiana employing authority, subject to the approval of the Division of Certification, Preparation and Recruitment.

Level 2 or Level 3 certificates issued between July 1, 2002 and August 19, 2012 may be extended with successful completion and verification of 150 hours of CLUs. Certificates issued on or after August 20, 2012, will only be extended if a teacher has met the standards of effectiveness for at least three of the five years covered by the certificate, pursuant to the requirements in Bulletin 130 and mandated by Act 54.

Any teacher who has not met the standards of effectiveness for at least three of the five years covered by the Level 2 or 3 certificate at any time after August 20, 2012 will not be eligible to extend the certificate or move to a higher level certificate.

NOTE: Individual school districts or charter schools may continue to require teachers to complete CLUs, in addition to meeting the evaluation requirements regarding effectiveness. The requirement to complete CLUs is a local level decision.

Level 2* or 3* certificates issued to individuals in nonpublic schools will be extended with completion of CLUs.

To request a renewal, the employing authority will submit a completed application (**pages 4-7**). A \$25 certification processing fee is required.

Requesting an Evaluation and/or the Addition of Endorsements

To request a certification evaluation and/or to add endorsements to a teaching certificate, teachers must submit official transcripts and PRAXIS scores (if applicable) and a completed application (**pages 4 -6**). A \$25.00 certification processing fee is required.

Application Process

All applications should be mailed to: Division of Certification, Preparation, and Recruitment, LA Department of Education, P. O. Box 94064, Baton Rouge, LA, 70804-9064.

The following items are required as a part of a complete application packet:

1. **Certification Update Application** form with all information provided
2. **Official transcript** (if applicable)
3. **Copy** of marriage license (if applicable)
4. **Experience Verification** form signed by the appropriate employing authority verifying teaching experience (if applicable)
5. **Professional Conduct** form with all questions answered and signed and dated by the applicant;
6. **Non-refundable** certification processing fee (check or money order, payable to the *Louisiana Department of Education*). The Certification Processing Fee schedule is available at the following web address www.teachlouisiana.net. Please attach a separate check or money order to each application submitted. Do not attach one check or money order for multiple applications.

All application materials are to be sent to the Louisiana Department of Education as a **single packet**. Once the materials are received, the application packet will be evaluated and processed in the order in which it was received. **Certificates** can be verified and printed at www.teachlouisiana.net. Double click on the “**Certification**” tab and then on “**Verify a Louisiana Certificate.**”

Additional Information

- ◆ All questions regarding certification requirements or the certification process, can be answered by contacting the **Louisiana Department of Education's Constituent Service Center** at <https://www.louisianabelieves.com/resources/ask-ldoe>. Fill in your contact information in the fields provided. Scroll to the "**subject**" drop down list and click on "**Educator Certification**" to enter your question. Responses are provided to the email address you submit.

Note: Certification questions can also be answered by visiting www.teachlouisiana.net. Click on the "**Certification**" tab and scroll down to "**Teacher/Leader Certification**", Bulletin 746, ***LA Standards for Certification of School Personnel***.

UPDATE FOR CERTIFICATION VISITORS

- ◆ A certification receptionist is **not** on duty in the Certification Office located in the Claiborne Building. You may drop your certification applications in the **drop box** located at the security desk. ***Be sure to place your application in a sealed envelope/folder before placing it in the drop box.***
- ◆ If you are in need of an application (certification update packet, out-of-state application, ancillary application, educational leader application etc.) please visit www.teachlouisiana.net. Click on the "**Certification**" tab and then on "**Certification applications and forms**" to print the appropriate application.
- ◆ All applications will be date stamped and processed in the order in which they are received.
- ◆ The status of all certification applications can be verified daily at www.teachlouisiana.net. Double click on the "**Certification**" tab and then on the link "**Status of a Certification Application.**"



LOUISIANA DEPARTMENT OF EDUCATION
Certification, Preparation, and Recruitment

APPLICATION FOR CERTIFICATION UPDATE

Louisiana Certificate Type/Number: _____ Social Security Number: _____ - _____ - _____

Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Family/Maiden) (Married Name)

Address: _____ Phone #: (____) _____
(Street) (City/State) (Zip Code)

E-Mail Address: _____

Check or List All That Apply Below:

Name Change: (name to be added or deleted)

(If adding your married name, please attach a copy of marriage license, birth certificate or court document showing name change.)

☐ Married Name to be added or deleted:

My name should read on my certificate as follows:

Addition of Degree(s):

☐ Master's Degree ☐ Master's Plus 30 Graduate Hours ☐ Specialist Degree ☐ Doctorate Degree

Evaluate or add the following endorsement(s) with this degree checked above or based on certification requirements outlined in Bulletin 746: Louisiana Standards for State Certification of School Personnel. (Limited to two requests per \$25.00)

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Higher Certificate: (Applications for higher certificates must be sent directly from employing school system)

***If you are employed in a nonpublic, private or diocesan school, please use the Nonpublic Higher Application.**

☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Type A

Reinstatement of Certificate:

☐ Reinstatement of certificate due to 5 year break in teaching/service *(Applicant must show evidence of six semester hours completed within the past five year period when there has been a five year break in service.)*

☐ Reactivate Standard Certificate for One Year

Renewal of Certificate: (For teacher who has not been out of teaching for a five year period)

Signature of employing authority of the teacher's school district/system must appear below.

☐ Renew Type C or Level 1

☐ Renew Level 2 or 3 Certificate

☐ Renew Level 2* or 3* Certificate (attach pages 5- 7)

Signature of Applicant: _____ Date: _____

Employing School or District _____

Signature of Employing School/School District _____ Date: _____

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION, PREPARATION, AND RECRUITMENT**

PLEASE TYPE OR PRINT IN INK

PROFESSIONAL CONDUCT FORM

(All questions must be answered)

NAME OF APPLICANT: (Including, First, Middle, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in which state? _____		
2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES , in which state? _____		
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if expunged or adjudication was withheld? If yes, please provide the following information: Date of Conviction: _____ State of Conviction: _____ Court Jurisdiction of Conviction: _____		
4. Have you ever been convicted of a misdemeanor offense that involves any of the following: a. Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b. The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.		
5. Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4?		

If you answered “**YES**” to any questions, #1 through #5, you must attach to this application **certified** true copies of all documents, proceedings, and records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of **EACH** separate incident.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teaching certificate.

SIGNATURE OF APPLICANT:	DATE:
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LOUISIANA DEPARTMENT OF EDUCATION

EXPERIENCE VERIFICATION FORM

PLEASE TYPE OR PRINT IN INK

Louisiana Certificate Type/Number: _____		Social Security Number: _____ - _____ - _____	
Name: _____		Date of Birth: _____ / ____ / ____	
(First)	(Middle)	(Maiden)	(Married)
Address: _____		Phone #: (_____) _____	
(Street)	(City/State)	(Zip Code)	

PARISH/ DISTRICT / COUNTY	NAME OF SCHOOL	Type of School		Grade Level(s) Taught	Subject(s) Taught	School Year(s) Taught (Ex. 2012-2016)	Position (teacher, principal, etc.)
		Public School	Private School				
						-	
						-	
						-	
						-	

¹ **Higher Request:** If this form is being submitted for a higher level certificate, it must be submitted directly from the Louisiana employing school system.

² **Out-of-State Praxis Exclusion:** I certify that the experience as listed above was successful, complete, and correct according to the official records on file in the Louisiana approved public or approved nonpublic school system providing this verification. The above individual will be re-employed by this system for the next school year in accordance with the out-of-state certification policy.

To be completed by the Human Resource Director

Teacher Evaluation Ratings for Higher Level Certificate:

____ I hereby verify that the above individual has earned three years of successful final evaluation ratings beginning with school year _____ and that all supporting documents will be kept on file at the local/district office.
(insert school year)

<p>ORIGINAL SIGNATURE OF EMPLOYING AUTHORITY</p> <p>_____</p> <p>EMAIL: _____</p>	<p>TITLE AND DISTRICT OF EMPLOYING AUTHORITY</p> <p>_____</p>
<p>ORIGINAL SIGNATURE OF APPLICANT</p> <p>_____</p>	<p>DATE</p> <p>_____</p>

LOUISIANA DEPARTMENT OF EDUCATION APPLICATION

FOR RENEWAL OF LEVEL 2 & 3, LEVEL 2* & 3* CERTIFICATES

(You may use this Form for Level 2 or 3 Certificates issued from July 1, 2002-August 19, 2012)

PLEASE TYPE OR PRINT IN INK

NAME OF APPLICANT: (Including First, Maiden, and Married)	SOCIAL SECURITY NUMBER: _____ / _____ / _____	DATE: _____ / _____ / _____
ADDRESS: _____ Street City State Zip		LA CERTIFICATE NOW HELD: Type: _____ Number: _____

CONTINUING LEARNING UNITS (CLUS) OF PROFESSIONAL DEVELOPMENT OR UNIVERSITY CREDITS

Method used to fulfill CLUs:	Number of CLUs Earned
College courses: Indicate the number of CLUs earned based upon the completion of coursework at a regionally accredited college or university (3 semester hours = 45 CLUs): College Name: _____ Course(s) Completed: _____	
School and/or District Professional Development: Indicate the number of CLUs earned from participation in and completion of school and/or district level professional development activities.	
State Department Professional Development: Indicate the number of CLUs earned from participation in and completion of state level professional development activities.	
Other Providers: Indicate the number of CLUs earned from participation in and completion of professional development activities provided by entities other than colleges/universities, school districts or the LA Department of Education.	
National Board Certification = 150 CLUs: Submit copy of the NBC earned during the period of certificate validity	
Total number of CLUs (must = 150)	

Signature of Applicant: _____ Date: _____

I hereby certify that all supporting records of CLU completion and college/university coursework completion are on file at the district office.

Employing District: _____

Signature of Employing District: _____ Date: _____

Level 2* & Level 3* - A standard certificate with an asterisk (*) following the certificate type is issued to a teacher in a non-public school.