

Educator's Name: _____ Date: _____

Educational Leader Level 1 (EDL1) Certificate: Alternate Pathway 2, 240 Clock Hours

Educational Leader (EDL) is the certificate needed by those who fill school and district educational leadership positions (e.g. assistant principal, principal, parish/city supervisor of instruction, supervisor of child welfare/attendance, sped supervisor, or comparable school or district leader positions). If the requirements below are met, an EDL1 letter of eligibility is issued. The certificate will be issued at the request of the employing Louisiana school system upon verification of employment in an educational leader capacity. Refer to the [Educational Leader Reference](#) for more details.

All of the following requirements must be completed to be eligible for EDL: 240 Clock Hours.

Eligibility requirements:	Yes	No
<p>1. One of the following teaching certifications and teaching experience:</p> <ul style="list-style-type: none"> » Hold or be eligible to hold a Louisiana Type B or Level 2 teaching certificate or have a comparable level out-of-state teaching certificate*, and » Three (3) years of teaching experience. <p><small>*Additional documentation is required to verify comparable level out-of-state teaching certificates. Please use the Teacher Certification Help Center to request additional guidance if not currently certified in Louisiana.</small></p> <p style="text-align: center;">----- OR -----</p> <ul style="list-style-type: none"> » Hold an Ancillary Teaching certificate, and » At least five (5) years of <i>successful</i> teaching experience. 		
2. Completed a graduate degree program in education from an institution of higher education accredited in accordance with 34 CFR 602 .		
3. Applications submitted on or after March 1, 2026 : Complete An Alternate Pathway to School Leadership-240 Clock Hour Portfolio training (course code 55D0D171) through the LDOE Professional Learning Platform and provide Certificate of Completion.		
4. Provide documented evidence of leadership experiences (240 clock hours or more) at the school and/or district level in the form of a portfolio as outlined in the guidance documents included with this checklist and the training session above.		
5. Have a passing score on the Praxis School Leaders Licensure Assessment (SLLA) . The Louisiana Leadership Assessment Series (LLAS) may be accepted in place of the SLLA if completed prior to retirement by Bloomboard.		

Verify certificate is valid (not expired) before requesting eligibility. Consult with the Louisiana employing school system to make certificate valid BEFORE submitting application for EDL eligibility if the certificate has expired or is nearing expiration.

- A Louisiana teaching certificate must be [valid](#) to add eligibility and the qualifying degree.
- The teaching certificate is **not** required to be valid if currently employed in a leadership capacity and the employing school system verifies the employed role and signs the request to issue the EDL1.

To request EDL1 eligibility or certification use the **Educational Leader 1 - 240 Clock Hours** application in the [Louisiana Educator Portal](#). Submit the request with all applicable items required within the application.

Extension Guidelines: An EDL1 is valid for three years initially and may be extended thereafter for a period of one year at the request of an LEA. EDL1 certificates are limited to two such extensions.

Advancement to EDL2 from EDL1 Guidelines: Individuals must be employed in a leadership capacity for at least three years and meet the standards of effectiveness as an educational leader for three years, verified in accordance with §103 of [Bulletin 746 - Louisiana Standards for State Certification of School Personnel](#).

<p>Signature of Applicant: <i>I have reviewed requirements above and request evaluation for this endorsement.</i></p> <p>_____ Date _____</p>	<p style="text-align: center;">For Certification Office use only: Evaluating Specialist</p> <p>_____ Date _____</p>
--	--

Creating an Educational Leader Portfolio (240 Clock Hours)

When documenting the 240 clock hours of school or district level educational leadership experiences, the experiences must span a significant period of time and include a variety of active leadership experiences in multiple roles/areas that directly align with the six leadership Performance Expectations (PE), as listed in [Bulletin 146 – Louisiana Competencies and Standards for Teachers and Educational Leaders](#). Some examples of experiences which may be considered are included in this packet.

Please follow the steps outlined below in constructing your leadership portfolio for consideration by the Louisiana Department of Education.

1. As you are gaining experience and building your portfolio, list each of your leadership experiences on the “**Leadership Experience Calculation Chart**”, pages 3 and 4 of this document. Gather signatures from the supervisor of each experience.
 - a. Excluding mentor teacher/content leader experience, no more than 50 hours will be awarded per individual experience or type of experience.
 - b. Service as a Mentor Teacher and/or Content Leader may be awarded a maximum of 100 hours **combined**.
2. Document each listed experience on a separate “**Summary Sheet**”, page 5 of this document, indicating the corresponding Leadership Experience number from the *Calculation Chart*, the Leadership Performance Expectation(s) from [Bulletin 146](#) demonstrated in the experience, and other requested information resulting in a brief description of each experience.
3. Certification is evidence-based. Provide **artifacts** that speak directly to the work completed in each experience. The artifacts can be in the form of agendas, presentations created or presented, correspondence, data analyzed and action taken based on analysis, guidance provided, or other explicit examples of leadership. Place the artifacts after the corresponding *Summary Sheet*.
 - a. Experiences must be significant, varied, and outside of your day-to-day duties.
 - b. Similar experiences will be combined and limited to 50 hours maximum. For example, if you delivered Professional Development on multiple topics/occasions, 50 hours total may be awarded for all Professional Development delivery experiences combined.
 - c. All artifacts must clearly evidence ownership/authorship or your contribution to the work to be considered. Agendas and presentations must clearly show your name as a presenter, facilitator, or other contribution as a leader to be considered.
 - d. While verification letters may be included, hours are never awarded if a letter is the only artifact provided. Concrete examples of the work completed are required.
 - e. Hours are not awarded solely on **holding** a position. Contracts, job descriptions, or other employment verification are not sufficient evidence to award hours. Examples of the work completed in that role are required for the experience to be considered.
 - f. Meeting or training **attendance** is not awarded hours. Artifacts demonstrating your contribution and leadership in a meeting or redelivery/implementation of training received are required.
 - g. Collaborative experiences must include clear evidence of your specific contributions to the collaboration. A final collaborative document likely does not evidence **your** contribution.
4. Compile the portfolio, ordering it this way:
 - a. *Leadership Experience Calculation Chart* first
 - b. *Summary Sheet* for experience #1 followed by corresponding artifacts for experience #1
 - c. *Summary Sheet* for experience #2 followed by corresponding artifacts for experience #2
 - d. Repeat *Summary Sheet* followed by supporting artifacts for all listed experiences.

The Portfolio is to be submitted as a single PDF, not to exceed 100 pages. Only portfolios submitted following these guidelines will be considered for certification or certification eligibility.

Leadership Experience Calculation Chart

Only complete for Alternate Pathway 2 Application/Portfolio

Louisiana Certificate Type/Number: _____

Applicant Legal Name: _____ Date of Birth: _____

Exp #	Performance Expectation Number Aligned with Bulletin 146	# of Hours**	Site of Experience <i>(include School, School District, City & State)</i>	Supervisor's Email Address	Signature of Supervisor <i>(I agree that my electronic signature as entered below is the legal equivalent of my manual signature)</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13*					
TOTAL HOURS=			If continuing onto second page, enter subtotal hours for this page here.		

* If more space is needed, please continue to next page with numbered experiences.

** Excluding documented mentor teacher/content leader experience, no more than 50 hours will be accepted per leadership experience.

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application/verification.

Signature of Applicant	Date
------------------------	------

Leadership Experience Calculation Chart

----- Page 2 -----

Only complete for Alternate Pathway 2 Application/Portfolio

Louisiana Certificate Type/Number: _____
Applicant Legal Name: _____ Date of Birth: _____

Exp #	Performance Expectation Number Aligned with Bulletin 146	# of Hours**	Site of Experience <i>(include School, School District, City & State)</i>	Supervisor's Email Address	Signature of Supervisor <i>(I agree that my electronic signature as entered below is the legal equivalent of my manual signature)</i>
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
			<-- Subtotal hours from this page		
			<-- Carry over subtotal hours from previous page		
GRAND Total =					

** Excluding documented mentor teacher/content leader experience, no more than 50 hours will be accepted per leadership experience.

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application/verification.

Signature of Applicant	Date
------------------------	------

Summary Sheet

Educational Leadership Portfolio - Alternate Path 2

Handwritten documents will not be accepted for certification processing.

Leadership Experience # as listed on the *Leadership Experience Calculation Chart* _____

Aligns with [Bulletin 146](#) Performance Expectation # _____

Number of Hours (*Not to exceed 50 per experience*): _____ Dates of Experience _____
MM/YYYY - MM/YYYY

Location/Site of Experience: _____

Leadership Experience Description

Summarize the experience below. Actions described here should be supported by the artifacts following this summary.

Provide a Brief Name/Title for this Experience:

Goals of Activity:

Leadership Actions:

Participants Involved:

Outcomes of the Activity:

Lessons Learned:

For each leadership experience, you MUST complete this description page and attach artifacts as evidence of your work in the experience described.

Sample Educational Leadership Experiences Considered for Alternate Pathway 2 (240 Clock Hours)

When documenting the 240 clock hours required for obtaining Educational Leadership via alternate pathway 2, the activities listed below are examples that **could** be considered. Leadership experiences **are required** to align with leadership standards outlined in [Bulletin 146](#) and must be **documented** with artifacts that support each experience. See page 2 of this document for guidance on artifacts. The documented experiences should include a variety of activities as the portfolio is substituting for a graduate-level preparation program in educational leadership.

This is not an exhaustive list. Many other experiences may be considered. Examples on this list also are not guaranteed to be accepted. Every portfolio is unique and is evaluated based on the documentation provided and with consideration of the strength and variety of the experiences provided.

Description of Activity
Led an instructional committee that is part of a structured audit or re-examination with the potential re-crafting of a school's vision or mission in preparation for renewal of accreditation by a regional accreditation agency or review by the state department of education.
Led a district principals' meeting and/or a state leadership conference and made a presentation on effective change practices.
Led the development, scheduling, and implementation of an academic special activity at the school. (e.g. open house, student orientation, teacher orientation, literacy initiative, new instructional strategy, career night, etc.).
Led the school leadership team in conducting and analyzing purchases to determine alignment with student needs.
Led the school's preparation for a technical assistance visit by a comprehensive school reform group. Worked with the school coordinator to assemble the needed documentation and develop the schedule.
Led a faculty study team in analyzing root causes of poor achievement in core areas such as literacy and numeracy; formulated and implemented a set of actions and assessed the results.
Led an articulation project with a feeder school in which the expectations to which the students were held in lower grades are shared with upper grade teachers, so that teachers can hold students to more rigorous expectations as they advance from grade to grade.
Observed classroom lessons with the principal and used the district's observational documents and processes to participate in providing feedback to teachers about the extent to which their instruction is standards-based and engaging to students.
Led a professional development session on a new research-validated instructional strategy aligned with the school improvement plan. Follow up by coaching and providing feedback to a small group of teachers as they embed the new strategy into their instructional program.
Led a series of interviews with students focusing on their perceptions of the instructional strategies used by their teachers. Summarize conclusions for the principal or leadership team.
Planned and/or implemented a student mentoring program to provide caring adult role models. This includes activities such as the training of adult role models, the development and revision of program resources, and the monitoring of mentoring sessions with feedback to adult role models as needed.
Prepared and/or participated in the development of the master schedule and/or the scheduling of students.

Developed a schedule that provides teams of teachers with common planning time together to review student data and adjust instructional delivery to meet student needs.

Developed and implemented a schedule that provides time to provide literacy and numeracy interventions (RTI) to identified students.

Led the development (department level; grade level or whole school) of a grant application.

Served as project administrator or manager over a school resource (i.e. grant budget, inventory, shared computer lab, etc.)

Conducted coaching activities with teachers such as classroom observations with follow-up to debrief, model lessons to demonstrate effective practices, and/or lesson plan review and feedback to improve instructional planning.

Served as a district coordinator, school curriculum coordinator, content leader, master teacher, etc.

Served as a mentor teacher for new teachers or a supervising teacher for student teachers – Limited to 100 clock hours.

Served successfully as a school assistant principal or principal in an approved school system, verified with artifacts showing leadership activities completed while serving in this role.