OUT-OF-STATE CERTIFICATION APPLICATION PACKET INSTRUCTIONS

Dear Prospective Louisiana Educator:

We are pleased that you are interested in obtaining a Louisiana teaching certificate. The instructions outlined in this application packet are designed to facilitate the process of obtaining your Louisiana certificate.

Louisiana offers two types of teaching certificates to applicants holding a standard out-of-state teaching certificate. Both are valid certificates and make the holder eligible for a teaching assignment in a Louisiana classroom. ***The certificate that is issued to the applicant depends on whether or not the applicant has met Louisiana's Praxis and/or NTE testing requirements.***

1. Level 1 (LV1) Professional Certificate is a standard, three-year Louisiana teaching certificate that authorizes certification for the levels or subjects available in Louisiana and that are consistent with those currently on the applicant's Out-of-State teaching certificate. A Level 1 certificate is issued to individuals who have completed the Louisiana PRAXIS and/or NTE requirements.
2. Out-of-State (OS) Certificate is a standard, three-year, non-renewable Louisiana teaching certificate that authorizes certification for the levels or subjects available in Louisiana and that are consistent with those currently on the applicant's Out-of-State teaching certificate. An Out-of- State (OS) certificate is issued to individuals who have **not met** Louisiana's PRAXIS and/or NTE requirements.

A **letter of eligibility for Out-of-State certification** will be issued to individuals who meet requirements as described above. The OS certificate will be issued upon employment as a teacher of record per the request of the Louisiana employing school system. Louisiana employing school systems have been informed that a letter of eligibility issued by the Division of Educator Licensure is sufficient to identify you as being eligible for employment and receipt of a certificate upon their request.

Exemption from PRAXIS and/or NTE Requirements

An applicant who holds a valid, standard Out-of-State teaching certificate, has at least three years of successful teaching experience in another state as verified by the previous out-of-state school district/county's satisfactory annual evaluation results, and teaches on an OS certificate for one (1) year in a Louisiana approved public or approved nonpublic school system shall not have to complete the required examinations or to submit examination scores from any examination previously taken in another state as prerequisite to the granting of a Level 1 certificate in Louisiana, provided that:

a. The teacher meets all other requirements for a Louisiana certificate as required by law or board policy.
b. The local superintendent or his designee of the public school system employing the teacher has recommended the teacher for employment for the following school year and has requested that the teacher be granted a valid Louisiana teaching certificate.

Upon meeting conditions (a) and (b), the individual holding the OS certificate may apply through his/her school district for a professional level certificate.

Eligibility for Teaching Area(s) on a Louisiana Certificate

The teaching areas designated on the certificate are based upon verification of the completion of an out- of-state teacher preparation program that included student teaching, an internship, or three years of successful teaching experience in the certification area.

If you have not taught as a regular teacher within the past five years in an elementary or secondary school, you are required to complete six semester credits related to the teaching field(s) from a regionally accredited college/university. The credits must be earned during the five-year period immediately preceding the date of application. A candidate who has not taught in five years may be issued a one-year non-renewable (OS1) certificate while he/she completes six semester hours required for the issuance of a three-year non-renewable (OS) certificate.

Application Process

Please submit a complete application packet (including required documentation) using the online educator certification portal. The following items are required as part of a complete application packet:

- ☐ ***Out-of-State Application*** form with all information provided
- ☐ ***Official transcripts*** (copies not acceptable) - Indicate if the transcripts are being mailed separately from this application by the institution directly to the LA Department of Education and if the transcripts are listed under a different name than what is on the application.
- ☐ ***Copy of teaching certificate*** you currently hold from another state (if one was issued), or letter from that state's Department of Education verifying eligibility for a certificate in the area(s) of program completion
- ☐ ***Teacher Preparation/Certification Status*** form to be completed by a Dean of the College of Education, the Director of the Alternate Certification Program or the Out-of-State Department of Education.
- ☐ ***School Experience Verification*** form signed by the appropriate employing authority is required for individuals who did not complete student teaching or an internship. The form is submitted to provide evidence of three years of successful teaching experience in the area of certification being requested in lieu of student teaching.
- ☐ ***Professional Conduct*** form with all questions answered and signed and dated by the applicant;
- ☐ ***PRAXIS Exam(s)*** *(if applicable)* - Options for submitting exam score(s) to the Louisiana Department of Education are as follows:
  1. Scores can be electronically sent to the LDOE from Educational Testing Services, or
  2. Score reports from Educational Testing Services can be submitted with your application packet.
- ☐ ***Copy of Online Payment Confirmation E-mail for Certification Processing Fee***
  - OS Certificate - $50.00 **non-refundable** certification processing fee
  - Certification fee is payable to the LDOE online at https://www.thepayplace.com/stateoflouisiana/deptofeducation/teacherscert

- **Contact Information:** All questions regarding certification requirements or the certification process, can be answered by contacting a certification specialist via the online educator certification portal.
- All applications will be evaluated in the order in which they are received. You can check the status of your certification application online HERE.

OUT-OF-STATE (OS) APPLICATION

PLEASE TYPE OR PRINT IN INK – Check One: ◯ ***Three-Year OS -OR- One-Year OS1*** ◯

Are you a Veteran: ◯ **Yes – o r - No** ◯ **Are you a spouse of a Veteran:** ◯ **Yes – o r - No** ◯

Social Security Number _____ - _____ - _____ Date of Birth _____

Name of Applicant:_____
(First) (Middle) (Maiden) (Married)

Address: _____
(Street) (City) (State) (Zip Code)

Phone: Home: (____)_____ Work: (____)_____ Email Address:_____

Online payment Confirmation # _____

Education Program Type Completed – Check one:

☐ Undergraduate Teacher Preparation Program ☐ Alternate Post Baccalaureate Program

EDUCATIONAL QUALIFICATIONS

Degree(s) Earned	***Institution(s)***	***Date Degree(s) Earned***

DETAILS OF TEACHING EXPERIENCE (attach additional pages as needed)

Name(s) of School(s)	***School Year(s)—Give Dates***	***Elem. Grade(s), High School Subject(s) Taught, or Supervisory/Admin. Service***

NOTE: If you have not taught as a regular teacher within the past five years, you are required to complete six semester credits related to the teaching field(s) from a regionally accredited college/university. The credits must be earned during the five-year period immediately preceding the date of application. A candidate who has not taught in five years may be issued a one-year non-renewable (OS1) certificate while he/she completes six semester hours required for the issuance of a three-year non-renewable (OS) certificate.

PRAXIS scores to be reported directly by ETS: ◯ *Yes* ◯ *No*

Transcripts being mailed by the institution directly to the LA Dept. of Education: _◯ *Yes* ◯ *No*

I certify that the information and documentation contained in my application required for certification in Louisiana are true and accurate to the best of my information, knowledge, and belief, and hereby authorize and direct the producer of any test I have taken as required by law and all college and/or university officials and all former employers to release information regarding my scores, grades, or employment to the Louisiana Department of Education upon its request, for the purpose of verifying the information and documentation contained in this application and packet to determine my eligibility for certification in Louisiana. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant: _____ *Date:* _____

Employing School System: _____

Signature of Employing School System: _____ *Date:* _____

To be used by certification office only
NASDTEC Clearinghouse Search: Verified Clear ☐ Specialist: _____ Date: _____

LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION, LEADERSHIP, AND PREPARATION

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:

Each Question must be answered:	***Please Check*** YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If **YES**, in what 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 what state?_____	☐	☐
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of *nolo contendere* (no contest), even if adjudication was withheld? If yes, please provide the following information: Specify the Offense: _____ Date of Offense: _____ State and Parish/County of Conviction: _____ Judicial District of Court of Conviction: _____	☐	☐
4. Have you ever been convicted of a misdemeanor offense that involves sexual or physical abuse of a minor child or other illegal conduct with a minor child.	☐	☐
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 provide court **certified** copies of all documents and proceedings, civil 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 in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, and 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 teacher certificate.

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

SIGNATURE OF APPLICANT:	DATE:

Revised 9/8/2017

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)

COUNTRY/ PARISH/ DISTRICT/ COUNTY	**NAME OF SCHOOL**	Type of School		Grade Level(s) Taught/ Served	Subject(s) Taught or Service Provided	School Year(s) Taught/ Served (Ex. 2012-2013, etc.)	Position (teacher, nurse, etc.)
		Public School	Private School				
						-	
						-	
						-	
						-	
						-	
						-	

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

ORIGINAL SIGNATURE OF APPLICANT:	DATE:

ORIGINAL SIGNATURE OF EMPLOYING AUTHORITY:	DATE:
TITLE & DISTRICT OF EMPLOYING AUTHORITY:	EMAIL:

Teacher Preparation/Certification Status Form

A Louisiana Out-of-State Teaching Certificate will NOT be issued if this form is not submitted with the OS application and other supporting documents.

Applicant:

Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Last)

Social Security Number: _____ - _____ - _____ E-Mail Address: _____

Mailing Address: _____
(Street) (City) (State) (Zip)

I hereby permit the release of this information concerning my certificate(s) status to the Louisiana Department of Education.

_____ _____
Signature of Applicant Date

1. **Did this applicant complete a traditional/standard education program that included student teaching/internship? Yes ◯ or No ◯**
2. **Did this applicant complete an alternative certification program that included an internship? Yes ◯ or No ◯**

   If you answered "no" please explain below what requirements were met in lieu of the internship.

3. **Was the applicant eligible for certification in your state at the completion of his/her traditional or alternate teacher preparation program? Yes ◯ or No ◯**

   If yes, what type of license and in what subject areas and grade levels?

4. **Are there any deficiencies for full certification in your state? Yes ◯ or No ◯**

   If yes, please list the deficiencies:

College/University/Alternate Program/Agency Completing this form:

Address:
Telephone Number: ( )
E-mail Address:
Signature:
Title: **Date:**

My typed signature attests that the above information is true and accurate to the best of my knowledge.

LOUISIANA REQUIREMENTS—PRAXIS EXAMS and SCORES

Log in to http://www.ets.org/praxis/la to ensure you are registering and taking the appropriate test(s) required for Louisiana licensure.

PRE-PROFESSIONAL SKILLS TESTS OR CORE ACADEMIC SKILLS FOR EDUCATORS

(Teacher applicants in all content areas must take all three exams.)

PRE-PROFESSIONAL SKILLS TEST (PPST)	Test #	Score	Effective Date
PPST:R – Pre-Professional Skills Test: Reading	0710 or 5710	176	Effective 7/1/10 – 8/31/14
PPST:W – Pre-Professional Skills Test: Writing	0720 or 5720	175	
PPST:M – Pre-Professional Skills Test: Mathematics	0730 or 5730	**175**	
CORE ACADEMIC SKILLS FOR EDUCATORS	**Test #**	Score	**Effective Date**
Core Academic Skills for Educators: Reading	5712	**156**	Effective 9/1/14
Core Academic Skills for Educators: Writing	5722	**162**	
Core Academic Skills for Educators: Mathematics	5732	**150**	

State Board Approved Options:

(1) An ACT composite score of 22 or a SAT combined verbal/critical reading and math score of 1030 may be used in lieu of Praxis 1 PPST Exams or Core Academic Skills for Educators in reading, writing and math by prospective teachers in Louisiana.

(2) Alternate-route candidates admitted to a Louisiana alternative teacher education program with an earned master's degree from a regionally accredited institution may be exempt from the Praxis I PPST Exams or Core Academic Skills for Educators admission requirement. For a list of approved Louisiana alternative teacher education programs go to www.teachlouisiana.net – Preparation tab.

PRINCIPLES OF LEARNING AND TEACHING (PLT) EXAMS			
Principles of Learning & Teaching: Early Childhood	0621 or 5621	157	Effective 1/1/12
Principles of Learning & Teaching: K-6	0622 or 5622	160	
Principles of Learning & Teaching: 5-9	0623 or 5623	160	
Principles of Learning & Teaching: 7-12	0624 or 5624	157	

CONTENT AND PEDAGOGY REQUIREMENTS

Certification Area	Name of Praxis Test	Content Exam Score	Pedagogy: Principles of Learning & Teaching
Birth to Kindergarten	Early Childhood: Content Knowledge (5022) prior to 9/1/15 Early Childhood Education (5025) Effective 9/1/15 OR Education of Young Children (5024) OR Pre-Kindergarten Education (5531)	160 TBD 160 155	Principles of Learning and Teaching: Early Childhood 0621 or 5621 (Score 157)
Early Childhood Grades PK-3	Elementary Education: Content Knowledge (0014 or 5014) prior to 9/1/15 Effective 9/1/15 to 8/31/17 Elementary Education: Content Knowledge (5018) OR Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005) Mandatory 9/1/17 Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005)	150 163 * 157 157 155 159 * 157 157 155 159	Principles of Learning and Teaching: Early Childhood 0621 or 5621 (Score 157) *NOTE: Elementary Education: Multiple Subjects (5001) consists of four separately timed subtests. Candidates will not receive a composite score for 5001.
Elementary Grades 1-5	Elementary Content Knowledge (0014 or 5014) prior to 9/1/15 Effective 9/1/15 to 8/31/17 Elementary Education: Content Knowledge (5018) OR Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005) Mandatory 9/1/17 Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005)	150 163 * 157 157 155 159 * 157 157 155 159	Principles of Learning and Teaching K-6 0622 or 5622 (Score 160) *NOTE: Elementary Education: Multiple Subjects (5001) consists of four separately timed subtests. Candidates will not receive a composite score for 5001.

GRADES 4-8 CERTIFICATION AREAS		Score	PLT 5-9		
Grades 4-8 Mathematics	Middle School Mathematics (0069) last administration 6/7/14 Middle School Mathematics (5169) Effective 9/1/14	148 165	---	160	---
Grades 4-8 Science	Middle School Science (0439) last administration 6/7/14 Middle School Science (5440) Effective 9/1/14	150 150	---	160	---
Grades 4-8 Social Studies	Middle School Social Studies (0089 or 5089)	149	_	160	
Grades 4-8 English/Language Arts	Middle School English/Language Arts (0049 or 5049) Effective 11/1/11 – 8/31/14 Middle School English/Language Arts (5047) Effective 9/1/14	160 164	---	160	---

GRADES 6-12 CERTIFICATION AREAS		Score			PLT 7-12
Agriculture	Agriculture (0700) last administration 6/7/14 Agriculture (5701) Effective 9/1/14	510 147	---	---	157
Business	Business Education: Content Knowledge (0101 or 5101)	154	---	---	157
English	English Language, Literature, & Composition: Content Knowledge (0041 or 5041) Effective 5/8/12 – 8/31/14 * Pedagogy (0043) *retired by ETS – last admin 7/20/13 English Language Arts: Content & Analysis (5039) Effective 9/1/14	 160 130* 168	—	—	157
Family & Consumer Sciences	Family & Consumer Sciences (0121 or 5121) Family & Consumer Sciences (5122) Effective 9/1/14	141 153	---	---	157
Chinese	Chinese (Mandarin): World Language (5665)	164	PLT 7-12 (Score 157) until 6/30/13; After 6/30/13 World Languages Pedagogy 0841 or 5841 (Score 158)		
French	French: World Language (5174)	157			
German	German: World Language (5183)	157			
Latin	None Available***	–			
Spanish	Spanish: World Language (5195)	157			
Mathematics	Mathematics: Content Knowledge (0061 or 5061) Mathematics: Content Knowledge (5161) Effective 9/1/14	135 160	—	—	157
Social Studies	Social Studies: Content and Interpretation (0086 or 5086)	160	---	---	157
Speech	Speech Communications (0221 or 5221)	146	---	---	157
Technology Education	Technology Education (0051 or 5051)	159	---	---	157
SCIENCE CERTIFICATION AREAS					
Biology	Biology: Content Knowledge (0235 or 5235)	150	---	---	157
Chemistry	Chemistry: Content Knowledge (0245 or 5245)	151			157
Earth Science	None Available***				157
Environmental	None Available*** *(Louisiana will accept Environmental Science (0831) w/passing score of 156 earned from 1/1/14 to 6/7/14.)*				157
General Science	General Science: Content Knowledge (0435 or 5435)	156			157
Physics	Physics: Content Knowledge (0265 or 5265)	141			157
Computer Science, Journalism, Marketing	At this time, a content area exam is not required for certification in Louisiana.***	---	---	---	157

ALL-LEVEL K-12 CERTIFICATION AREAS		Score	PLT K-6		PLT 5-9		PLT 7-12
Grades K-12 Art	Art: Content Knowledge (0134 or 5134)	159	160	or	160	or	157
Grades K-12 Dance	None Available***	---	160	or	160	or	157
Grades K-12 Foreign Languages (Latin- no content exam***)	Chinese: (Mandarin): World Language (5665)	164	PLT K-6 (Score 160) or PLT 5-9 (Score 160) or PLT 7-12 (Score 157) until 6/30/13; After 6/30/13 World Languages Pedagogy 0841 or 5841 (Score 158)				
	French: World Language (5174)	157					
	German: World Language (5183)	157					
	Spanish: World Language (5195)	157					
Grades K-12 Music	Music: Content Knowledge (0113 or 5113)	151	160	or	160	or	157
Grades K-12 Health and Physical Education	Physical Education: Content Knowledge (0091 or 5091) Health and Physical Education (5857) Effective 9/1/14	146 160	160	or	160	or	157

***At this time, a content area exam is not required for certification in Louisiana (31 credit hours in the content area used in lieu of exam for certification).

SPECIAL EDUCATION AREAS

Area	Content Exam	Score	Pedagogy Requirement	Score
Early Interventionist Birth – 5yrs	Elementary Education: Content Knowledge (0014 or 5014) prior to 9/1/15 Effective 9/1/15 to 8/31/17 Elementary Education: Content Knowledge (5018) OR Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005)	150 163 * 157 157 155 159	Early Interventionist Birth – 5yrs Pedagogy Requirement Special Education: Core Knowledge and Applications (0354 or 5354) and PLT: Early Childhood (0621 or 5621) prior to 9/1/14 Special Education: Early Childhood (5691) and PLT: Early Childhood (0621/5621) Effective 9/1/14	 145 157 159 157
Hearing Impaired K-12	Mandatory 9/1/17 Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005	* 157 157 155 159	Hearing Impaired Pedagogy Requirement Special Education: Core Knowledge and Applications (0354 or 5354) and Education of Deaf and Hard of Hearing Students (0271) last administration of 0271 is 6/7/14 Special Education: Core Knowledge and Applications (0354 or 5354) and Special Education: Education of Deaf and Hard of Hearing (0272)/5272) Effective 9/1/14	 145 160 145 160
Mild to Moderate Disabilities 1-5, 4-8 and 6-12	ALL Candidates must pass a content area exam appropriate to certification level 1-5, 4-8, 6-12 (e.g., Elementary, or core subject-specific exams for middle or secondary grades – ELA, math, science, social studies, etc.)		Mild Moderate Pedagogy Requirement Special Education: Core Knowledge and Mild to Moderate Applications (0543 or 5543) and PLT specific to grade level (K-6, or 5-9 or 7-12) Both exams required for M/M Integrated to Merged Programs	153
Significant Disabilities 1-12	Elementary Education: Content Knowledge (0014 or 5014) prior to 9/1/15 Effective 9/1/15 to 8/31/17 Elementary Education: Content Knowledge (5018) OR Elementary Education: Multiple Subjects (5001)	150 163 *	Significant Disabilities Pedagogy Requirement Special Education: Core Knowledge and Severe to Profound Applications (0545 or 5545)	153
Visual Impairments/Blind K-12	• Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005) Mandatory 9/1/17 Elementary Education: Multiple Subjects (5001) • Reading Language Arts (5002) • Mathematics (5003) • Social Studies (5004) • Science (5005	157 157 155 159 * 157 157 155 159	Visual Impairments/Blind Pedagogy Requirement Special Education: Core Knowledge and Applications (0354 or 5354) prior to 9/1/14 Special Education: Core Knowledge and Applications (0354 or 5354) and Special Education: Teaching Students with Visual Impairments (0282/5282) Effective 9/1/14	145 145 163

ADMINISTRATIVE AND INSTRUCTIONAL SUPPORT AREAS

Certification Area	Name of Praxis Test	Area Test Score
Educational Leader – Level 1	School Leaders Licensure Assessment (1011 or 6011)	166
Educational Leader – Level 3	School Superintendent Assessment (6021)	160
Ancillary School Librarian	Library Media Specialist (0311 or 5311)	136
School Guidance Counselor	Professional School Counselor (0421 or 5421) Effective 7/1/15	156

ALTERNATE CERTIFICATION CANDIDATES

Certification Areas	Name of Praxis Test	Area Test Score
Early Childhood PK-3, Elementary 1-5 & Special Education – (Reading Competency Assessment Option for Alternate Candidates)	Teaching Reading (0204 or 5204)	157