

# Louisiana Educator Certification (LEC) - Applicant Guide

---

## Accessing LEC

Louisiana Educator Certification (LEC) is part of the [Louisiana Educator Portal](#) (LEP). See the [Logging in to the Louisiana Educator Portal - Individual Applicants](#) knowledge article for information on accessing LEP.

## My Educator Profile

My Educator Profile displays your identifying information. This information is often already verified for educators employed in Louisiana public schools.

Individuals who are not/have not been employed in Louisiana public schools may be required to verify their social security number and email address before an application can be submitted. Refer to the [Logging in to the Louisiana Educator Portal - Individual Applicants](#) article for instructions to verify your information.

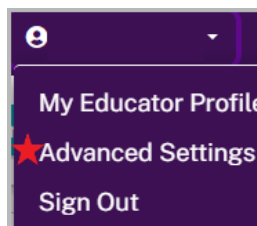
## Connecting to a Preparation Program or Nonpublic School/System

Candidates enrolled in a Louisiana teacher preparation program **must** be connected to the program provider before any application requiring program provider verification can be submitted. Please contact your program provider for the code needed to connect.

Educators employed in a nonpublic school may be connected to the nonpublic school/system to provide enhanced application tracking features to the employing nonpublic school/system. Please contact your HR office or administration to determine if your nonpublic school/system uses these features.

To connect to a program provider or nonpublic school/system:

1. Click on your name in the upper right corner and select Advanced Settings.



2. Choose **Advanced Provider** or **Nonpublics** from the left navigation menu.
3. Click **Add Provider** or **Add Nonpublic** in the upper right corner.
4. Enter the **Provider Code** or **Member Code** received from the appropriate authority.
5. Select **Save Provider** or **Save Nonpublic**.

Your provider or nonpublic school/system will be notified of your request. Once approved you will be connected.

# Starting an Application

All applications must be started by the educator. Most applications may be selected from the list of available applications in LEC. Some applications must be sent to you by a Louisiana preparation program. Louisiana employing schools/systems may also send an application to an educator when needed.

## Criminal Background Check

Effective January 1, 2025, in accordance with Louisiana law (R.S. 17:8.9), a comprehensive criminal background check (CBC) is required for teacher certification. This requirement goes beyond any CBC conducted for employment purposes. A fingerprint-based CBC, processed through the Louisiana State Police Bureau of Criminal Identification and Information, is mandatory before a certification application can be started.

## Starting An Available Application

1. Login to LEC and select **Start New Certification Application** from the left navigation menu or use the button in the upper right corner.
2. If you only see one option, **Fingerprint Clearance Required Before Proceeding**, the Certification Office does not have a CBC on file for you.
  - Click the **+** symbol next to the *Fingerprint Clearance Required Before Proceeding* option to review the instructions for completing the required background check.
  - Enter the personal information requested, provide copies of your identification where requested, and complete all other forms in the fingerprint application. Proceed to **Check Out** in the left navigation menu and **Submit** the fingerprint application. No fee will be required.
3. If/once a background check is on file for certification and a **ClearCredential** has been issued, you will have access to the full list of available applications. Click the **+** symbol next to the application you wish to begin.

**Important Note:** Applications that are not **submitted** within **45 days** of the date started will be automatically deleted. An automated email is sent 15 days before the application expires. A final notification is sent when the application times out. A new application may be started when you are ready to complete the request.

## Applications Sent to You

If your preparation provider or employing school/system has sent you an application to complete, you will receive an email notification of a **Requested Action**. Notification will also appear on your Educator Profile in LEP.

1. Login to LEC and select **Requested Actions** from the left navigation menu.
2. Click Details next to the **Start Application** request.
3. Review the Request Details and click **Accept** to start the application.

**Important Note:** Applications that are not **submitted** within **45 days** of the date started will be automatically deleted. An automated email is sent 15 days before the application expires. A final notification is sent when the application times out. If an application sent from your preparation provider expires, request a new application from your preparation provider when you are ready to complete the request. Applications sent from your employing school/system can be restarted from the list of available applications.

## Completing the Application

All applications begin with Personal Information. Navigate through all forms in the **Applicant Section** and provide the requested information.

- **All** requests must be **started** by you as 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).
- Most forms include a Help page to the right of the form. Review the additional guidance provided to ensure forms are completed correctly.
- Fields with a red asterisk (\*) are **required**.
- 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.
- Click **Complete** after entering all required information to save a page and move to the next form.
  - A check mark (✓) will appear next to the completed form in the navigation bar on the left side of your screen.
  - If the **Complete** button is shaded, review the form for missing information.
- The **Next** button advances to the next form without requiring all information. Information entered will be saved. The navigation bar on the left side of your screen can also be used to select a specific form.
- All **Applicant Section** forms must be completed before the Applicant **Section Review** can be completed for the application to move forward.
  - If your application includes other sections, you may expand those sections to review forms to be completed by other parties.
  - Some forms in other sections will allow you to add information for the approving authority to review. You can only **Complete** forms in the **Applicant Section**.
- Some school systems prefer or require the applicant to provide information on the **In-state Experience Verification** typically found in the **HR Section**. The HR representative then reviews the information provided, edits as needed, and signs in verification. *Please contact your HR office for local procedures for verifying experience.*

- 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.

## Options & Add-ons

Some applications include additional requests that can be added to the same application for an additional fee. The Help section to the right of the form often provides guidance when additional requests can be added to the specific application.

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

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

## Routing an Application for Additional Verification

Many applications require additional information or verification from your employing school system, early childhood center, or teacher preparation program provider. Complete all forms in the **Applicant Section** and sign the **Applicant Section Review**. You will be prompted to select the other authorities that must verify additional information on the application.

## Making Changes After Applicant Forms are Locked

In some cases, a correction may need to be made after signing the Applicant Section Review. To unlock forms in the Applicant Section:

1. Select **My Applications**.
2. Locate the application in progress and click **Continue**.
3. Select **Section Review** in the Applicant Section.
4. Click **Unlock Section Forms**.
5. Select the form to be edited on the left side.
6. Make the necessary changes and then click **Complete** on the edited form.
7. Return to the **Section Review** in the Applicant Section and click **Complete** to lock the forms again.  
If the application requires verification from other parties, select the appropriate authority(s).

**Important Note:** If changes are made in the Applicant Section after other sections are signed by a verifying authority, the application may be denied. Additional fees may be required to reapply.

An applicant **cannot** make changes to forms in other sections that have been signed and locked. If you believe any information that needs to be corrected in the HR Section, Provider Section, or Early Childhood Section, please contact the appropriate authority to discuss the changes needed.

# Submitting a Completed Application

All forms within the application must be completed, including information that must be provided by your employing school system or preparation provider, before you can Check Out and Submit the application.

Once all parties have signed all sections of the application, you will be notified that an application is ready to Check Out and Submit. You must Check Out and Submit all applications for the request to be processed, even those with no fee required.

If the Check Out option is not available, a form within the application has not been completed. Review the Summary on the right side of the page to find the incomplete form.

**Submitted applications cannot be edited or cancelled.** All submitted applications will be processed based on the request(s) made on the application and the documentation provided. Check all applications carefully before submitting to prevent unnecessary denials.

## No Fee Applications

If an application does not require a fee:

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

## Applications Requiring a Processing Fee

LEC will calculate the fee due based on the application selected and the requests made.

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**.

## Using a Prepaid Receipt

If you have a saved, unused receipt from the previous payment system, the receipt may still be used as long as it has 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 amount due.
2. Select **Add Pre-Paid Checkout Form**. A Prepaid / Voucher Payment window will open.
3. Enter the amount paid and confirmed on the saved receipt.
4. Upload a copy of the receipt.
5. Click **OK** to return to the Check Out screen.
6. The prepaid amount indicated will be deducted from the fee due.
  - a. If the fee due is now zero dollars (\$0). Select **Submit Application**.
  - b. If a balance due remains, pay the remaining balance by credit card using the instructions above to submit the application.

# Tracking Application Progress

You can keep track of the status of your application in LEC. From your [Educator Profile](#), select [Online Applications for Certification](#) from the left navigation menu. All applications you have stated in LEC will be displayed in your List of Applications.

- Applications with a [Continue](#) button have not yet been submitted to the Certification Office for processing. Click the Continue button to review the progress, complete your forms, or Check Out and Submit an application.
- The tile for each application will display the name of the last person to update the application. If you are waiting on verification or other information from your employer or a preparation provider, you will see their name displayed once they have made updates to the application.
- The Continue button will be replaced with a [Review](#) button once the application has been submitted. **Submitted applications cannot be edited or cancelled.** The status displayed on the tile will change to [Application Submitted](#).
- When the application has been assigned to a Certification Specialist for processing, the status displayed on the tile will change to [Case Opened](#).
- Once the application has been processed by a Certification Specialist, the status displayed on the tile will change to [Case Processed](#).
- Click [Review](#) on any case processed to review the application. Select [Messaging](#) on the left navigation menu to see any response sent by the Certification Office. Messages in response to an application are also sent via email.
- If you begin an application and decide not to complete the request, click [Remove](#) to delete the application.