

Many Certification policy changes have occurred or will be occurring in 2021. In an effort to accommodate the policy changes and provide increased customer service to all stakeholders, many certification processing protocols will **begin August 1, 2021**. Advanced notification of these changes was communicated in the Legislative Affairs, Policy and Workforce Support monthly calls. This document further details the certification processing protocol changes. Please keep in mind any processing protocol changes required by future policy changes will take place once the updated policy is adopted.

Several of the larger more complex applications will be broken apart into multiple simpler applications. The **certification update** application will be broken down into the following three applications:

- Renewal/Higher/Status Change (RH)
- Evaluation/Add-on/Course Approval (EV)
- Certification/Exam Verification (VR)

The **ancillary application** packet will be broken down into the following three applications:

- Ancillary Teaching (school counselor, school librarian, math for professional, talented artist, etc.) (AT)
- Ancillary Service (school nurse, school psychologist, etc.) (AS)
- Mentor Teacher/Content Leader (ancillary or add-on) (MTCL)

The Out-of-State (OS) and Foreign Out-of-State (FO) will be combined into one application.

The following new changes will be required for **all** applications:

- Only electronic completion accepted--**NO** handwritten applications accepted
- Two (2) forms of identification (copy of Driver's License and Social Security card) required with **each** application
- Applicable [Self-Evaluation checklist](#) (if one is available) required as part of submission

An official **Plan of Study** will be required as part of **all** initial and renewal Practitioner License applications, whether private or university provider. Proposed policy changes also include all PL applications be submitted by teacher preparation provider. This is dependent upon BESE approval.

Applications affected by upcoming proposed policy changes **will not be updated until after the BESE meeting** for that proposed policy change. There will be at least a **30-day transition period** after the official published date of a new application.

There is a new Certification Appeal email address where all certification appeal applications must be emailed. The email address is [CertificationAppeal@la.gov](mailto:CertificationAppeal@la.gov). Please see the fee schedule below for the fee associated with appeals applications, effective August 1, 2021.

Office hours protocol will also change. The following steps will be required to schedule an office hours call:

- Login to HR account in online teacher certification portal
- Use the "ask a question" feature along the top ribbon of the page
- Choose "office hours" in the drop down menu or indicate in the subject line
- Indicate certification questions, cases, candidates and details around certification questions
- Submit the question case and receive case #
- Use online scheduler and indicate the "office hours" question case number in the reservation

This will allow us to **research cases ahead of time and provide written guidance**, in addition to the verbal communication provided during the call--hopefully eliminating any confusion or misunderstanding in our guidance.

When adding or removing HR users, please use the HR signature form.

- Complete fields electronically
- Physically sign the form
- Upload to the online portal as an application type "Authorized Signatures"

We hope to also work towards the following updates in our customer service:

- Decrease processing time
- Increase clarity in written feedback
- Provide additional services

As a part of the processing protocol changes, our processing fees will also be re-organized. Our fees have not changed in over 30 years. LDOE’s certification processing fees remain far below the Southern Regional Education Board (SREB) average certification processing fee (\$95) and the average professional licensure fee for the State of Louisiana (> \$105). All certification **processing fees** are nonrefundable. The processing fee does not guarantee issuance or renewal of certification, or addition of endorsements. If all requirements / qualifications are not met at the time of application, a new application and a new processing fee are required to re-apply when requirements have been completed. [Certification fees are payable online here](#); retain a screenshot or the email confirmation of payment to be included with the certification application.

**Processing fees for initial certification.....\$50.00**

- Ancillary Certificate (with exception of Early Childhood Ancillary; no fee is required for those types of certificates)
- Career and Technical Trade and Industrial Education (CTTIE 1 or 2)
- Educational Leader (EDL)
- Extended Endorsement License (EEL)
- Initial Standard Level Certificate (Level 1, 2 or 3 if it is the first certificate issued)\*
- Non-Public Temporary (T)
- Out-of-Field Authority to Teach (OFAT)
- Out-of-State (OS)
- Out-of-State One-Year Certificate
- Out-of-State Superintendent (OSS)
- Out-of-State-Principals (OSP)
- Practitioner License (PL1, PL2, PL3)
- Temporary Authority to Teach (TAT)
- Temporary Employment Permit (TEP)

\*An additional \$25 fee will be required for each add-on endorsement area requested on the initial application.

**Processing fees for additions and evaluations.....\$50.00**

***For each additional transaction requested from the list below, enclose an additional \$25.00.***

- Additional Certification Areas
- Additional Degree(s)
- Evaluations (Including Certification Appeal evaluations—the appeal itself is at no additional cost)

*For example, requesting add-on for PK-3<sup>rd</sup>, an evaluation for Mild/Moderate 1-5, and addition of master’s degree (three transactions) would require a \$100.00 processing fee.*

**Processing fees for higher, extensions/renewals .....\$50.00**

- Extension and/or Renewal of Certificates (Standard, Nonstandard, CTTIE & Ancillary)
- Higher Certificate (CTTIE 2)
- Higher Certificate (Type B\*, A\*, Level 2\* or 3\*)

- Higher Certificate (Type B, A, Level 2 or 3)

Processing fees for Status Changes or the following requests.....\$25.00

- Content Leader (endorsement or ancillary)
- Mentor Teacher (endorsement or ancillary)
- Name change only\* (free transaction on all other applications--\$25 if name change is the only transaction requested)
- Requests for certificate *to be placed into* Non-practicing and/or Operational Role Status
- Appeals
- Printed and mailed copies of certificates
- Verification of Certification or NTE/PRAXIS Scores

Requests that **DO NOT** require a fee for initial and renewal issuance are:

- Ancillary Early Childhood (Early Childhood AN)
- World Language Certificate (WLC)
- Resident Teacher (R)

**\*\*Please note \*\* The Certification fee schedule will be updated effective August 1, 2021. Any application that is not completely and correctly submitted prior to August 1, 2021 will be subject to the new fee structure as listed above.**