
ANCILLARY TEACHING CERTIFICATION APPLICATION

By completing this application, applicants may request issuance or renewal of an ancillary teaching certificate. This is a stand-alone certificate issued to individuals holding qualifying degrees or specialized credentials. The certificate is renewable with effective evaluations. *Renewal must be requested by the Louisiana employing school system on behalf of the educator.* This application packet does not include Ancillary Service, Ancillary Early Childhood, Mentor Teacher, or Content Leader certification; there are [separate application packets](#) for those certification requests. Upon receipt of the completed forms and appropriate processing fee as noted on the [Certification Processing Fee Schedule](#), a certification case will be opened in the Teacher Certification Management System (TCMS) which is trackable online. If additional information is needed or feedback is provided, that information can be viewed online by checking the [Status of a Certification Application here](#). Evaluations will be provided via the online portal in response to the certification submission case.

Official Transcripts

Transcripts must be official for all certification purposes. Official transcripts should be mailed or emailed directly to you or your employing school system and will be considered official when scanned and/or uploaded to the online certification portal with your certification application packet. The Certification office does not accept transcripts sent directly via email or paper mail. All degrees reflected on official transcripts included with the application will be added to an initial certificate. Once the initial certificate has been issued, the [Evaluation, Add-on, Course Approval, & Name Change application](#) and a processing fee may be required to add additional degrees.

Experience

Verification of experience is **required with all requests for renewal** made on this application.

- The Louisiana employing school system or BESE-approved contracted company may verify all in-state experience using the In-State Experience Verification form included in the application.
- Out-of-state experience must be verified as successful by the out-of-state direct employing authority using the [Out-of-State Experience Verification Attestation](#) to be used for certification purposes.

Effectiveness

Renewal of an Ancillary Teaching certificate requires verification of **at least three (3) effective evaluations** within the previous validity of the certificate. Effectiveness ratings must be final and reflective of a full school year of evaluation for certification purposes.

- A teacher having served in a public school setting is required to have evaluations reported and finalized in the [Compass Information System \(CIS\)](#). Alternate documentation verifying effectiveness is not accepted for years served in a public school setting.
 - If an educator serving in a public school setting does not have the required effective evaluations in CIS, but was evaluated via Compass, please reach out to Compass@la.gov for assistance.
 - If an educator served in a public school setting and was not evaluated via Compass, then any request for renewal or advancement may be denied. The educator may be directed to appeal to the Teacher Certification Appeals Council (TCAC) to request additional time in order to be evaluated.
- A teacher having served in a nonpublic school setting must have earned effective ratings per local personnel evaluations. The [Local Evaluation Attestation](#), completed by the approved Louisiana employing nonpublic school, would be required for any years served in a nonpublic setting.
- A teacher providing instruction in a public school setting, not employed by but contracted to the public school with a BESE-approved company, must have earned effective ratings per employer personnel evaluations. The [Employer Evaluation Attestation](#), completed by the employing BESE-approved company, would be required for any years providing instruction in a contracted position.
- Out-of-state experience must be verified as successful by the out-of-state direct employing authority using the [Out-of-State Experience Verification Attestation](#).
- Educators who served in multiple settings may be credited with evaluations appropriate to the employment setting for each year.

Non-practicing, Operational Role, and Return to Practicing Status Change

A request for Non-practicing status, Operational Role, or Return to Practicing status may be submitted by the employing school system for teachers who are not serving/employed in Louisiana, are serving in a public school setting and cannot be evaluated per student growth measures via Compass, or are returning to practice in an evaluated role. The request is made using the Certification Renewal, Higher, and Status Change application packet available only to school system personnel through an authorized HR account. Please contact the employing HR office to obtain the application and submit the request.

Submitting the Application

Submit a completed application packet (including required documentation) through the online [educator certification portal](#). Ancillary teaching certification **renewal** applications are submitted by the Louisiana Employing School System. The following items are required* as part of a complete application packet and must be signed and dated with current date:

1. **Copy of Applicant Social Security Card and Driver's License*** (required with every application)
2. **"Ancillary Teaching Certification (AT)" Application** form*
3. **A completed, Self-Evaluation Checklist*** - Required for initial certification only, *not required* for renewal (**use links in certification area column of chart below**)
4. **Professional Conduct** form* with all questions answered, signed, and dated by the applicant
5. **Experience Verification** form* and/or [Out-of-State Attestation](#) form (required for all requests)
6. **Official transcripts** (if applicable and/or if not already submitted to the certification office)
7. **Qualifying documents** (see chart below to determine qualifying documents required for requested area, limiting submission to a maximum of 50 pages)
8. **Copy of Online Payment Confirmation** email or screenshot* - Use [Processing Fee Schedule](#) to determine amount due. Payment is non-refundable and does not guarantee certification but is used for review of submitted documents. Payments are made online through the payment portal on [TeachLALive!](#). The email confirmation or screenshot is required. The confirmation number alone is not accepted. Applications that do not include the email confirmation or payment success screen will be returned without processing.

CERTIFICATION AREA	DOCUMENTATION REQUIRED
Artist (Art, Creative Writing, Drama, Dance, Music, Theatre, or Visual Arts) (Valid 5 years – renewable with effective evaluations)	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Evidence of substantial professional recognition (e.g., letters from representatives of the arts community, gallery directors, art center directors, reporters) • Evidence of substantial artistic or creative accomplishments (e.g., newspaper articles, programs, playbills, published music scores, brochures, invoices for commissioned work, etc.) Photographs, slides, and actual artwork are only acceptable when document(s) verifying the artist authenticity of the work and recognition, publishing, showing, or sale is included (e.g. bill of sale, commissioning agreement, etc.). Artifacts should include the artist's name. Limit portfolio with application packet to 50 pages.
Content Leader	<p>See stand-alone Mentor Teacher/Content Leader application packet – the ancillary application packet is not used to request this certification area.</p>
Dyslexia Practitioner (Valid 5 years – renewable with effective evaluations and valid credential)	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Hold a valid Louisiana teaching certificate • Completion of an accredited multisensory structured language training programs (including 45 hours of coursework and 60 hours of clinical work observed/monitored by a qualified professional) from one of the following, verified with a letter from the training program: <ul style="list-style-type: none"> ▪ The Academic Language Therapy Association (ALTA) ▪ Academy of Orton-Gillingham Practitioners and Educators (AOGPE) ▪ Wilson Language Training (WLT) ▪ Neuhaus Education Center; and • Pass a multisensory structured language education-related competency examination administered by a nationally recognized professional organization that issues national certification • Valid credential from accrediting organization listed above
Dyslexia Therapist (Valid 5 years – renewable with effective evaluations and valid credential)	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Hold a valid Louisiana teaching certificate • Completion of an accredited multisensory structured language training programs (including 200 hours of coursework and 700 hours of clinical work observed/monitored by a qualified professional) from one of the following, verified with a letter from the training program: <ul style="list-style-type: none"> ▪ The Academic Language Therapy Association (ALTA) ▪ Academy of Orton-Gillingham Practitioners and Educators (AOGPE) ▪ Wilson Language Training (WLT) ▪ Neuhaus Education Center; and • Pass a multisensory structured language education-related competency examination administered by a nationally recognized professional organization that issues national certification • Valid credential from accrediting organization listed above.

<p>Family & Consumer Science – Occupational Programs (Provisional) Family & Consumer Science – Occupational Programs (Qualified)</p> <p>(Provisional valid 3 years, Qualified valid 5 years, renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Official transcripts showing bachelor's degree* awarded in the family and consumer science specialty area • 12 semester hours in professional education coursework • 2000 clock hours of successful work experience • For Qualified certificate, must have 3 years successful teaching on the <i>Provisional</i>
<p>Junior ROTC</p> <p>(Valid 5 years –renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Documented retirement from active duty in the retired grades of E-6 through E-9, WO-1 through CWO-5, O3 through O6; and • Official Recommendation by appropriate branch of the military service with certification by the appropriate Department of defense.
<p>Math For Professionals</p> <p>(Valid initially 3 years and renewable every 5 years with effective evaluations)</p>	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Meets at least one of the following: <ol style="list-style-type: none"> a. Earned 30 credit hours of mathematics; or b. Earned a Master's Degree* in Mathematics, Engineering, Science Content Area; or c. Successful passing of the Praxis Mathematics: Content Knowledge test #5161 • Completion of a district developed classroom readiness/training program, based on state guidelines.
<p>Mentor Teacher</p>	<p>See stand-alone Mentor Teacher/Content Leader application packet – the ancillary application packet is not used to request this certification area</p>
<p>Mentor Teacher (Provisional)</p>	<p>See stand-alone Mentor Teacher/Content Leader application packet – the ancillary application packet is not used to request this certification area</p>
<p>Nonpublic Montessori</p> <p>(Valid 5 years – renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Diploma indicating the completion of an approved Montessori training program: see self-evaluation for information on approved programs • Include verification of effectiveness as outlined above if not evaluated via Compass when requesting Type B, Type A, or renewal of any certificate • Official transcripts reflecting degree(s)* awarded if requesting Type A
<p>School Counselor K-12</p> <p>(Valid 5 years – renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Completion of a standards based graduate degree* program in school counseling from a college or university approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) • Completion of a practicum to include 100 contact hours –and- completion of an internship in school counseling to include 600 contact hours in a school setting • Passing score on Praxis exam specific to Counselor (refer to the current Praxis Chart) • Applicants having completed a school counselor prior to June 30, 2017, see also the Ancillary Counselor K-12 prior to June 30, 2017 self-evaluation
<p>School Librarian</p> <p>(Valid 5 years - renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Graduate degree* in library science • Passing score on Praxis exam specific to School Librarian (refer to the current Praxis Chart)
<p>Talented (Music, Theatre, or Visual Arts)</p> <p>(Valid 5 years – renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Application signed & submitted by LA Employing School System • Verification of a minimum of one year of working with students in the specific arts area at the specific level. Experience outside of the school system may be verified on letterhead or other official documentation from a previous employer, including description of experience, length of experience, and successfulness. • Graduate degree* in Music, Art, Theatre, Liberal Arts, or Theatre Education -OR- • Verification of substantial artistic/creative accomplishment over an extended period of time (e.g. copies of newspaper articles, programs, brochures, playbills, published music, magazine articles, catalogs, letters from peers). Photographs, slides, and actual artwork are only acceptable when document(s) verifying the artist authenticity of the work and recognition, publishing, showing, or sale is included (e.g. bill of sale, commissioning agreement, etc.). Artifacts should include the artist's name. Limit portfolio with application packet to 50 pages.

* Degrees and coursework use for Louisiana certification purposes must be earned from a college or university [accredited in accordance with 34 CFR 602](#).

Contact Information: All questions regarding certification requirements or the certification process, can be answered by contacting the Louisiana Department of Education's online [educator certification portal](#). All applications will be evaluated in the order in which they are received. You can check the status of a certification application [online HERE](#).

Handwritten documents will not be accepted for certification processing.

Social Security Number _____ (no dashes, no spaces)	Email Address: _____
Legal Name of Applicant: _____ Date of Birth: _____	
Check here if requesting name change; will be updated to match name on SS card.	
Address: _____	
(Street)	(City) (State) (Zip Code)
Phone: (____) _____	LA Certificate #: _____ Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>

Educational Qualifications:

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

Select the Ancillary Teaching Certification Area to be Issued or Renewed

****If requesting renewal, [verify current certificate](#) held.****

I/We request the issuance or renewal of an ancillary teaching certificate appropriate to the applicant's credentials. While the educator is employed, he/she will be evaluated via Compass with effectiveness results being entered into the Compass Information System (CIS). I agree that my typed/electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant:

Date:

Signature of LA Employing School System:

Date:

Name of Louisiana Employing School System:

Employing School System Email:

APPLICANT'S LEGAL NAME:	SSN (No Dashes):
ADDRESS (Street Address, Including City, State, Zip):	DATE OF BIRTH (MM/DD/YYYY):

ANSWER <u>ALL</u> QUESTIONS	Check	
	YES	NO
1. Have you ever had a professional license or certificate denied, suspended, revoked, censured, or voluntarily surrendered? If YES , what type of professional license/certificate? _____ 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?		
3. Have you ever been convicted of a criminal offense? If YES , when was the date of conviction: _____		

If you answered “**YES**” to any of the questions above, you must provide copies of any proceedings or other relevant explanatory documents that provide full disclosure of the nature and circumstances of **EACH** separate incident to be included with the application packet.



Pursuant to Louisiana law R.S. 15:587.1, background checks shall disclose **ALL CONVICTIONS**, (Including but not limited to expungements, first offender pardons and pre-trial diversion). Criminal Background Checks (CBCs) are conducted in accordance with La. R.S. 17:15 and La. R.S. 15:587.1.

BESE policy set forth in [Bulletin 746-Louisiana Standards for State Certification of School Personnel](#) addresses actions related to the suspension, denial, and revocation of Louisiana Certificates.

I affirm and declare that all information given by me in the responses to items #1 through #3 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 teacher certificate. I agree that my electronic, typed signature as entered below is the legal equivalent of my manual signature on this document.

SIGNATURE OF APPLICANT:

DATE SIGNED:

IN-STATE EXPERIENCE VERIFICATION FORM

This document is to be completed by a Louisiana employing school system –or– BESE-approved contracted company as official verification of the applicant's experience.

Handwritten documents are not accepted for certification processing.

EMPLOYEE'S LEGAL NAME:	DATE OF BIRTH (MM/DD/YYYY):	SSN (No Dashes):
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LA School System (Out of State Experience must be verified on form linked here)	NAME OF SCHOOL	Type of School	Dates of Service MM/YYYY-MM/YYYY <small>(e.g. 08/2018-06/2020 –or– 08/2019 – current)</small>	Grade Level(s)	Subject Taught or Service Provided	Employee's Role/Job Title <small>(e.g. Teacher, Substitute, Principal, District Leader, etc.) If role is unique, <u>include a job description</u>.</small>	Method of Evaluation <ul style="list-style-type: none">• Compass – Verify in CIS• Local Evaluation• Employer Evaluation• Cannot Be Evaluated – include a job description
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I agree & verify the information contained in this document. My electronic signature, as entered below, is the legal equivalent of my manual signature on this application.

SIGNATURE OF APPLICANT:	
SIGNATURE & TITLE OF EMPLOYING AUTHORITY:	DATE VERIFIED:
NAME OF DISTRICT/COMPANY OF EMPLOYING AUTHORITY:	EMPLOYER'S E-MAIL: