

EDUCATIONAL LEADER (EDL) APPLICATION

With the completion of the Educational Leader Packet you can request certification for Educational Leader Level 1, Educational Leader Level 2, and Educational Leader Level 3, or the Ancillary Educational Leader in Special Education. A letter of eligibility for Educational Leader certification will be issued to individuals who meet requirements, but who are not yet hired in a leadership position. The appropriate leadership certificate will be issued upon employment in a leadership capacity per the request of the employing Louisiana Employing Authority. Louisiana Employing Authorities have been informed that a letter of eligibility issued by the LDOE is sufficient to identify you as being eligible for employment and the certificate will be issued upon their request. If employed in a leadership role at the time of application, the employer will verify date-of-hire and role within the application and the certificate will be issued without a letter of eligibility being necessary. Upon receipt of the completed forms and fee, a certification case will be opened in the state's certification database, [trackable online at TeachLouisiana.net](https://teachlouisiana.net).

For the purposes of renewing or advancing a Louisiana certificate, all in-state experience is verified using the In-State Experience Verification form included in the application. Out-of-state experience would be verified as "successful" using the [out-of-state experience verification attestation](#).

Educational Leader Level 1 (EDL 1) – permits service as a school or district level leader

Eligibility for EDL1 can be obtained by fulfilling ONE of the following routes. Click on the pathway link to access the self-evaluation checklist and required documentation for each pathway.

- [Graduate Degree Path](#) - for certified teachers who have earned a graduate degree in the area of Educational Leadership.
- [Alternate Path 1](#) - for certified teachers who hold a graduate degree and have fulfilled an individualized, competency-based educational leadership plan-of-study from an institution of higher education [accredited in accordance with 34 CFR 602](#).
- [Alternate Path 2](#) - for certified teachers who hold a graduate degree *in education* and document evidence of 240 clock hours of educational leadership experiences. Refer to the Alt Pathway 2 self-evaluation for instructions on documenting the experiences.
- [Alternate Path 3](#) - for certified teachers who hold a baccalaureate degree from an institution of higher education accredited in accordance with 34 CFR 602 and have successfully completed a [Louisiana competency-based educational leader practitioner \(residency\) program](#). Refer to the Alt Pathway 3 self-evaluation for program verification documentation.

All pathways to the Educational Leader 1 license require the successful completion of either the [Praxis School Leaders Licensure Assessment \(SLLA\)](#) or the [Louisiana Leadership Assessment Series \(LLAS\)](#).

EDL1 *eligibility* does not expire. The EDL1 certificate is valid for three years initially, after being issued at the request of the Louisiana employing school system, and may be extended thereafter for a period of one year at the request of the Louisiana employing school system. EDL 1 certificates are limited to two such extensions in the event the leader cannot advance to the EDL2.

****Please use [Ask a Question](#) on TeachLALive! to request guidance on additional documentation required to verify comparable out-of-state certification if not currently certified as a teacher in Louisiana.****

[Educational Leader Level 2 \(EDL 2\)](#) – permits service as a school or district level leader for educators with successful leadership experience (has met the standards of effectiveness verifiable via Compass, local evaluation, or out-of-state employer).

Eligibility for EDL2 requires the following:

- Hold or be eligible to hold an Ed Leader 1 certificate, Louisiana provisional principal certification, or comparable level out-of-state educational leader certificate; AND
- Three years of teaching experience; 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](#).

EDL2 *eligibility* does not expire. The EDL2 certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the EDL2. Effectiveness for school-level leaders in Louisiana public/charter schools is verified via Compass evaluations entered into the Compass Information System. Effectiveness for leaders in a nonpublic setting or serving as a district-level leader is documented on the Local Evaluation Attestation form included in this application packet.

Educational Leader Level 3 (EDL 3) – permits service as a school superintendent or assistant superintendent

Eligibility for EDL3 requires all of the following:

- Have a valid Louisiana Educational Leader Level 2 certificate or one of the Louisiana administrative/supervisory certifications that preceded the Educational Leadership Certification structure; AND
- Have three years of teaching experience; AND
- Have five years of successful administrative or management experience in education at the level of assistant principal or above. The assistant principal experience would be limited to a maximum of two years of experience in that position; AND
- Have a passing score on the [Praxis School Superintendent Assessment \(SSA\)](#), in accordance with state requirements.

EDL3 *eligibility* does not expire. The EDL3 certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the EDL3. Effectiveness is documented on the Local Evaluation Attestation form included in this application packet.

Educational Leader in Special Education Ancillary (AN EDL in Sped) – permits service as a school or district supervisor, director, or coordinator of special education, ONLY.

Eligibility for AN EDL in Sped requires all of the following:

- Hold one of the following valid Louisiana ancillary certificates:
 - assessment teacher;
 - educational consultant;
 - educational diagnostician;
 - certified school psychologist (Level B or Level A);
 - qualified speech pathologist;
 - speech therapist;
 - speech-language pathologist;
 - speech and hearing therapist;
 - qualified school social worker; or
 - qualified licensed audiologist;
- Three years of experience working with students in the area(s) of certification;
- Graduate degree from an institution of higher education [accredited in accordance with 34 CFR 602](#);
- Documented 240 clock hours of educational leadership experiences. Click on the heading above to access the Ancillary Educational Leader in Special Education self-evaluation for instructions on documenting the experiences; and
- Successful completion of either the [Praxis School Leaders Licensure Assessment \(SLLA\)](#) or the [Louisiana Leadership Assessment Series \(LLAS\)](#).

AN EDL in Sped *eligibility* does not expire. The AN EDL in Sped certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the certificate. Effectiveness for school-level leaders in Louisiana public/charter schools is verified via Compass evaluations entered into the Compass Information System. Effectiveness for leaders in a nonpublic setting or serving as a district-level leader is documented on the Local Evaluation Attestation form (included in this application packet. Such renewal shall constitute a renewal of the special education ancillary certificate ONLY and shall not qualify the candidate for EDL1, EDL2, or EDL3.

Out of State Certified Principal & Superintendent – permits service as a principal or superintendent

Louisiana also offers the Out-of-State Principal (OSP) and Out-of-State-Superintendent (OSS) certificates for those leaders who have not completed Louisiana's licensing exams but who have leadership experience and certification in another state.

[Out-of-State Principal](#) [Out-of-State Superintendent](#)

Experienced, certified educators who do not qualify for EDL certification, but may qualify for OSP or OSS would apply for certification eligibility using the [Out of State Administrative Application](#). **Do NOT submit the EDL packet for OSP or OSS application.**

Non-practicing Status

Educators holding an EDL certificate who are not currently serving in a leadership position in Louisiana should place the EDL certificate into Non-practicing status to preserve any unused validity as renewal requires leader evaluations in Louisiana within the validity of the certificate. A request for Non-practicing status is made using the Certification Renewal, Higher, and Status Change (RH) application packet and must be submitted by the current or former employing Louisiana school system. The application forms are only available to authorized HR personnel within Louisiana school systems.

EDL Application Process

Please submit a complete application packet through the online [educator certification portal](#). Use the appropriate checklist below to ensure a complete application packet is submitted to avoid additional certification fees and delayed processing.

EDL applications must include:

1. **Copy of Applicant Social Security Card and Driver's License** (these are required with every application)
2. **Educational Leader (EL) Application** form
3. **Professional Conduct** form with all questions answered, signed, and dated
4. **Experience Verification** form and/or [Out-of-State Attestation](#) form
5. **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. Check that the degree is indicated as awarded/conferred with date.
6. **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 [TeachLA Live!](#). 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.
7. **Identify & include pathway/request specific items, INCLUDING the self-evaluation checklist linked below-**
 - **Initial EDL1 via [Graduate Degree Path](#):**
 - Exam Documentation* – copy of SLLA or LLAS score report
 - Teaching certification documentation* if not currently certified as a teacher in Louisiana.
 - **Initial EDL1 via [Alternate Pathway 1 \(Individualized Program\)](#):**
 - Exam Documentation* – copy of SLLA or LLAS score report
 - Completion Letter from Institution* indicating successful completion of individualized program
 - Teaching certification documentation* if not currently certified as a teacher in Louisiana
 - **Initial EDL1 via [Alternate Pathway 2 \(Documented 240 Clock Hours\)](#):**
 - Exam Documentation* – copy of SLLA or LLAS score report
 - Educational Leadership Portfolio of 240 Clock Hours* – limited to 100 pages & organized/ordered as follows:
 - *Leadership Experience Calculation Chart* listing documented 240 clock hours
 - *Summary Sheets* for each experience listed on the chart placing the associated artifact directly behind each
 - Teaching certification documentation* if not currently certified as a teacher in Louisiana
 - **Initial EDL1 via [Alternate Pathway 3 \(Practitioner/Residency Leader Program\)](#):**
 - Exam Documentation* – copy of SLLA or LLAS score report
 - Educational Leader Practitioner/Residency Completion Verification* form signed by BESE-approved program provider
 - Teaching certification documentation* if not currently certified as a teacher in Louisiana
 - **Extending EDL1 (Submitted by Louisiana Employing School System ONLY)**
 - No additional documentation*
 - **[Advancing EDL1 to EDL2](#) –OR- Renewal of EDL2 or EDL3 (Submitted by Louisiana Employing School System ONLY)**
 - Local Evaluation Attestation* form if serving in a nonpublic setting or as a district-level leader not evaluated via Compass
 - **[Initial EDL2 \(Did not hold EDL1\)](#)**
 - Teaching and leadership certification documentation* if not currently certified as a teacher in Louisiana
 - **[Initial EDL3](#)**
 - Exam Documentation* – copy of SSA score report
- ♦ **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: _____ <small>(no dashes, no spaces)</small>		Email Address: _____	
Legal Name of Applicant: _____		Date of Birth: _____	
<i>Check here if requesting name change; name will be changed to match the SS card submitted.</i>			
Address: _____			
(Street)	(City)	(State)	(Zip Code)
Phone: (____) _____	LA Certificate # _____	Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>	

Is the applicant currently employed in an educational leadership role?	
---If YES, what is the title/role and what is the date of hire in the leadership role? (Enter "N/A" if not hired)	
Title/Role:	Date Hired:
---If NO, a letter of eligibility will be issued which can be used to obtain employment.	

Indicate certification transaction requested.	
- If Educational Leader Level 2 is requested, Renewal/Extension may also be selected to request that the EDL1 be renewed if the higher certificate cannot be issued and extension is allowed by Bulletin 746.	
- If transcripts are submitted, qualifying degrees will be added to the certification record:	
	Educational Leader Level 1 via Graduate Degree Path
	Educational Leader Level 1 via Alternate Path 1 (Individualized Program)
	Educational Leader Level 1 via Alternate Path 2 (Documented 240 Clock Hours)
	Educational Leader Level 1 via Alternate Path 3 (Practitioner/Residency Leader Program)
	Educational Leader Level 2
	Educational Leader Level 3
	Educational Leader in Sped (Ancillary)
	Renewal/Extension of Educational Leader Level 1, 2, 3, or Sped Ancillary

All teaching and leadership experience is to be officially verified on the In-State Experience Verification form or Out-of-State Experience Verification Attestation included in this application packet.

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:

Name of Louisiana Employing
School System:

Employing School
System Email:

Signature of LA Employing
School System:

Date:

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 (e.g. 08/2018-06/2020 –or– 08/2019 – current)	Grade Level(s)	Subject Taught or Service Provided	Employee's Role/Job Title (e.g. Teacher, Substitute, Principal, District Leader, etc.) <i>If role is unique, include a job description.</i>	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:

This document is used to verify local evaluations when applying to renew/advance an Educational Leader (EDL1, 2, or 3) certificate, renew/advance a teaching certificate, or issuance or renewal of certain Ancillary Teaching certificates. Please refer to [Bulletin 746](#) for details on how to advance or renew other certificate types.

Complete **for each school year** local evaluations are used for the following purposes (**Include multiple pages if applicable**).

- Teachers, counselors, and librarians having served in an approved Louisiana **nonpublic school setting** with the principal as evaluator where the educator's performance is rated as satisfactory in the areas of planning, management, instruction, and professional development.
- Teachers, counselors, librarians, and school-level leaders having served in a public setting must be evaluated in Compass. **Do not include years served in a public setting.**
- Educational Leader (EDL 1, 2, or 3) higher/renewal requests where the leader served in an approved Louisiana **nonpublic school setting**.
- Educational Leader (EDL 1, 2, or 3) higher/renewal requests where the educator served **at the district level** and would not be evaluated via Compass. **Do not include years served in a public setting at the school level.**

Social Security Number _____	Email Address: _____
Legal Name of Applicant: _____	Date of Birth: _____
LA Certificate #: _____	

School Year:	Employing School/School System:	Job Position/Role:		
<p style="text-align: center;">Local Evaluation Scale (e.g. 4-1, letter grades, excellent-poor, etc.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">What is the maximum score/rating possible?</td> <td style="width: 50%; border: none;">What is the minimum score/rating possible?</td> </tr> </table>	What is the maximum score/rating possible?	What is the minimum score/rating possible?	<p>What is the educator's Score/Rating Earned for this school year?</p> <p>Evaluation Rating Equivalent (select one):</p> <p style="text-align: center;">EFFECTIVE INEFFECTIVE</p>	
	What is the maximum score/rating possible?	What is the minimum score/rating possible?		
<p><i>I attest to the validity of above effectiveness ratings. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.</i></p>				
Signature: _____		Date: _____		
Evaluator Name: _____		Evaluator Email: _____		
Evaluator Title: _____				

School Year:	Employing School/School System:	Job Position/Role:		
<p style="text-align: center;">Local Evaluation Scale (e.g. 4-1, letter grades, excellent-poor, etc.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">What is the maximum score/rating possible?</td> <td style="width: 50%; border: none;">What is the minimum score/rating possible?</td> </tr> </table>	What is the maximum score/rating possible?	What is the minimum score/rating possible?	<p>What is the educator's Score/Rating Earned for this school year?</p> <p>Evaluation Rating Equivalent (select one):</p> <p style="text-align: center;">EFFECTIVE INEFFECTIVE</p>	
	What is the maximum score/rating possible?	What is the minimum score/rating possible?		
<p><i>I attest to the validity of above effectiveness ratings. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.</i></p>				
Signature: _____		Date: _____		
Evaluator Name: _____		Evaluator Email: _____		
Evaluator Title: _____				

School Year:	Employing School/School System:	Job Position/Role:		
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Signature: _____		Date: _____		
Evaluator Name: _____		Evaluator Email: _____		
Evaluator Title: _____				