
EDUCATIONAL LEADER CERTIFICATION APPLICATION PACKET INSTRUCTIONS

Dear Applicant:

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 Special Education Educational Leader. A letter of eligibility for Educational Leader certification will be issued to individuals who meet requirements via one of the pathways described below. 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 Division of Educator Licensure is sufficient to identify you as being eligible for employment and receipt of a certificate upon their request.

Certification Paths for Educational Leader Level 1 (EDL 1)

Master's Degree Path - To receive an entry-level certificate in educational leadership, the candidate must:

- a. hold or be eligible to hold a valid Louisiana Type B or Level 2 teaching certificate or have a comparable level out-of-state teaching certificate and three years of teaching experience in his/her area of certification;
- b. complete a competency-based graduate degree preparation program in the area of educational leadership from a regionally accredited institution of higher education; and
- c. have a passing score on the School Leaders Licensure Assessment (SLLA), in accordance with state requirements.

Three alternate paths are available to individuals seeking Educational Leader Level 1 certification. Each path requires that an individual hold or be eligible to hold a valid LA Type B/Type A or Level 2/Level 3 teaching certificate or have a comparable level out-of-state teaching certificate; three years of teaching experience in his/her area of certification; and have a passing score on the School Leaders Licensure Assessment (SLLA) in accordance with state requirements. Listed below are the specific requirements for each alternative program.

Alternate Path 1 is for persons who hold a master's degree and are seeking to become certified as an Educational Leader.

- a. Individual must have previously completed a graduate degree program from a regionally accredited institution of higher education;
- b. Individual must meet competency-based requirements, as demonstrated by completion of an individualized program of educational leadership from a regionally accredited institution of higher education. An individualized program will be developed based on a screening of each candidate's competencies upon entering into the graduate alternative certification program; and
- c. have a passing score on the School Leaders Licensure Assessment (SLLA), in accordance with state requirements.

Alternate Path 2 is for persons who hold a master's degree in education and are seeking to receive an Educational Leader Level 1 certificate.

- a. Individual must have previously completed a graduate degree program in education from a regionally accredited institution of higher education;
- b. Individual must provide documented evidence of 240 clock hours or more of leadership experiences at the school and/or district level in a portfolio; and
- c. have a passing score on the School Leaders Licensure Assessment (SLLA), in accordance with state requirements.

A list of acceptable leadership experiences is provided in this packet on pages 7-8. The experiences must cover multiple levels of observation, participation and leadership that directly coincide with the Educational Leadership Constituent Council (ELCC) standards. In addition, leadership experiences should align with Performance Expectations, as listed in Bulletin 125-Standards for Educational Leaders in Louisiana found [here](#) (insert link).

The applicant must utilize the options on this list in reporting his/her experiences on the Leadership Experience Verification Form provided. For each experience, the applicant must provide a brief description of the specific experience (using the form provided and not to exceed one page) and provide letters verifying the specific experience with artifacts that speak directly to that activity. The artifacts can be in the form of agendas, sign-in sheets, brochures, multimedia presentations, etc. The completed forms, artifacts, and letters of recommendation must be submitted along with this application packet in a binder or portfolio format.

NOTE: Review pages 6-9. It is recommended that you retain a copy of information submitted for your files. The information will not be returned by the Division of Educator Licensure.

Alternate Path 3 is for persons who hold a baccalaureate degree from a regionally accredited institution of higher education and are completing a competency-based educational leader practitioner (residency) program.

- a. Individual must demonstrate strong knowledge of instruction through a rigorous screening process by an approved program provider;
- b. Individual must complete a competency-based educational leader practitioner/residency preparation program in the area of educational leadership from a state-approved private provider or a regionally accredited institution of higher education; and
- c. have a passing score on the School Leaders Licensure Assessment (SLLA), in accordance with state requirements.

NOTE: Private Providers recommending candidates for EDL1 certification through this path must verify that all program requirements have been met. Please submit the Completion Verification Form on page 10.

Educational Leader Level 2 (EDL 2)

To receive an Educational Leader Certificate Level 2, the individual must:

- a. hold a valid Educational Leader Level 1 certificate, Louisiana provisional principal certification, or comparable level out-of-state educational leader certificate;
- b. have three years of teaching experience in his/her area(s) of certification; and
- c. have three years of educational leadership experience at the level of assistant principal or above; and

- d. meet the standards of effectiveness as an Educational Leader for three years pursuant to Bulletin 130 and mandated by Act 54 of the Louisiana 2010 Legislative Session.

Renewal Guidelines:

An EDL 2 certificate is valid for five years initially and may be extended thereafter for a period of five years at the request of a Louisiana Employing Authority. For renewal of EDL 2 certificate, candidates must successfully meet the standards of effectiveness for at least three years during the five-year initial or renewal period pursuant to Bulletin 130 and R.S. 17: 3902.

Educational Leader Level 3 (EDL 3)

This certificate is required to serve as a school system superintendent or assistant superintendent. Eligibility requirements:

- a. valid Louisiana Educational Leader Level 2 certificate or one of the Louisiana administrative/supervisory certifications that preceded the 2006 Educational Leadership certification structure;
- b. five years of teaching experience in his/her area of certification;
- c. 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
- d. passing score on the School Superintendent Assessment (SSA), in keeping with state requirements.

Renewal Guidelines:

An EDL 3 certificate is valid for five years initially and may be extended thereafter for a period of five years at the request of a Louisiana Employing Authority. For renewal of EDL 3 certificate, candidates must successfully meet the standards of effectiveness for at least three years during the five-year initial or renewal period pursuant to Bulletin 130 and R.S. 17:3902.

Educational Leader in Special Education Ancillary (EDL in Sped Ancillary)

This certificate authorizes an individual to serve as a supervisor, director, or coordinator of special education in a school or district setting. Eligibility requirements:

- a. hold one of the following valid Louisiana ancillary certificates:
 - i. assessment teacher;
 - ii. educational consultant;
 - iii. educational diagnostician;
 - iv. certified school psychologist (Level B or Level A);
 - v. qualified speech pathologist;
 - vi. speech therapist;
 - vii. speech-language pathologist;
 - viii. speech and hearing therapist;
 - ix. qualified school social worker; or
 - x. qualified licensed audiologist;
- b. have at least three years of experience working with students in the area of certification;
- c. have completed a graduate degree program from a regionally accredited institution of postsecondary education;
- d. provide documented evidence of leadership experiences (240 clock hours or more) at the school; and
- e. have a passing score on the school leaders licensure assessment (SLLA) or other equivalent assessment as determined by the state board through its rules and regulations.

Renewal Guidelines:

An EDL in Sped Ancillary certificate is valid for five years initially and may be extended thereafter for a period of five years at the request of a Louisiana Employing Authority. For renewal of EDL in Sped Ancillary certificate, candidates must successfully meet the standards of effectiveness for at least three years during the five-year initial or renewal period pursuant to Bulletin 130 and R.S. 17:3902. Such renewal shall constitute a renewal of the special education ancillary certificate only and shall not qualify the candidate for the educational leader certificate level 1 (ELC 1), educational leader certificate level 2 (ELC 2), or educational leader certificate level 3.

Application Process

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

Application for Educational Leader Certificate form with all information provided

Official transcripts (if applicable)

Copy of licensure (if applicable)

Professional Conduct form with all questions answered, signed, and dated by the applicant

PRAXIS Exam(s) - 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 for Certification Processing Fee

- Initial Certificate - \$50.00 **non-refundable** certification processing fee
- Renewal of Certificate - \$25.00 **non-refundable** certification processing fee
- Certification fee is payable to the LDOE online at <https://www.thepayplace.com/stateoflouisiana/deptofeducation/teacherscert>

- ◆ **Note:** The EDL **standalone** certificate will be issued upon verification from a LEA that individual has been hired/employed as an educational leader (e.g., principal, asst. principal, etc.). If verification is not submitted, a letter of eligibility for requested endorsement will be issued to applicant.
- ◆ **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 your certification application [online HERE](#).

EDUCATIONAL LEADER APPLICATION

PLEASE TYPE OR PRINT IN INK

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 # _____			
Are you currently serving as an educational leader? YES NO Hire Date: _____			

If you meet all educational leadership certification requirements, but you are not currently hired as an educational leader or turnaround specialist, you will be issued a letter of eligibility and an eligibility statement placed on your existing Louisiana Level 2 or Level 3 teaching certificate.

Requesting Certificate Type or Eligibility Letter:	
Educational Leader Level 1	Educational Leader Level 1 – Eligibility Letter
Educational Leader Level 2	Transition from Principal to Educational Leader Level 2
Educational Leader Level 3	Educational Leader Level 3 – Eligibility Letter
Educational Leader in Sped (Ancillary)	Educational Leader in Sped (Ancillary) – Eligibility Letter
Renewal of Educational Leader Level 1, 2, 3, or Sped Ancillary	

COUNTRY, PARISH, DISTRICT, OR COUNTY	NAME OF SCHOOL	Type of School		School Year(s) Served <small>(Ex. 08-09, 09-10 etc.)</small>	Position <small>(principal, educational leader title, etc.)</small>
		Public	Private		
				-	
				-	
				-	
				-	

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

Signature of Applicant: _____ **Date:** _____

<p>To be completed by Superintendent or Human Resource Director: <i>With my signature below I am verifying that the experience as listed above was successful, complete and correct according to the official records on file in the Louisiana approved public or nonpublic school system providing this verification. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.</i></p>	
<p>_____ Signature of Louisiana Employing School System</p>	<p>_____ Date</p>

**ALTERNATE PATH 2 EDUCATIONAL LEADER
LEADERSHIP EXPERIENCE VERIFICATION FORM**

PLEASE TYPE OR PRINT IN INK – ONLY COMPLETE FOR ALTERNATE PATH 2

Louisiana Certificate Type/Number: _____ Social Security Number: _____ - _____ - _____

Name: _____ Date of Birth: ____/____/____

(First) (Middle) (Maiden) (Married)

Address: _____ Phone #: (____) _____

(Street) (City/State) (Zip Code)

For purposes of obtaining Educational Leader Level 1 certification through alternate pathway #2, the applicant must provide documented evidence of 240 clock hours of leadership experiences in a portfolio. The applicant must complete the chart below providing the leadership experience reference number (from the attached list), the explicit number of hours dedicated to each experience, the site at which the experience occurred, the name of the supervisor, and the signature of the supervisor. In addition, for each experience, the applicant must provide a brief description of the specific experience (using the form provided, not to exceed one page) and provide letters of recommendation and/or artifacts that speak directly to that activity. The completed forms, artifacts and letters of recommendation must be submitted along with this application. A list of acceptable leadership experiences is provided on the next page of this application packet; the applicant must utilize the options on this list in reporting his/her experiences.

Leadership Experience Ref #(s)	Number of Hours	Site of Experience (include school, school district, city, & state)	Name of Supervisor (Please type or print)	Signature of Supervisor

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

Signature of Current Employing Authority	Title and Name of Employing School System
Signature of Applicant	Date

EDUCATIONAL LEADERSHIP EXPERIENCES (ALTERNATE PATH 2)

The leadership portfolio should contain supporting letters and artifacts that document your leadership experiences in the form of agendas, sign-in sheets, pictures, copies of presentations etc. You must also document leadership experiences that cover the ELCC standards. Educational leadership experiences should include a variety of activities and all leadership standards should be addressed.

Reference Number	Description of Activity (including reference to ELCC Standard, LA Ed Leader Standard, as appropriate)
1.	Led an instructional committee that is part of a structured audit or re-examination with the potential re-crafting of a school's vision or mission, perhaps in preparation for renewal of accreditation by a regional accreditation agency (e.g. SACS) or review by the state department of education. (ELCC 1; LA 1)
2.	Led a district principals' meeting and/or a state leadership conference and made a presentation on effective change practices. (ELCC 6; LA 4)
3.	Led the development, scheduling, and implementation of a special activity at the school. (e.g. open house, student orientation, teacher orientation, literacy initiative, new instructional strategy, school wide fundraising, career night, etc.). (ELCC 3; LA 3)
4.	Led the school leadership team in conducting and analyzing purchases to determine alignment with student needs. (ELCC 3; LA 3)
5.	Led the school's preparation for a technical assistance visit by a comprehensive school reform group such as High Schools that Work, Making Middle Grades Work, Teacher Advancement Program. Worked with the school coordinator to assemble the needed documentation and develop the schedule. (ELCC 6; LA 7)
6.	Led a faculty study team in analyzing root causes of poor achievement in core areas such as literacy and numeracy; formulated and implemented a set of actions and assessed the results. (ELCC 2, 3; LA 2, 3)
7.	Led a faculty study team in examining the effectiveness of lower level courses in advancing student achievement based on results; developed and implemented a plan of action for teaching these students at higher standards. (ELCC 5, 6; LA 4, 7)
8.	Led an articulation project with a feeder school in which the expectations to which the students were held in lower grades are shared with upper grade teachers, so that teachers can hold students to more rigorous expectations as they advance from grade to grade. (ELCC 6 ; LA 7)
9.	Observed classrooms for evidence that faculty members have both high expectations for all students and provide consistent academic support to those who need it so they can be successful at an advanced level. Cite specific examples observed throughout the school. (ELCC 1; LA 1)
10.	Observed classroom lessons with the principal and used the district's observational documents and processes to participate in providing feedback to teachers about the extent to which their instruction is standards-based and engaging to students. (ELCC 2; LA 2, 5)
11.	Led a professional development session on a new research-validated instructional strategy aligned with the school improvement plan. Follow up by coaching and providing feedback to a small group of teachers as they embed the new strategy into their instructional program. (ELCC 2; LA 2, 5)
12.	Led a series of interviews with students focusing on their perceptions of the instructional strategies used by their teachers. Summarize conclusions for the principal. (ELCC 2; LA 2, 5)

13.	Selected or evaluated staff development professionals to learn effective staff development strategies to train teachers. (ELCC 2; LA 5)
14.	Participated in designing a survey for teachers to identify the types of direct assistance teachers desire from supervisors and from fellow teachers to support student learning, distributed the survey, collected and analyzed data. (ELCC 2; LA 2, 5)
15.	Participated in the development and/or delivery of a professional development workshop focused on the implementation of research-based teaching strategies to meet the learning needs of students in your school. (ELCC 2; LA 2, 5)
16.	Led a series of interviews with teachers focusing on their perceptions of a proposed program of innovation in the school. Summarize conclusions for the principal. (ELCC 2; LA 2, 5)
17.	Planned and/or implemented a student mentoring program to provide caring adult role models. This includes activities such as the training of adult role models, the development and revision of program resources, and the monitoring of mentoring sessions with feedback to adult role models as needed. (ELCC 1; LA 1)
18.	Planned, administered, analyzed and shared the results of a student satisfaction survey with appropriate groups. (ELCC 2, 5; LA 2, 7)
19.	Planned and implemented a process for teachers to share information gained at professional development meetings with appropriate members of the school staff. (e.g. professional development sessions, team meeting, web-based sharing system). (ELCC 2; LA 2)
20.	Participated in the development of the master schedule and/or the scheduling of students. (ELCC 3; LA 3; CSF 10)
21.	Prepared and/or delivered an explanation of the master schedule to the administration and faculty. (ELCC 3; LA 3)
22.	Developed a schedule that provides teams of teachers with common planning time together to review student data and adjust instructional delivery to meet student needs. (ELCC 3; LA 3)
23.	Developed and implemented a schedule that provides time to provide literacy and numeracy interventions (RTI) to identified students. . (ELCC 3; LA 3)
24.	Led the development (department level; grade level or whole school) of a grant application. (ELCC 3; LA 3)
25.	Served as project administer or manager over a school resource (i.e. grant budget, inventory, shared computer lab, etc.)
26.	Conducted coaching activities with teachers such as classroom observations with follow-up to debrief, model lessons to demonstrate effective practices, and/or lesson plan review and feedback to improve instructional planning.
27.	Served as a district coordinator, school curriculum coordinator, content leader, master teacher, etc.
28.	Served as a mentor teacher for new teachers or a supervising teacher for student teachers.
29.	Served successfully as a school assistant principal or principal in an approved school system.
30.	Other (must be specific)

Reference:

Bulletin 125 – Standards for Educational Leaders in Louisiana <http://bese.louisiana.gov/documents-resources/policies-bulletins>

BRIEF DESCRIPTION OF EDUCATIONAL LEADERSHIP EXPERIENCE – ALTERNATE PATH 2

PLEASE TYPE:

This form must be completed for each leadership experience identified in the chart found on the Leadership Experience Verification Form.

Leadership Experience Reference No: _____

Number of Hours: _____

Location/Site of Experience: _____

Briefly Describe the Leadership Experience (***PLEASE TYPE YOUR EXPLANATION.***)

Description will vary depending on the particular activity/experience. The description should include such things as goals of the activity, outcomes of the activity, participants involved, lessons learned, and other pertinent information.

Goals of Activity:

Leadership Actions:

Participants Involved:

Outcomes of the Activity:

Lessons Learned:

For each leadership experience, you MUST complete this description page and attach artifacts and letters of reference that speak to the specific experience.

PLEASE TYPE OR PRINT IN INK

PROFESSIONAL CONDUCT FORM
(All questions must be answered)

NAME OF APPLICANT: (Include First, Middle, Maiden, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? 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? If YES , in which state? _____		
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if adjudication was withheld? If yes, please provide the following information: Date of Conviction: _____ State of Conviction: _____ Court Jurisdiction of Conviction: _____		
4. Have you ever been convicted of a misdemeanor offense that involves any of the following: a. Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b. The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.		
5. Have you ever been granted a pardon or expungement* for any offense as stated in #3 or #4?		



NOTICE---EXPUNGEMENTS, FIRST OFFENDER PARDONS, PRE-TRIAL DIVERSIONS: Criminal Background Checks (CBCs) conducted for purposes of employment will be conducted in accordance with La. R.S. 17:15 and La. R.S. 15:587.1. Pursuant to Louisiana law R.S. 15:587.1., background checks shall disclose **ALL ARRESTS, COURT ACTION and CONVICTIONS, (Including but not limited to expungements, first offender pardons and pre-trial diversion), and a copy of the report shall be provided to the Louisiana Department of Education (LDE), in addition to the potential employer or LA Education Agency (LEAs)s.**

***Per BESE policy set forth in Bulletin 746, Louisiana Standards for State Certification of School Personnel, Section 903.C, "failure to disclose actions such as first offender pardons, pre-trial diversion, expungements, etc. is grounds for certification denial and/or revocation."**

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, 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 document.

SIGNATURE OF APPLICANT:	DATE:
-------------------------	-------



This form must be submitted with all Educational Leader Level 1 certification requests for Non-IHE based providers.

**Educational Leader Practitioner (Residency) Program
Completion Verification Form
Non-IHE Based Private Providers Only – Alternate Pathway 3**

Private Providers recommending candidates for Educational Leader Level 1 certification must verify that all program requirements have been met. The support team (e.g., residency supervisor, school-based principal mentor, etc.) must meet to review the performance of the practitioner to determine if he/she has demonstrated educational leadership proficiency and readiness for licensure.

Applicant's Name: _____
(First) (Middle) (Last)

Candidate completed an administrative intern at the following locations:

Schools: _____ District: _____

Review of Practitioner Leader's Performance (Mid-Year and End of Program)

- _____ Practitioner leader successfully demonstrates skills and knowledge aligned to Louisiana's educational leadership standards.
- _____ Areas of weakness were detected at mid-year review. Areas of remediation and additional study were identified for this practitioner. A plan of study was prescribed. A copy of the prescription plan is attached.

Educational Leader Level 1 License Status

- _____ Practitioner leader has completed the initial summer institute training and a follow-up summer training that built skills in the areas of instructional, organizational, and personal leadership based on curriculum aligned to *Standards for Educational Leaders in Louisiana*.
- _____ Practitioner leader has completed residency experiences in at least two different schools that covered a full range of activities and responsibilities associated with all phases of school administration.
- _____ Practitioner leader has completed weekly sessions and a minimum of four seminars during the school year that addressed immediate needs.
- _____ Practitioner leader completed a portfolio demonstrating skills needed to collaborate with teachers and use data to increase student achievement; successfully observe, evaluate, and provide feedback to teachers to improve student achievement; and lead the school or a portion of the school through a change process that helps to build a positive school community.
- _____ Practitioner leader completed an Educational Leadership Development Plan (an individualized learning plan that outlines areas of development in each of the *Standards for Educational Leaders in Louisiana*).
- _____ Practitioner leader received support, one-on-one supervision and placed at an appropriate site with a strong principal.
- _____ Practitioner leader has completed a minimum of 125 days serving as an administrative intern and a passing score on the School Leaders Licensure Assessment.

I certify that the above named applicant has completed all requirements of this approved Educational Leader Practitioner Program as specified by the Louisiana Department of Education, and I hereby recommend this individual for certification. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Private Provider/Title

Name of Program

Date