
FOREIGN CREDENTIAL HOLDERS' OUT-OF-STATE (OS) CERTIFICATION APPLICATION PACKET INSTRUCTIONS

Dear Prospective Louisiana Educator:

We are pleased that you are interested in obtaining a Louisiana teaching certificate. The instructions outlined in this application packet are designed for educators holding foreign credentials to facilitate the process of obtaining Louisiana certification. **If you hold a bachelor's degree from an institution that is accredited by one of the United States regional accrediting bodies, you should follow the guidelines of the regular out-of-state (OS) application packet.**

Certification Options

The Louisiana Department of Education does not translate foreign credentials or evaluate transcripts from colleges and universities outside of the United States unless the institution is accredited by one of the U.S. regional accrediting agencies.

Your records can be evaluated by a dean of education at a regionally accredited institution in the United States, and that dean can provide guidance toward the completion of a teacher education program. If your credentials are accepted as the equivalent of the teacher education program at that institution, the dean may recommend you for Louisiana certification when you have achieved the appropriate scores on the PRAXIS/National Teacher Examinations. Colleges/universities in Louisiana are not obligated to evaluate foreign credentials and/or transcripts. If a college/university within Louisiana chooses to evaluate a foreign transcript or credential for a candidate, the following procedure will apply.

1. The applicant shall submit the credentials to a regionally accredited institution for evaluation. If the institution is located in Louisiana, the Dean of the College of Education must recommend the applicant for certification based upon the requirements set forth in Bulletin 746, Louisiana Standards for State Certification of School Personnel. If the institution is located in another state/country, the guidelines prescribed for out-of-state applicants must be followed.

-OR-

2. You may choose to submit your credentials to a credentialing agency that follows the standards of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for evaluation. The original course-by-course evaluation must be submitted directly from the agency on "safe script" paper and must include a statement verifying the comparability of the baccalaureate degree in the field of education.

Eligibility for Teaching Area(s) on a Louisiana Certificate

The teaching areas designated on the certificate are based upon verification of the completion of an out-of-state teacher preparation program that included student teaching, an internship, or three years of successful teaching experience in the certification area.

A **letter of eligibility for Out-of-State certification** will be issued to individuals who meet requirements as described above. The OS certificate will be issued upon employment as a teacher of record per the request of the Louisiana employing school system. Louisiana employing school systems 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.

If you have not taught as a regular teacher within the past five years in an elementary or secondary school, you are required to complete six semester credits related to the teaching field(s) from a regionally accredited college/university. The credits must be earned during the five-year period immediately preceding the date of application. A candidate who has not taught in five years may be issued a one-year non-renewable (OS1) certificate while he/she completes six semester hours required for the issuance of a three-year non-renewable (OS) certificate.

Application Process

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

Foreign Application for Out-of-State Teaching Certificate form with all information provided

Official evaluations/transcripts (copies not acceptable) from a credentialing agency that follows the standards of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for evaluation or from a regionally accredited university – Indicate in the space below if the transcripts are being sent separately from this application by the institution directly to the LA Department of Education and if the transcripts are listed under a different name than what is on the application.

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

PRAXIS Exam(s) (if applicable) - 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

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

- ◆ **Contact Information:** All questions regarding certification requirements or the certification process, can be answered by contacting the Louisiana Department of Education via the online [educators' 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](#).

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>	
	<i>YES</i>	<i>NO</i>
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:
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