

To be completed by **SCHOOL SYSTEM** and **TEACHER CANDIDATE**, provided to **PROGRAM PROVIDER** for submission with the Practitioner License (PL)

Louisiana offers alternate teacher preparation for individuals seeking teacher certification through state-approved program providers. The alternate certification program includes teaching experience in the form of a mentored residency in a Louisiana employing school system. The Practitioner License (PL 1, 2, or 3) serves as the teacher candidate's teaching certificate while fulfilling requirements for the issuance of the Level 1 or higher-level teaching certificate. Louisiana school systems may employ teacher candidates, partnering with the program provider, to ensure a rich residency experience while serving as a teacher-of-record. This document serves to communicate to the **program provider** the teacher candidate's residency placement and details, to obtain the **teacher candidate's** acknowledgement of responsibilities in the process of obtaining/maintaining valid certification, and to verify the **school system's** intent to employ upon the issuance of the PL.

The **PROGRAM PROVIDER** acknowledges the teacher candidate is currently enrolled in their BESE-approved alternate teacher preparation program, by providing the official Plan-of-Study, while agreeing to the following:

- provide this document and the candidate's official Plan-of-Study to teacher candidate
- submit PL application packet on behalf of the teacher candidate following receipt of this and other application items
- notify the teacher candidate of PL issuance, providing the PL number
- partner with the employing school system to match the teacher candidate with a certified mentor teacher
- in the event of program withdrawal or non-participation in prescribed program requirements, notify the employing school system and the LDOE's certification office. Notification to LDOE should be in the form of a letter including teacher candidate information and details of the withdrawal from the program, submitted through the online teacher certification portal under PL certification application submission option. The PL will be made invalid.

The **TEACHER CANDIDATE** acknowledges current enrollment in alternate preparation program agreeing to:

- provide all documents needed for provider to request the PL in a timely manner
- provide the PL number to the employing school system when notified of issuance
- understand employment and compensation decisions are that of the employing school system
- abide by all employment conditions of the school system
- notify all parties (the program provider and employer) if **employment** or **enrollment** ceases
- coordinate with program provider to obtain renewal of the PL if necessary

*I attest that I have read and acknowledge understanding of my responsibilities as a **teacher candidate**. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.*

Teacher Candidate Name:

Teacher Candidate Signature:

Date:

The **SCHOOL SYSTEM** acknowledges their intent to employ the teacher candidate upon issuance of the PL, agreeing to:

- complete employment details below, providing it to the teacher candidate and/or the preparation provider
- partner the teacher candidate with a certified mentor teacher
- notify the program provider if employment ceases

*I attest that I have read and acknowledge understanding of my responsibilities as a partnering **school system**. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.*

School System & School Site:

Assigned Teaching Area(s):

*(Ensure the teaching area aligns with or is included within program/certification area on the Plan-of-Study; Include **SUBJECT, GRADE, and if it includes SPED**)*

School System HR Representative Name & Title:

School System HR Representative Signature:

Date: