

MENTOR TEACHER/CONTENT LEADER CERTIFICATION APPLICATION PACKET INSTRUCTIONS

The instructions and checklist outlined in this application are designed to facilitate the process of obtaining certification which will allow you to serve as a Content Leader and/or a Mentor Teacher.

Submitting application: Please submit the following items as a single PDF file through the online [educator certification portal](#). 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’s Social Security Card & Driver’s License/Official Photo ID** (required with every application)
2. **Application** form with all information provided, signed and dated within the last 90 days
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **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. Guide the educator to their [TeachLA Live! portal account](#) so that the fee, appropriate to the request, can be made to LDOE online through the payment portal. Inform the educator that the email confirmation or payment success screen is required to be included with the application. The confirmation number alone is not accepted. Applications that do not include the email confirmation or payment success screen will be returned without processing.
5. **Qualifying Certification Documentation as follows for the requested areas:**

<p>Content Leader (Endorsement valid as long as teaching certificate is valid) (Ancillary valid 5 years, renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Have at least two years of successful teaching if serving in a charter school (verified in the certification database at LDOE) –OR- a valid type C, level 1 or higher Louisiana teaching certificate (as verified in the certification database for add-on endorsement) • Copy of completion document indicating successful completion of a BESE-approved content leader training program • Copy of content leader assessment series completion document from Bloomboard or from the training provider when assessment was administered by the provider 					
<p>Mentor Teacher (Endorsement valid as long as teaching certificate is valid) (Ancillary valid 5 years, renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Have a valid type C, level 1 or higher Louisiana teaching certificate (as verified in the certification database for add-on endorsement) –OR- Have at least two years of successful teaching if serving in a charter school (as verified in Compass Information System as effective Compass evaluations) –OR- Non-certificated teacher serving in a nonpublic school with at least two years successful teaching with effective local personnel evaluations • Fulfill one of the following qualifying options, providing the documentation noted: <table border="1" data-bbox="318 1199 1555 1535"> <tr> <td data-bbox="318 1199 1555 1283"> <ul style="list-style-type: none"> • Successfully complete a BESE-approved Mentor Teacher training program documented with completion certificate from program provider –AND- Passed Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard </td> </tr> <tr> <td data-bbox="318 1283 1555 1367"> <ul style="list-style-type: none"> • Hold a valid National Board Teacher Certification (NBCT) –AND- Passed the coaching-related components of the Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard </td> </tr> <tr> <td data-bbox="318 1367 1555 1440"> <ul style="list-style-type: none"> • Hold Leadership certification (educational leadership certificate/endorsement or any one of the leadership endorsements preceding current certification structure including Super. of Student Teaching) </td> </tr> <tr> <td data-bbox="318 1440 1555 1482"> <ul style="list-style-type: none"> • Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification </td> </tr> <tr> <td data-bbox="318 1482 1555 1535"> <ul style="list-style-type: none"> • Hold CLASS® Observers credential </td> </tr> </table> 	<ul style="list-style-type: none"> • Successfully complete a BESE-approved Mentor Teacher training program documented with completion certificate from program provider –AND- Passed Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 	<ul style="list-style-type: none"> • Hold a valid National Board Teacher Certification (NBCT) –AND- Passed the coaching-related components of the Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 	<ul style="list-style-type: none"> • Hold Leadership certification (educational leadership certificate/endorsement or any one of the leadership endorsements preceding current certification structure including Super. of Student Teaching) 	<ul style="list-style-type: none"> • Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification 	<ul style="list-style-type: none"> • Hold CLASS® Observers credential
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<ul style="list-style-type: none"> • Hold a valid National Board Teacher Certification (NBCT) –AND- Passed the coaching-related components of the Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 						
<ul style="list-style-type: none"> • Hold Leadership certification (educational leadership certificate/endorsement or any one of the leadership endorsements preceding current certification structure including Super. of Student Teaching) 						
<ul style="list-style-type: none"> • Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification 						
<ul style="list-style-type: none"> • Hold CLASS® Observers credential 						
<p>Mentor Teacher (Provisional) (Valid 1 year non-renewable Ancillary Certificate)</p>	<ul style="list-style-type: none"> • Hold a valid type C, level 1 or higher Louisiana teaching certificate –or- have at least two years of successful teaching if serving in a charter school (verified in the certification database at LDOE) • Verification letter/document indicating <i>enrollment</i> in a BESE-approved mentor training program 					

- ◆ **Contact Information:** All questions regarding certification requirements or the certification process can be answered by submitting your question to the certification office via the 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](#).

MENTOR TEACHER/CONTENT LEADER APPLICATION

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: _____
<i>Check here if requesting name change; name will be changed to match SS Card submitted with application.</i>	
Address: _____ (Street) (City) (State) (Zip Code)	
Phone: (____) _____	LA Certificate # : _____ Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>

I apply for the:

If applying for Mentor Teacher Certification indicate certification AND eligibility option below:

Select ONE below:	Choose one eligibility option below for Mentor Teacher Certification:
<p>_____ Hold VALID type C, level 1 or higher Louisiana teaching certificate (for add-on). <i>If teaching certificate has expired, educator must first apply for renewal or extension of certificate BEFORE requesting Mentor Teacher add-on.</i></p> <p style="text-align: center;">-OR-</p> <p>_____ Non-certificated educators serving in a charter school, must have at least two years successful teaching with effective evaluations via Compass (for ancillary).</p> <p style="text-align: center;">-OR-</p> <p>_____ Non-certificated educators serving in nonpublic school, must have at least two years successful teaching with effective local personnel evaluations (for ancillary).</p>	<p>Successfully complete a BESE-approved Mentor Teacher training program (documented with completion certificate from program provider) -AND-</p> <p>Passed Louisiana Mentor Teacher assessment series (documented with completion certificate from Bloomboard)</p>
	OR
	<p>Hold a valid National Board Teacher Certification (NBCT) -AND-</p> <p>Passed the coaching-related components of the Louisiana Mentor Teacher assessment series (documented with completion certificate from Bloomboard)</p>
	OR
	<p>Hold Leadership Certification (educational leadership certificate/endorsement or any of the leadership endorsements preceding current certification structure outline in Bulletin 746 Ch. 7, including Supervisor of Student Teaching)</p>
	OR
	<p>Hold a current National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification</p>
	OR
	<p>Hold CLASS® Observers credential</p>

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

Signature of Applicant: _____ **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: