
OUT-OF-STATE 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 to facilitate the process of obtaining your Louisiana certificate.

Louisiana offers two types of teaching certificates to applicants holding a standard out-of-state teaching certificate. Both are valid certificates and make the holder eligible for a teaching assignment in a Louisiana classroom. ***The certificate that is issued to the applicant depends on whether or not the applicant has met Louisiana's Praxis and/or NTE testing requirements.***

1. Level 1 (LV1) Professional Certificate is a standard, three-year Louisiana teaching certificate that authorizes certification for the levels or subjects available in Louisiana and that are consistent with those currently on the applicant's Out-of-State teaching certificate. A Level 1 certificate is issued to individuals who have completed the Louisiana PRAXIS and/or NTE requirements.
2. Out-of-State (OS) Certificate is a standard, three-year, non-renewable Louisiana teaching certificate that authorizes certification for the levels or subjects available in Louisiana and that are consistent with those currently on the applicant's Out-of-State teaching certificate. An Out-of- State (OS) certificate is issued to individuals who have **not met** Louisiana's PRAXIS and/or NTE requirements.

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.

Exemption from PRAXIS and/or NTE Requirements

An applicant who holds a valid, standard Out-of-State teaching certificate, has at least three years of successful teaching experience in another state as verified by the previous out-of-state school district/county's satisfactory annual evaluation results, and teaches on an OS certificate for one (1) year in a Louisiana approved public or approved nonpublic school system shall not have to complete the required examinations or to submit examination scores from any examination previously taken in another state as prerequisite to the granting of a Level 1 certificate in Louisiana, provided that:

- a. The teacher meets all other requirements for a Louisiana certificate as required by law or board policy.
- b. The local superintendent or his designee of the public school system employing the teacher has recommended the teacher for employment for the following school year and has requested that the teacher be granted a valid Louisiana teaching certificate.

Upon meeting conditions (a) and (b), the individual holding the OS certificate may apply through his/her school district for a professional level certificate.

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.

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) using the [online educator certification portal](#). The following items are required as part of a complete application packet:

Out-of-State Application form with all information provided

Official transcripts (copies not acceptable) - Indicate if the transcripts are being mailed 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.

Copy of teaching certificate you currently hold from another state (if one was issued), or letter from that state's Department of Education verifying eligibility for a certificate in the area(s) of program completion

Teacher Preparation/Certification Status form to be completed by a Dean of the College of Education, the Director of the Alternate Certification Program or the Out-of-State Department of Education.

School Experience Verification form signed by the appropriate employing authority is required for individuals who did not complete student teaching or an internship. The form is submitted to provide evidence of three years of successful teaching experience in the area of certification being requested in lieu of student teaching.

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 E-mail for Certification Processing Fee

- OS Certificate - \$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 a certification specialist 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](#).

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:
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EXPERIENCE VERIFICATION FORM

PLEASE TYPE OR PRINT IN INK

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

Name: _____ Date of Birth: ____/____/____
 (First) (Middle) (Maiden) (Married)

Address: _____ Phone #: (____) _____
 (Street) (City/State) (Zip Code)

"

COUNTRY/ PARISH/ DISTRICT/ COUNTY	NAME OF SCHOOL	Type of School		Grade Level(s) Taught/ Served	Subject(s) Taught or Service Provided	School Year(s) Taught/ Served (Ex. 2012-2013, etc.)	Position (teacher, nurse, etc.)
		Public School	Private School				
						-	
						-	
						-	
						-	
						-	
						-	

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

ORIGINAL SIGNATURE OF APPLICANT:	DATE:
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ORIGINAL SIGNATURE OF EMPLOYING AUTHORITY:	DATE:
TITLE & DISTRICT OF EMPLOYING AUTHORITY:	EMAIL:

Teacher Preparation/Certification Status Form

A Louisiana Out-of-State Teaching Certificate will NOT be issued if this form is not submitted with the OS application and other supporting documents.

Applicant:	
Name: _____ (First) (Middle) (Last)	Date of Birth: ____ / ____ / ____
Social Security Number: _____ - _____ - _____	E-Mail Address: _____
Mailing Address: _____ (Street) (City) (State) (Zip)	
I hereby permit the release of this information concerning my certificate(s) status to the Louisiana Department of Education.	
_____ Signature of Applicant	_____ Date

1. Did this applicant complete a traditional/standard education program that included student teaching/internship? Yes or No
2. Did this applicant complete an alternative certification program that included an internship? Yes or No
If you answered "no" please explain below what requirements were met in lieu of the internship.
3. Was the applicant eligible for certification in your state at the completion of his/her traditional or alternate teacher preparation program? Yes or No
If yes, what type of license and in what subject areas and grade levels?
4. Are there any deficiencies for full certification in your state? Yes or No
If yes, please list the deficiencies:

College/University/Alternate Program/Agency Completing this form:

Address:	
Telephone Number: ()	
E-mail Address:	
Signature:	
Title:	Date:

My typed signature attests that the above information is true and accurate to the best of my knowledge.