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## CERTIFICATION RENEWAL, HIGHER, or STATUS CHANGE APPLICATION

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By completing the Certification Renewal, Higher, or Status Change application on behalf of your current/former employee, you can request a certificate be renewed, extended, reinstated, advanced to a higher level, or changed status, pausing or resuming the validity based upon active role of certificate holder. Upon receipt of the completed forms and fee, a certification case will be opened in the state's certification database, [trackable online at TeachLouisiana.net](https://www.teachlouisiana.net).

For the purposes of renewing or advancing a Louisiana certificate, all in-state experience is verified using the In-State Experience Verification form included in the application. Out-of-state experience would be verified as "successful" using the [out-of-state experience verification attestation](#).

### Requesting a Higher Certificate

To advance a certificate to a higher level, submit completed application page, professional conduct page, payment confirmation email, and transcript (when applicable).

- Type C or Level 1 certified teacher may advance to the Level 2 once the teacher completes three years of successful teaching experience as verified on experience verification form(s) AND has earned three years of successful final evaluation ratings, as verified through the Compass Information System (CIS) for in-state experience or on the out-of-state experience verification attestation where indicated "successful".
- Type C, Level 1, or Level 2 certified teachers are eligible for a Level 3 certificate if the teacher earned an advanced degree, taught for five years as verified on the experience verification form(s), AND has earned three successful years of final evaluation ratings or out-of-state experience verified as "successful".
- OS certified teachers are eligible for Level 1 once Praxis requirements have been fulfilled by successfully completing the exams associated with the educator's initial certification area or by meeting Praxis exclusion. Praxis exclusion requires that the educator have at least three years of successful teaching experience in another state, prior to the issuance of the OS, verified on the [out-of-state experience verification attestation](#) AND one year successfully teaching on the OS in a Louisiana school system. If the educator also has fulfilled the requirements for Level 2 or 3, then the higher level certificate may be requested instead of the Level 1.
- Level 2\* or 3\* certificates may be issued to individuals serving in nonpublic schools, but the request must be placed on the [Non-Public Higher/Renewal Application packet](#) where the local evaluation attestation is included.

### Renewing a Certificate

To request a renewal/extension of a certificate, submit the completed application, appropriate experience verification form(s), professional conduct page, and payment confirmation email.

- Type C or Level 1 certificates are valid for three years initially and may be extended thereafter for a period of one year at the employer's request. These certificates are limited to two such extensions. The Type C and Level 1 extensions are applicable if the educator does not meet guidelines for issuance of a higher certificate.
- Level 2 or Level 3 certificates are extended by successfully meeting the standards of effectiveness verified in the Compass Information System (CIS) for at least three of the five years covered by the certificate, pursuant to Bulletin 130 and R.S. 17:3902. If the educator does not have the required effective evaluations in CIS, but was evaluated via Compass, please reach out to [Compass@la.gov](mailto:Compass@la.gov) for assistance in getting those evaluations entered into CIS. If the educator was not evaluated via Compass, the request for renewal will be denied, and the educator will be directed to [appeal to the Teacher Certification Appeals Council \(TCAC\)](#) to request extension time in order to be evaluated.
- Level 2\* or 3\* certificates issued to individuals in nonpublic schools can be renewed, but the request must be placed on the [Non-Public Higher/Renewal Certification Application packet](#) where the local evaluation attestation is included.

### Reactivating and Reinstating a Lapsed Lifetime Certificate

Type A, A\*, B, or B\* certificates are considered lapsed when an educator permits a period of five or more consecutive calendar years of disuse to accrue. To request reinstatement, the educator must earn [six semester hours of credit in education/certification related courses](#) from an accredited university/college. A one-year reactivation of the certificate can be requested while the educator completes the coursework required for full reinstatement.

### Non-practicing, Operational Role, and Return to Practicing Status Change

- Non-Practicing status
  - Teachers who are not serving/employed or who are serving in another state/country should place their Louisiana teaching certification into Non-practicing status. Doing so preserves the validity of the certificate since renewal of a Louisiana teaching certificate requires the educator earn effective teacher evaluations via Compass.
  - Educational Leaders serving on EDL certificates should place their teaching certificates into non-practicing status while serving on the EDL certificate. Putting it into non-practicing status will preserve the validity on the teaching certificate, so that when/if the educator returns to a teaching role, validity will remain on the certificate. The same is true for teachers who hold EDL certificates but who are teaching; the EDL would be placed into non-practicing while serving on the teaching certificate in practicing status.
  - The requested effective date of non-practicing status should be the last date of employment in the evaluated role, within the certificate's validity, no earlier than August 1, 2012, as verified by the school system.
- Operational Role status
  - Teachers who are serving in roles that cannot be evaluated per student growth measures via Compass (e.g. Educational Diagnostician, Educational Technology Facilitator/Leader, etc.) should place the teaching certificate into Operational Role status. Operational Role status shall take effect on the first day of employment in a role that cannot be evaluated per student growth measures, as verified by the employing school system.
  - EDL certificates are not placed into operational role as they have the option to renew with local evaluations conducted by the employing school system when the leader is serving at the school system level. Please refer to the Educational Leader application packet.
- Return to Practicing status
  - Non-practicing teachers and leaders returning to practice and operational role teachers returning to a role that can be evaluated per student growth measures may apply through a local education agency for an extension of their certificate for the number of years remaining in the renewal period of the certificate by requesting the certificate be placed back into practicing status effective the date returning to the evaluated role.

### Submitting the Application

The employing school system submits 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 and must be signed and dated with current date:

1. **Copy of Applicant Social Security Card and Driver's License\*** (these are required with every application)
2. **Renew/Higher Application** form\*
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant\*
4. **Experience Verification** form\* and/or **Out-of-State Attestation** form (if applicable)
5. **Official transcripts** (if applicable and/or if not already submitted to the certification office)
6. **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 screenshot will need to be provided to submitting school system as the confirmation number alone is not accepted.)

**Contact Information:** All questions regarding certification requirements or the process, can be answered by contacting the certification staff through the online [educator certification portal](#). Employing school systems may request a phone call by using the online scheduler accessible in the portal once logged in with "Human Resource" credentials for the employing school system. All applications will be evaluated in the order in which they are received. You can check the status of your certification application [online HERE](#).

**Handwritten documents will not be accepted for certification processing.**

Social Security Number _____	Email Address: _____
Legal Name of Applicant: _____ Date of Birth: _____	
<i>Check here if requesting name change; will match name as it appears on SS card.</i>	
Address: _____	
(Street)	(City)
(State)	(Zip Code)
Phone: (____) _____	LA Certificate #: _____
Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>	

Indicate the certification request/recommendation:

**Higher Level Certificate** – Nonpublic/private educators use [Nonpublic Higher/Renewal App](#). If request is for Educational Leader issuance/higher, use the [Educational Leader App](#).

Level 1

Level 2

Level 3

Type A or B

*(Include graduate degree transcript for LV3 or Type A; the degree will be added)*

**Extend/Renew Certificate** – If request for higher cannot be granted, an extension may be requested here **in addition to the higher request above**.

Extend Type C or Level 1

Renew Level 2 or Level 3

**Reactivate Lapsed Type A, B, A\*, or B\*** - Provides 1-year validity on the certificate allowing educator to complete coursework for full reinstatement where there has been a 5-year break in teaching/service.

**Reinstatement of Lapsed Type A, B, A\*, or B\* Certificate** – Reinstates certificate validity to “lifetime with continuous service”. Applicant must include transcripts with six semester hours completed within the past five year period.

**Status Request Change** – Status change request must be accompanied by the experience verification form which aligns to the requested effective date within the validity of the certificate, not before August 1, 2012. Two status request changes per certificate may be requested here if retroactively placing a certificate into non-practicing and back into practicing.

Certificate Type & Number:

Certificate’s Current Validity:

to

MM/YYYY to MM/YYYY

Select Status Change:

Effective Date for Status Change:

Select Status Change:

Effective Date for Status Change:

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

Signature of Applicant:

Date:

Signature of LA Employing School System:

Date:

Name of Louisiana Employing School System:

Employing School System Email:

APPLICANT'S LEGAL NAME:	SSN: <i>(No Dashes)</i>
ADDRESS:  (Street Address, Including City, State, Zip)	DATE OF BIRTH: <i>MM/DD/YYYY</i>

<b>ANSWER <u>ALL</u> QUESTIONS</b>	<b>Check</b>	
	<b>YES</b>	<b>NO</b>
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If <b>YES</b> , 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 <b>YES</b> , 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, typed signature as entered below is the legal equivalent of my manual signature on this document.***

SIGNATURE OF APPLICANT:	DATE SIGNED:
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**IN-STATE EXPERIENCE VERIFICATION FORM**

*This document is to be completed by the Louisiana employing school system as official verification of the applicant's work experience. The document is to be completed by typing into the form electronically.*

**Handwritten documents will not be accepted for certification processing.**

Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Legal Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 (Street) (City/State) (Zip Code)

LA School System ( <a href="#">Out of State Experience must be verified on form linked here</a> )	NAME OF SCHOOL	Type of School		Dates of Service (MM/YYYY- MM/YYYY; E.g. 08/2018-06/2020 -or- 08/2019-current	Grade Level(s)	Subject(s) Taught or Service Provided	Role (Teacher, Substitute, Principal, District Leader, etc.)
		Public	Non-Public				
				-			
				-			
				-			
				-			
				-			
				-			
				-			

***I agree and verify the information contained in this document. My electronic signature, as entered below, is the legal equivalent of my manual signature on this application.***

SIGNATURE OF APPLICANT:	DATE:
SIGNATURE OF EMPLOYING AUTHORITY:	DATE:
TITLE & DISTRICT OF EMPLOYING AUTHORITY:	EMPLOYER'S E-MAIL: