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## RESIDENT TEACHER CERTIFICATION (R) APPLICATION

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The Resident (R) Teacher certificate is issued to a teacher candidate enrolled in one of Louisiana's BESE-approved undergraduate teacher preparation programs and alternate teacher preparation programs for which the candidate is not acting as teacher of record. Candidates must hold a valid resident teacher certificate in order to be placed in a one-year residency pursuant to Bulletin 996.

Resident teacher certificates are valid for one year, are renewable with continued enrollment in the program and successful completion of the required content knowledge Praxis exam, and may be held a maximum of three years while the holder pursues certification through a BESE-approved preparation program.

### Eligibility guidelines:

- Resident is enrolled in a traditional, master's degree, or certification-only program.
- Resident is placed in a classroom in a public or approved nonpublic school with a teacher of record who holds a valid level 1, 2, 3, type A, or type B teaching certificate for which the candidate is pursuing certification. If resident is placed in a charter school, resident must be placed with a teacher of record who has demonstrated effectiveness pursuant to state law and Bulletin 130. **The program provider attests to the resident's appropriate placement by signing and submitting the R application.**
- Resident earns passing scores on required core academic skills exams for initial issuance (allowable exam substitutions include ACT/SAT or graduate degree)

### Renewal guidelines:

- Resident remains enrolled in the program (evident by program provider's submitting renewal application on resident's behalf).
- Resident earns passing score on required content knowledge exam.

**Submitting application:** Program Provider submits 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 Social Security Card -and- Driver's License/State ID** (these are 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. **Transcripts** showing degree(s) awarded/earned (*if applicable*)
5. **PRAXIS Exam(s)**- scores may be electronically sent to LDOE by Educational Testing Services (ETS), or copies of ETS score reports may be submitted with application
6. **ACT/SAT Scores (if used in lieu of Praxis I)** - (*acceptable documentation includes the original score report, a letter on official letterhead from college/university verifying composite and all associated subscores, or a college/high school transcript indicating composite and subscores*)

**No Application fee** is required for this type of certificate.

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

Social Security Number _____	Email Address: _____
Legal Name of Applicant: _____	Date of Birth: _____
Address: _____	
(Street)	(City) (State) (Zip Code)
Phone: (____) _____	

Select Certification Request:

Select Program Provider:

Program Admission Date (format MM/DD/YYYY):

Select Program Type:

Certification Area:

If Applicable, Indicate Degrees Earned		
<small>(minimum of non-education baccalaureate degree required for post-bacc candidates, documented on transcript)</small>		
Indicate Degree Earned:	University:	Date Awarded/Conferred:

School System Where Resident is Placed:

School Where Resident is Placed:

Select One Residency Term:  
(specify the start to end calendar years formatted YYYY for selection)

FALL/SPRING (start JULY \_\_\_\_\_ to JUNE \_\_\_\_\_)

SPRING/FALL (start JAN \_\_\_\_\_ to DEC \_\_\_\_\_)

<i>I verify that the above named individual has met ALL requirements for the issuance of the resident teacher certificate as outlined in Bulletin 746. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.</i>	
SIGNATURE OF PROGRAM PROVIDER:	DATE:
<i>I verify that I understand and meet all requirements for issuance of the resident teacher certificate as outlined in Bulletin 746. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.</i>	
SIGNATURE OF TEACHER APPLICANT:	DATE:

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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