



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
<http://www.louisianabelieves.com>

OUT-OF-STATE CERTIFICATION APPLICATION PACKET

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 Certification

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 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 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.

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 Out-of-State 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.

If an alternate program was completed, then the attached **Teacher Preparation/Certification Status Form** must be submitted with the application.

Application Process

All information should be mailed to: Division of Certification, Preparation, & Recruitment, LA Department of Education, P. O. Box 94064, Baton Rouge, LA, 70804-9064.

The following items are required as part of a complete application packet:

1. **Out-of-State Application for Teaching Certificate** with all information provided
2. **Official transcripts** (copies not acceptable)
3. **Copy of the 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
4. **Teacher Preparation/Certification Status** form to be completed only if your transcript does not provide clear evidence of a student teaching or internship experience
5. **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
6. **Professional Conduct** form with all questions answered and signed and dated by the applicant;
7. **Original Praxis/NTE** score report (if applicable) and
8. **\$50.00 non-refundable** certification processing fee (check or money order, payable to the Louisiana Department of Education)

All application materials are to be sent to the Louisiana Department of Education as a single packet. Once the complete set of application materials is received, the application packet will be evaluated for purposes of issuing a Louisiana teaching certificate. We regret that we are unable to process requests that are missing any of the required materials; incomplete applications will be returned to the applicant identifying needed documentation.

Additional Information

Employment: For employment opportunities contact the personnel directors at the state's 68 public school districts concerning employment opportunities. A Louisiana Teacher Certification and Recruitment website can be accessed at www.teachlouisiana.net.

- ◆ **Contact Information:** All questions regarding certification requirements or the certification process can be answered by contacting the **Louisiana Department of Education's Constituent Service Center** at <https://www.louisianabelieves.com/resources/ask-ldoe>. Fill in your contact information in the fields provided. Scroll to the "subject" drop down list and click on "**Educator Certification**" to enter your question. Responses are provided to the email address or phone number you submit.

- ◆ **Effective June 16, 2010:** The Division of Certification, Preparation, & Recruitment will no longer print and mail Louisiana teaching and/or ancillary certificates. You may verify issuance and print a copy of the certificate via Teach Louisiana at <https://www.teachlouisiana.net> by clicking "Verify Teaching Certificate."

UPDATE FOR CERTIFICATION VISITORS

- ◆ A certification receptionist is **not** on duty in the Certification Office located in the Claiborne Building. You may drop your certification applications in the drop box located at the security desk on the first floor. ***Please place your application in a sealed envelope/folder before placing it in the drop box.***
- ◆ All applications will be date stamped and processed in the order in which they are received.
- ◆ The status of a certification application can be verified daily by visiting www.teachlouisiana.net. Double click on the "Certification" tab and then on the link "Status of a Certification Application."

Certification Questions?

Certification questions can be addressed through one of the following:

- ◆ Contacting your employing school district's Human Resources Office.
- ◆ Visiting www.teachlouisiana.net – Click on the "Certification" tab at the top of the home page.
- ◆ Contacting the Louisiana Department of Education's Constituent Service Center at <https://www.louisianabelieves.com/resources/ask-ldoe>.

THANK YOU!

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
Certification, Preparation, & Recruitment
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
<http://www.teachlouisiana.net>

Teacher Preparation/Certification Status Form

Original signatures are required on this form. Copies are not acceptable.

Applicant:	
Name: _____	Date of Birth: ____/____/____
(First) (Middle) (Last)	
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

To be completed by the Dean of Education or the Appropriate Authority from the State Department of Education.

1. Did this applicant complete a traditional/standard education program that included student teaching? Yes No
2. Did this applicant complete an alternative education program that included an internship? Yes No
3. Is this applicant eligible for a teaching license in your state upon completion of all required state licensing exams?
 Yes No
4. Upon completion of state licensing exams, what subject areas and grade levels is the applicant eligible to teach in your state?

5. Additional Comments/Relevant Information:

State Agency Completing this form:
Address:
Telephone Number: ()
E-mail Address:
Signature:
Title:

University/Teacher Preparation Program Completing this form:
Address:
Telephone Number: ()
E-mail Address:
Signature:
Title:

LOUISIANA DEPARTMENT OF EDUCATION
 Certification, Preparation, & Recruitment

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

PARISH/ DISTRICT/ COUNTY	NAME OF SCHOOL	Type of School		Grade Level(s) Taught	Subject(s) Taught	School Year(s) Taught <small>(Ex. 08-09, 09-10, etc.)</small>	POSITION (teacher, principal, etc.)
		Public School	Private School				
						-	
						-	
						-	
						-	
						-	

¹ **Higher Request:** If this form is being submitted for a higher level certificate, it must be submitted directly from the Louisiana employing school system.

² **Out-of-State Exclusion:** I certify that the experience as listed above was successful, complete, and correct according to the official records on file in the Louisiana approved public or approve nonpublic school system providing this verification of employment. The above individual will be re-employed by this system for the next school year in accordance with the out-of-state certification policy. This verification must be sent from an employing or previously employing school system.

TO THE BEST OF MY KNOWLEDGE, THE EXPERIENCE CORRECTLY LISTED ABOVE WAS SUCCESSFUL.

ORIGINAL SIGNATURE OF EMPLOYING AUTHORITY	TITLE AND DISTRICT OF EMPLOYING AUTHORITY
ORIGINAL SIGNATURE OF APPLICANT	DATE

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION, PREPARATION, & RECRUITMENT**

PLEASE TYPE OR PRINT IN INK

PROFESSIONAL CONDUCT FORM (All questions <u>must</u> be answered)
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NAME OF APPLICANT: (Including, First, Middle, 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 expunged or 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?		

If you answered “**YES**” to any questions, #1 through #5, you must provide bold **certified** true copies of all documents, proceedings, and 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.

SIGNATURE OF APPLICANT:	DATE:
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LOUISIANA REQUIREMENTS—PRAXIS EXAMS and SCORES

PRE-PROFESSIONAL SKILLS TESTS

(Teacher applicants in all content areas must pass all three Praxis I Pre-Professional Skills Tests.)

To differentiate the computer delivered tests, Educational Testing Service has placed the number "5" or "6" preceding the current test code. The Department will accept computer-delivered passing test scores for licensure.

PRE-PROFESSIONAL SKILLS TEST (PPST)	Test #	Score	Effective Date
PPST:R – Pre-Professional Skills Test: Reading	0710 or 5710	176	Effective 7/1/10
PPST:W – Pre-Professional Skills Test: Writing	0720 or 5720	175	
PPST:M – Pre-Professional Skills Test: Mathematics	0730 or 5730	175	

Effective September 1, 2006 : An ACT composite score of 22 or a SAT combined verbal and math score of 1030 may be used in lieu of Praxis 1 PPST Exams by prospective teachers in Louisiana.

PRINCIPLES OF LEARNING AND TEACHING (PLT) EXAMS

PRINCIPLES OF LEARNING AND TEACHING (PLT) EXAMS			
Principles of Learning & Teaching: Early Childhood	0621 or 5621	157	Effective 1/1/12
Principles of Learning & Teaching: K-6	0622 or 5622	160	
Principles of Learning & Teaching: 5-9	0623 or 5623	160	
Principles of Learning & Teaching: 7-12	0624 or 5624	157	

CONTENT AND PEDAGOGY REQUIREMENTS

Certification Area	Name of Praxis Test	Content Exam Score	Pedagogy: Principles of Learning & Teaching		
			PLT K-6 (#0622/5622)	PLT 5-9 (#0623/5623)	PLT 7-12 (#0624/5624)
Early Childhood Grades PK-3	Elementary Content Knowledge (0014 or 5014)	150	PLT Early Childhood 0621 or 5621 (Score 157)		
Elementary Grades 1-5	Elementary Content Knowledge (0014 or 5014)	150	160	---	---
GRADES 4-8 CERTIFICATION AREAS		Score	PLT 5-9		
Grades 4-8 Mathematics	Middle School Mathematics (0069)	148	---	160	---
Grades 4-8 Science	Middle School Science (0439)	150	---	160	---
Grades 4-8 Social Studies	Middle School Social Studies (0089 or 5089)	149	–	160	
Grades 4-8 English/Language Arts	Middle School English/Language Arts (0049 or 5049)	160	---	160	---

GRADES 6-12 CERTIFICATION AREAS		Score	PLT 7-12		
Agriculture	Agriculture (0700)	510	---	---	157
Business	Business Education: Content Knowledge (0101 or 5101)	154	---	---	157
English	English Language, Literature, & Composition: Content Knowledge (0041 or 5041) Pedagogy (0043)	160 130	---	---	157
Family & Consumer Sciences	Family & Consumer Sciences (0121 or 5121)	141	---	---	157
Chinese	Chinese (Mandarin): World Language (5665)	164	PLT 7-12 (Score 157) until 6/30/13; After 6/30/13 World Languages Pedagogy 0841 (Score 158)		
French	French: World Language (5174)	157			
German	German: World Language (5183)	157			
Latin	None Available**	-			
Spanish	Spanish: World Language (5195)	157			
Mathematics	Mathematics: Content Knowledge (0061 or 5061)	135	---	---	157
Social Studies	Social Studies: Content and Interpretation (0086 or 5086)	160	---	---	157
Speech	Speech Communications (0221 or 5221)	146	---	---	157
Technology Education	Technology Education (0051 or 5051)	159	---	---	157
SCIENCE CERTIFICATION AREAS					
Biology	Biology: Content Knowledge (0235 or 5235)	150	---	---	157
Chemistry	Chemistry: Content Knowledge (0245 or 5245)	151			157
Earth Science	None Available**				157
Environmental	None Available**				157
General Science	General Science: Content Knowledge (0435 or 5435)	156			157
Physics	Physics: Content Knowledge (0265 or 5265)	141			157
Computer Science, Journalism, Marketing	At this time, a content area exam is not required for certification in Louisiana.	---	---	---	157

ALL-LEVEL K-12 CERTIFICATION AREAS		Score	PLT K-6	PLT 5-9	PLT 7-12		
Grades K-12 Art	Art: Content Knowledge (0134 or 5134)	159	160	or	160	or	157
Grades K-12 Dance	None Available**	---	160	or	160	or	157
Grades K-12 Foreign Languages (Latin- no content exam**)	Chinese: (Mandarin): World Language (5665)	164	PLT K-6 (Score 160) or PLT 5-9 (Score 160) or PLT 7-12 (Score 157) until 6/30/13; After 6/30/13 World Languages Pedagogy 0841 (Score 158)				
	French: World Language (5174)	157					
	German: World Language (5183)	157					
	Spanish: World Language (5195)	157					
Grades K-12 Music	Music: Content Knowledge (0113 or 5113)	151	160	or	160	or	157
Grades K-12 Health and Physical Education	Physical Education: Content Knowledge (0091 or 5091)	146	160	or	160	or	157

**At this time, a content area exam is not required for certification in Louisiana (31 credit hours in the content area used in lieu of exam for certification).

SPECIAL EDUCATION AREAS

Area	Content Exam	Score	Pedagogy Requirement	Score
Early Interventionist Birth – 5yrs	Elementary Education: Content Knowledge (0014 or 5014)	150	Special Education: Core Knowledge and Applications (0354 or 5354)	145
			and PLT: Early Childhood (0621 or 5621)	157
Hearing Impaired K-12	Elementary Education: Content Knowledge (0014 or 5014)	150	Special Education: Core Knowledge and Applications (0354 or 5354)	145
			and Education of Deaf and Hard of Hearing Students (0271)	160
Mild to Moderate Disabilities 1-5, 4-8 and 6-12	ALL Candidates must pass a content area exam appropriate to certification level 1-5, 4-8, 6-12 (e.g., 0014/5014, or core subject-specific exams for middle or secondary grades – ELA, math, science, social studies, etc.)		Special Education: Core Knowledge and Mild to Moderate Applications (0543 or 5543)	153
Significant Disabilities 1-12	Elementary Education: Content Knowledge (0014 or 5014)	150	Special Education: Core Knowledge and Severe to Profound Applications (0545 or 5545)	153
Visual Impairments/Blind K-12	Elementary Education: Content Knowledge (0014 or 5014)	150	Special Education: Core Content Knowledge and Applications (0354 or 5354)	145

To differentiate the above computer based tests, Educational Testing Service has placed the number "5" preceding the current test code. The Department will accept computer based passing test scores for licensure.

ADMINISTRATIVE AND INSTRUCTIONAL SUPPORT AREAS

Certification Area	Name of Praxis Test	Area Test Score
Educational Leader – Level 1	School Leaders Licensure Assessment (1011 or 6011)	166
Educational Leader – Level 3	School Superintendent Assessment (6021)	160
School Librarian	Library Media Specialist (0311 or 5311)	136

ALTERNATE CERTIFICATION CANDIDATES

Certification Areas	Name of Praxis Test	Area Test Score
Early Childhood PK-3, Elementary 1-5 & Special Education – (Reading Competency Assessment Option for Alternate Candidates)	Teaching Reading (0204 or 5204)	157

All Praxis scores used for certification must be sent directly from ETS to the State Department of Education electronically, or the original Praxis score report from ETS must be submitted with candidate's application.

Log in to <http://www.ets.org/praxis/la> to ensure you are registering and taking the appropriate test(s) required for Louisiana licensure.