

Teacher Certification FAQs:

What must be included in correspondence sent to LA Teacher Certification and Higher Education?

All correspondence sent to Louisiana Teacher Certification and Higher Education should include the following:

1. Full name and date of birth
2. Social Security Number
3. Certificate number (if known)
4. Degree(s) earned; when and where
5. Mailing address
6. Telephone number and email address where he/she can be reached.

With all application requests, a certification fee and a Professional Conduct Form should also be included.

How should payment be made for fees associated with certification?

Payment should be made in the form of a personal check or money order, made payable to *Louisiana Department of Education*. Cash is not accepted.

Where should certification materials be sent?

All correspondence should be mailed to the following address: Louisiana Department of Education, Certification & Preparation, P.O. Box 94064, Baton Rouge, LA 70804-9064

How can a certification specialist be contacted?

By telephone: toll-free (1-877-453-2721) or a Baton Rouge line (225-342-3490). By email: customerservice@la.gov.

How can an individual receive a copy of a teaching certificate?

To get a copy of his/her teaching certificate, an individual must complete and mail to the Louisiana Department of Education a [Request for Change/Action form](#), along with a personal check or money order in the amount of \$10 and the completed Professional Conduct Form. All requested documents must be included. The application materials are included on the Teacher Certification and Higher Education section of the State Department web site under [Application Procedures and Downloadable Forms](#).

When is an official transcript required?

An official transcript is required when an applicant desires initial certification or wishes to add certification area(s) or an advanced degree to an existing certificate. Copies of transcripts are not acceptable.

How can individuals check on the status of previously mailed requests?

An individual can contact the Customer Service office toll-free at (1-877-453-2721) or by e-mail at customerservice@la.gov. One should remember, however, that the usual time frame for handling mail requests is 2-4 weeks. During the summer months, due to the large volume of requests, processing time may be as much as 4-8 weeks. Individuals can track the status of certification requests through the Teach Louisiana website by clicking [here](#).

What procedure must Louisiana certified individuals follow to have transcripts reviewed?

Using a [Request for Change/Action form](#) to request an evaluation (two evaluations per request), an individual should send a check or money order for \$25 and the official college transcript to the Teacher Certification office. The application materials are included on the Teacher Certification and Higher Education section of the State Department web site under [Application Procedures and Downloadable Forms](#).

What procedure must uncertified individuals follow to have transcripts reviewed?

The individual should locate a college or university where he/she can pursue the coursework necessary for an education degree. College of education personnel will review the individual's transcript(s) and provide a written prescription of requirements to achieve the teaching credentials the individual desires. The Office of Teacher Certification will not evaluate an individual's transcript for program completion.

ADDITIONS/CHANGES TO CERTIFICATES**What is the procedure for adding endorsements or degrees to a certificate?**

An individual should complete and mail a [Request for Change/Action form](#), send a \$25 personal check or money order, and include all requested documents. The application materials are included on the Teacher Certification and Higher Education section of the State Department web site under [Application Procedures and Downloadable Forms](#).

What is the procedure for changing a name on a certificate?

Using the [Request for Change/Action form](#), an individual can add a name to his/her certificate by sending a copy of the marriage license or other legal document that shows the name change. To remove a name, an individual should include a written request with signature or a copy of the divorce papers along with all other requested documents.

What is the procedure for adding certification areas or higher degrees to a certificate?

Using the [Request for Change/Action form](#), an individual should include an official copy of the college transcript from a regionally accredited university. The personnel director of a local school district must verify experience requirements. Requests for higher certificates must come directly from the employing school district.

What is the procedure for adding Plus 30 Graduate Hours to a certificate?

Using the [Request for Change/Action form](#), an individual should include official transcripts showing graduate credit earned from a regionally accredited university. Graduate credit used toward Plus 30 must be in addition to the graduate credit used in the master's program. The coursework can be taken prior to, during, or after the master's degree is awarded, provided it is not used in the master's program. The graduate school dean or the registrar at the university at which the credits were earned must identify in writing the excess graduate credits earned during the master's program. Degrees and courses earned since Act 650 (July 1986) must be in or related to the field of certification, or in administration/supervision, or guidance/counseling to receive the public school pay increment. Other graduate degrees may be added with the notation, "not for public pay purposes."

OUT-OF-STATE APPLICANTS

Do out-of-state certified individuals with several years of experience need to take PRAXIS exams?

House Bill 221, passed in August of 2001, enables exemption from Louisiana PRAXIS/NTE examinations requirements if the applicant holding valid out-of-state teaching credentials (1) has at least four years of successful teaching experience in another state, as certified by the previous out-of-state school district(s) from satisfactory annual evaluation results, and (2) has completed one year of employment as a teacher in Louisiana public school system, as verified by the superintendent of the employing public school system. The Louisiana superintendent must request full Louisiana certification for the out-of-state teacher, following the successful year of employment in Louisiana.

How do applicants who completed out-of-state teacher education programs receive initial certification?

An individual who completed an out-of-state teacher education program must mail to the Louisiana Department of Education a completed [Out-of-State Applicant package](#), accompanied by a personal check or money order in the amount of \$50.00. The application materials are included on the State Department web site (see the [Application Procedures and Downloadable Forms section](#)).

ALTERNATE PROGRAMS

What is the new practitioner certification program?

One of the new alternate certification programs is called the Practitioner Teacher Program. It is a three-year program during which a practitioner teacher will be issued a Practitioner License while engaged in coursework, teaching, on-the-job supervision, and state assessment. To enter the program, a person must be hired by a district to teach in one of its schools for the ensuing school year.

During the first year, the practitioner teacher will take at least 15 hours of coursework and be actively engaged in an internship during the school year. Working under the guidance of a mentor teacher, the practitioner teacher is also supervised by university or private provider personnel and by the principal of the school in which he or she is employed.

During the second year, if no additional coursework is needed, a practitioner teacher will undergo state assessment through the [Louisiana Teacher Assistance and Assessment Program](#). If additional coursework is deemed necessary, state assessment of the practitioner teacher will be postponed until the third year of practice. At the end of the third year of the program, all practitioner teachers who have successfully completed the program can apply for a Level 1 or Level 2 certificate.

Are there any other alternative pathways to certification?

There are two other alternative routes for certification, the Master's Degree Program and the Non-Master's Certification/Only Program. More information concerning Alternative Certification Programs may be found [here](#).