



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
Toll Free #: 1-877-453-2721
<http://www.louisianaschools.net>

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 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 four 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 **Program Verification Form** must be submitted with the application.

Louisiana Teacher Assistance and Assessment Program

All teachers new to Louisiana public schools are required to complete Louisiana Teacher Assistance and Assessment Program (LaTAAP). If you are an experienced teacher with a minimum of two creditable years (within the past five years) of public school teaching experience from another state and are entering service for the first time in a Louisiana public school system, you are eligible to apply for exclusion from LaTAAP. To be considered for exclusion from LaTAAP, a teacher must apply **within the first year of his/her employment by a Louisiana public school system**. Procedures and necessary forms to request exclusion may be obtained from the LaTAAP contact person in your Louisiana employing public school district.

Effective spring 2005, any teacher from another state who provides evidence of National Board for Professional Teaching Standards (NBPTS) Certification will be excluded from LaTAAP. The NBPTS teacher must submit the Out of State Exclusion Request Form and a copy of the valid NBPTS Certificate to his/her employing district.

Upon fulfillment of the LaTAAP requirements and verification of three years of successful teaching experience in the area of certification, a Level 1 teaching certificate may be converted to a Level 2 teaching certificate. A Level 3 teaching certificate may be issued with verification of five years of successful teaching experience in the area of certification and a master's degree. Both the Level 2 and 3 certificates must be requested by the Louisiana employing authority. The Level 2 and 3 certificates are valid for five years and are renewable with completion of 150 continuing learning units (CLUs).

Application Process

All information should be mailed to: Division of Certification and Preparation, 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, or letter from that state's Department of Education verifying eligibility for a certificate in the area(s) of program completion
4. **Institutional/Private Provider Recommendation** 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 fee (check or money order, payable to the *Louisiana Department of Education*)
9. **LaTAAP-** (if applicable)

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:** If there are questions about requirements or the certification process, please contact the Division of Certification and Preparation at (225) 342-3490 (or toll free at 1-877-453-2721) or email Customerservice@la.gov for assistance.



Toll Free #: 1-877-453-2721
<http://www.louisianaschools.net>

LOUISIANA DEPARTMENT OF EDUCATION Certification and Preparation

Out-of-State Application for Teaching Certificate

PLEASE TYPE OR PRINT IN INK Please Check One: ___ Three-Year OS ___ One-Year OS1

Social Security No: ___ - ___ - ___ Date of Birth: ___/___/___

Name: _____
(First) (Middle) (Maiden) (Married)

Address: _____
(Street) (City) (State) (Zip Code)

Phone: Home: (____) _____ Work: (____) _____

Parish of Residence: _____

EDUCATION PROGRAM TYPE COMPLETED:
Undergraduate Teacher Preparation Program Alternate Post Baccalaureate Program

EDUCATIONAL QUALIFICATIONS

Degree(s) Earned	Institution(s)	Date Degree(s) Earned

DETAILS OF TEACHING EXPERIENCE (attach additional pages as needed)

Name(s) of School(s)	School Year(s)—Give Dates	Elem. Grade(s), High School Subject(s) Taught, or Supervisory/Admin. Service

NOTE: 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.

PRAXIS/NTE scores to be reported directly by ETS: ___ Yes ___ No

I certify that the information and documentation contained in my application required for certification in Louisiana are true and accurate to the best of my information, knowledge, and belief, and hereby authorize and direct the producer of any test I have taken as required by law and all college and/or university officials and all former employers to release information regarding my scores, grades, or employment to the Louisiana Department of Education upon its request, for the purpose of verifying the information and documentation contained in this application and packet to determine my eligibility for certification in Louisiana.

Signature of Applicant: _____ Date: _____

To be used by Certification Office Only:
NASDTEC Clearinghouse Search: Yes ___ No ___ Supervisor: _____ Date: _____

INSTITUTIONAL/PRIVATE PROVIDER RECOMMENDATION FORM

Applicant's Name: _____ Social Security No.: _____ - _____ - _____
(First) (Middle) (Maiden) (Married)

Is the applicant eligible for a regular certificate (not temporary or provisional) based upon completion of an approved teacher education standard or alternate program? Yes _____ No _____

Indicate whether the teacher candidate completed a student teaching experience or an internship experience. Clearly identify the grades level(s) and subject(s) of the student teaching or internship.

Check one:

_____ Candidate completed STUDENT TEACHING

_____ Candidate completed INTERNSHIP

Check the grade level of Student Teaching or Internship experience:

_____ Preschool/Kindergarten _____ Elementary Grades _____ Middle Grades _____ High School

Identify the subject(s) taught or indicate self-contained (all subjects):

If the internship or student teaching was in Special Education, identify the area of special education:

Identify the teaching area(s) in which the candidate completed his/her program, the date of completion, and the name of the institution or provider. The appropriate university or provider official must sign form.

This form indicates that the above-named candidate graduated from or completed our approved teacher education program in: _____

Date of Program Completion: _____

Name of Institution/Provider: _____

Signature of University/Provider Official: _____

PLEASE RETURN THIS FORM DIRECTLY TO CANDIDATE. DO NOT FORWARD THIS FORM TO THE DEPARTMENT OF EDUCATION.

Louisiana Teacher Assistance and Assessment Program Instructions for Out-of-State Exclusion

All teachers new to Louisiana public schools are required to complete Louisiana Teacher Assistance and Assessment Program (LaTAAP). Successful completion of the LaTAAP program and three years of successful teaching experience are required to move from a Level 1 Professional certificate to a Level 2 Professional certificate.

If you are an experienced teacher with a minimum of two creditable years (within the past five years) of public school teaching experience from another state and are entering service for the first time with a Louisiana public school system, you are eligible to apply for exclusion from LaTAAP. To be considered for exclusion from LaTAAP, a teacher must apply **within the first six weeks of his/her employment by a Louisiana public school system.**

The procedures and form to be followed when requesting out-of-state exclusion from LaTAAP are available from the LaTAAP contact person in the employing Louisiana public school district.

LOUISIANA DEPARTMENT OF EDUCATION
Certification and Preparation

EXPERIENCE VERIFICATION FORM

PLEASE CHECK CATEGORY THAT APPLIES TO APPLICATION:

Higher Level Certificate¹ **Administrative Experience** **Out-of-State PRAXIS Exclusion**²
 Student Teaching/Internship Waiver **Verification of Experience for Ancillary Area**

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	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

For certification use only:
 Teacher Assessment Completed: Yes _____ No _____

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION AND PREPARATION**

PLEASE TYPE OR PRINT IN INK

PROFESSIONAL CONDUCT FORM
(All questions must be answered)

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 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 for any offense as stated in #3 or #4?		

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.

SIGNATURE OF APPLICANT:	DATE:
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LOUISIANA REQUIREMENTS—PRAXIS/NTE SCORES

PRE-PROFESSIONAL SKILLS TESTS “Paper Administrations” (Required for all Louisiana candidates to enter teacher preparation programs.)

PRE-PROFESSIONAL SKILLS TEST	Test #	Score	Effective Date
PPST:R – Pre-Professional Skills Test: Reading PPST:W – Pre-Professional Skills Test: Writing PPST:M – Pre-Professional Skills Test: Mathematics	0710	172	Effective 1/16/02
	0720	171	
	0730	170	
	0710	174	Effective 7/1/07
	0720	173	
	0730	172	
	0710	176	Effective 7/1/10
	0720	175	
	0730	175	

PRE-PROFESSIONAL SKILLS TESTS “Computer Based Administrations”

PRE-PROFESSIONAL SKILLS TEST	Test #	Score	Effective Date
PPST:R – Pre-Professional Skills Test: Reading PPST:W – Pre-Professional Skills Test: Writing PPST:M – Pre-Professional Skills Test: Mathematics	0711	319	Prior to 1/16/02
	0721	316	
	0731	315	
PPST:R – Pre-Professional Skills Test: Reading PPST:W – Pre-Professional Skills Test: Writing PPST:M – Pre-Professional Skills Test: Mathematics	5710	172	Effective 1/16/02
	5720	171	
	5730	170	
	5710	174	Effective 7/1/07
	5720	173	
	5730	172	
	5710	176	Effective 7/1/10
	5720	175	
	5730	175	

Core Battery Exams

Communications Skills (CS)	0500	645	Prior to 9/1/99
General Knowledge (GK)	0510	644	
Professional Knowledge (PK)	0520	645	

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.

CONTENT AND PEDAGOGY REQUIREMENTS

Certification Area	Name of Praxis Test	Content Exam Score	Pedagogy: Principles of Learning & Teaching		
			PLT K-6 (#0522)	PLT 5-9 (#0523)	PLT 7-12 (#0524)
Early Childhood PK-3	Elementary Content Knowledge (0014) Prior to 5/31/04 Effective 6/1/04	147 150	Prior to 6/1/04: PLT K-6 or ECE 0020; After 5/31/04: Early Childhood Education 0020 (Score 510) After 1/1/08: PLT Early Childhood 0521 (Score 172)		
Grades 1-5	Elementary Content Knowledge (0014) Prior to 5/31/04 Effective 6/1/04	147 150	161	---	---
Grades 4-8 Generic	Middle School: Content Knowledge (0146) <i>Effective 6/1/04, this exam not available for certification purposes; middle grades candidates required to pass one or more content specific middle grades exams.</i>	150	---	154	---
Grades 4-8 Mathematics	Middle School Mathematics (0069)	148	---	154	---
Grades 4-8 Science	Middle School Science (0439) Prior to 5/31/2006 Effective 6/1/2006 Effective 6/1/2009	140 145 150	---	154	---
Grades 4-8 Social Studies	Middle School Social Studies (0089)	149	---	154	---

Grades 4-8 English/Language Arts	Middle School English/Language Arts (0049)	160	---	154	---
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GRADES 6-12 CERTIFICATION AREAS			Score	PLT 7-12		
Agriculture	Agriculture (0700)	Effective 7/1/05	510	---	---	161
Business	Business Education (0100)	Prior to 5/31/04 Effective 6/1/04	540 570	---	---	161
English	English Language, Literature, & Composition: Content Knowledge (0041) Pedagogy (0043)		160 130	---	---	161
Family & Consumer Sciences (formerly Home Economics)	Family & Consumer Sciences (0120)	Prior to 12/31/08	510	---	---	161
	Family & Consumer Sciences (0121)	Effective 1/1/09	141			
French	French (0170)	Prior to 5/31/04	520	---	---	161
	French: Content Knowledge (0173)	Effective 6/1/04	156			
German	German (0180)	Prior to 6/30/06	500	---	---	161
	German: Content Knowledge (0181)	Effective 7/1/06	151			
Mathematics	Mathematics (0060)	Prior to 5/31/04	550			
	Mathematics: Content Knowledge (0061)	Effective 6/1/04	125	---	---	161
		Effective 6/1/07	130			
		Effective 6/1/10	135			
School Librarian	Library Media Specialist (0310)		560	---	---	---
Social Studies	Social Studies: Content Knowledge (0081) Interpretation of Materials (0083)		149 152	---	---	161
Science Areas						
Biology	Biology & General Science (0030)	Prior to 6/30/05	580	---	---	161
	Biology: Content Knowledge (0235)	Effective 7/1/05	150			
Chemistry	Chemistry/Physics/General Science (0070)	Prior to 6/30/06	530			161
	Chemistry: Content Knowledge (0245)	Effective 7/1/06	151			
Earth Science	None Available**					161
Environmental	None Available**					161
General Science	General Science: Content Knowledge (0435)	Effective 7/1/05	156	---	---	161
	Biology & General Science (0030)	Prior to 6/30/05	580			
	or		530			
	Chemistry/Physics/General Science (0070)	Prior to 6/30/06				
Physics	Chemistry/Physics/General Science (0070)	Prior to 6/30/06	530			161
	Physics: Content Knowledge (0265)	Effective 7/1/06	141			
Spanish	Spanish (0190)	Prior to 5/31/04	540	---	---	161
	Spanish: Content Knowledge (0191)	Effective 6/1/04	160			
Speech	Speech Communications (0220)	Effective 7/1/05	575	---	---	161
Technology Education (formerly Industrial Arts)	Technology Education (0050)	Effective 7/1/05	600	---	---	161
Computer Science, Journalism Latin, Marketing (formerly Distributive Education)	At this time, a content area exam is not required for certification in Louisiana.		---	---	---	161

ALL-LEVEL K-12 CERTIFICATION AREAS			Score	PLT K-6	PLT 5-9	PLT 7-12		
Grades K-12 Art	Art: Content Knowledge (0133)	Effective 7/1/05	155	161	or	154	or	161
Grades K-12 Dance	None Available**		---	161	or	154	or	161
Grades K-12 Foreign Languages	French: Content Knowledge (0173)	Effective 6/1/04	156	161	or	154	or	161
	German: Content Knowledge (0181)	Effective 7/1/06	151					
	Spanish: Content Knowledge (0191)	Effective 6/1/04	160					
Grades K-12 Music	Music: Content Knowledge (0113)	Effective 6/1/04	151	161	or	154	or	161
Grades K-12 Health and Physical Education	Phys. Education: Content Knowledge (0091)	Effective 6/1/04	146	161	or	154	or	161

**At this time, a content area exam is not required for certification in Louisiana.

SPECIAL EDUCATION AREAS

Area	Content Exam	Score	Pedagogy Requirement	Score
All Special Education Area(s)			Prior to 6/1/04: PLT K-6 (161), PLT 5-9 (154) OR PLT 7-12 (161)	
Early Interventionist	Elementary Education: Content Knowledge (0014) Effective 7/1/05	150	Educ. of Exceptional Students: Core Content Knowledge (0353) Effective 6/1/04 Educ. of Exceptional Students: Core Content Knowledge (0353) & Early Childhood Education (0020) Effective 7/1/05 Educ. of Exceptional Student: Core Content Knowledge (0353) & Effective Date: 1/1/08: PLT: Early Childhood (0521)	143 143 510 143 172
Hearing Impaired	Elementary Education: Content Knowledge (0014) Effective 7/1/05	150	Educ. of Exceptional Students: Core Content Knowledge (0353) & Educ. of Deaf and Hard of Hearing Students (0271) Effective 6/1/04	143 160
Mild to Moderate Disabilities	Effective 6/1/04 ALL Candidates must pass a content area exam appropriate to certification level 1-5, 4-8, 6-12 (e.g., 0014, or core subject-specific exams for middle or secondary grades) Prior to 6/1/04, a content area exam was required only for entry into a Mild/ Moderate 1-12 Practitioner Teacher Program, Non-Master's Certification-Only Alternate Program, and Master's Alternate Program.		*Educ. of Exceptional Students: Core Content Knowledge (0353) & Educ. of Exceptional Students: Mild/Moderate Disabilities (0542) Effective 1/1/05 *Note: (0353) and (0542) are not content area exams.	143 141
Significant Disabilities	Elementary Education: Content Knowledge (0014) Effective 7/1/05	150	Educ. of Exceptional Students: Core Content Knowledge (0353) & Educ. of Exceptional Students: Severe to Profound Disabilities (0544) Effective 6/1/04	143 147
Visual Impairments/Blind	Elementary Education: Content Knowledge (0014) Effective 7/1/05	150	Educ. of Exceptional Students: Core Content Knowledge (0353) Effective 6/1/04	143

ADMINISTRATIVE AREAS

Certification Area	Name of Praxis Test	Area Test Score
Principal	Educational Leadership: Administration & Supervision (0410) Prior to 1/1/09	620
	Or School Leaders Licensure Assessment (1010) Effective 7/1/06	168
Educational Leader – Level 1	School Leaders Licensure Assessment (1010) Effective 7/1/06	168
Educational Leader – Level 3	School Superintendent Assessment (1020) Effective 7/1/06	154

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.