

Effective July 2002; Revised August 2007

TYPES OF TEACHING AUTHORIZATIONS AND CERTIFICATIONS

STANDARD TEACHING AUTHORIZATIONS

(Teachers holding standard teaching authorizations and certifications may meet the requirements of the NCLB mandate.)

Professional Level Certificates

(Issued beginning July 1, 2002)

Certificate Type	Certificate Guidelines	Renewal Guidelines
Level 1 Professional Certificate Valid for three-years	Teachers must graduate or complete a State-approved teacher preparation program (traditional or alternative path with 2.5 GPA), pass all required PRAXIS exams for area of certification, and be recommended by a university or private provider to receive a Level 1 Professional Certificate. OR Teacher must meet the requirements of an Out-of-State certified teacher.	A lapsed Level 1 certificate may be renewed once for an additional three years, upon request of the employing district or superintendent (or corresponding administrative officer of a private school system), or upon the presentation of six semester hours of resident, extension, or correspondence credit from a regionally accredited university/college directly related to the area of certification.
Level 2 Professional Certificate Valid for five years	Teachers with a Level 1 Professional Certificate must pass the Louisiana Teacher Assistance and Assessment Program (LATAAP) and teach for three years in their area of certification in an approved educational setting to receive a Level 2 Professional Certificate.	Teachers must complete 150 continuing learning units (CLUs) of district approved and verified professional development over a five-year time period in order to have a Level 2 Professional License renewed.
Level 3 Professional Certificate Valid for five years	Teachers with a Level 1 or Level 2 Certificate are eligible for a Level 3 Certificate if they complete a Masters Degree from a regionally accredited university/college, teach for five years in their area of certification, and pass the Louisiana Teacher Assistance and Assessment Program (LATAAP).	Teachers must complete 150 continuing learning units (CLUs) of district approved and verified professional development over a five-year time period in order to have a Level 3 Professional License renewed.

Standard Teaching Certificates

(Issued prior to July 1, 2002)

Type C Valid for three years	Type C certificates will not be issued after July 1, 2002.	Teachers currently with a Type C certificate may have their certificate extended or upgraded to a Type B or A upon request according to policy.
Type B or Type A Valid for life of continuous service	Teachers currently holding Type A or Type B certificates will continue to hold these certificates, which are valid for life, provided the holder does not allow any period of five or more consecutive years of disuse to accrue and/or the certificate is not revoked by the State Board of Elementary and Secondary Education, acting in accordance with law.	

Out-of-State Certificate

Certificate Type	Certificate Guidelines	Renewal Guidelines
Out-of-State Certificate (OS) Valid for three (3) years	Issued to a teacher who has completed a teacher preparation program from a regionally accredited university/college in another state with student teaching or 3 years of experience in the certified area to waive student teaching and who holds a standard teaching certificate in another state. If applicant earned a degree five (5) or more years prior to the date of application, he/she must have been a regularly employed teacher for at least one semester, or 90 consecutive days within the five (5) year period immediately preceding first employment in Louisiana or application for a Louisiana OS certificate. Advancing from an OS to a Professional Level 1, 2 or 3 certificate: The individual must meet all Louisiana Praxis/NTE requirements for their area of certification within the three (3) year validity period of the OS certificate or qualify for PRAXIS exclusion. Praxis exclusion applies to individuals who have at least four (4) years of successful teaching experience in another state and teach on an OS certificate for one year in a Louisiana public school system. The teacher's Louisiana employing authority verifies the out-of- state teaching experience, that he/she has completed one year of successful teaching experience in a Louisiana Public school and that he/she has been recommended for further employment.	Non-renewable

Practitioner Licenses

(Teachers holding standard teaching authorizations and certifications may meet the requirements of the NCLB mandate.)

Certificate Type	Certificate Guidelines	Renewal Guidelines
<p>Practitioner Licenses Practitioner Licenses may be issued for one (1) school year, renewed annually and held a maximum of three (3) years while the holder completes an approved alternate program.</p> <p>PL 1 - Practitioner Program: PL 1 applications must be submitted to the Department by the Program Provider.</p> <p>PL 2 – Non-Master’s Alternate Program: PL 2 applications must be submitted to the Department by the Louisiana employing school system.</p> <p>PL 3 – Master’s Alternate Program: PL 3 applications must be submitted to the Department by the Louisiana employing school system.</p> <p>PL 4 - Alternate Post-Baccalaureate Program: This applies to an individual who is not enrolled in one of the three redesigned alternate certification programs listed above and must be submitted by the Louisiana employing school system.</p>	<p>Teacher must be admitted to and enrolled in a State-approved Practitioner Teacher Program (PL1), Non-Master’s Alternate Certification Program (PL2), or Master’s Degree Alternate Certification Program (PL3), which necessitates meeting all program requirements including non-education baccalaureate degree, stipulated GPA, and passing scores on the Praxis PPST and content area exams.</p> <p>A teacher receiving a PL4 license is enrolled in or has completed an Alternate Post-Baccalaureate Program; cannot be enrolled in a redesigned program, has passed Praxis PPST and the current Praxis content specialty exam(s), but has not yet completed all requirements for full certification.</p> <p>The alternate certification teacher (PL1, PL2, and PL3) must remain enrolled in the respective program and fulfill all coursework, teaching assignments, and prescribed activities as identified by the program provider.</p> <p>The PL4 teacher must complete all alternate program coursework that remains, and complete Praxis requirements for the certification area.</p>	<p>PL1 teachers must demonstrate progress toward program requirements by successfully completing at least 6 semester hours or equivalent contact hours;</p> <p>PL2 and PL3 teachers must complete 9 semester hours each year to remain on the PL license.</p> <p>Program requirements must be completed within the three-year maximum that the license can be held.</p> <p>Upon completion of three (3) years of employment on this certificate, for continued employment as a teacher in a Louisiana school, holder must full guidelines for a Level 1 or higher-level certificate</p>

Extended Endorsement License (EEL)

(Teachers holding standard teaching authorizations and certifications may meet the requirements of the NCLB mandate.)

Certificate Type	Certificate Guidelines	Renewal Guidelines
<p>Extended Endorsement License (EEL)</p> <p>District submits application to LDE; renewable annually for maximum of three years.</p>	<p>Individual holds a Louisiana teaching certificate, but is teaching outside of the certified area; and</p> <p>Individual must have a current passing PRAXIS exam score for the area(s) of EEL certificate; and</p> <p>District must provide a detailed prescription that identifies any additional coursework or exams needed to complete the area/level certification endorsement signed by the Superintendent and the human resources director of the employing local education agency.</p>	<p>Teacher must successfully complete a minimum of nine credit hours of coursework per year, applicable toward certification in the content area of the license; or</p> <p>If fewer than nine hours are required to complete the certification, then all of the remaining hours must be taken; or</p> <p>If no credit hours remain to be taken, then the individual must provide evidence of taking the required exams, a minimum of once per year.</p>

TEMPORARY AUTHORIZATIONS TO TEACH

(Teachers holding non-standard teaching authorizations and certifications **DO NOT** meet NCLB mandate requirements.)

Certificate Type	Certificate Guidelines	RENEWAL GUIDELINES
<p><i>All applicants must have passing scores on the Praxis Pre-professional Skills Tests (PPSTs) Reading and Writing examinations and at least a 2.0 GPA prior to issuance. 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.</i></p>		
<p>Temporary Authority to Teach (TAT)</p> <p>May be issued for one (1) school year, renewed annually, and held a maximum of three (3) years while the holder pursues alternate certification program admission requirements or certification requirements.</p> <p>Upon completion of the three (3) years of employment on this certificate, for continued employment as a teacher in a Louisiana school system, the holder must fulfill guidelines for a Practitioner License or a higher-level certificate.</p>	<p>Districts may recommend that teachers be given a one-year TAT according to the stipulated eligibility and renewal conditions.</p> <p>Districts submit the application and provide an affidavit signed by the local superintendent verifying that good faith efforts for recruiting certified personnel have been made, including posting all positions on the Teach Louisiana Recruitment Center; that "there is no regularly certified, competent, and suitable person available for the position"; and that the applicant is the best-qualified person for the position.</p>	<p>a. Issued to an applicant who graduates from a teacher preparation program, does not pass all Praxis exams, and who has not previously qualified for a Louisiana standard teaching authorization.</p>
	<p>b. Issued to an applicant who holds a minimum of a baccalaureate degree from a regionally-accredited institution, who applies for admission to a Practitioner teacher or other alternate program, but (a) does not pass the Praxis examinations required for admission to the program, and/or (b) has a minimum of a 2.0 GPA but does not have the required 2.20 GPA for admission to an alternate program.</p>	<p>a. The teacher must successfully complete a minimum of six (6) credit hours per year in the subject area(s) that he/she is attempting to pass on the Praxis and take the necessary exams at least once a year; and/or</p> <p>b. The teacher must successfully complete a minimum of six (6) credit hours per year to raise the GPA to a 2.20 as required for admission to an alternate program.</p>
	<p>c. Issued to an applicant who holds a minimum of a baccalaureate degree from a regionally-accredited college or university and is hired after the start of an available alternate certification program.</p>	<p>The teacher must take the appropriate Praxis examinations required for admission to an alternate certification program and, if successful, apply for admission to the alternate program.</p>
	<p>d. Issued to an applicant who has a minimum of a 2.35 GPA on a 4.00 scale and has completed all other requirements for certification.</p>	<p>Teacher must successfully complete a minimum of six (6) semester credit hours per year to obtain the 2.50 GPA on a 4.00 scale that is required for certification purposes.</p>
<p>If an applicant fails to complete required renewal guidelines, the TAT will not be renewed. Exception to this policy will be considered in the case of a serious medical condition.</p> <p>Medical Excuse: When serious medical problems of the teacher or his/her immediate family exist, a doctor's statement is required with a letter of assurance from the teacher that the unmet requirements will be completed prior to the beginning of the next school year.</p>		
<p>Out-of-Field Authorization to Teach (OFAT)</p> <p>May be issued for one school year, renewable annually and may be held a maximum of three (3) years while the holder pursues endorsements (add-on) certification requirements. If a teacher is actively pursuing certification in the field and the LDE has designated the area as an area that requires extensive hours for completion, up to two additional years of renewal may be granted. These designated areas are: Academically Gifted, Early Interventionist, Hearing Impaired, Visually Impaired, and Significant Disabilities</p> <p>One additional year of renewability may be granted for applicant pursuing Mild/Moderate certification.</p> <p>The employing district superintendent must provide a signed statement certifying that "there is no regularly certified, competent, and suitable person available for the position" and that applicant is the best-qualified person available for the position.</p>	<p>Individual must hold a valid Louisiana teaching certificate or OS certificate and be teaching outside of their certified area.</p>	<p>Teacher must successfully complete a minimum of six credit hours per year of courses from a regionally accredited university/college that leads toward certification in the area in which he/she is teaching; or opt to take all PRAXIS exams required for the add-on certification per the official evaluation provided by the Teacher Certification and Preparation Office. If applicant opts to take PRAXIS exams then all exams must be completed once per year.</p>

If an applicant fails to complete the required renewal guidelines, the OFAT will not be renewed. Exception to this policy will be considered in the case of a serious medical condition or the unavailability of required coursework.

- a. Medical Excuse: When serious medical problems of the teacher or his/her immediate family exist, a doctor's statement is required with a letter of assurance from the teacher that the unmet requirements will be completed prior to the beginning of the next school year. (see Teach LA)
- b. Required Courses not Available: Documentation that necessary coursework was not available must be provided in the form of letters of verification from all universities in the accessible geographic area of the teacher's domicile. The university letter must verify that the necessary coursework was not offered.

<p>Temporary Employment Permit (TEP)</p> <p>May be issued for one (1) school year, renewed annually, and held a maximum of three (3) years while the holder pursues satisfaction of state Praxis requirements.</p> <p>Upon completion of the three years of employment on this certificate, for continued employment in a Louisiana school system, the holder must fulfill guidelines for a Level 1 or higher-level certificate.</p>	<p>Under condition (a) the district submits application to LDE; renewable annually for a period not to exceed three total years.</p>	<p>a. Individual meets all certification requirements, with the exception of passing all portions of the NTE examination, but scores within ten percent of the composite score required for passage of all exams. (Formerly classified as EP)</p>	<p>Superintendent and President of the school board to which the individual has applied for employment must submit a signed affidavit to the LDE stipulating that there is no other applicant who has met all of the certification requirements available for employment for a specific teaching position. Such renewal of the permit shall be accomplished in the same manner as the granting of the original permit. The granting of such emergency teaching permit shall not waive the requirement that the person successfully complete the exam. While employed on an emergency teaching permit, employment period does not count toward tenure.</p>
	<p>Under condition (b) the individual submits application to LDE; renewable annually for a period not to exceed three total years.</p>	<p>b. Individual meets all certification requirements, with the exception of passing one of the components of the PRAXIS, but has an aggregate score equal to or above the total required on all tests. (Formerly classified as TEP)</p>	<p>Temporary Employment Permits are issued at the request of individuals, who must submit all application materials required for issuance of a regular certificate to LDE. An individual can be re-issued a permit two times only if evidence is presented that the required test has been retaken twice within one year from the date the permit was last issued.</p>

**Process for Renewing Lapsed Professional Certificates
Type C, B, and A Certificates and Level 1, 2, and 3 Certificates**

Process for Reinstating Lapsed Level 1, 2, 3, or Type C,B,A Certificate

1. A certificate will lapse for disuse if the holder allows a period of five consecutive calendar years to pass in which he/she is not a regularly employed teacher for at least one semester, or 90 consecutive days.
2. To reinstate a lapsed certificate, the holder must present evidence that he/she earned six semester hours of credit from a regionally accredited university/college in state-approved courses (see Teach LA) during the five year period immediately preceding request for reinstatement.
3. If the holder did not earn six semester hours or equivalent, the lapsed certificate may be reactivated upon request (at the level that was attained prior to disuse) for a period of one year, during which time the holder must complete reinstatement requirements.

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