



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>

**PACKET FOR APPLICANT HOLDING FOREIGN CREDENTIALS
AND SEEKING LOUISIANA CERTIFICATION**

Dear Prospective Louisiana Educator:

We are pleased that you are interested in obtaining a Louisiana teaching certificate. We are eager to work with qualified educators who hold valid teaching certificates from other countries. The instructions outlined in this application packet are designed to facilitate the process of obtaining your Louisiana certificate. If you hold a bachelor's degree from an institution that is accredited by one of the United States regional accrediting bodies, you should follow the guidelines of the out-of-state application packet.

Certification Options

The Louisiana Department of Education does not translate foreign credentials or evaluate transcripts from colleges and universities outside of the United States unless the institution is accredited by one of the U.S. regional accrediting agencies.

Your records can be evaluated by a dean of education at a regionally accredited institution in the United States, and that dean can provide guidance toward the completion of a teacher education program. If your credentials are accepted as the equivalent of the teacher education program at that institution, the dean may recommend you for Louisiana certification when you have achieved the appropriate scores on the PRAXIS/National Teacher Examinations. Colleges/universities in Louisiana are not obligated to evaluate foreign credentials and/or transcripts. If a college/university within Louisiana chooses to evaluate a foreign transcript or credential for a candidate, the following procedure will apply.

1. The applicant shall submit the credentials to a regionally accredited institution for evaluation. If the institution is located in Louisiana, the Dean of the College of Education must recommend the applicant for certification based upon the requirements set forth in *Bulletin 746, Louisiana Standards for State Certification of School Personnel*. If the institution is located in another state/country, the guidelines prescribed for out-of-state applicants must be followed.

-OR-

2. You may choose to submit your credentials to the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Office of International Education Services or World Education Services (WES). The applicant shall submit his/her credentials to (AACRAO) or (WES), for evaluation, at the following addresses:

AACRAO
One Dupont Circle, NW
Suite #520
Washington, D.C. 20036-1135
Phone: (202) 296-3359
FAX (202) 872-8857
<http://www.aacrao.org/credential/>

WES
Bowling Green Station
P. O. Box 5087
New York, NY 10274-5087
Phone: (212) 966-6311
FAX: (212) 739-6100
www.wes.org

The original evaluation from AACRAO or WES on Script Safe[®] paper must be submitted to the Department of Education, Teacher Certification and Higher Education, and must include a statement verifying the comparability of the baccalaureate degree in the field of education with a course-by-course evaluation.

“An Equal Opportunity Employer”

Revised 1/27/09

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. **Foreign Application for Teaching Certificate** form with all information provided
2. **Official Evaluation** from AACRAO or WES (copies not acceptable)
3. **Institutional/Private Provider Recommendation** form to be completed only if your foreign transcript has been evaluated by a regionally accredited college or university in the United States
4. **Professional Conduct** form with all questions answered and the completed form signed and dated by the applicant
5. **Original Praxis/NTE** score report (if applicable) and
6. **\$50.00 non-refundable** certification fee (check or money order, payable to the *Louisiana Department of Education*)

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.

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 to the applicant. 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 to complete the application.

Additional Information

- ◆ **Employment:** For employment opportunities, contact the personnel directors at the state's 68 public school districts concerning employment opportunities. The 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 1-877-453-2721 (this is a toll free number for U.S. residents only) or email Customerservice@la.gov for assistance.



LOUISIANA DEPARTMENT OF EDUCATION
Certification and Preparation

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

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

Table with 3 columns: Degree(s) Earned, Institution(s), Date Degree(s) Earned

DETAILS OF TEACHING EXPERIENCE (attach additional pages as needed)

Table with 3 columns: 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

Applying for Out-of-State Exclusion from Louisiana Teacher Assistance and Assessment Program ___ 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: _____

INSTITUTION/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 curriculum 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 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	---

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 Effective 6/1/07 Effective 6/1/10	125 130 135	---	---	161
School Librarian	Library Media Specialist (0310)		560	---	---	---
Social Studies	Social Studies: Content Knowledge (0081) Interpretation of Materials (0083)		149 152	---	---	161

Science Areas			Score	PLT 7-12		
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	580 530			
	or 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 <i>*Note: (0353) and (0542) are not content area exams.</i>	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 AREA

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.

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION AND PREPARATION**

PLEASE TYPE OR PRINT IN INK

PROFESSIONAL CONDUCT FORM (All questions <u>must</u> 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 teaching certificate.

SIGNATURE OF APPLICANT:	DATE:
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