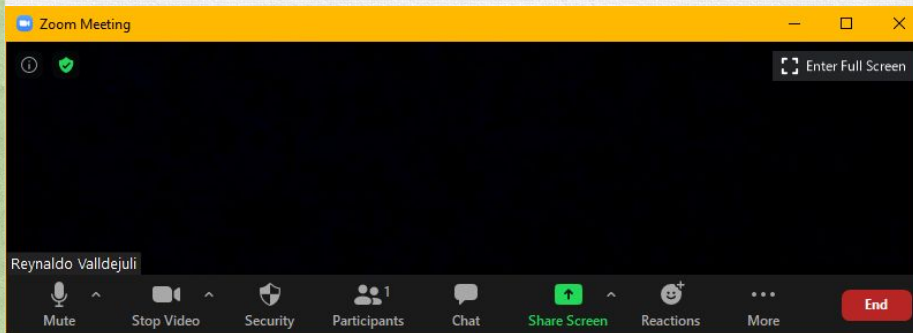


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact Idoecommunications@la.gov.



Certification Monthly Call
August 28, 2023

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Approved Legislative Allocations

(Differentiated Compensation
& Staff Stipend)

What is Differentiated Compensation?

- An allocation intended to provide funding to address unique market needs in the recruitment and retention of teachers.
- An appropriation during the 2023 Regular Legislative Session of about \$25 million as a separate allocation not included in the MFP Formula.
- A policy that provides different pay for different jobs.

What was the calculation method of these funds?

- The calculation was based on the number of teachers reported in the Fall 2022 MFP staffing count.
 - The definition of teachers is only those staff reported as a teacher (Object code 112, Function Codes 1000-2200) in the staffing data collection. The teacher count does not include any other certificated positions.
- The funds were allocated by multiplying the number of teachers per entity by \$409 to generate each system's allocation.

How should these funds be utilized?

To address recruitment and retention needs in any of the following four (4) categories:

- Stipends for teachers in critical shortage areas as determined by BESE.
- Stipends for highly effective teachers.
- Stipends for teachers working in high needs schools (85% or high ED rate).
- Stipends for teacher leadership positions.

What are the critical shortage areas?

- Secondary Mathematics (Grades 6-12)
- Secondary Science (Grades 6-12)
- Special Education (Grades K-12)



When will the funds be released to districts?



These funds were released to districts around August 10, 2023.

These funds are intended to assist with recruitment efforts during FY 2023-24. It is strongly recommended that funds are utilized quickly to ensure classrooms are adequately staffed for students in this school year.

However, funds may be carried over to next school year if funding remains.

How should these funds be accounted for?

- It is recommended that these funds are accounted for in a special fund/account within the General Fund.
- These funds should be reported in Revenue from State Sources - State Restricted Grants-in-Aid - KPC 6250 (Account Code 3290).
- Local Governing Boards should approve the distribution of the stipends prior to compensating employees.



Some Frequently Asked Questions:

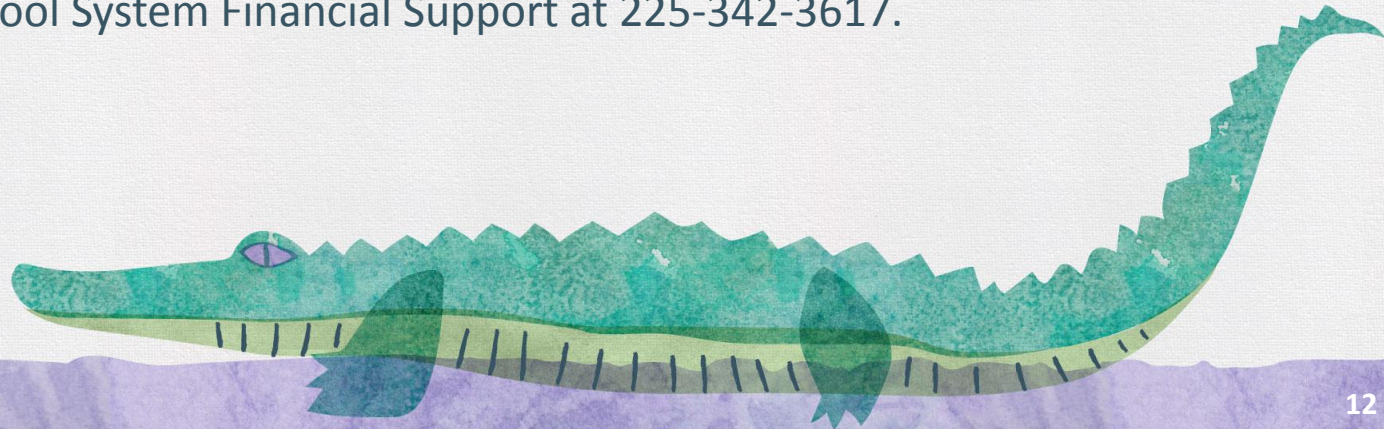
- Can these funds supplant previous initiatives for this purpose?
No. Districts are expected to grant these funds in addition to any current initiatives that have been implemented locally.
- Must districts compensate every teacher at \$409 for the approved stipends?
No. Districts can use their own discretion to establish the amount for the stipend.
- Can these funds be used for other critical shortage areas?
No. Districts must allocate the stipends to teachers serving in the critical shortage areas that have been defined by BESE.



Additional Guidance

A guidance document that provides answers to questions regarding the Differentiated Compensation Allocation can be found under STATE ALLOCATIONS in the Business Manager Support Library.

For further information, please send inquiries to schoolfinancehelpdesk@la.gov or call the Office of School System Financial Support at 225-342-3617.



What is the Certificated and Support Staff Allocation?

- An allocation to provide one-time non-recurring stipends in the amount of \$2000 for Certificated staff and \$1000 for Support staff.
- An appropriation during the 2023 Regular Legislative Session granted as a separate allocation not included in the MFP Formula.

What was the calculation method of these funds?

- The calculation was based on the full time equivalent staff counts reported by school systems to EdLink 360 staffing data collection system for the Fall 2022 annual reporting period.
- The funds were allocated by multiplying the number of eligible full time equivalent positions by the stipend amounts for certificated and support staff.
- The object and function code combinations reported in the annual Fall 2022 staffing data collection for each position determined the factors for identifying positions that were classified as certificated or support staff.

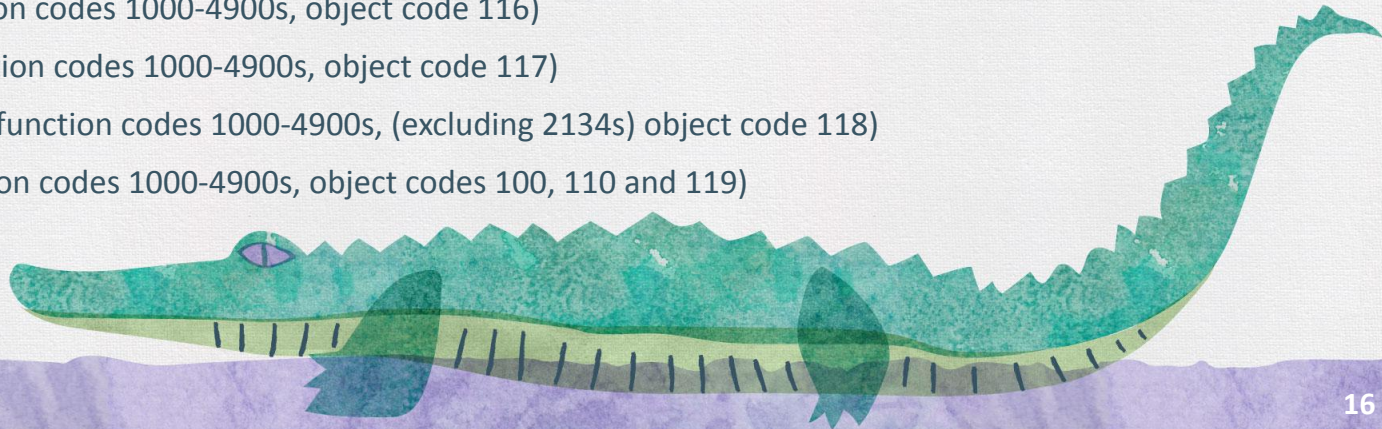
What positions are eligible to be included in the certificated staff count?

- Positions that traditionally require a teaching or school leadership certificate are classified as certificated personnel. Eligible positions include:
 - Teachers (function codes 1000-2200s, object code 112)
 - Therapists/Specialists/Counselors (function codes 1000- 2200s, object code 113)
 - School Site-based Principals, Assistant Principals, and Other School Administrators (function code 2400s, object code 111)
 - Central Office Certificated Administrators (function codes 1000-2200s & 2324, 2831, and 2832 (excluding 2130s), object code 111)
 - School Nurses (function code 2134, object code 118)
 - Sabbaticals (function codes 1000-2200s, and 2400s, object code 140)



What positions are eligible to be included in the support staff count?

- Positions that do not require a teaching or school leadership certificate are classified as support personnel. Eligible positions include:
 - Aides (function codes 1000-4900s, object code 115)
 - Support Supervisors (function codes 2130s, 2300s (excluding 2311, 2321, and 2324) and 2500-4900s (excluding 2831 and 2832), object code 111)
 - Clerical/Secretarial (function codes 1000-4900s, object code 114)
 - Service Workers (function codes 1000-4900s, object code 116)
 - Skilled Craftsmen (function codes 1000-4900s, object code 117)
 - Degreed Professionals (function codes 1000-4900s, (excluding 2134s) object code 118)
 - Other Personnel (function codes 1000-4900s, object codes 100, 110 and 119)



Which positions are not included in the allocation?

Positions ineligible for inclusion in the staffing data utilized in the stipend allocation include those that are associated with Pre-K or Headstart programs. The ineligible positions include:

Certificated Regular Pre-K Personnel

- Teachers (function codes 1530 and 1531, object code 112)
- Therapists/Specialists/Counselors (function codes 1530 and 1531, object code 113)
- Central Office Certificated Administrators (function codes 1530 and 1531, object code 111)
- Sabbaticals (function codes 1530 and 1531, object code 140)

Support/Non-Certificated Regular Pre-K Personnel

- Aides (function codes 1530 and 1531, object code 115)
- Clerical/Secretarial (function codes 1530 and 1531, object code 114)
- Service Workers (function codes 1530 and 1531, object code 116)
- Skilled Craftsmen (function codes 1530 and 1531, object code 117)
- Degreed Professionals (function codes 1530 and 1531, object code 118)
- Other Personnel (function codes 1530 and 1531, object codes 100, 110 and 119)



When will the funds be released to districts?



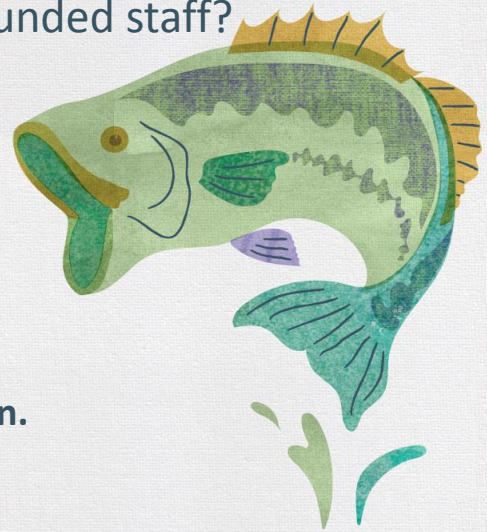
These funds will be released to districts around August 28, 2023.

The entire allocation will be disbursed to school systems in one payment.

The associated employer retirement costs for the stipend funded at 24.1% for certificated and 27.6% for support staff is included in the allocation.

Some Frequently Asked Questions:

- Is the allocation limited to staff paid with General Fund included in the staff count?
No. All positions regardless of funding source are included in the allocation.
- Can federal funds be utilized to pay the allocation to federally funded staff?
No. The allocation include funding for all positions (except PreK and Headstart positions); therefore, the provided funds is intended to compensate all employees.
- Are resident teachers included in this staff count?
No. Resident teachers are not included in the staff count or allocation.



Some Frequently Asked Questions:

- Are there requirement timelines to issue the stipends to employees?

Yes, while the distribution schedule is a local decision, the stipends must be issued prior to May 1, 2024.

- Will there be reporting requirements to submit to LDOE?

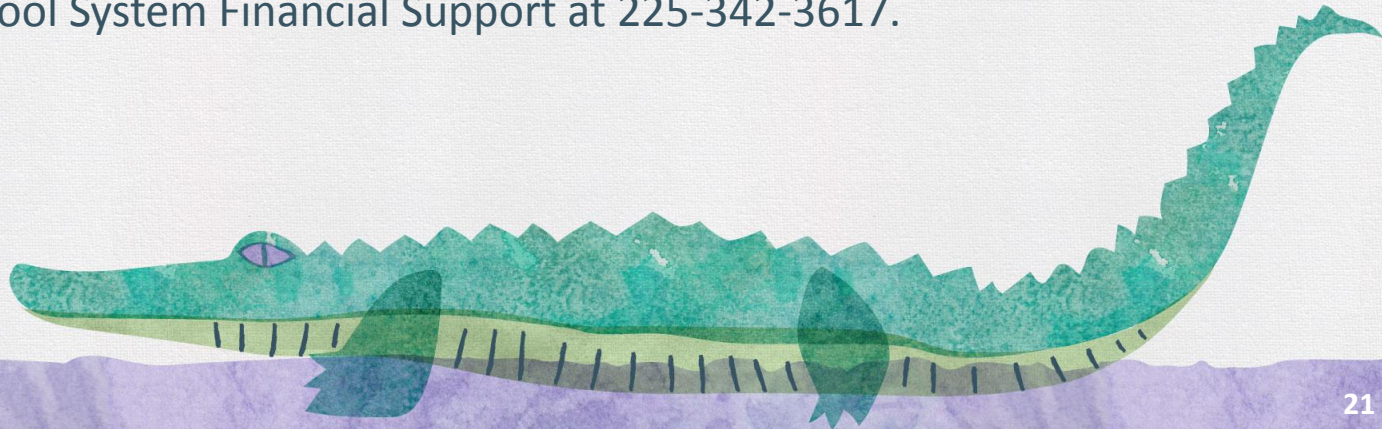
Yes. The department will require that recipients provide data to document the use of these funds, which will be due in early Spring 2024.



Additional Guidance

A guidance document that provides answers to questions regarding the Certificated and Support Stipends can be found under STATE ALLOCATIONS in the Business Manager Support Library.

For further information, please send inquiries to schoolfinancehelpdesk@la.gov or call the Office of School System Financial Support at 225-342-3617.



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Approved Policy Updates

In an effort to align with **law**, the LDOE proposed policy updates at **August BESE**. Adopted revisions related to legislation include:

- Literacy policy alignment
- GPA flexibility
- TEP expansion-bachelor degree option for shortage areas, GPA not met
- Third party vendor and nonpublic evaluation/ evaluation mixing
- TA removal
- CBC updates
- Military Certificate update
- Associate Teacher Program

Bulletin 741 Associate Teacher Program ([Act 99](#))

The authorization for the associate teacher to be a teacher of record is issued by the LEA, not the LDOE.

- **Local permit:** issued by LEA to serve as teacher of record for up to five years in content area related to the associate degree
- **Criteria:** at least 25 years of age, hold associate degree, enrolled in undergraduate teacher education program, clear background check
- **Support provided:** mentor teacher, weekly teacher collaboration
- Maintain documentation of permit

[Template for Permit Documentation](#)

Please contact Arthur.Joffrion@la.gov with questions.

Bulletin 746 Certification

[ACT 63](#) of the 2023 Legislative Session provides for the following updates to certification/evaluation regulations:

- Allows for the use of successful evaluations in a variety of settings:
 - Out-of-State (OS)
 - In-state nonpublic
 - Contracted or third party educators
 - Allows for 'mixing' of evaluation types
 - BESE to define rules and process for these approvals and evaluations

Updates regarding these changes are included in sections 103, 507, and 519 of Bulletin 746.

Bulletin 746 Certification

[ACT 371](#) of the 2023 Legislative Session amends regulations regarding military families. Certification policy will be updated to include:

- Five-year certification to active Military or Military Spouses serving in LA
- Eligibility determination made within 20 days of receipt of complete application

These changes are found in sections 507 and 511 of Bulletin 746.

Bulletin 746 Certification

[ACT 392](#) of the 2023 Legislative Session amends certification law to:

- Redesignate and restructure the law
- Allow for conditional acceptance into a teacher preparation program with GPA flexibility (sections 507, 515, 527)
- Update literacy requirements (sections 1301, 1305, 1307, 1309, 1311, 1323, 1325, 1327, 1329, and 1331)
- Update Out-of-State reciprocity (sections 507 and 511)
- Update TCAC membership (section 1701)
- Expand the Temporary Employment Permit (TEP) pathway (sections 507 and 531)
- Remove the requirement for issuance of a Teaching Authorization (TA) for uncertified teachers, administrators and substitutes (sections 525 and 536)

B746 Certification

Educational Testing Services (ETS) has redesigned and will be phasing out the currently adopted **Special Education exams**.

- Policy adopted the newly designed exams for replacement to include the one-year implementation, as required by BESE policy

Additional revisions regarding teacher candidates serving as a resident teacher **removed the limitation** of days that can be served as a **substitute teacher**, provided such service does not impede residency performance or ability to successfully complete the preparation program.

Service as a long-term substitute would likely impede the residency requirements as outlined in Bulletin 996 and is **not recommended**.

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New Applications

In response to the newly adopted policy, **all** applications will be updated. Expected timeline for all applications to be updated is **October 1, 2023**. Some applications will be posted **prior** to this date with an October 1 revision date.

- **Beginning November 1, 2023, all applications are required to be the October 1, 2023 version for processing.**
- Beginning **November 1, 2023**, applications will **no longer be placed on hold** waiting for evidence of payment. Any applications not including evidence of payment and/or accurate payment amount **will be closed unprocessed.**

Mixing Evaluations

As a result of the policy changes, the experience verification form will be a **required** part of most applications.

- If an educator served in a public school, we will be looking for **Compass** evaluations.
- If an educator served in a nonpublic school, we will be looking for **local personnel** evaluations.
- If an educator is contracted to a public school, we will be looking for **employer evaluations** from a BESE-approved entity.

As a result, beginning **September 1**, nonpublic or asterisk (*) certificates will no longer be issued.

Reinstatement of Lifetime Certificates

Lifetime certificates **lapse for disuse** if the educator does not serve as a teacher for five consecutive years without being regularly employed for at least one semester, or 90 consecutive days, as a teacher.

Lapsed certificates may be **reinstated for a five-year** period at the request of an employing school system.

At least **three effective ratings during the five-year reactivation period** must be earned to reinstate **lifetime** validity.

Military OS

A **new application** specific to **active military** applicants certified in another state will be available in September.

Complete applications will be prioritized for processing and processed within **20 days** of receipt. Choosing the correct option in the online portal is paramount to having the application prioritized.

For active military applicants not qualifying for exam exemption and a higher level certificate, a **five-year military OS** certificate will be issued, during which time the holder must earn at least **three effective** evaluations to **advance** to the higher certificate.

Out-of-State

Candidates applying for Out-of-State (OS) certification who have not taught successfully for **one year** in the **five years preceding** the date of licensure application in Louisiana, will be issued an **OS1**. This is a one-year certificate, during which time the candidate must **earn an effective evaluation rating** to be issued the **three-year, non-renewable OS**.

Three years of successful teaching experience **prior to first employment or licensure application** in Louisiana will fulfill exam requirements for advancement to a higher level teaching certificate.

Temporary Employment Permit (TEP)

The Temporary Employment Permit (TEP) now has the following options:

- Graduate degree candidates (in subject teaching)
- Teacher prep program completion except exams w/in 10%
- **Bachelor degree candidates** (in subject teaching)
 - In **secondary** shortage area only
 - Degree w/ 2.5 GPA from an accredited institution
 - Passed **all content exams** in alignment with degree and classes taught
- **Program completer w/ GPA less than 2.5**

All TEPs must be issued in a **shortage** area, and candidates must be **mentored** each year for renewal. After three successful evaluations on the TEP, mentoring is not required but encouraged. After **five** successful years on the TEP, a candidate may be granted a Level 1 standard teaching certificate.

Literacy Policy

In alignment with 2021 Legislation, last year, literacy policy updates were approved regarding the Science of Reading competencies. Policy updates included:

- Science of Reading competencies included for **all** literacy coursework
- Teacher Preparation Programs must align literacy coursework
 - Beginning with the **2024-2025** school year, **program completers** are required to have the updated literacy foundations/Science of Reading-aligned coursework
 - Mild/Moderate Special Education areas now require **9 semester hours** of literacy coursework

These updates are applicable to both **initial and add-on requirements** beginning **September 1, 2024**.

Literacy Exam Update

In 2022, the State Legislature passed [Act No. 448](#), which requires Kindergarten through third-grade teachers seeking initial licensure to pass an examination of the teaching of reading that is scientifically researched and evidence-based. This assessment will replace the existing Reading Language Arts exam, which will be a part of the Louisiana Elementary Education: Multiple Subjects Praxis® exam.

New Updates: The newly designed Louisiana Elementary Multiple Subjects exam **will not be adopted** and ready for use in 2023 as previously anticipated. Currently enrolled and prospective teacher candidates may continue to take the Elementary Multiple Subjects Exam (5001) for certification until December 31, 2023.

Continued: Literacy Exam Update

Policy has been updated to include the following statement: *Beginning January 1, 2024, as required per [R.S. 17:7.1\(A\)\(1\)](#), an applicant applying for initial certification to teach kindergarten through third grade shall pass the BESE-approved Teaching of Reading: Elementary or Teaching of Reading: Elementary Subtest exam in accordance with §303 of this part. **Candidates already enrolled in the year-long residency and holding either the PL or R prior to January 1, 2025 are not subject to this provision.***

Clarification:

- K-12 certification candidates **do not** need to take the exam.
- All special education certification candidates **must** take the exam.

GPA Flexibility

Conditional admittance into a teacher preparation program is now available to candidates with less than a **2.2 undergraduate GPA**.

Conditional admittance and the use of the flexible GPA option must be indicated on all PL applications for candidates with **less than a 2.2 GPA**.

- If the program **awards credit hours**, the applicant must obtain a **3.0 GPA** for the **first 12 semester hours** and must **complete** with a **2.5 GPA**.
- If the program **does not award** credit hours, the applicant must **demonstrate mastery** of competencies as **required by the program and the school system** in which clinical practice is completed.

GPA Flexibility TAT

GPA flexibility is also now approved for issuance of a **TAT**. Any candidate with less than a **2.2 undergraduate GPA** , must submit to a **structured district interview** for issuance of the TAT.

[Structured Interview Guidance](#) remains *similar* to what was used for issuance of the PL and includes questions designed to determine the candidate's:

- Interest in the profession
- Aptitude for developing mastery of Louisiana's general teaching competencies

Special Education Exams

ETS is redesigning and retiring existing Special Education Exams.

- Special Education: Core Knowledge and Applications (5354) **and** Special Education: Core Knowledge and Mild to Moderate Applications (5543) is being replaced with **Special Education: Foundational Knowledge (5355), passing score of 145**
- Special Education: Core Knowledge and Severe to Profound Applications (5545) is being replaced with **Special Education: Severe to Profound (5547), passing score of 156**

The usual one-year overlap where either exam is accepted is applicable.

These exam changes affect **Deaf and Hard of Hearing, Mild to Moderate, Significant Disabilities, and Visual Impairments/Blind** areas of certification.

Teacher Certification Appeals Council (TCAC)

Membership of **TCAC** is codified in law. Updates were made to allow for **equivalent associations** to be named by BESE, in the event one of the named nominating entities dissolves.

Louisiana Association of School Executives (LASE) is dissolving. At BESE last week, the **Louisiana Association of Principals (LAP)** was named as a nominating entity for TCAC.

LDOE will be reaching out to solicit nominees for membership on TCAC from LAP in the coming weeks.

Criminal History Reporting

Law and policy were updated to prohibit certification of individuals with certain convictions:

- Includes convictions of an offense listed in [R.S. 15:587.1](#) or any **felony offense**
 - Drug distribution offenses are **prohibited** as ‘never-evers’
- Provides for a ‘grandfather’ clause with drug distribution offenses
- Allows for appeals to BESE for a records review for **some** offenses after a **specified period of time** as noted in Bulletin 746, Chapter 19

Beginning **January 1, 2025**, an applicant for initial certification shall undergo a background check for certification.

- The LDOE will check **rap backs** for anyone already certified when an educator tries to advance, renew, or otherwise modify a credential.
- The LDOE may obtain a criminal history check **if needed**.

Criminal History Reporting

The LDOE **currently discloses** on its website the identities of any person whose credential has been **denied, suspended, or revoked** for:

- **Felony** convictions or convictions of offenses listed in [R.S. 15:587.1](#)
- Any person who has submitted **fraudulent** documentation to BESE or LDOE
- Any person who has been found to have **facilitated cheating** on any state assessment

An employing school system **may determine** that an individual with a credential issued by the LDOE has **not** been convicted of a prohibited criminal offense.

- A CBC is **not required** for an applicant with a teaching credential issued by the Board (***unless it has been denied, suspended or revoked***).
- Employment background checks are still required for all un-certified personnel.

Criminal History Reporting

An administrator, teacher or other school employee shall **notify** of final conviction or no contest plea to any criminal offense, excluding traffic offenses, to his **employer and** to the **LDOE** within **2 business days**.

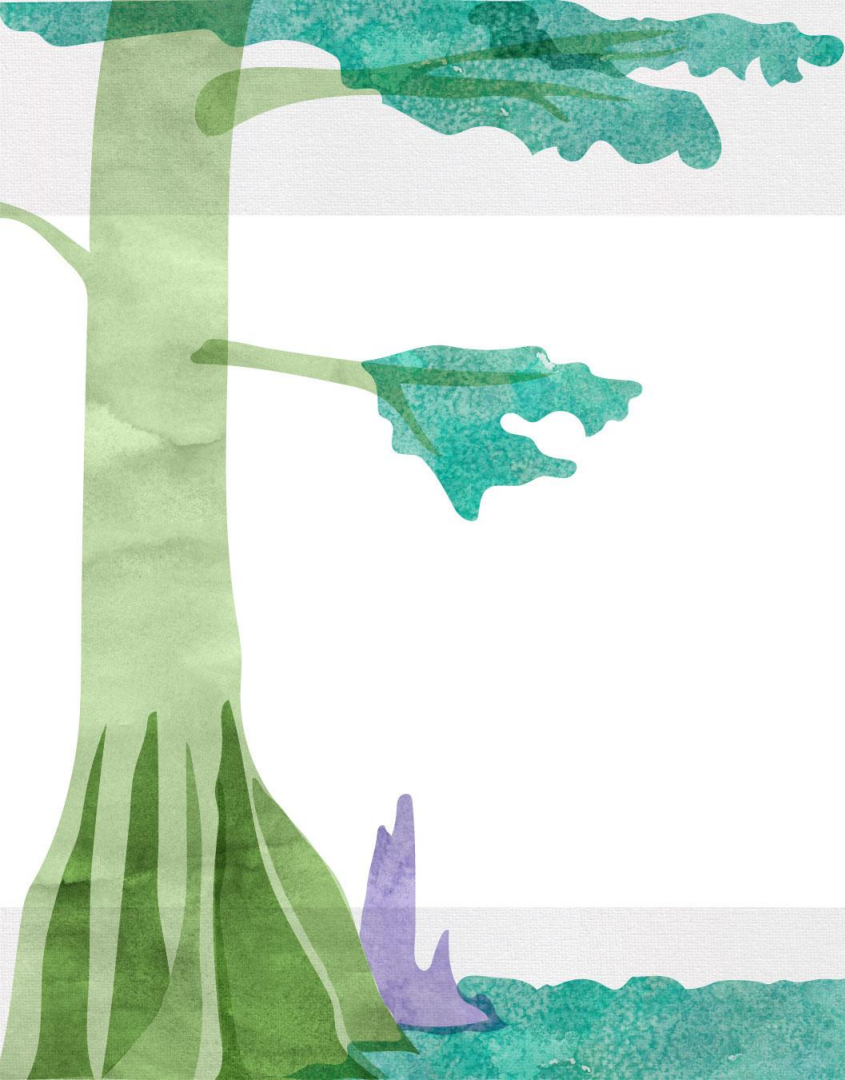
The LDOE shall notify the **last known employing school system** that employed the person of the suspension and/or revocation of a credential.

Teaching Authorization (TA) Update

As of June 14, 2023 per [Act 392](#) of the 2023 legislative session, the Teaching Authorization (TA) is **no longer being issued**.

TAs already issued are still **valid**.

The LDOE will still continue to **monitor** any rapbacks received on an educator holding a TA and will take action accordingly.



Q & A



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Important Dates

Key Dates:

- **August 28: Louisiana Literacy Advisory Commission**
- **August 31: Teacher Certification Appeals Council**
- **August 31: BESE Accountability Workgroup**
- **September 4: Labor Day Holiday - Offices closed**
- **September 19: Nonpublic School Council**
- **September 21: Superintendents' Advisory Council**

Supports and Resources:

- [2021-2022 School System Support Calendar](#)
- [Educator Resource Guide](#)
- [School System Planning Resources](#)
- [Family Support Toolbox Library](#)
- [Certification Bulletin, Bulletin 746](#)
- [Online Teacher Certification Portal, Teach LA Live!](#)

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Legislative Update Reminders



HB 191 - Jefferson (ACT 63)

- Updates literacy requirements-- Aligns literacy options for traditional and alternately prepared teacher candidates
- Allows for the use of successful evaluations in a variety of settings:
 - Out-of-State (OS)
 - in-state nonpublic
 - contracted (or third party)educators
 - allows for 'mixing' of evaluation types
 - BESE to define rules and process for these approvals and evaluations

SB 81 - McMath (ACT 99)

Associate teacher pathway--Individual must:

- Have an associate's degree from an accredited college or university
- Be continuously enrolled in an undergraduate teacher education program at an accredited college or university for the purpose of obtaining a bachelor's degree
- Be at least 25 years of age
- Individual cannot participate in the program for more than 5 years
- Can be employed to teach only in the content area related to the participant's associate's degree
- Cannot teach special education classes
- Hours spent teaching shall count towards the student teaching hours
- Cannot be paid more than 75% of average yearly teacher salary for employing LEA
- Shall have a mentor (subject to funding)
- Shall participate in weekly teacher collaborations
- Have a clear CBC

HB 472 - Mincey (ACT 371)

Interstate Teacher Mobility Compact - Substituted w/ Military and Military Spouse provision

- LDOE to grant a 5 - year certification to Military or Military Spouses serving in LA
- Eligibility determination made within 20 days of receipt of complete application

SB 197- Peacock (ACT 392)

- Redesignates portions of certification law and makes technical changes
- Allows for conditional acceptance with GPA flexibility
- Updates literacy requirements-- Aligns literacy options for traditional and alternately prepared teacher candidates
- Applicant shall have completed at least 180 hours in actual teaching--and a substantial portion of the 180 hours on an all-day basis.
- Effective 1/1/2024--applicants applying for initial certification to teach K-3 shall pass a rigorous TOR exam

SB 197- Peacock (ACT 392)

- OS - must have three years of OS experience prior to LA teacher certification for exam exemption
- Exams required are pedagogy and applicant area of specialization
- Provides for exemptions and issuance of a provisional certificate for
 - Foreign Language Immersion Program teachers
 - OS candidates not meeting exam exclusion
 - Teacher Preparation completer lacking exams by 10%
- Defines OS exam exclusion
- Requires exam reporting on LDOE website

SB 197- Peacock (ACT 392)

Temporary Employment Permit (TEP) pathway expansion:

- graduate degree candidates (in subject teaching)
- bachelor degree candidates (in subject teaching)
 - in secondary shortage area only
 - degree from accredited institution w/ 2.5 GPA
 - passed all content exams
- teacher prep program completion except exams w/in 10%
- program completer w/ GPA less than 2.5

SB 197- Peacock (ACT 392)

- OS principal - defines exam exclusion and changes certificate validity
- School Psychologist - qualifications shall be not less than NASP and the board may deem School Psych certified
- TCAC - provides for options for membership when an entity named in law dissolves
- Updates Criminal history requirements and prohibitions
- Defines appeals options to the Board for specific situations

SB 197- Peacock (ACT 392)

- Prohibits certification of individuals with certain offenses
- Provides for a 'grandfather' clause for those issued a credential or having an appeal pending prior to July 1, 2023, with certain prohibited offenses
- Beginning **January 1, 2025**, an applicant for initial certification shall undergo a background check for certification.
- The LDOE will check rap backs for anyone already certified when an educator tries to advance, renew, or otherwise modify a credential. The LDOE may obtain a criminal history check if needed.
- Educators, administrators or other credentialed personnel must notify the LDOE of any felonies or 15.587.1 offenses within 2 business days

SB 197- Peacock (ACT 392)

- The Board shall revoke any educator's credential for conviction of an offense listed in R.S. 15:587.1 or any felony offense.
- The LDOE shall notify the last known school that employed the person of the revocation of a credential.
- The LDOE will make available on its website the identities of any person whose credential has been denied, suspended, or revoked for:
 - felony convictions or convictions of offenses listed in R.S. 15:587.1
 - any person who has submitted fraudulent documentation to the Board or Dept
 - any person who has been found to have facilitated cheating on any state assessment

SB 197- Peacock (ACT 392)

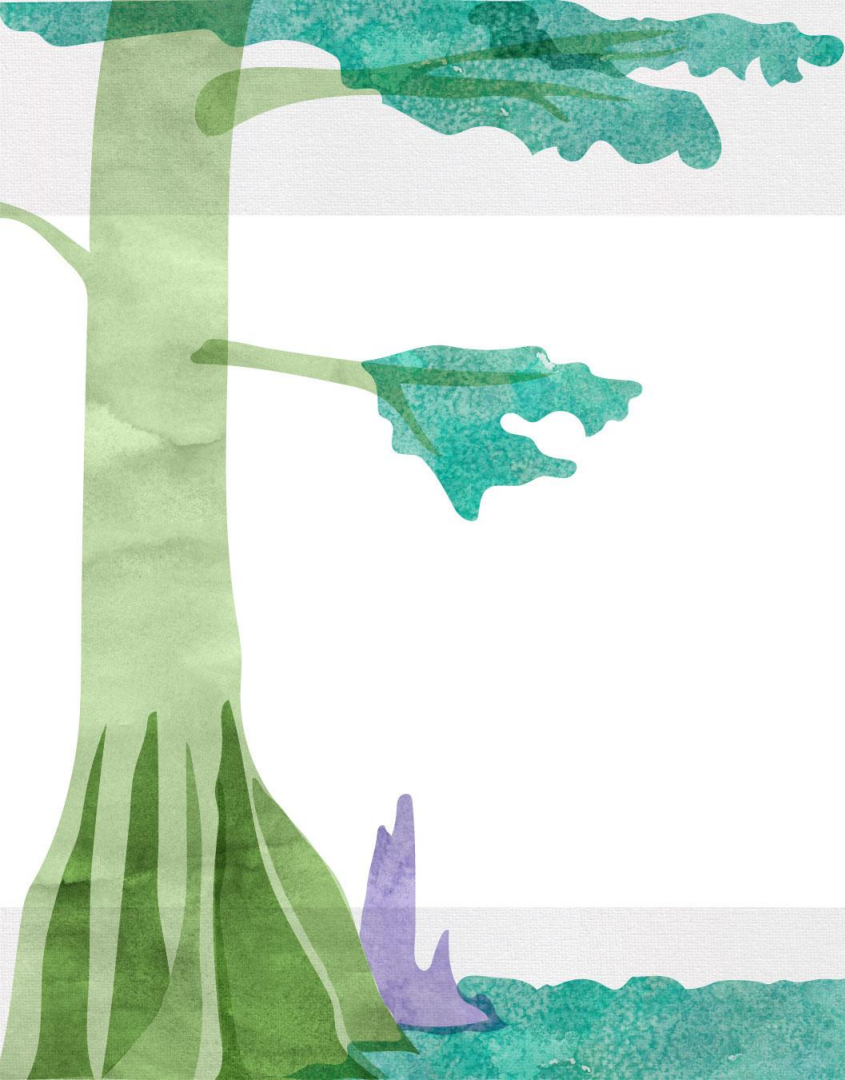
- An employing school system may determine that an individual with a credential issued by the LDOE has not been convicted of a criminal offense.
- A CBC is **not required** for an applicant with a teaching credential issued by the Board (unless it has been denied, suspended or revoked).
- An administrator, teacher or other school employee must **notify** of final conviction or no contest plea to any criminal offense, excluding traffic offenses, to his employer and to the LDOE within **2 business days**.
- **Repeals** the requirement for the issuance of a teaching authorization
- Updates R.S. 15:587.1 to include newly redesignated sections of law

HB 326-Nelson

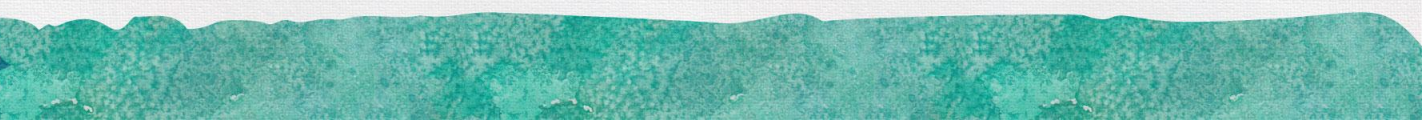
ACT 347 requires that a teacher preparation program include instruction on foundational numeracy skills that include, but are not limited to:

- effectively teaching foundational mathematics skills explicitly and systematically
- implementing effective mathematics instruction using high-quality instructional materials
- providing effective instruction and interventions for students who have difficulty with mathematics
- understanding and using student data to make instructional decisions

The Act requires that BESE **revise teacher certification requirements and the requirements of teacher education programs** to require instruction on foundational numeracy skills standards for candidates seeking certification to teach students by **12/31/2023**.



Policy Update Reminders



Literacy Policy Updates

At June BESE, policy was adopted specifically around Mild/Moderate literacy requirements for certification. Updates include:

- A **future effective date** for the add-on policy to align with program requirements (2024-2025) for Mild/Moderate Special Education areas that require **9 semester hours** of literacy coursework

OFAT Processing Update

After stakeholder feedback, we are planning to update processing procedures for Out-of-Field-Authority-to-Teach (OFAT) certificates. Currently, OFATs are valid for a ***school session***, which sometimes is retroactive to the beginning of a school year and reduces the actual time a teacher candidate has to complete OFAT requirements.

Beginning **July 1, 2023**, OFATs will be issued for a ***year from the date issued***. Any feedback regarding this change is appreciated.

Best practice is to check teachlouisiana.net to see if an educator previously held an OFAT before submitting an application.

TAT Processing Update

After stakeholder feedback, we are planning to update processing procedures for Temporary Authority to Teach (TAT) certificates. TATs currently are issued for a year; however, the TAT area is not allowed to be changed.

Since the TAT is a workforce shortage certificate, **effective July 1, 2023, at the time of renewal/extension**, the certification area and/or the LEA can be changed.

Three years is the maximum amount of time a person can serve on any TAT no matter of area or LEA changes. Every year on the TAT counts towards the maximum allowable three years.

Contact and Communicate with Certification Experts

- Submit a question via the [Online Teacher Certification Portal, Teach LA Live!](#)
 - Responses are provided, in writing, in less than five business days.
 - Using the online portal provides transparency and accountability for which responses can be referred to through the user's online history.
 - Providing details in the question will allow responses that are specific to educators' cases.
- Schedule an office hours appointment through an HR or Program Provider account
 - Complex questions can be asked/answered verbally during the call and with follow-up email.
 - Certification applications may be expedited during the call.
 - If more than 15-minutes is needed, please schedule multiple appointments.

School Nurse Policy

At January BESE, School Nurse policy was updated. The policy now states:

A. *Beginning **August 1, 2023**, a registered nurse who holds a current, valid license in good standing with the Louisiana State Board of Nursing is considered certified by BESE.*

Use the [School Nurse guidance document](#) for frequently asked questions regarding this change.

Important steps:

- [Verify a license](#) - the certificate number will be the same as the license number
- Provide [School Nurse training](#)
- Review existing local policy

Processing Updates

We are working with additional resources to process applications. Applications may be processed out of date order for some applications during the next few weeks. You may see applications in the following categories processed before other categories:

- Early Childhood Ancillary Certificate (ECAC)
- Teaching Authorizations (TAs) - these will no longer be issued
- Temporary Authority to Teach (TATs)
- Renewal Higher (RH)
- Mentor Teacher/Content Leader (MT/CL)
- Residents (Rs)
- Practitioner Licenses (PLs)
- Initials

Processing Updates

A preliminary analysis of the certification applications received indicate a significant number are incomplete, inaccurate, or incorrectly submitted. All of these issues contribute to the increased processing time for all applications. We are asking for your partnership in reviewing **all** applications before submitting them.

Please **review** the following ‘best practices’ slides in the Certification Reminders Section to assist in your preparation of applications before submitting.

Application Submission Best Practices

- **Read and follow** all instructions included in each application packet
- **Do not** include parts of other applications with an application, i.e. including other requests (from the EV form) in the RH form or vice versa
- When scanning, scan **upright** and in the **order** on the application checklist, **combining** all pieces into a single PDF file. A physical scanner may have settings to allow scanning to a single PDF file or use a scanning app (Genius Scan, CamScanner, the scan feature included on some phones or camera apps, or Print to PDF tool).
- **Choose** the appropriate category for the application that is uploaded when submitting; if submitting a document as a feedback/follow-up to a previous application, select “Feedback/Follow-up” as the application type
- Please ensure that questions submissions are actually questions and application submissions are actually applications and not vice versa

Application Submission Best Practices

- When submitting self-evaluations (now required), ensure that **course titles & course numbers** are included
- If licenses are required (i.e. speech pathologist, etc.), please ensure they have a current validity
- When a graduate degree is a **qualifying requirement** for the issuance of a certificate (e.g. Level 3), eligibility (e.g. EDL eligibility), or endorsement (e.g. Academically Gifted), the degree will be placed on the certificate at the time of the add-on, issuance, or eligibility. **There is no need to apply for the degree to be added separately or to pay an additional fee for the degree to be placed on the certificate.**

Please note: eligibility letters submitted for issuance of a certificate also require a picture ID and copy of SS card as stated in the eligibility letter.