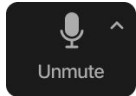


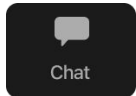
Zoom Meeting Preparation



- 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.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Educator Certification Monthly Call

November 13, 2023



Certification Processing by the Numbers

- September 2023
 - 3,805 Applications Processed
 - 53% Processed within 15 Business Days
 - 1064 Questions Answered
 - 90% Questions Answered within 5 Business Days
- October 2023
 - 4,532 Applications Processed
 - 74% Processed within 15 Business Days
 - 1203 Questions Answered
 - 90% Questions Answered within 5 Business Days



Certification Processing Reminders



Effective November 1, 2023

- All applications are required to be the **October 1, 2023** version for processing.
- 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**.
- Corrected application pages to modify an incorrect request will **no longer** be accepted as a 'Feedback Follow-up.'

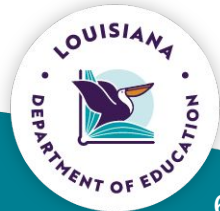


Certification: Legal Document

An educator's certificate is a public document owned by the educator. With the exception of the reasons listed in chapter 19 in [Bulletin 746](#) (criminal history, cheating, fraud, etc.), by decree of the governor, or as mandated by law, **all** changes to it must be **requested by the educator**, or in conjunction with a school system or teacher preparation provider.

The certification office **cannot** make changes to an educator's certificate without a request being formally made by the educator. That formal request must come in the form of an **application**.

Certification is **evidence-based**. Our office can only determine eligibility based on the documentation provided or on file.



Application Process

- Find the right forms on [Teach Louisiana](#)--these are PDF fillable forms--complete electronically. Use the **current** application and form(s) available.
- Review application instructions and checklists found on www.teachlouisiana.net
- Review official transcripts and verify degree(s) and/or coursework are awarded
- **Professional conduct form completed**, signed and dated--can be done electronically
- Review application **prior** to submission
- Submit via human resource personnel account in [Teach LA Live!](#) online teacher certification portal



Application Minimum Requirements

Minimum requirements for a Certification Specialist to review/process an application:

- **Currently accepted** application **version**
- Fully **completed** (must actually make a request)
- Two forms of ID: **Social Security Card** (required) and **Driver's License/State ID**
- Fully completed **professional conduct form**
- All required signatures **less than 90 days from date submitted**
- Payment confirmation screen/email
- Experience verification form, when submitting with the 10/1/2023 Renewal, Higher, Status Change application.

This **does not** mean the request will be approved; only that it will be reviewed and processed.



Duplicate Submissions and Singles

If advised via email that a case **cannot be processed** and to **resubmit** with corrections, the corrected application should be submitted as a **new** case with **all** supporting documentation, including payment confirmation. **Do not** reference the original case as it was not processed.

If you are providing applicants copies of signed applications that will be submitted by your office, please stress to them that they **should not** also submit. **Duplicate submissions create confusion and slow processing.**

Check the status of a submission by using the “History” link at the top of the TeachLA Live! portal page.



90-Day Timeline

The certification office can only accept applications dated and signed **within the last 90 days**.

Applications with signatures and dates *beyond 90 days* **will be returned unprocessed**.

Applications should be **complete** when submitted, however:

- Incomplete applications with **one** item missing will be declined, requesting missing information.
 - Missing item is submitted **within 90 days** of declination; **no additional** application or **fee** required. Unmet requirements are different than missing items.
 - Missing item is submitted **more than 90 days** from declination; a **new application and processing fee** required.
- Incomplete applications with **more than one** item missing, will be declined and will require a **new application and processing fee** be submitted.



Application Submission Best Practices

- **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
- Scan documents **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).
- Ensure that questions submissions are actually questions and application submissions are actually applications.



Application Submission Best Practices

- Choose the appropriate category for the application that is uploaded when submitting. This factors into workload processing for our office and training of new staff.
- **Check Compass prior to submitting applications to ensure the appropriate number of evaluations are finalized and are effective.**
- Check current certification on www.teachlouisiana.net prior to applying to ensure type and validity are accurate.
- When submitting self-evaluations (now required), ensure that **course codes & course numbers** are included (i.e. SPED 375, EDUC 426).



Application Submission Best Practices

- If licenses are required (i.e. LCSW, speech pathologist, etc.), please ensure it has a **current** validity.
- When Praxis scores are required, verify the scores are visible on teachlouisiana or include official score report with the application. Reference the [Praxis chart](#) for adopted exams.
- 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.**



Cascading Applications

If there are applications **dependent** upon each other, please do **one** of the following:

- Wait until the first application is processed **before** submitting the dependent application.
- Submit the dependent application at least **two weeks after** the first application is submitted.
- Submit both applications, then **schedule office hours** to discuss/expedite the applications.
- When requesting an add-on endorsement, check [certification validity](#) prior to uploading to ensure the certification is valid and not close to expiration.
- If the first application is denied for any reason, use *Ask a Question* to request that the dependent case be **cancelled** before processing to preserve the fee and prevent a **second denial**.



Certification Status Changes

Certification renewal is based upon effective evaluations in a Louisiana approved school.

Non-Practicing status:

- Teachers or leaders who are **not serving/employed** or who are serving in another state/country
- Educators **serving on Educational Leader** certificates (EDL) should place their **teaching** certificates into **non-practicing** status
 - **EDL** would be placed into **non-practicing** while serving on the **teaching certificate**
- The requested **effective date** of non-practicing status should be the **last date of employment in the evaluated role, within the certificate's validity, no earlier than August 1, 2012**



Certification Status Changes

Certification renewal is based upon effective evaluations via Compass.

Operational Role status:

- **Teachers** who are serving in a public school setting in roles that **cannot be evaluated per student growth measures via Compass.**
- Operational Role status shall take effect on the **first day of employment** in a role that **cannot be evaluated per student growth measures**
- **EDL** certificates **are not** placed into operational role

Accurate experience verification forms must be included with all status change requests. Requests for Operational Role should include a job description to determine eligibility. This is now noted on the updated experience verification form available in the October 2023 published Renewal, Higher, Status change application.



Changing Portal Users

When adding or removing portal users, please use the [authenticated user signature form](#).

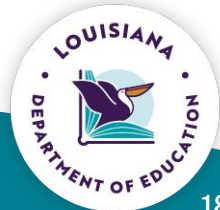
- Complete fields electronically
- Physically sign the form
- Upload to the online portal as an application type “Authorized Signatures”
- Within the notes of the submission case, indicate specific user access needs (added, removed, or updated access to TeachLA Live! and/or TeachLouisiana.net)
- Schedule an office hours call to discuss the changes



Office Hours Protocol

We ask that the following steps be followed to schedule an office hours call:

- Login to HR account in online teacher certification portal, [TeachLA Live!](#)
- Use the “Ask a Question” feature along the top ribbon of the page
- Choose “HR/Prep Provider Office Hours” in the drop down menu
- Indicate certification questions, cases, candidates and details around certification questions
- Submit the question case and receive case number
- Use online scheduler and indicate the “office hours” question case number in the reservation



Q&A





Important Dates

November 15: Early Childhood Care and Education Advisory Council

November 23: Thanksgiving (State Holiday)

November 24: Possible State Holiday

November 27: Certification Email Blast

November 30: Superintendent's Advisory Council

December 12: BESE Committee Meetings

December 13: BESE Board Meeting



Supports and Resources



- [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!](#)