



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
<http://www.louisianabelieves.com>

OUT-OF-STATE ADMINISTRATIVE CERTIFICATION PACKET

Dear Prospective Louisiana Educational Leader:

We are pleased that you are interested in obtaining a Louisiana leadership 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 leadership certificates to applicants holding an out-of-state administrative certificates. ***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. **Out-of-State Principal Level 1 (OSP1)** certificate is a standard, three-year, non-renewable Louisiana certificate issued to an individual who holds out-of-state certification as a principal (or comparable educational leader certificate) and has not met Louisiana's Praxis and/or NTE requirements. It authorizes the individual to serve as a principal in a Louisiana public school system, and is issued when the individual anticipates immediate administrative employment in a Louisiana public school system.
2. **Out-of-State Principal Level 2 (OSP2)** certificate is valid for five years and is renewable every five years, based upon successful completion and verification of required continuing learning units. It authorizes the individual to serve as a principal in a Louisiana public school system and is issued when the individual anticipates immediate administrative employment in a Louisiana public school system.
3. **Out-of-State Superintendent (OSS)** certificate is valid only for the employing Louisiana public school district requesting its issuance. It is valid for five years from date of first appointment as a superintendent and is renewable every five years.

Exemption from PRAXIS and/or NTE Requirements

Applicants who meet the eligibility requirements shall not have to complete the required examinations or submit scores from any examinations previously taken in another state as a prerequisite to the granting of certification as Out-of-State principal level 2 (OSP2), provided that:

- a. The applicant completes one year of employment as a principal in a Louisiana public school system while holding the three-year OSP1 certificate; and
- b. The local superintendent (or designee) of the employing Louisiana public school system has recommended him/her for continued administrative employment in the following school year.

Eligibility for a Louisiana Administrative Certificate

The type certificate issued is based upon verification of the completion of guidelines approved by the State Board of Elementary and Secondary Education. The guidelines for each type of certificate are listed as follows:

Out-of-State Principal Level 1 (OSP1) - Standard, three-year, non-renewable certificate

1. Eligibility requirements:
 - a. a valid out-of-state certificate as a principal or comparable educational leader certificate;
 - b. a minimum of two years of successful experience as a principal or assistant principal in another state, as verified by the previous out-of-state school district(s) from satisfactory annual evaluation results; and
 - c. the candidate meets all other requirements for a Louisiana certificate as required by law or board policy.
2. An applicant who meets the above-stated eligibility requirements shall not have to complete the required examinations (*School Leaders Licensure Assessment (1010) – Score 168, if completed prior to 1/1/10 or (1011/6011) completed after 1/1/10*) or to submit scores from any examinations previously taken in another state as a prerequisite to the granting of certification as Out-of-State principal level 2 (OSP2), provided that:
 - a. the applicant completes one year of employment as a principal in a Louisiana public school system while holding the three-year OSP1 certificate; and
 - b. the local superintendent (or designee) of the employing Louisiana public school system has recommended him/her for continued administrative employment in the following school year.
3. Upon employment as a principal or an assistant principal in a Louisiana public school system, an individual holding an OSP1 certificate must enroll or be enrolled in the state-approved Educational Leader Induction Program under the direction of the Louisiana Department of Education. The individual has three years to complete the induction program.

Out-of-State Principal Level 2 (OSP2) - Valid for five years and is renewable every five years

1. Eligibility requirements:
 - a. a valid OSP1 certificate and satisfaction of Louisiana Praxis and/or NTE requirements (*School Leaders Licensure Assessment (1010) – Score 168, if completed prior to 1/1/10 or (1011/6011) completed after 1/1/10*);
 - b. completed the Educational Leader Induction Program under the administration of the Louisiana Department of Education:
 - 1) the induction period begins upon the candidate's first full-time administrative appointment (permanent or acting) as an assistant principal or principal, and
 - 2) the Educational Leader Induction Program must be completed within a three year period; and
 - c. three years of educational leadership experience at the level of assistant principal or above.

Out-of-State Superintendent (OSS) - Valid for five years and is renewable every five years

1. Eligibility requirements:
 - a. employed by a Louisiana public school system to serve as a superintendent or an assistant superintendent;
 - b. a valid teaching certificate from another state with authorization to serve as a school superintendent;
 - c. a master's degree from a regionally accredited institution of higher education;
 - d. five years of successful administrative or management experience in education at the level of assistant principal or above. The assistant principal experience would be limited to a maximum of two years of experience in that position; and
 - e. five years of successful teaching experience in a properly certified field.

Application Process

All information should be mailed to: Division of Certification 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 Administrative Application** with all information provided;
2. **Official transcripts** (copies not acceptable);
3. **Copy of the teaching certificate** you currently hold from another state **or** a letter from that state's Department of Education verifying eligibility for a certificate in the area(s) of certification (**For OSS certificate only**);
4. **Experience Verification** form signed by the appropriate employing authority. The form is submitted to provide evidence of teaching and administrative experience;
5. **Professional Conduct** form with all questions answered, and signed and dated by the applicant;
6. **Original Praxis/NTE** score report (if applicable); and
7. **\$50.00 non-refundable** certification processing fee (check or money order, payable to the Louisiana Department of Education). The complete fee schedule can be found at www.teachlouisiana.net.

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 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:** All questions regarding certification requirements or the certification process can be answered by contacting the **Louisiana Department of Education's Constituent Service Center** at <https://www.louisianabelieves.com/resources/ask-ldoe>. Fill in your contact information in the fields provided. Scroll to the "subject" drop down list and click on "**Educator Certification**" to enter your question. Responses are provided to the email address or phone number you submit.
- ◆ **Effective June 16, 2010:** The Division of Certification, Preparation, and Recruitment will no longer print and mail Louisiana teaching and/or ancillary certificates. You may verify issuance and print a copy of the certificate via Teach Louisiana at <https://www.teachlouisiana.net> by clicking "Verify Teaching Certificate."

UPDATE FOR CERTIFICATION VISITORS

- ◆ A certification receptionist is **not** on duty in the Certification Office located in the Claiborne Building. You may drop your certification applications in the drop box located at the security desk on the first floor. ***Please place your application in a sealed envelope/folder before placing it in the drop box.***
- ◆ All applications will be date stamped and processed in the order in which they are received.
- ◆ The status of a certification application can be verified daily by visiting www.teachlouisiana.net. Double click on the “Certification” tab and then on the link “Status of a Certification Application.”

Certification Questions?

Certification questions can be addressed through one of the following:

- ◆ Contacting your employing school district’s Human Resources Office.
- ◆ Visiting www.teachlouisiana.net – Click on the “Certification” tab at the top of the home page.
- ◆ Contacting the Louisiana Department of Education’s Constituent Service Center at <https://www.louisianabelieves.com/resources/ask-ldoe>.

THANK YOU!

**LOUISIANA DEPARTMENT OF EDUCATION
Certification, Preparation, and Recruitment**



Out-of-State Application for Administrative Certificate

Initial Administrative Certificate Requested:
 ___ Principal Level 1 (OSP1) ___ Principal Level 2 (OSP2) ___ Superintendent (OSS)

Renewal of Administrative Certificate: ___ Principal Level 2 (OSP2) ___ Superintendent (OSS)

PLEASE TYPE OR PRINT IN INK

Social Security No: _____ - _____ - _____ **Date of Birth:** ____/____/____

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

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

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

Email Address: _____

EDUCATIONAL QUALIFICATIONS

<i>Degree(s) Earned</i>	<i>Institution(s)</i>	<i>Date Degree(s) Earned</i>

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: _____



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EXPERIENCE VERIFICATION FORM

PLEASE CHECK CATEGORY THAT APPLIES TO APPLICATION:

- Principal Certificate Level 1 (OSP1) Principal Certificate Level 2 (OSP2)
 Superintendent (OSS) Out-of-State PRAXIS Exclusion¹

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 ***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 public 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.***

Evaluation Completion for Higher Level Certificate:

_____ I hereby verify that the above individual has completed three years of successful local/district evaluations beginning with school year 2009-2010 and that all supporting documents will be kept on file at the district office.

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

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION, PREPARATION, AND RECRUITMENT**

PLEASE TYPE OR PRINT IN INK

<p>PROFESSIONAL CONDUCT FORM (All questions <u>must</u> be answered)</p>

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 or expungement 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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