



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>

**REQUEST FOR
INITIAL (YEAR ONE) TEMPORARY AUTHORITY TO TEACH**

-TO BE SUBMITTED BY THE EMPLOYING SCHOOL OR DISTRICT-

General Information

Temporary Authority to Teach (TAT)

Louisiana offers TAT certificates to Louisiana employing public school systems that have not been able to employ certified teachers. Applicants must hold a degree from a regionally accredited college or university; have passing scores on the Core Academic Skills for Educators Reading and Writing examinations* and at least a 2.00 GPA; qualify under TAT hiring conditions, and fulfill renewal guidelines each year to be issued another certificate for the subsequent school year. This certificate may be renewed annually for up to three years.

Application Process

The following items are required as part of a complete application packet:

1. **Application for TAT Certificate** form with all information provided;
2. **Official transcripts** (copies not acceptable);
3. **PRAXIS/NTE Exams** Core Academic Skills for Educators Reading and Writing exam scores may be submitted electronically to the Division of Certification and Preparation directly from Educational Testing Services or in the form of the original score report submitted directly from the applicant. The original score report will be returned to the applicant once a verified copy is on file in the teacher certification office. **An Original ACT/SAT score report indicating an ACT composite score of 22 or greater –or- an SAT combined verbal & math score of 1030 or greater is acceptable in lieu of CORE-Reading & Writing exams.*
4. **Professional Conduct** form with all questions answered and signed by the applicant;
5. **\$50.00 non-refundable certification processing fee** (check or money order made payable to the Louisiana Department of Education) This fee is required for the initial TAT **only**.

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. Requests that are missing any of the required materials will not be processed; incomplete applications will be returned to the school district with directions as to what is missing in the application. If an original transcript is not included but is being mailed by the university, the applicant must note on the packet that transcripts will be forwarded from the university.

Additional Information

- ◆ **Contact Information:** If there are questions about requirements or the certification process, one should contact the Division of Certification, Leadership, and Preparation at (225) 342-3490 (or toll free at 1-877-453-2721), or email Customerservice@la.gov for assistance.

Temporary Authority to Teach (TAT)

HIRING CONDITIONS AND RENEWAL GUIDELINES

The Temporary Authority to Teach (TAT) applicant must have passing scores on the Praxis Pre-Professional Skills Tests (PPSTs) Reading and Writing exams and at least a 2.00 GPA. Applicants who meet this eligibility standard can apply for a TAT through a district based on the four conditions of eligibility listed below. A TAT may be issued for one (1) school year, renewed annually and held for a maximum of three (3) years while the holder pursues alternate certification program admission requirements or certification requirements. He/she may not be issued a renewal of that certificate for a subsequent school year unless the renewal guidelines for his/her specific hiring condition have been met. Upon completion of 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.

Who is Eligible?	Conditions	Renewal Guidelines
Teacher preparation program graduate who has not met <i>all</i> Praxis requirements	Condition 1 Individual who graduates from a teacher preparation program, <i>but</i> does not pass all <i>required</i> Praxis exams, and who has not previously qualified for a Louisiana standard teaching authorization	Teacher must take the necessary Praxis examinations at least twice a year.
Individual with a baccalaureate degree from a regionally accredited college or university who has not yet been officially admitted to an alternate program because he/she has not passed the appropriate Praxis exam(s) and/or lacks the minimum of a 2.20 GPA required for admission	Condition 2 Individual 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 exams required for admission to the program, and/or (b) has a minimum of a 2.00 GPA, but does not have the required 2.20 GPA for admission to an alternate program	2(a) 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 2(b) 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.
Individual with a baccalaureate degree from a regionally accredited college or university who is hired after the deadline date for admission to an alternate program	Condition 3 Individual who holds a minimum of a baccalaureate degree from a regionally accredited institution and who is hired after the start of an available alternate certification program	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.
Teacher preparation program graduate who has not met the 2.50 GPA requirement	Condition 4 Individual who has a minimum of a 2.35 GPA on a 4.00 scale and has completed all other requirements for certification	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.

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

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. (Submit completed *Certification of Teacher's or Family Member's Serious Health Condition Form.*)

**LOUISIANA DEPARTMENT OF EDUCATION
Certification and Preparation**

INITIAL APPLICATION for TEMPORARY AUTHORITY TO TEACH CERTIFICATE

School Year: _____ — _____

SCHOOL DISTRICT: _____

NAME OF SCHOOL: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH: ____/____/____

NAME: _____
(First) (Middle) (Maiden/Family) (Married Name)

PHONE NUMBER: (____) _____ E-MAIL ADDRESS: _____

TYPE OF DEGREE(S) HELD: _____
(Degree) (College/University) (Year)

TAT AREA REQUESTED	GRADE LEVEL

The applicant for this certificate must fall under one of the following conditions. Please indicate with a check (✓) which condition the applicant qualifies under.

Condition 1:

	Applicant who graduates from a teacher preparation program, but does not pass all <i>required</i> PRAXIS examinations, and who has not previously qualified for a Louisiana standard teaching authorization. Certification area of education program: _____
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Condition 2:

(a)	Applicant who holds a baccalaureate degree from a regionally accredited institution, who applies for admission to a Practitioner teacher or other alternate certification program, but (a) does not pass the PRAXIS examinations required for admission to the program; and/or (b) has a minimum of a 2.00 GPA, but does not have the required 2.20 GPA for admission to an alternate program. Certification area pursuing: _____
(b)	

Condition 3:

	Applicant who holds a baccalaureate degree from a regionally accredited institution and is hired after the start of an available alternate certification program. Date of hire: _____
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Condition 4:

	Applicant who has a minimum of a 2.35 GPA on a 4.00 scale and has completed all other requirements for certification.
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I hereby verify that good faith efforts for recruiting certified personnel have been made, including posting this position for which a TAT is requested on the Teach Louisiana Recruitment Center; that there is no regularly certified, competent, and suitable person available for this position and that the applicant named above is the best qualified person for employment in the position described herein.

Signature of Employing Authority

Date

Signature of Applicant

Date

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

PLEASE TYPE OR PRINT IN INK

PROFESSIONAL CONDUCT FORM

(All questions must be answered)

NAME OF APPLICANT: (Including, First, Middle, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	Please Check	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in what 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 what 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: Specify the Offense: _____ Date of Offense: _____ State and Parish/County of Conviction: _____ Judicial District of Court 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, and 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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