

# Certificated Application Checklist

	LA Cert	OS Cert <i>Expired</i> LA Out-of-State (OS) certificates are <b>NOT</b> acceptable	New Grad If your LA teaching certificate has been issued, reference the LA Cert requirements column	OS New Grad (i.e., out-of-state online universities and any other university outside of LA)	Alt Cert	CTTIE Cert	Ancillary (i.e., Speech Therapists, Guidance Counselors, OT, Physical Therapists, JROTC, Nurse, etc.)
<b>Application</b>	✓	✓	✓	✓	✓	✓	✓
<b>Resume</b> *Must include reference contact information	✓	✓	✓	✓	✓	✓	✓
<b>Sexual Misconduct Disclosure Form</b> *Complete top portion <i>only</i> , even if you were employed as a sub, & upload into application  *We will send the form to your current/previous employers	✓	✓	✓	✓	✓	✓	✓
<b>2 Refs Email Addresses</b> *Must be someone in a supervisory role that has observed your teaching  * Upon submission of a certificated application, the references indicated will be instantly emailed an electronic questionnaire.	✓	✓	✓	✓	✓	✓	✓
<b>LA Teaching Certificate</b> *If your LA teaching certificate has expired, please upload it. Your LA certificate is eligible for renewal.	✓	✓ *Valid LA OS Certificate (if applicable)			✓ *Existing PL Certificate (if applicable)	✓ *Existing CTTIE Certificate (if applicable)	✓ *Existing AN Certificate (if applicable)
<b>LA OS Letter of Eligibility</b> *If you do not hold an OS LOE, visit <a href="http://www.teachlouisiana.net">www.teachlouisiana.net</a>		✓ *If <i>never</i> held a LA OS Certificate OR standard level LA Teaching Certificate.					
<b>Official Transcripts</b> *Upload into application w/ other attachments (Still considered official)			✓ *Must show Student Teaching in Progress or completed	✓ *Must show Student Teaching in Progress or completed	✓ *Undergrad & grad (if applicable)	✓ *Transcript OR copy of high school diploma/ GED	✓ *Undergrad & grad (if applicable)
<b>Plan of Study</b> * <u>Must state enrolled &amp; currently eligible to hold Practitioner's License</u> in specific area of certification					✓		
<b>Official Praxis Score Report</b>		✓ (if applicable)	✓	✓ (if applicable)	✓		✓ (if applicable)
<b>Valid Licensure</b>						✓ *IBC, etc. (if applicable)	✓ (if applicable)