

Certificated Application Checklist

	LA Cert	OS Cert <small>Expired LA Out-of-State (OS) certificates are NOT acceptable</small>	New Grad <small>If your LA teaching certificate has been issued, reference the LA Cert requirements column</small>	OS New Grad <small>(i.e., out-of-state online universities and any other university outside of LA)</small>	Alt Cert	CTTIE Cert	Ancillary <small>(i.e., Speech Therapist, Guidance Counselor, OT, Physical Therapist, JROTC, Nurse, MHP, etc.)</small>
Application	✓	✓	✓	✓	✓	✓	✓
Resume <small>*Must include reference contact information</small>	✓	✓	✓	✓	✓	✓	✓
Sexual Misconduct Disclosure Form <small>*Complete top portion only, even if you were employed as a sub, & upload into application. *<u>We</u> will send the form to your current/previous employers.</small>	✓	✓	✓	✓	✓	✓	✓
2 Refs Email Addresses <small>*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.</small>	✓	✓	✓	✓	✓	✓	✓
Teaching Certificate <small>*If your LA teaching certificate has expired, please upload it. Your LA certificate is eligible for renewal.</small>	*✓	✓ <small>OS teaching certificate even if expired OR *Valid LA OS Certificate (if applicable)</small>			✓ <small>*Existing PL Certificate (if applicable)</small>	✓ <small>*Existing CTTIE Certificate (if applicable)</small>	✓ <small>*Existing AN Certificate (if applicable)</small>
LA OS Letter of Eligibility <small>*If you do not hold a LA OS LOE, visit https://www.teachlouisiana.net/Teachers.aspx?PageID=650</small>		✓ <small>*If never held a LA OS Certificate OR Standard level LA Teaching Certificate.</small>					
Teacher Preparation/Certification Status Form – click the following link: http://www.stpsb.org/Job/TeacherPrepForm.pdf		✓ <small>*Not required if you hold a LA OS LOE</small>		✓ <small>*Not required if you hold a LA OS LOE</small>			
Official Transcripts <small>*Mailed or emailed directly to you and will be considered official – these can be scanned and uploaded into your application</small>			✓ <small>Unofficial transcript showing Student Teaching in progress or completed AND proof of completion letter. View sample letter here: http://www.stpsb.org/Jobs/ProofOfEnrollmentVerificationLetterGeneralSample.pdf</small>	✓ <small>Unofficial transcript showing Student Teaching in progress or completed AND Teacher Prep Form. To access form, click here: http://www.stpsb.org/Jobs/TeacherPrepForm.pdf</small>	✓ <small>*Undergrad (required) & grad (if applicable)</small>	✓ <small>*Transcript OR copy of high school diploma/ GED</small>	✓ <small>*Undergrad (required) & grad (if applicable)</small>
Plan of Study <small>*Must state enrolled & currently eligible to hold Practitioner's License in specific area of certification</small>					✓		
Official Praxis Score Report		✓ <small>(if applicable)</small>	✓	✓ <small>(if applicable)</small>	✓		✓ <small>(if applicable)</small>
Valid Licensure						✓ <small>*IBC, etc. (if applicable)</small>	✓ <small>(if applicable)</small>

Rev. by nas 01/19/2021

STPPSS retains certification applications for three (3) years. After which, you will have to reapply.