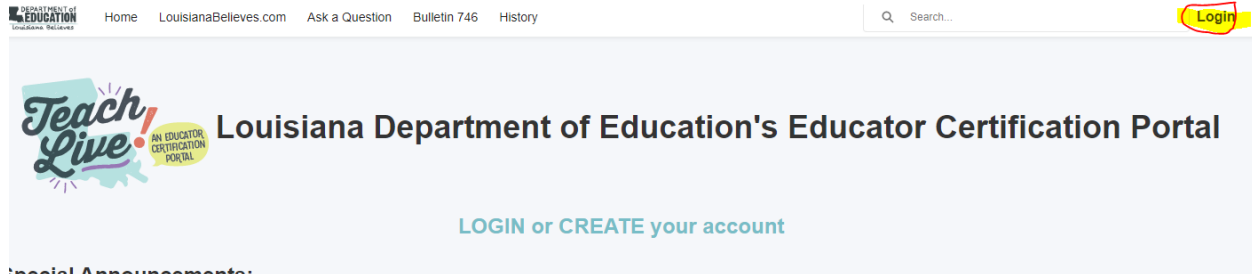


## Renewing or Applying for Certification

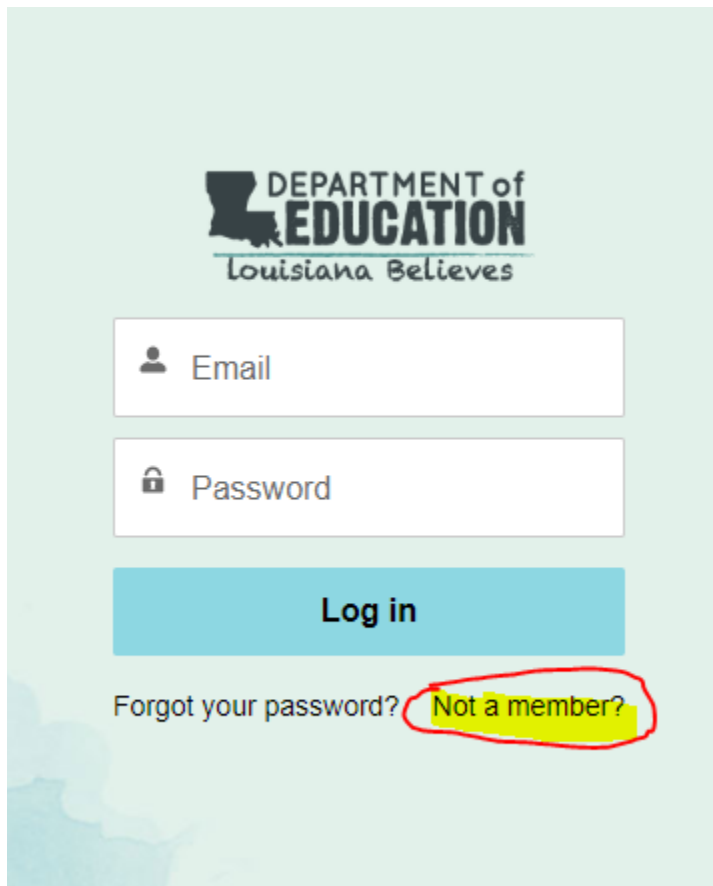
To renew or apply for a new certification, please follow these steps:

1. Go to <https://ldoe.force.com/s/>
2. Login (If you already have an account, please skip to Step 3.)



The screenshot shows the top navigation bar of the Louisiana Department of Education's website. It includes the department logo, navigation links for Home, LouisianaBelieves.com, Ask a Question, Bulletin 746, and History, a search bar, and a highlighted 'Login' button. Below the navigation bar is the 'Teach Live!' logo and the text 'Louisiana Department of Education's Educator Certification Portal'. A link for 'LOGIN or CREATE your account' is visible. Underneath, there is a section for 'Special Announcements:'.

- **To create an account**, click on “not a member.”



The screenshot shows the login form on the Louisiana Department of Education's Educator Certification Portal. It features the department logo and the text 'Louisiana Believes'. There are two input fields: 'Email' and 'Password'. Below the fields is a blue 'Log in' button. At the bottom, there are two links: 'Forgot your password?' and 'Not a member?'. The 'Not a member?' link is highlighted in yellow and circled in red.

- For “Community User Type,” please select “Educator/Ancillary Personnel.”



Please complete the form below to register as a Teach LA Live! Educator Certification Portal user.

Your Password must have:

- 8 characters
- 1 number
- 1 special character

\* First Name

\* Last Name

\* Email

\* Community User Type

Password

Confirm Password

Cancel

Submit

- Submit your new member registration form. The portal will bring you back to the home page.
  - Log in with the email and password for the account you just created.
3. Select “Blank Certification Forms/Applications.”



**NEWS:**

**An Updated Payment Processing Link:**

The payment processing portal has changed. If you bookmarked the payment portal location, please update your bookmarks to - <https://www.billpayments.com/app/simplepayu/?bsn=sladoeteachcert>. All links within TeachLA Live! and within the certification application packets have been updated with the new link. We have also added a revision date to each application packet that will appear on the first page, in red, so that you are aware of updates.

<p>Verify Certification</p>	<p>Blank Certification Forms/Applications</p>	<p>Payment Portal</p>	<p>Submit Certification Application</p>
<p>Certification Application Status</p> <p>CHECK YOUR APPLICATION STATUS</p>	<p>Add-On Endorsements</p>	<p>Apply for Jobs</p>	<p>History</p>

4. Select the packet you need to fill out.

- For certification renewals, name changes, applying for a higher certificate, select the Certification Update Application.

» Certification »

**Certification Application Packets**

- Ancillary Application Packet (Rev. 3/27/2020)
- Appeals Application
- Certification Update Application (Rev. 4/9/2020)
- Early Childhood Ancillary Initial Application
- Early Childhood Ancillary Renewal Application
- Educational Interpreter and/or Transliterater (Rev. 3/27/2020)
- Educational Leader Application (Rev. 5/27/2020)
- Foreign Application (Rev. 3/28/2020)
- Non Public Higher (Level 2\* or 3\*) Certification Application (Rev. 3/28/2020)
- Non Public Temporary (T) Application (Rev. 3/28/2020)
- Out of State (OS) Application (Rev. 4/16/2020)
- Out of State Administrative Application (Rev. 4/16/2020)
- Out-of-State Experience Verification Attestation (Rev. 7/29/2019)
- World Language PK-12/FLES Certificate

**Ancillary Application Packet (Rev. 3/27/2020)**

Louisiana offers ancillary certificates to applicants holding degrees or credentials in a specialized areas such as school nurse, social worker, speech therapist, school psychologist, etc. The guidelines and application form for each type of ancillary certificate are included in the ancillary application packet. If seeking certification to serve as a teacher in one of Louisiana's early childhood centers, use the Early Childhood Ancillary application packet below.

Ancillary Application Packet (Rev. 3/27/2020)  PDF

[\(Back to top\)](#)

**Appeals Application**

The certification appeal process is available to an individual who has applied for certification and has been denied the requested certification due to the absence of certification requirements as set forth in Bulletin 746, Louisiana Standards for State Certification of School Personnel. The appeal process provides the applicant an opportunity to have his/her records reviewed by the Teacher Certification Appeals Council (TCAC).

Appeals Application  PDF

[\(Back to top\)](#)

**Certification Update Application (Rev. 4/9/2020)**

Louisiana allows applicants to add degrees, request name changes, add teaching endorsements, renew, reinstate, or extend certificates, move to higher certificates, request evaluations and course approvals, and

» Certification

- Certification Home
- Add-on & Ancillary Endorsements
- Verify a Certificate or Teaching Authorization
- Status of a Certification Application
- Certification Applications & Forms
- Course Code & Area of Certification Finder
- Certification FAQs
- Contact Information

5. After selecting the appropriate packet, download the PDF file.

» Certification »

» Certification

- Certification Home
- Add-on & Ancillary Endorsements
- Verify a Certificate or Teaching Authorization
- Status of a Certification Application
- Certification Applications & Forms
- Course Code & Area of Certification Finder
- Certification FAQs
- Contact Information

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DEPARTMENT of EDUCATION  
Louisiana Believes

Application Type - CU

**CERTIFICATION UPDATE APPLICATION PACKET INSTRUCTIONS**

Dear Applicant:  
By completing the Certification Update Application you can request name changes, degree additions, higher certificates, reinstatements, renewals, and evaluations for additional endorsements. Upon receipt of the completed forms and appropriate processing fee as noted below, a certification case will be opened in the Louisiana Teacher Certification Management System (TCMS) which is trackable online. If additional information is needed or feedback is provided, that information can be viewed online by checking the [Status of a Certification Application here](#). Hard copy evaluations will be provided via U.S. mail or email using the address of the applicant or the address of the school system if the application was signed by the system's authorized signatory.

**Changing Name (Use Pages 4 & 5)**

To request a change of name on a certificate, submit a completed application (pages 4 and 5), a copy of the updated Social Security card AND copy of updated driver's license/state ID, and the required \$25 certification processing fee.

**Adding a Degree(s) (Use Pages 4 & 5)**

To request the addition of a degree(s) to a certificate, submit a completed application (pages 4 and 5) and an official transcript. When adding a +30 endorsement, excess graduate credits earned in the master's degree program should be verified by the dean of the graduate school of the appropriate university. A \$25 certification processing fee is required.

**Requesting a Higher Certificate\* (Use Pages 4, 5, & 6)**

*\*Requests for higher level certificates are required to be submitted directly from Louisiana employing school system.*

To request a higher level certificate, the Louisiana employing school system will submit an official transcript (when applicable) and completed application (pages 4, 5 and 6). A \$25 certification processing fee is required for Level 2 or 3, and a \$50 fee is required for the Level 1.

- Teachers with a Type C or Level 1 certificate are required to complete three years of successful teaching experience in their certified area and have three years of successful final evaluation ratings verified through the Compass Information System (CIS) to be issued a Level 2 certificate.
- Teachers with a Type C, Level 1 or Level 2 certificate are eligible for a Level 3 certificate if they hold a master's degree, teach for five years in the certified area, and have three successful years of final evaluation ratings out of five verified through CIS. To request a higher level certificate, the employing

6. Save the file to your desktop. The document name should be your first initial and full last name – Application.
  - Example: J. Doe - Application
7. Go to your desktop and open the PDF file.
8. Fill out the appropriate pages, as indicated on the instructions page of the packet.
9. Save the document before exiting.

# Payments

1. Go to <https://ldoe.force.com/s/>
2. Select "Payment Portal."

DEPARTMENT OF EDUCATION Louisiana Believes

Home LouisianaBelieves.com Ask a Question Bulletin 746 History

Search... John Doe

## Teach Live! AN EDUCATOR CERTIFICATION PORTAL for Educators

**NEWS:**  
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<b>Verify Certification</b> 	<b>Blank Certification Forms/Applications</b> 	<b>Payment Portal</b> 	<b>Submit Certification Application</b> 
<b>Certification Application Status</b>  <b>CHECK YOUR APPLICATION STATUS</b>	<b>Add-On Endorsements</b> 	<b>Apply for Jobs</b> 	<b>History</b> 

3. Complete the payment form and submit.



Welcome to payment processing for SLA LDOE - Teacher Cert. Please enter your details below and press Continue to proceed.

Customer Details    Payment Details    Review    Thank You

**Enter Your Details**

Last 4 Digits of Applicant's SSN: \*

Email Address: \*

Applicant's First Name:      Applicant's Last Name: \*

Address Line 1:

Address Line 2:      City:

State:      Zip:

4. When you are finished with the payment, LDOE will email you a receipt.
5. Copy the payment confirmation number to the appropriate blank in your application packet that is saved to your desktop.

**Submitting Application Packet and Payment**

1. Email [Teacher.Certification@apsb.org](mailto:Teacher.Certification@apsb.org) the following documents:
  - a. The application packet that is saved to your desktop.
  - b. The email sent by LDOE confirming your payment.
2. Human Resources will sign your application and submit it to LDOE.