

Certificated Application Checklist

	LA Cert	OS Cert Expired LA Out-of-State (OS) certificates are acceptable for review	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 Therapist, Guidance Counselor, OT, Physical Therapist, JROTC, MHP, etc.)
Application	✓	✓	✓	✓	✓	✓	✓
Resume *Must include reference contact information	✓	✓	✓	✓	✓	✓	✓
Sexual Misconduct Disclosure Form *Complete the top portion only , even if you were employed as a sub, & upload it into the application. Click on this link: https://resources.finalsite.net/images/v1659369107/stpsborg/rmlf8quggnpbwubuv6ef/sexualmisconductdisclosureform.pdf *We will send the form to your current/previous employers.	✓	✓	✓	✓	✓	✓	✓
2 Refs Email Addresses *Must be someone in a supervisory role who has observed your teaching *Upon submission of a cert application, the references indicated will instantly be emailed an electronic questionnaire.	✓	✓	✓	✓	✓	✓	✓
Teaching Certificate *If your LA teaching certificate has expired, please upload it. Your LA certificate is eligible for renewal. ***Note that LA OS certificates are not eligible for renewal. Please get in touch with our office for additional instructions.*** *To print your LA certificate, go to Verify a Certificate or TA by visiting: https://www.teachlouisiana.net/Teachers.aspx?PageID=650	*✓	✓ OS teaching certificate even if expired OR *Valid LA OS Certificate (if applicable)			✓ Existing PL Certificate (if applicable)	✓ Existing CTTIE Certificate (if applicable) AND Valid Licensure such as IBC, etc. (if applicable)	✓ Existing AN Certificate (if applicable) AND Valid Licensure such as SPTH, OT, SPTH-A, etc. (if applicable)
OS Exp Verification Attestation Form – Click the following link: https://www.stpsb.org/fs/resource-manager/view/28a19d3e-0fb6-4299-ad90-a0b57fac49d5	✓ *Required if you have any out-of- state teaching exp.	✓ *Required if you have any out-of- state teaching exp.					
Teacher Preparation/Certification Status Form – Click the following link: https://www.stpsb.org/fs/resource-manager/view/362d6b9d-295e-4672-9e22-12c39598be25		✓ *Required		✓ *Required			
LA OS Letter of Eligibility *To print your OS LOE go to Status of a Certification App by visiting https://www.teachlouisiana.net/Teachers.aspx?PageID=650		✓ (if applicable) If you do not have one, we will apply upon being hired		✓ (if applicable) If you do not have one, we will apply upon being hired			
Official Transcripts *Mailed or emailed directly to you and will be considered official – these can be scanned and uploaded into your application			✓ Official transcript showing Student Teaching in progress or completed AND proof of completion letter. View the sample letter here: https://stpsb.org/fs/resource-manager/view/df8d831c-b2fe-47f5-a5db-4f673bf779d3	✓ Official transcript showing Student Teaching in progress or completed AND Teacher Prep Form. To access the form, click here: stpsb.org/fs/resource-manager/view/ff218264-2adf-4201-a706-8f32ac34a4fd	✓ Undergrad (required) & grad (if applicable)	✓ Official transcript OR a copy of high school diploma/ GED	✓ Undergrad (required) & grad (if applicable)
Plan of Study * Must state enrolled & currently eligible to hold a Practitioner’s License in a specific area of certification					✓		
Official Praxis Score Report		✓ (if applicable)	✓	✓ (if applicable)	✓		✓ (if applicable)