

MENTOR TEACHER/CONTENT LEADER CERTIFICATION APPLICATION PACKET INSTRUCTIONS

We are pleased that you are interested in obtaining a Mentor Teacher/Content Leader Louisiana certification. The instructions and checklist outlined in this application are designed to facilitate the process of obtaining certification which will allow you to serve as a Content Leader and/or a Mentor Teacher.

Submitting application: Please submit the following items as a single PDF file through the online [educator certification portal](#). The following items are required* as part of a complete application packet and must be signed and dated with current date:

1. **Copy of Applicant Social Security Card and Driver's License** (these are required with every application even if name change is not requested)
2. **Application** form with all information provided, signed and dated within the last 90 days
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **Copy of Online Payment Confirmation** email or screenshot* - Use [Processing Fee Schedule](#) to determine amount due. Payment is non-refundable and does not guarantee certification but is used for review of submitted documents. Applicant will access the payment portal through the educator account on [TeachLA Live! portal](#) so that the fee, appropriate to the request, can be made to LDOE.
5. **Qualifying Certification Documentation as follows for the requested areas:**

<p>Content Leader (Endorsement valid as long as teaching certificate is valid) (Ancillary valid 5 years, renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Have at least two years of successful teaching if serving in a charter school (verified in the certification database at LDOE) –OR- a valid type C, level 1 or higher Louisiana teaching certificate (as verified in the certification database for add-on endorsement) • Copy of completion document indicating successful completion of a BESE-approved content leader training program • Copy of content leader assessment series completion document from Bloomboard 					
<p>Mentor Teacher (Endorsement valid as long as teaching certificate is valid) (Ancillary valid 5 years, renewable with effective evaluations)</p>	<ul style="list-style-type: none"> • Have a valid type C, level 1 or higher Louisiana teaching certificate (as verified in the certification database for add-on endorsement) –OR- Have at least two years of successful teaching if serving in a charter school (as verified in Compass Information System as effective Compass evaluations) –OR- Non-certificated teacher serving in a nonpublic school with at least two years successful teaching with effective local personnel evaluations • Fulfill one of the following qualifying options, providing the documentation noted: <table border="1" data-bbox="318 1236 1555 1570"> <tr> <td data-bbox="318 1236 1555 1325"> <ul style="list-style-type: none"> • Successfully complete a BESE-approved Mentor Teacher training program documented with completion certificate from program provider –AND- Passed Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard </td> </tr> <tr> <td data-bbox="318 1325 1555 1409"> <ul style="list-style-type: none"> • Hold a valid National Board Teacher Certification (NBCT) –AND- Passed the coaching-related components of the Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard </td> </tr> <tr> <td data-bbox="318 1409 1555 1476"> <ul style="list-style-type: none"> • Hold Leadership certification (educational leadership certificate/endorsement or any one of the leadership endorsements preceding current certification structure including Super. of Student Teaching) </td> </tr> <tr> <td data-bbox="318 1476 1555 1528"> <ul style="list-style-type: none"> • Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification </td> </tr> <tr> <td data-bbox="318 1528 1555 1570"> <ul style="list-style-type: none"> • Hold CLASS® Observers credential </td> </tr> </table> 	<ul style="list-style-type: none"> • Successfully complete a BESE-approved Mentor Teacher training program documented with completion certificate from program provider –AND- Passed Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 	<ul style="list-style-type: none"> • Hold a valid National Board Teacher Certification (NBCT) –AND- Passed the coaching-related components of the Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 	<ul style="list-style-type: none"> • Hold Leadership certification (educational leadership certificate/endorsement or any one of the leadership endorsements preceding current certification structure including Super. of Student Teaching) 	<ul style="list-style-type: none"> • Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification 	<ul style="list-style-type: none"> • Hold CLASS® Observers credential
<ul style="list-style-type: none"> • Successfully complete a BESE-approved Mentor Teacher training program documented with completion certificate from program provider –AND- Passed Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 						
<ul style="list-style-type: none"> • Hold a valid National Board Teacher Certification (NBCT) –AND- Passed the coaching-related components of the Louisiana Mentor Teacher assessment series documented with completion certificate from Bloomboard 						
<ul style="list-style-type: none"> • Hold Leadership certification (educational leadership certificate/endorsement or any one of the leadership endorsements preceding current certification structure including Super. of Student Teaching) 						
<ul style="list-style-type: none"> • Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification 						
<ul style="list-style-type: none"> • Hold CLASS® Observers credential 						
<p>Mentor Teacher (Provisional) (Valid 1 year non-renewable Ancillary Certificate)</p>	<ul style="list-style-type: none"> • Hold a valid type C, level 1 or higher Louisiana teaching certificate –or- have at least two years of successful teaching if serving in a charter school (verified in the certification database at LDOE) • Verification letter/document indicating <i>enrollment</i> in a BESE-approved mentor training program 					

- ◆ **Contact Information:** All questions regarding certification requirements or the certification process can be answered by submitting your question to the certification office via the online [educator certification portal](#).
- ◆ All applications will be evaluated in the order in which they are received. You can check the status of your certification application [online HERE](#).

MENTOR TEACHER/CONTENT LEADER APPLICATION
Handwritten documents will not be accepted for certification processing.

Social Security Number _____ <small>(no dashes, no spaces)</small>	Email Address: _____
Legal Name of Applicant: _____	Date of Birth: _____
<i>Check here if requesting name change; name will be changed to match SS Card submitted with application.</i>	
Address: _____ <small>(Street) (City) (State) (Zip Code)</small>	
Phone: (____) _____	LA Certificate #: _____ Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>

I apply for the:

If applying for Mentor Teacher Certification indicate certification AND eligibility option below:

Select ONE below:	Choose one eligibility option below for Mentor Teacher Certification:	
<p>_____ Hold VALID type C, level 1 or higher Louisiana teaching certificate (for add-on). <i>If teaching certificate has expired, educator must first apply for renewal or extension of certificate BEFORE requesting Mentor Teacher add-on.</i></p> <p align="center">-OR-</p> <p>_____ Non-certificated educators serving in a charter school, must have at least two years successful teaching with effective evaluations via Compass (for ancillary).</p> <p align="center">-OR-</p> <p>_____ Non-certificated educators serving in nonpublic school, must have at least two years successful teaching with effective local personnel evaluations (for ancillary).</p>	<p>Successfully complete a BESE-approved Mentor Teacher training program (documented with completion certificate from program provider) -AND-</p> <p>Passed Louisiana Mentor Teacher assessment series (documented with completion certificate from Bloomboard)</p>	
	OR	
	<p>Hold a valid National Board Teacher Certification (NBCT) -AND-</p> <p>Passed the coaching-related components of the Louisiana Mentor Teacher assessment series (documented with completion certificate from Bloomboard)</p>	
	OR	
	<p>Hold Leadership Certification (educational leadership certificate/endorsement or any of the leadership endorsements preceding current certification structure outline in Bulletin 746 Ch.7, including Supervisor of Student Teaching)</p>	
	OR	
	<p>Hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification</p>	
	OR	
	<p>Hold CLASS® Observers credential</p>	

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant: _____ **Date:** _____

APPLICANT'S LEGAL NAME:	SSN: <i>(No Dashes)</i>
ADDRESS: (Street Address, Including City, State, Zip)	DATE OF BIRTH: <i>MM/DD/YYYY</i>

ANSWER <u>ALL</u> QUESTIONS	Check	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in which 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 which 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: Date of Conviction: _____ State of Conviction: _____ Court Jurisdiction 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?		



NOTICE---EXPUNGEMENTS, FIRST OFFENDER PARDONS, PRE-TRIAL DIVERSIONS: Criminal Background Checks (CBCs) conducted for purposes of employment will be conducted in accordance with La. R.S. 17:15 and La. R.S. 15:587.1. Pursuant to Louisiana law R.S. 15:587.1., background checks shall disclose **ALL ARRESTS, COURT ACTION and CONVICTIONS, (Including but not limited to expungements, first offender pardons and pre-trial diversion), and a copy of the report shall be provided to the Louisiana Department of Education (LDE), in addition to the potential employer or LA Education Agency (LEAs)s.**

***Per BESE policy set forth in Bulletin 746, Louisiana Standards for State Certification of School Personnel, Section 903.C, "failure to disclose actions such as first offender pardons, pre-trial diversion, expungements, etc. is grounds for certification denial and/or revocation."**

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, 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. I agree that my electronic, typed signature as entered below is the legal equivalent of my manual signature on this document.

SIGNATURE OF APPLICANT:	DATE SIGNED:
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