
TEMPORARY AUTHORITY TO TEACH (TAT) APPLICATION

Louisiana offers TAT certificates to Louisiana employing school systems that have not been able to employ certified teachers, while the holder pursues alternate certification program admission or certification requirements.

Eligibility requirements for issuance of the **initial** TAT are as follows-

- Applicant must teach in a demonstrated area of need as evidenced by LEA-level workforce needs.
- Applicant must have a baccalaureate degree from an institution [accredited in accordance with 34 CFR 602](#).
- Applicant must have at least a 2.20 undergraduate GPA.

This certificate is valid for one calendar year initially and may be **renewed** twice thereafter provided-

- Applicant passes/fulfills or attempts all required exam(s) for admission into a teacher preparation program (the [Content](#) exam(s) for the program area) at least twice or passed since the issuance or last renewal of the TAT,
- Applicant meets the standards of effectiveness pursuant to Bulletin 130,
- Employing school system submits the renewal request signing in verification that good faith efforts for recruiting certified personnel were made, including posting all positions for which TATs are issued and attesting to the fact that there is no regularly certified, competent, and suitable person available for the position.
- The certification area for a TAT cannot be changed when renewed; however, the educator may attempt content exam(s) in any area for which they will be seeking program enrollment. The exam(s) attempted are not required to align with the TAT area.

Submitting Application:

The employing Louisiana school or school system submits a complete application packet (including required documentation) as a single PDF file through an authorized HR account on the [online educator certification portal](#). The following items are required as part of a complete application packet:

1. **Copy of Applicant Social Security Card and Driver's License** (these are required with every application)
2. **Application for TAT** form with all information provided
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **Official Transcripts for initial certificate** - from all universities/colleges attended, sent (mailed or emailed) directly to applicant or the employing school system as those will be considered official. Scan, insert, and upload with the certification application.
5. **PRAXIS Exam(s) for renewal** - Options for submitting exam score(s) to the Louisiana Department of Education are as follows:
 - a. Scores can be electronically sent to the LDOE from Educational Testing Services. When multiple attempts at the same exam are made, scores are only electronically reported to our office for the highest score achieved. Lower scores are replaced in our system with a new higher score. –or–
 - b. Score reports from Educational Testing Services can be submitted with your application packet; this would be required for documentation of multiple attempts at the same exam since the electronic reporting only reflects the attempt with the highest score earned.
6. **Exam Attempt Verification Form** (ONLY required for TAT renewals)
7. **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](#) in order to make fee payment to LDOE.

Incomplete application packets (missing documentation, not dated or signed, required form fields left blank, etc.) will be rejected, unprocessed.

-TO BE SUBMITTED BY EMPLOYING SCHOOL OR DISTRICT-

Handwritten documents will not be accepted for certification processing.

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

Educational Qualifications (must be documented with transcript/equivalency transcript):

Degree(s) Earned	Institution(s)	Date Degree(s) Earned

Applicant's Undergraduate GPA on transcripts included:

Indicate the certification request:

[\(Verify if applicant has previously held a TAT\)](#)

Select the TAT Certification Area/Grade Level (as listed in Bulletin 746):

Louisiana Employing School System:

I hereby verify that good faith efforts for recruiting certified personnel have been made, including posting all positions for which TATs are issued; that "there is no regularly certified, competent, and suitable person available for the position." I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Louisiana Employing School System's Authorized Signature:

Date:

I hereby verify that I am applying for a temporary authority to teach (TAT) certificate valid for one school year while seeking admission into a teacher preparation program. I understand that if I am unable to gain admission into a program, the TAT may be renewed at the request of my Louisiana school system upon my meeting eligibility requirements for the renewal as outlined in Bulletin 746. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Applicant's Signature:

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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The TAT certificate is valid for one calendar year initially and may be **renewed** twice thereafter provided the educator has fulfilled renewal requirements as outlined in [Bulletin 746](#).

One of the eligibility requirements for the TAT renewal is that the educator passes/fulfills or attempts ALL required exam(s) for admission into a teacher preparation program at least twice since the issuance or last renewal of the TAT. The exam(s) required for admission into a teacher preparation program will be the same exam(s) required for the issuance of a Practitioner’s License (PL) - the [Content](#) exam(s) for the program area. The content attempted does not have to match the TAT certification area. When using the Elementary Multiple Subjects test as content, all four subtests (or all subtests not yet passed) must be attempted to be considered “one” exam attempt.

The pedagogy exams (PLT and/or SPED) are NOT required for admission into a program and therefore are not required or used for renewal of the TAT.

Applicant’s Name:

Outline **Content exam fulfillment/attempts**, verifying these are reflected on submitted score reports or on the Praxis verification showing on www.teachlouisiana.net.

Date Taken	Exam #	Exam Name	Score Earned	Select <i>Successful</i> or <i>Unsuccessful</i>

EMPLOYING SCHOOL SYSTEM:

I have verified the above information and agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

SIGNATURE OF EMPLOYING AUTHORITY:

DATE:

TITLE:

EMAIL: