

## 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. An applicant who does not meet the GPA requirement may be certified upon satisfactory completion of a personal interview by the employing school system.

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

- Applicant passes/fulfills or makes at least two attempts on all required exam(s) for admission into a teacher preparation program (the [Content](#) exam(s) for the program area) since the issuance or last renewal of the TAT.
- Applicant meets the standards of effectiveness pursuant to Bulletin 130.
- The 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 and/or employing school system listed on a TAT may be changed when renewed as long as the requesting employer signs the application in agreement of the stipulations and there are allowable extensions.
- Exam attempts required for renewal of a TAT are not required to align with the TAT area.

### Submitting Application:

The employing Louisiana school or school system submits a complete application packet including all required supporting documentation as a single PDF file through an authorized HR account on the [online educator certification portal](#). **Required forms must be signed and dated within 90 days of the submission date.** 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. **In-state Experience Verification** form - required for TAT renewal, optional for initial TAT
6. **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.
7. **Exam Attempt Verification Form** - ONLY required for TAT renewals
8. **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 _____ <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</i>	
Address: _____ <small>(Street) (City) (State) (Zip Code)</small>	
Phone: (____) _____	Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>

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

<b>Degree(s) Earned</b>	<b>Institution(s)</b>	<b>Date Degree(s) Earned</b>

**Applicant’s Undergraduate GPA on transcripts included:**

Applicant has an undergraduate GPA below 2.20 and has satisfactorily completed a personal interview.

**Indicate the certification request:**

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

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

**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 (No Dashes):
ADDRESS (Street Address, Including City, State, Zip):	DATE OF BIRTH (MM/DD/YYYY):

<b>ANSWER <u>ALL</u> QUESTIONS</b>	<i>Check</i>	
	<b>YES</b>	<b>NO</b>
1. Have you ever had a professional license or certificate denied, suspended, revoked, censured, or voluntarily surrendered?  If <b>YES</b> , what type of professional license/certificate? _____  If <b>YES</b> , 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?		
3. Have you ever been convicted of a criminal offense?  If <b>YES</b> , when was the date of conviction: _____		

If you answered “**YES**” to any of the questions above, you must provide copies of any proceedings or other relevant explanatory documents that provide full disclosure of the nature and circumstances of **EACH** separate incident to be included with the application packet.



Pursuant to Louisiana law R.S. 15:587.1, background checks shall disclose **ALL CONVICTIONS**, (Including but not limited to expungements, first offender pardons and pre-trial diversion). Criminal Background Checks (CBCs) are conducted in accordance with La. R.S. 17:15 and La. R.S. 15:587.1.

BESE policy set forth in [Bulletin 746-Louisiana Standards for State Certification of School Personnel](#) addresses actions related to the suspension, denial, and revocation of Louisiana Certificates.

*I affirm and declare that all information given by me in the responses to items #1 through #3 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:



## IN-STATE EXPERIENCE VERIFICATION FORM

*This document is to be completed by a Louisiana employing school system –or– BESE-approved contracted company as official verification of the applicant’s experience.*

Handwritten documents are not accepted for certification processing.

EMPLOYEE’S LEGAL NAME:	DATE OF BIRTH (MM/DD/YYYY):	SSN (No Dashes):
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LA School System (Out of State Experience must be verified on form linked here)	NAME OF SCHOOL	Type of School	Dates of Service <span style="color: red;">MM/YYYY-MM/YYYY</span> (e.g. 08/2018-06/2020 –or– 08/2019 – current)	Grade Level(s)	Subject Taught or Service Provided	Employee’s Role/Job Title (e.g. Teacher, Substitute, Principal, District Leader, etc.) <i>If role is unique, include a job description.</i>	Method of Evaluation
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I agree & verify the information contained in this document. My electronic signature, as entered below, is the legal equivalent of my manual signature on this application.	
SIGNATURE OF APPLICANT:	
SIGNATURE & TITLE OF EMPLOYING AUTHORITY:	DATE VERIFIED:
NAME OF DISTRICT/COMPANY OF EMPLOYING AUTHORITY:	EMPLOYER’S E-MAIL:

## Temporary Authority to Teach (TAT) RENEWAL Exam Verification Form

**\*\*\*\*\*Required for ALL TAT Renewals\*\*\*\*\***

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 accepted for renewal of the TAT.** Algebra I and Geometry are add-on areas only. These exams are not required for entrance into a program and are not accepted for renewal of the TAT.

The CORE Academic Skills for Educators (Reading, Writing, and Math) exams have been removed from policy for all certification purposes and are not required for entrance into a teacher preparation program. Attempts at these exams are not accepted 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](http://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: