

TEMPORARY EMPLOYMENT PERMIT (TEP) APPLICATION

-TO BE SUBMITTED BY EMPLOYING SCHOOL OR DISTRICT-

Act 244 of the 2022 Legislative session and Act 392 of the 2023 Legislative session created additional routes by which an educator may qualify for a Temporary Employment Permit (TEP). A TEP is granted to applicants via **four options**: 1) candidates who meet all requirements for initial Level 1 teaching certificate with the exception of passing the required exams; 2) candidates who hold a graduate degree in the subject area in which employment is being sought; 3) candidates who hold a bachelor's degree with a 2.5 cumulative GPA in a secondary shortage area only in the subject area in which employment is being sought; or 4) candidates who have completed all requirements of a BESE-approved teacher preparation program but have a lower than required GPA.

1. TEP via Preparation Program Completion lacking exams:

Eligibility requirements for issuance of an initial TEP for those candidates completing a teacher preparation program but lacking exams are as follows –

- Applicant teaching in a demonstrated area of need as evidenced by LEA-level workforce needs.
- Applicant has a baccalaureate degree from an institution [accredited in accordance with 34 CFR 602](#).
- Applicant completed a teacher preparation program to include completion of student teaching or an internship.
- Applicant must have earned scores on required exams within 10% of BESE-adopted passing scores. See the [Praxis exam chart](#) for BESE adopted exam scores.

See the [TEP Prep guidance document](#) which includes required scores for issuance of the TEP via teacher preparation program completion option.

-OR-

2. TEP via Content-Related Graduate Degree:

Eligibility requirements for issuance of an initial TEP for candidates not having completed a teacher preparation program but holding a graduate degree from a college or university accredited in accordance with 34 CFR 602 in the subject area for which employment is being sought are as follows –

- Applicant teaching in a demonstrated area of need as evidenced by LEA-level workforce needs.
- Applicant has a graduate degree from an institution [accredited in accordance with 34 CFR 602](#).
- Applicant must complete pre-service training (see [TEP graduate degree guidance document](#) for details) prior to the first day as teacher-of-record.

See the [TEP graduate degree guidance document](#) for additional details and to determine an area in which a TEP will be issued.

-OR-

3. TEP via Content-Related Undergraduate Degree:

Eligibility requirements for issuance of an initial TEP for candidates not having completed a teacher preparation program but holding a undergraduate degree from with a 2.5 GPA from an institution [accredited in accordance with 34 CFR 602](#) in the subject area for which employment is being sought are as follows –

- Applicant teaching in a demonstrated area of need as evidenced by LEA-level workforce needs.
- Applicant must have an undergraduate degree with a 2.5 GPA from an institution [accredited in accordance with 34 CFR 602](#).
- Applicant must have passed the associated [BESE-adopted content exam](#) in alignment with degree and subject area for which employment is being sought prior to the first day as teacher of record.
- Applicant must complete pre-service training (see [TEP graduate degree guidance document](#) for details) prior to the first day as teacher-of-record.

See the [TEP bachelor degree guidance document](#) for additional details and to determine an area in which a TEP will be issued.

-OR-

4. TEP via Preparation Program Completion lacking GPA:

Eligibility requirements for issuance of an initial TEP for those candidates completing a teacher preparation program but lacking the required GPA are as follows –

- Applicant teaching in a demonstrated area of need as evidenced by LEA-level workforce needs.
- Applicant has a baccalaureate degree from an institution [accredited in accordance with 34 CFR 602](#).
- Applicant completed a teacher preparation program to include completion of student teaching or an internship.
- Applicant must have completed all other program requirements as outlined in policy. The program provider must verify completion of all program requirements.

See the [TEP Prep guidance document](#) for more details regarding the TEP via teacher preparation program completion option.

The TEP is valid for one calendar year initially and may be renewed up to four times thereafter provided –

- For program completers lacking exams only, applicant retakes required exams twice within one year from the TEP date of issuance;
- Applicant is mentored by a certified school-based mentor teacher for each year serving on the TEP;
- Candidate must participate in a school-based mentoring program during each year of the TEP until the candidate has received three years of successful evaluations;
- Applicant meets standards of effectiveness at the level of **highly effective** or **effective proficient** pursuant to Bulletin 130;
- Employing school system submits the renewal request signing in verification that good faith efforts to recruit certified personnel were made, including posting positions for which a TEP is issued and attesting to the fact that no regularly certified, competent, and suitable applicant is available for the position.

The TEP may be held a maximum of five years while the holder pursues standard certification via successful years of teaching or satisfaction of state exam requirements. Upon completion of the five (5) years of employment on the TEP, for continued employment in a Louisiana school system, the holder must fulfill guidelines for a Level 1 or higher level certificate.

Submitting Application:

Submit a complete application packet (including required documentation) as a **single PDF file** through 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 TEP** form with all information provided, signed and dated by the applicant and the LEA
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **Temporary Employment Program Completion Verification Form** signed by a Louisiana college or university dean of education or Alternate Certification Program Provider (ONLY for applicants qualifying by teacher preparation program completion); verifying all components of the teacher preparation program were successfully completed by the applicant with the listed deficiency (exams within 10% or GPA). Candidates **cannot be lacking both** exams and GPA.
5. **Official Transcripts** - 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.
6. **Completed Plan of Study** - if candidate completed an alternate certification teacher preparation program
7. **PRAXIS Exam(s)** –(ONLY required for TEP applicants qualifying a program completion options)
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 is only for the highest score earned.
8. **Pre-Service Training Completion Attestation Form** (ONLY for TEP candidates qualifying with a bachelor's or graduate degree who have not completed a teacher preparation program)
9. **Mentoring Attestation Form** (ONLY required for TEP renewals)
10. **Exam Attempt Verification Form** (ONLY required for TEP renewals qualifying by only lacking exams)
11. **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. An email confirmation or payment success screen is required to be included with the application. The confirmation number alone is not accepted. Applications that do not include the email confirmation or payment success screen will be returned without processing.

Only the request(s) indicated on the signed application page will be processed. Determinations will be made based on the documentation provided and on file with our office. If the information provided is incomplete or inaccurate, a new application and a new fee may be required to re-apply with additional documentation.

Contact Information: All questions regarding certification requirements or the process, can be answered by contacting the certification staff through the [online educator certification portal](#). Employing school systems may request a phone call by using the online scheduler accessible in the portal once logged in with "Human Resource" credentials for the employing school system. All applications will be evaluated in the order in which they are received. You can check the status of your certification application [online HERE](#).

-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 official transcript):*

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

Indicate type of TEP requested:

Select the TEP Certification

Area/Grade Level

*(See guidance documents
Linked on instructions page
for allowable areas):*

For preparation program completers lacking exams only, indicate Praxis exams attempted or successfully completed, including score reports for these exams:

Indicate by Checking	Exam #	Praxis Exam Attempted	Select <i>Successful</i> or <i>Unsuccessful</i>
		Elementary Content	
		Middle School Subject-Specific Content Exam	
		Secondary Subject-Specific Content Exam	
		Pedagogy/PLT	
		Other	

I/We request the issuance or renewal of the TEP appropriate to the credentials and documentation provided and as allowed by 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 TEPs 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 employment permit (TEP) certificate valid for one year while attempting to meet standard licensure requirements either via passage of required exams or via meeting standards of effectiveness at the level of effective proficient or highly effective. I understand that if I am unable to meet standard licensure requirements, the TEP 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):

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

**TEMPORARY EMPLOYMENT PERMIT (TEP)
PROGRAM COMPLETION VERIFICATION FORM**

*******Required for Program Completers ONLY*******

TO BE COMPLETED BY APPLICANT and PROGRAM PROVIDER ON BEHALF OF TEACHER
CANDIDATE to be included with TEP application packet
submitted by the **EMPLOYING SCHOOL SYSTEM.**

Handwritten documents will not be accepted for certification processing.

COMPLETED BY APPLICANT:

Social Security Number _____ Email Address: _____
(no dashes, no spaces)

Legal Name of Applicant: _____ Date of Birth: _____

Check here if requesting name change; will be matched to Social Security card submitted.

Address: _____
(Street) (City) (State) (Zip Code)

Phone: (____) _____ PL or R Certificate #: _____

I certify that the information and documentation contained in my application required for certification in Louisiana is true and accurate to the best of my knowledge. I hereby authorize and direct the college and/or university to release any and all information concerning my certification program to the Louisiana Department of Education. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Applicant's Signature: _____ Date: _____

COMPLETED BY DEAN OF EDUCATION OR PROGRAM PROVIDER:

Select Program Provider:	Program Admission Date: <i>(format MM/DD/YYYY)</i>			
Select Program Type:	Program Completion Date: <i>(format MM/DD/YYYY)</i>			
Select Certification Area(s): <i>(in alignment with Plan-of-Study)</i>	Residency/Internship/ Student Teaching: Term: Specify start and end calendar years (YYYY) Start _____ End _____ Three years in lieu of student teaching; if allowed based on Program Admission/Completion Dates, include In-State Experience Verification Form			
Indicate how the teacher candidate fulfilled teaching of reading/literacy requirements mandated by law and outlined in Bulletin 996 §745:				
Indicate exams completed/attempted if only lacking exams by 10%:				
	Exam #	Exam Name	Highest Score	Successful/Not Successful
Content				
PLT				
Specialty				
Other				
Indicate program GPA, if only lacking the required program GPA:				

Choose ONE:

I certify that the above named applicant has completed ALL requirements for completion of an approved education program from this college/university/state-approved private program with the EXCEPTION of the required exams, completing the required/allowable coursework, successful completion of residency, student teaching, or internship, and earning the minimum program completion GPA as mandated by law in [LA R.S. 17:7.1](#). I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this verification.

I certify that the above named applicant has completed ALL requirements for completion of an approved education program from this college/university/state-approved private program with the EXCEPTION of the required program grade point average (GPA), completing the required/allowable coursework, successful completion of residency, student teaching, or internship. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this verification.

Dean of Education/Program Provider signature: _____ Date: _____

TEMPORARY EMPLOYMENT PERMIT (TEP) PRE-SERVICE TRAINING COMPLETION ATTESTATION

*******Required for Graduate and Bachelor Candidates ONLY*******

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Applicants never having completed a teacher preparation program seeking issuance of a TEP must complete a district-delivered pre-service training program **prior** to the first day of teaching students. Topics to be covered in the pre-service training program offered by school systems for TEP candidates prior to serving in a classroom should include the following:

- culture/classroom management
- ethics
- school law
- integrating literacy into all classes
- standards and curriculum
- social and emotional learning
 - trauma-informed practice and
 - culturally responsive-sustaining education
- data literacy
- parent/community stakeholder engagement
- school expectations
 - (school/district goals i.e. make an A, higher ACT score, etc.)
- the system of the school--
 - how a school is set up
 - what is the leadership structure
 - who can be asked for help
 - what systems and structures should the educator be familiarized with in order to be successful and help students be successful

I attest that I attended a pre-service training program in accordance with the above guidance prior to my first day of teaching students. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Teacher Candidate Name:

Teacher Candidate Signature:

Date:

I attest that pre-service training occurred in accordance with the above guidance prior to this candidate's first day teaching students. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Employing School System:

School System Representative Name & Title:

School System Representative Signature:

Date:

**Temporary Employment Permit (TEP) RENEWAL
Exam Verification Form**

******Required for Program Completers to renew ONLY******

The TEP certificate is valid for one calendar year initially and may be **renewed** a maximum of four (4) times thereafter provided the educator has fulfilled renewal requirements as outlined in [Bulletin 746](#).

For TEP certified educators that have completed a teacher preparation program and are lacking passing scores on the [exams required](#) for standard certification, one of the renewal requirements is that the educator passes/fulfills or attempts ALL required exam(s) at least twice since the issuance or last renewal of the TEP. For certification areas where Elementary Multiple Subjects is the required content exam, all four subtests (or all subtests not yet passed) must be attempted to be considered “one” exam attempt.

Only exam attempts not showing on www.teachlouisiana.net require official score reports. If multiple attempts were made on the same exam and a passing score is not yet earned, official score reports for all attempts since the issuance of the TEP or the last renewal should be included with the application packet.

Applicant’s Name:

Outline **exam fulfillment/attempt**s for **ALL required exams**, verifying these are reflected on submitted score reports or on the Praxis verification showing on www.teachlouisiana.net. Only the passing attempt, marked as *Successful*, is required to be listed for exams passed. All *Unsuccessful* exams require two attempts since the issuance of the TEP or the last renewal.

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:

Mentoring Attestation (TEP Renewal ONLY)

Teacher candidates serving on a Temporary Employment Permit (TEP), must receive mentorship by a certified, school-based mentor teacher who may collaborate with other personnel providing mentoring support.

- The mentorship should be at least 15 percent, or 5 hours per week, of the instructional time of the school.
- The mentorship should include intensive individual supports, including:
 - co-teaching;
 - collaborative planning; and
 - observation and feedback sessions
- The school-based mentor teacher should hold the Provisional Mentor Ancillary Certificate, Mentor Ancillary Certificate, or have the Mentor Teacher endorsement appearing on the mentor's valid teaching certificate. Other personnel may provide mentoring support in collaboration with the mentor.
- The TEP candidate must participate in a school-based mentoring program during each year of the TEP until the candidate has received **three years of successful** evaluations. Mentoring is recommended for all five years but not required after three years of successful evaluations.

Mentoring Start Date:

Mentoring End Date:

I attest that I received mentorship in accordance with the above guidance while serving on a TEP. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Teacher Candidate Name:

Teacher Candidate Signature:

Date:

I attest that I provided mentorship in accordance with the above guidance during this candidate's year on a TEP. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Mentor Name:

Mentor's Ancillary or Teaching Certificate Type/#

where certification appears authorizing service as a mentor:

(if not certified, the mentoring waiver should be obtained and is attested to by typing "waiver" and school year waiver was issued)

Mentor Signature:

Date:

I attest that mentorship occurred in accordance with the above guidance during this candidate's year on a TEP. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Employing School System:

School System Representative Name & Title:

School System Representative Signature:

Date: