
TEACHING AUTHORIZATION (TA) APPLICATION PACKET INSTRUCTIONS

APPLICATION MUST BE SUBMITTED BY THE LOUISIANA EMPLOYING SCHOOL SYSTEM

Background information: Act 634 of the 2018 Legislative session went into effect on July 1, 2018. This bill requires the LDOE to issue teaching “authorizations” to substitute teachers in public schools, and to substitute teachers, teachers, and administrators in public charter schools and nonpublic schools in which teaching certification is not required. Prior to employment, the [Louisiana employing school system is required to request a criminal background check \(CBC\)](#) through the Louisiana State Police (LSP) indicating the purposes of the background check is to serve in schools. The CCCBC, system used for work authorization in early childhood centers, **is not used** for the purposes of K-12 employment background checks. If the applicant has a criminal background history a copy of the CBC is automatically generated and sent to the LDOE. **Louisiana employing school systems ARE NOT AUTHORIZED to send CBCs to the Louisiana Department of Education.**

Submitting application: Please submit a complete application through the online [educator certification portal](#). The following items are required as part of a complete application packet, **combined as a single PDF**:

1. **Copy of Applicant Social Security Card and Driver’s License*** (these are required with every application)
2. **Application**
3. **Background Clearance Statement/Document** as indicated on application page:
 - If CBC is clear of records, choose option 1, and attach the coversheet/request page that the LSP returned to the employing school system which indicates “no record found” or enclose a copy of the confirmation email from LSP indicating the person is clear.
 - If CBC has records, use Risk Assessment & Classification Rating Scale below to identify risk information which is entered onto application page. **DO NOT enclose the CBC. Include court or other applicable documentation for each offense and satisfaction of sentence verification.**
4. **Professional Conduct** form with all questions answered, signed, and dated by the applicant.
5. **Court Documents** for offenses and satisfaction of sentence verification.

***No application fee is required for this type of authorization.

RISK ASSESSMENT AND CLASSIFICATION RATING SCALE

The employing school system is to evaluate the Criminal Background Check (CBC) in order to indicate the number of risks (as indicated below). The number of risks should be entered on the application form.

For example, if an applicant has a two felony convictions, indicate 2 in the box above next to "critical" on the application. If the applicant has two felony convictions and conviction for weapons, indicate 2 in the box next to "critical" and 1 in the box next to "high".

In all cases with records, include court documentation for each offense and satisfaction of sentence verification, but do NOT send the CBC to LDOE.

Critical

- Conviction(s) for prohibited offenses in R.S. 15.587.1
- Felony Conviction

High

- Conviction(s) for R.S. 15.587.1 drug offense for distribution or possession with intent to distribute
- Conviction(s) for offenses regarding weapons, violence, children, sex, or drugs
- Less than 5 years post-conviction
- More than 10 conviction entries

Moderate

- Subsequent conviction(s)
- At least 5 years post-conviction

Low

- Over 10 years post-conviction
- No new convictions

TEACHING AUTHORIZATION (TA) APPLICATION

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

Louisiana Employing School System or Nonpublic School:

State Approved School System or Nonpublic Site Code:

Geographical Parish (school system or nonpublic school location):

Grade Level(s):

Date of Hire:

Employment Role:

Criminal Background Determination Results

Date CBC/Report Received:

CBC/Report Reviewed by:

Indicate background clearance result/documentation (check/select only one):

If CBC is clear of records, check here, and attach the coversheet/request page that the LSP returned to the employing school system which indicates “no record found” or enclose a copy of the confirmation email from LSP indicating the person is clear.

If CBC has records, check here, and use Risk Assessment & Classification rating scale to assess the CBC, **indicating the number of risks** in chart below. **DO NOT enclose the CBC. Include court or other applicable documentation for each offense and satisfaction of sentence verification.**

Critical	High	Moderate	Low
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*I confirm that I am seeking employment with the Louisiana employing school system noted above. I affirm and declare that all information submitted by me is true and correct to the best of my knowledge. I understand any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teaching authorization. I further understand that all court actions, and convictions (including but not limited to expungements, first offender pardons, deferred adjudication, and pre-trial diversions) shall be reported on the criminal background check. **I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.***

Signature of Applicant: _____ Date: _____

*As the authorized representative for the above noted school system, approval is requested of the application for a Teaching Authorization for employment. I verify that it is the intention of this LEA to employ said applicant, and that the criminal background check is on file and has been reviewed, having found no disqualifying information contained therein. **I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.***

Signature of Authorized
LA Employing School System: _____ 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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