

CERTIFICATION AND EXAM VERIFICATION APPLICATION

By completing this application, educators may request official Louisiana certification and/or exam verification. Verification will be provided via the online portal in response to the certification submission case and can be sent to other agencies if noted in the request. A [\\$25 handling/processing fee](#) is required for this type of request. Certification may be officially verified online for no charge at www.teachlouisiana.net. Louisiana’s certification structure and policies are outlined in [Bulletin 746, Louisiana Standards for State Certification of School Personnel](#). All questions regarding certification requirements or the process, can be answered by contacting the certification staff through the online [educator certification portal at ldoe.force.com](#).

Submitting the Application

Submit a completed application packet (including required documentation) 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)
2. **This Application** form*
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant*
4. **Supplemental Documents**— forms or documents which need to be completed for verification by the Louisiana Department of Education (e.g. other state’s documents used to verify certification or Praxis exams) or clear, written explanation of verification needed and how to provide it
5. **Copy of Online Payment Confirmation** email or screenshot* - 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.

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: _____
Check here if requesting name change; must match social security card & driver’s license submitted.	
Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Street) (City) (State) (Zip Code) </div>	
Phone: (____) _____	LA Certificate #: _____ Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>

Indicate request:	
	Copy or Verification of Exams
	Verification of Certification <i>(Enclose additional instructions, explaining your request if a verification letter is needed with specific details.)</i>

I agree that my typed/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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