
WORLD LANGUAGE CERTIFICATE (WLC) PK-12 APPLICATION

The World Language PK-12 Certification (WLC), formerly known as the Foreign Language Special Certificate (FLS/FLES), is granted to applicants holding degrees and credentials from another country in a specialized language, elementary grades, middle grades, and/or secondary grades who are participating in the Louisiana Department of Education (LDOE) Foreign Associate Teacher Program. A WLC certificate allows one to teach world language and/or immersion in grades PK-12. The [LDOE's World Languages Office](#) will review credentials to determine eligibility in alignment with current policy as outlined in [Bulletin 746](#) and make the recommendation to the Certification Office for issuance/renewal.

The WLC certificate is **valid for six years** and is renewable by successfully meeting the standards of effectiveness for at least three years during the six-year initial or renewal period pursuant to state law and Bulletin 130. The Louisiana employing school system must request renewal of a WLC certificate. **The employer is to use the experience verification form where they would sign in recommendation of the renewal.** Educators holding Foreign Language Special certificates under previous certification structures (FLS/FLES) will be transitioned to the WLC in accordance with current policy.

Educators may transition to the professional Level 1 certificate after successful completion of the exams for the certification area defined in the [Louisiana PRAXIS Score Requirements](#) chart and Bulletin 746. The employing school system would use the "Certification Renewal/Higher/Status Change" application to request the Level 1. The application forms can only be accessed by a verified "Human Resources" portal user.

A foreign language teacher in a certified foreign language immersion program who cannot be certified or issued a license to teach through the board's Foreign Associate Teacher Program may be allowed to teach without passing the required examination, provided the teacher has at least a baccalaureate degree and complies with state laws regarding a criminal background check.

Submitting application: The educator, or if employed, the Louisiana employing school system, submits the following items as a single PDF file 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/State ID** (these are required with every application)
2. **Application** form with all information provided, signed and dated within the last 90 days
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **Copy of degree transcript** indicating an earned bachelor's degree in education or equivalent preparation program in education from a foreign country or higher level degree. The status of the degree will be determined by LDOE's World Languages Office. If the LDOE staff cannot make a determination of degree equivalency, the candidate must have his/her credentials evaluated by a [credentialing agency that follows the standards of the American Association of Collegiate Registrars and Admissions Officers \(AACRAO\) for evaluation](#). The course-by-course evaluation must be submitted and should verify the comparability of the degree(s).
5. **Copy of teaching certificate** issued in applicant's native country
6. **Experience Verification** form completed/signed by the Louisiana employing school system

No Application fee is required for this type of certificate.

When the completed application package has been submitted to the certification office it will be sent to the LDOE's World Languages Office, to make a determination regarding your eligibility for a Louisiana WLC certificate.

All applications will be processed in the order in which they are received. The status of a certification application can be verified [online HERE](#).

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: _____
Address: _____ <small>(Street) (City) (State) (Zip Code)</small>	
Phone: (____) _____	LA Certificate #: _____

Requested Certification Transaction:

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

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

Certification Requested in which Language:

Certification Area (check all that apply):

WLC – Language Only	WLC – Immersion PK to 8	WLC Immersion – 6 to 12
Elementary: PK - 5	Elementary: PK - 5	Secondary: Math
Middle School: 6 - 8	MS: 6 – 8 Math	Secondary: Science _____
Secondary Grades: 6-12	MS: 6 – 8 Social Studies	Secondary: Social Studies
	MS: 6 – 8 Science	Secondary: Language Arts
	MS: 6 – 8 Language Arts	

Type of Certificate held in native country: _____
Subject *Year of Issuance*

<i>I certify that the above information is complete and correct according to the records on file in this office.</i>	
<i>I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.</i>	
_____ LA Dept. of Education’s World Languages Specialist	_____ 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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IN-STATE EXPERIENCE VERIFICATION FORM

This document is to be completed by the Louisiana employing school system as official verification of the applicant's work experience. The document is to be completed by typing into the form electronically.

Handwritten documents will not be accepted for certification processing.

Social Security Number: _____ Email Address: _____

Legal Name of Applicant: _____ Date of Birth: _____

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

LA School System (Out of State Experience must be verified on form linked here)	NAME OF SCHOOL	Type of School		Dates of Service (MM/YYYY- MM/YYYY; E.g. 08/2018-06/2020 -or- 08/2019-current	Grade Level(s)	Subject(s) Taught or Service Provided	Role (Teacher, Substitute, Principal, District Leader, etc.)
		Public	Non-Public				
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				-			
				-			
				-			
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				-			

I agree and 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:	DATE:
SIGNATURE OF EMPLOYING AUTHORITY:	DATE:
TITLE & DISTRICT OF EMPLOYING AUTHORITY:	EMPLOYER'S E-MAIL: