
NONPUBLIC TEMPORARY (T) CERTIFICATION APPLICATION

Louisiana offers the Non-public Temporary (T) certificate to teachers practicing in a nonpublic school setting who need temporary credentialing to meet nonpublic school standards as outlined in [Bulletin 741 \(Non-public\), Louisiana Handbook for School Administrators](#).

The T certificate is valid for one year and is renewable while the holder works towards meeting nonpublic school standards. Once the teacher fulfills non-public standards, the non-public school reports the teacher as “meeting non-public standards,” but **no additional certificate is issued**. If continuous, renewable, standard certification is needed, then the applicant will need to fulfill requirements to enroll into an [alternative certification program](#).

Eligibility Requirements - Applicant must be employed in a Louisiana non-public, private, parochial, or diocesan school and have a bachelor's degree from a college/university accredited in accordance with 34 CFR 602.

Renewal Requirements - Certificate holder must earn six semester hours of professional coursework annually. Coursework should address the needs of the regular and exceptional child, such as: child/adolescent development/psychology; educational psychology; the learner with special needs; classroom organization and management; multicultural education.

The employing nonpublic, private, parochial school, or diocesan system human resource office will submit a complete application packet (including required documentation) by uploading it through the online [educator certification portal](#). The following are submitted as part of a complete application:

1. **Copy of Applicant Social Security Card and Driver's License** (these are required with every application)
2. **Nonpublic Temporary (T) Application** form
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **Official transcripts** should be sent (mailed or emailed) directly to you or your employing school system and will be considered official when scanned and/or uploaded to the online certification portal. Check that the degree is indicated as awarded/conferred with date.
5. **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. Guide the educator to their [TeachLA Live! portal account](#) so that the fee, appropriate to the request, can be made to LDOE online through the payment portal. Inform the educator that the email confirmation or screenshot will need to be provided to submitting school system as the confirmation number alone is not accepted.)

Contact Information: All questions regarding certification requirements or the certification process, can be answered by contacting a Louisiana Department of Education certification specialist through the online [educator certification portal](#).

All applications will be evaluated in the order in which they are received. You can check the [status of your certification application online](#).

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/state ID submitted.			
Address: _____			
(Street)	(City)	(State)	(Zip Code)
Phone: (____) _____	LA Certificate #: _____	Payment Confirmation # _____ <small>(Provide email confirmation or screenshot of payment with documents)</small>	

Indicate Certification Request:

Louisiana Employing School System:

Certification Area Requested (as listed in Bulletin 746):

EDUCATIONAL QUALIFICATIONS *(must be documented with transcript/equivalency transcript)*

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

I hereby certify that there is no regularly certified, competent, and suitable person available for this position and that the applicant named above is the best qualified person for employment in the position herein above described. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Employing School System

Date

I hereby certify that I have been informed of all stipulations of this certificate and understand all guidelines. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant

Date

Note: The employing school system is to provide a copy of the guidelines as outlined in [Bulletin 741 \(Non-public\)](#) regarding meeting nonpublic standards or information regarding admission into an alternate certification program at the time of initial application and for each renewal.

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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