

Certificated Application Checklist

	LA Cert	OS Cert Expired LA Out-of-State (OS) certificates are NOT acceptable	New Grad If your LA teaching certificate has been issued, reference the LA Cert requirements column	OS New Grad (i.e., out-of-state online universities and any other university outside of LA)	Alt Cert	CTTIE Cert	Ancillary (i.e., Speech Therapist, Guidance Counselor, OT, Physical Therapist, JROTC, Nurse, MHP, etc.)
Application	✓	✓	✓	✓	✓	✓	✓
Resume *Must include reference contact information	✓	✓	✓	✓	✓	✓	✓
Sexual Misconduct Disclosure Form *Complete top portion only , even if you were employed as a sub, & upload into application. * <u>We</u> will send the form to your current/previous employers.	✓	✓	✓	✓	✓	✓	✓
2 Refs Email Addresses *Must be someone in a supervisory role that has observed your teaching *Upon submission of a certificated application, the references indicated will be instantly emailed an electronic questionnaire.	✓	✓	✓	✓	✓	✓	✓
LA Teaching Certificate *If your LA teaching certificate has expired, please upload it. Your LA certificate is eligible for renewal.	✓	✓ *Valid LA OS Certificate (if applicable)			✓ *Existing PL Certificate (if applicable)	✓ *Existing CTTIE Certificate (if applicable)	✓ *Existing AN Certificate (if applicable)
LA OS Letter of Eligibility *If you do not hold a LA OS LOE, visit https://www.teachlouisiana.net/Teachers.aspx?PageID=650		✓ *If never held a LA OS Certificate OR standard level LA Teaching Certificate.					
Teacher Preparation/Certification Status Form – click the following link: http://www.stpsb.org/Job/TeacherPrepForm.pdf		✓ *Not required if you hold a LA OS LOE		✓ *Not required if you hold a LA OS LOE			
Official Transcripts *Mailed or emailed directly to you and will be considered official – these can be scanned and uploaded into your application			✓ Unofficial transcript showing Student Teaching in progress or completed AND proof of completion letter. View sample letter here: http://www.stpsb.org/Jobs/ProofOfEnrollmentVerificationLetter_GeneralSample.pdf	✓ Unofficial transcript showing Student Teaching in progress or completed AND Teacher Prep Form. To access form, click here: http://www.stpsb.org/Jobs/TeacherPrepForm.pdf	✓ *Undergrad (required) & grad (if applicable)	✓ *Transcript OR copy of high school diploma/ GED	✓ *Undergrad (required) & grad (if applicable)
Plan of Study * Must state enrolled & currently eligible to hold Practitioner’s License in specific area of certification					✓		
Official Praxis Score Report		✓ (if applicable)	✓	✓ (if applicable)	✓		✓ (if applicable)
Valid Licensure						✓ *IBC, CITF, etc. (if applicable)	✓ (if applicable)