
CERTIFICATION APPEALS PACKET INSTRUCTIONS

All applications should be emailed to Paula Bell at paula.bell@la.gov by the deadline date indicated on page 2. If you submit the packet via the online certification portal, please inform Paula via email so that the appeals packet can be downloaded and reviewed.

General Appeal Information

- ❖ The certification appeal process is available to an individual who has applied for certification and has been denied the requested certification due to the absence of certification requirements as set forth in Bulletin 746, *Louisiana Standards for State Certification of School Personnel*. The appeal process provides the applicant an opportunity to have his/her records reviewed by the Teacher Certification Appeals Council (TCAC).
- ❖ The TCAC reviews all appeals applications and submits a written report of its findings to the State Board of Elementary and Secondary Education. The decision of the council is a **final** decision.
- ❖ Appeals will not be considered for individuals who:
 - a. lack NTE/Praxis requirements for initial certification; or
 - b. lack a grade point average of 2.50 for initial certification; or
 - c. lack reading requirements per R.S. 17:7.1.A.(4)(a); or
 - d. lack 50 percent or more of courses required for certification; or
 - e. lack the degree required for certification; or
 - f. lack a degree from a regionally accredited college or university; or
 - g. are requesting issuance or renewal of a non-standard teaching certificate.
 - h. have not met the standards of effectiveness for three years pursuant to Bulletin 130 and R.S. 17:3902.
- ❖ Appeals relating to the issuance or renewal of certificates based on the standards of effectiveness must follow the grievance procedure through the LEA as identified in Bulletin 130.

Appeal Timelines

- ❖ An appeal cannot be initiated until the applicant has been denied his/her certification request and received a denial letter/official evaluation from the Certification Office, and must be received within 90 days from the date that the certification request was denied.
- ❖ All completed appeals application packets must be submitted to Paula Bell at paula.bell@la.gov prior to the deadline date on following page in order to be considered at the next TCAC meeting.
- ❖ Applications received after a deadline will be denied and not considered until the following TCAC meeting. Certification staff will notify the applicant of the date on which his/her appeal will be heard by TCAC. The applicant is not required to attend, but is invited in the event TCAC has clarifying questions regarding the case.
- ❖ **Contact Information:** All questions regarding certification requirements or the certification process, can be answered by contacting the Louisiana Department of Education through the [Teacher Certification Portal](#).

ANNUAL MEETING SCHEDULE and SUBMISSION DEADLINES for 2020

Appeals must be received via email to Paula.Bell@la.gov (on or before)	Appeals Council Meeting Date
January 24, 2020	February 21, 2020
February 28, 2020	March 27, 2020
May 28, 2020	June 25, 2020
August 13, 2020	September 10, 2020
October 15, 2020	November 12, 2020

Appeal Process

Step 1 :

Submission of an Appeal Application Packet

An applicant must adhere to the following guidelines when submitting a packet for an appeal evaluation:

The applicant completes, scans, and submits a **Teacher Certification Appeals Application Packet** and supporting documentation to the Certification Office via email to Paula.Bell@la.gov.

Please use the included “**Certification Appeals Checklist**” (page 3) before sending your completed appeals packet.

The cover letter must be included, clearly stating what the Council is requested to consider, making sure the request does not violate state law as noted on page 1.

Step 2 :

Review of Appeal Application Packet

The Certification Office will conduct a prescreening of all appeal applications submitted. Persons submitting incomplete applications will be notified as to the specific informational components missing from the packet. Applicants with complete appeals packets will be notified that their appeal will be placed on the TCAC agenda.

Applications that are complete and meet all appeal requirements will be reviewed by TCAC on the designated meeting date. The applicant has the option to attend the TCAC meeting to address any questions that the council may have concerning the appeal, but is not required to attend. The appeal will be based upon a records review only, not on a testimony.

Step 3 :

Results of Appeal by TCAC

TCAC will review the appeal application packet of a person seeking Louisiana certification. A decision of TCAC shall be a **final** decision.

Step 4 :

Notification of Final TCAC Decision

The Certification Office will notify the appellant of the final decision and execute anything granted.

Certification Appeals Checklist

Applicant's Name: _____

SSN: _____

Check each item that is enclosed and submit an explanation of why any items were omitted.

Required Materials: Certification Appeal Checklist Form and the following items:		Applicant verification of submitted materials	For Certification office use only DATE RECEIVED: _____
1.	Cover Letter explaining the reason for the appeal, to include specific information on experience, skills, and knowledge that can be substituted for certification policy deficiencies		
2.	Louisiana Department of Education (LDE) Denial of Certification Request (letter from Certification Office)		
3.	Evaluation Form that accompanied LDE Denial Letter of Certification (if applicable)		
4.	Completed Application for Certification Appeal Form		
5.	Completed Experience Verification Form		
6.	Official Transcripts (if applicable)		
7.	Copy of Louisiana Teaching Certificate and/or Out-of-State certificate or certification information page printed from the Teach Louisiana website (www.teachlouisiana.net)		
8.	Letter of support from employing Superintendent (optional)		
9.	Two letters of recommendation from supervisors or other individuals familiar with your professional capabilities in the area for which a waiver is requested.		
10.	Local personnel evaluation form from your personnel file (most recent)		

NOTE: If an incomplete packet is submitted, the appeal will be denied. The applicant will be notified of what is lacking and will have the option of having his/her appeal evaluated at the next TCAC meeting.

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant

Date

Appeal Application

PLEASE TYPE OR PRINT IN INK

Name: _____
 First Middle Last (include name as it appears on your certificate)

Address: _____
 Street City State Zip Code

Phone: (_____) _____ - _____ E-Mail Address: _____

Date of your certification denial letter: ____/____/____

Do you plan to attend the TCAC meeting in person? ____Yes ____No
(Attending in person does not allow testimony to be given but is only for the Council to ask for clarification on information submitted in the application, if needed.)

1. Do you presently hold a teaching certificate? Yes No

If yes, please provide the following information:

State Issuing Certification: _____ Type _____ Number _____

2. Please fill out this table with college/university degree information:

Degree(s) Earned	Degree Granting Institution	Year

3. Check which area below best describes the category of your certification appeal:

- | | |
|----------------------------------------------|-------------------------|
| Initial Teaching* or Ed Leader Certification | Add-On Certification |
| Renewal or Freezing of Certificate | Ancillary Certification |
| Other (Please specify _____) | |

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant

Date