

---

---

## ANCILLARY CERTIFICATION APPLICATION PACKET INSTRUCTIONS

---

---

Dear Prospective Louisiana Ancillary Teacher/Service Provider:

We are pleased that you are interested in obtaining a Louisiana ancillary certificate. The instructions outlined in this application packet are designed to facilitate the process of obtaining a Louisiana ancillary certificate to applicants holding degrees or credentials in a specialized area. The guidelines for each type of ancillary certificate are included in this packet. This application packet does not include Ancillary Early Childhood certification; there is a separate ancillary application packet for early childhood certification requests.

**Submitting application:** Please submit a complete application packet (including required documentation as listed within the “Ancillary Certificate Type” chart on pages 2-5) to the online [educator certification portal](#). The following items are required as part of a complete application packet:

- Application for Ancillary Certificate** form with all information provided and signed by appropriate persons (Directions on the following pages indicate when the application must be signed/submitted by a Louisiana Employing School System.)
- Transcripts** - from ALL universities/colleges attended, sent (mailed or emailed) directly to teacher candidate, the employing school system, or the program provider, as those will be considered official. Scan, insert, and upload to TeachLALive! (<https://ldoe.force.com/s/>) with the certification application.
- Copy of Valid Licensure** (if applicable; e.g. nursing license, counseling license, etc. Directions on the following pages indicate what license is required for each of the ancillary areas offered.)
- Experience Verification** form or letter of verification signed by the appropriate employing authority if applicable according to the directions on the following pages aligning with the ancillary area requested
- Professional Conduct** form with all questions answered, signed, and dated by the applicant
- Certification Processing Fee** - (Submit online payment confirmation screenshot or email)  
Initial Ancillary - \$50.00 -or- Renewal of Ancillary \$25.00 - payable online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>  
*Please note: Ancillary Mentor Teacher and Ancillary Content Leader certification does NOT require a fee. Please do NOT submit a payment for those certificate types as the payment system does not permit refunds.*

- ◆ **Contact Information:** All questions regarding certification requirements or the certification process, can be answered by submitting your question to the certification office via 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 HERE](#).

## ANCILLARY CERTIFICATE TYPES

CERTIFICATION AREA	DOCUMENTATION REQUIRED
<b>Artist (Art, Creative Writing, Drama, Dance, Music, Theatre, or Visual Arts)</b> (Valid 5 years – renewable with effective Compass evaluations)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System or some type of verification from system that applicant will be employed to teach specific art area</li> <li>Evidence of substantial professional recognition (e.g., letters from representatives of the arts community, gallery directors, art center directors, reporters)</li> <li>Evidence of substantial artistic or creative accomplishments (e.g., newspaper articles, programs, playbills, published music scores, brochures, invoices for commissioned work, etc.) Photos, slides and actual artwork are not acceptable</li> </ul>
<b>Art Therapist</b> (Valid as long as individual remains in same system)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Transcripts showing the completion of an Art Therapy degree program*</li> <li>Copy of registration from American Art Therapy Association</li> <li>Verification of pre-clinical experience</li> </ul>
<b>Audiologist-Provisional</b> (Valid 3 years, nonrenewable)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Official transcripts showing a master's degree* in audiology</li> <li>Verification that applicant will work under the supervision of a licensed audiologist</li> </ul>
<b>Audiologist-Qualified</b> (Valid as long as holder maintains a current LA Audiologist license)	<ul style="list-style-type: none"> <li>Official transcripts showing a master's degree* in audiology</li> <li>Copy of current Louisiana licensure as an Audiologist</li> </ul>
<b>Behavior Analyst - Assistant</b> (Valid as long as license is valid)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Hold a bachelor's degree*</li> <li>Copy of valid assistant level Behavior Analyst Certification Board (BACB) or Comprehensive Application of Behavior Analysis to Schooling Board (CABAS).</li> <li>Must have direct supervision.</li> </ul>
<b>Behavior Analyst</b> (Valid as long as license is valid)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Hold a master's degree*</li> <li>Copy of valid assistant level Behavior Analyst Certification Board (BACB) or Comprehensive Application of Behavior Analysis to Schooling Board (CABAS).</li> </ul>
<b>Child Nutrition Program Supervisor</b> (Valid for life with continuous service for period/place of employment)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Letter from employing school system verifying student enrollment</li> <li>Completion documentation verifying the completion of 8 hours of food safety training</li> <li>Transcripts* with <a href="#">qualifying education in alignment with eligibility requirements for employing school system's student enrollment</a></li> </ul>
<b>Child Nutrition Program Supervisor Provisional</b> (Valid for school year; renewable annually)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Bachelor's or Master's degree*</li> <li>Special certificate can be issued to an applicant serving in this capacity with the understanding that six (6) semester hours are completed each year for renewal</li> </ul>
<b>Child Search Coordinator</b> (Valid as long as ancillary certificate remains valid)	<ul style="list-style-type: none"> <li>Must hold valid ancillary certificate for social worker, speech therapist, school psychologist, speech pathologist, or guidance counselor</li> <li>Master's degree*</li> <li>At least six (6) semester hours in special education coursework</li> <li>Three years of experience in certified area</li> </ul>
<b>Content Leader</b> (Valid 5 years, renewable with effective evaluations) *** <i>No certification fee required</i>	<ul style="list-style-type: none"> <li>Hold a valid type C, level 1 or higher Louisiana teaching certificate –or- have at least two years of successful teaching if serving in a charter school</li> <li>Successful completion of a BESE-approved content leader training program</li> <li>Passing score on the Louisiana content leader assessment series</li> </ul>
<b>Dance Therapist (Bachelor's)</b> (Valid as long as individual remains in same system)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Official transcript showing the completion of a degree* in Dance Therapy</li> <li>Official transcripts showing the completion of two (2) semesters of a practicum completed in both a clinical and school setting</li> <li>Copy of registration by the American Dance Therapy Association</li> </ul>
<b>Dance Therapist (Master's)</b> (Valid as long as individual remains in same system)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Official transcripts showing the completion of a master's degree* in Dance Therapy</li> <li>Copy of registration by the American Dance Therapy Association</li> </ul>
<b>Dyslexia Practitioner</b> (Valid 5 years – renewable with effective evaluations via Compass and valid credential)	<ul style="list-style-type: none"> <li>Application signed &amp; submitted by LA Employing School System</li> <li>Hold a valid Louisiana teaching certificate</li> <li>Completion of an accredited multisensory structured language training programs (including 45 hours of coursework and 60 hours of clinical work observed/monitored by a qualified professional) from one of the following:               <ul style="list-style-type: none"> <li>▪ <a href="#">The Academic Language Therapy Association (ALTA)</a></li> <li>▪ <a href="#">Academy of Orton-Gillingham Practitioners and Educators (AOGPE)</a></li> <li>▪ <a href="#">Wilson Language Training (WLT)</a></li> <li>▪ <a href="#">Neuhaus Education Center</a>; and</li> </ul> </li> <li>Pass a multisensory structured language education-related competency examination administered by a nationally recognized professional organization that issues national certification</li> <li>Valid credential from accrediting organization listed above</li> </ul>

<p><b><u>Dyslexia Therapist</u></b> (Valid 5 years – renewable with effective evaluations via Compass and valid credential)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Hold a valid Louisiana teaching certificate</li> <li>• Completion of an accredited multisensory structured language training programs (including 200 hours of coursework and 700 hours of clinical work observed/monitored by a qualified professional) from one of the following: <ul style="list-style-type: none"> <li>▪ <a href="#">The Academic Language Therapy Association (ALTA)</a></li> <li>▪ <a href="#">Academy of Orton-Gillingham Practitioners and Educators (AOGPE)</a></li> <li>▪ <a href="#">Wilson Language Training (WLT)</a></li> <li>▪ <a href="#">Neuhaus Education Center</a>; and</li> </ul> </li> <li>• Pass a multisensory structured language education-related competency examination administered by a nationally recognized professional organization that issues national certification</li> <li>• Valid credential from accrediting organization listed above.</li> </ul>
<p><b>Educational Diagnostician</b> (Valid 5 years - renewable)</p>	<ul style="list-style-type: none"> <li>• Hold current national certification as an educational diagnostician (NCED) through the National Certification Educational Diagnostician Board.</li> </ul>
<p><b>Family &amp; Consumer Science – Occupational Programs</b> (<i>Provisional</i> valid 3 years, <i>Qualified</i> valid 5 years, renewable with effective Compass evaluations)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Bachelor’s degree* in the family and consumer science specialty area</li> <li>• 12 semester hours in professional education coursework</li> <li>• 2000 clock hours of successful work experience</li> <li>• For <i>Qualified</i> certificate, must have 3 years successful teaching on the <i>Provisional</i></li> </ul>
<p><b>Junior ROTC</b> (Valid 5 years –renewable with effective Compass evaluations)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Documented retirement from active duty in the retired grades of E-6 through E-9, WO-1 through CWO-5, O3 through O6; and</li> <li>• Official Recommendation by appropriate branch of the military service with certification by the appropriate Department of defense.</li> </ul>
<p><b><u>Math For Professionals</u></b> (Valid initially 3 years and renewable every 5 years with effective Compass evaluations)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Meets at least one of the following: <ol style="list-style-type: none"> <li>a. Earned 30 credit hours of mathematics; or</li> <li>b. Earned a Master’s Degree* in Mathematics, Engineering, Science Content Area; or</li> <li>c. Successful passing of the Praxis Mathematics: Content Knowledge test #5161</li> </ol> </li> <li>• Must have: Completion of a district developed classroom readiness/training program, based on state guidelines.</li> </ul>
<p><b><u>Mental Health Counselor-Provisional</u></b> (Valid 2 years, nonrenewable)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Hold a LPC, MFT, LCSW, certification as a School Psychologist, or current Louisiana licensure as a psychologist.</li> <li>• Have two years of experience as a school psych, social worker, or mental health counselor within the last five years.</li> </ul>
<p><b><u>Mental Health Counselor-Qualified</u></b> (Valid as long as the individual holds valid license)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Hold a LPC, MFT, LCSW, certification as a School Psychologist, or current Louisiana licensure as a psychologist.</li> <li>• Have two years of experience as a provisional mental health counselor.</li> </ul>
<p><b><u>Mentor Teacher</u></b> (Valid 5 years, renewable with effective evaluations) *** <i>No certification fee required</i></p>	<ul style="list-style-type: none"> <li>• Hold a valid type C, level 1 or higher Louisiana teaching certificate –or- have at least two years of successful teaching if serving in a charter school</li> <li>• Successful completion of a BESE-approved mentor teacher training program</li> <li>• Passing score on the Louisiana mentor teacher assessment series</li> </ul>
<p><b><u>Mentor Teacher (Provisional)</u></b> (Valid 1 year, nonrenewable) *** <i>No certification fee required</i></p>	<ul style="list-style-type: none"> <li>• Hold a valid type C, level 1 or higher Louisiana teaching certificate –or- have at least two years of successful teaching if serving in a charter school</li> <li>• Enrolled in a BESE-approved mentor training program</li> </ul>
<p><b>Music Therapist</b> (Valid as long as individual remains in same system)</p>	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System</li> <li>• Official transcript showing the completion of a degree* in Music Therapy</li> <li>• Copy of registration by the National Association of Music Therapy, Inc.</li> <li>• Verification of pre-clinical experience</li> </ul>
<p><b>Nonpublic Montessori</b> (Valid 5 years – renewable with effective evaluations)</p>	<ul style="list-style-type: none"> <li>• Diploma indicating the completion of an approved Montessori training program</li> </ul>
<p><b><u>Occupational Therapist-Certified Licensed Occupational Therapist Assistant (COTA)</u></b> (Valid 5 years -renewable)</p>	<ul style="list-style-type: none"> <li>• Copy of COTA License</li> <li>• Must work under a Licensed Occupational Therapist.</li> </ul>
<p><b><u>Occupational Therapist-Provisional</u></b> (Valid 2 years, nonrenewable)</p>	<ul style="list-style-type: none"> <li>• Copy of license to practice occupational therapy in Louisiana.</li> </ul>
<p><b><u>Occupational Therapist- Full Certificate</u></b> (Valid 5 years – renewable)</p>	<ul style="list-style-type: none"> <li>• Copy of Valid Louisiana Occupational Therapist License</li> </ul>
<p><b>Orientation &amp; Mobility</b> (Valid as long as holder maintains a current national certification in orientation and mobility)</p>	<ul style="list-style-type: none"> <li>• Bachelor’s or Master’s degree* in orientation and mobility; or</li> <li>• Completion of an individual plan of study in orientation and mobility; and <ul style="list-style-type: none"> <li>○ Current certification issued by the Academy for Certification of Vision Rehabilitation &amp; Educational Professionals (COMS); or</li> <li>○ Current certification issued by the National Blindness Professional Certification Board (NOMC).</li> </ul> </li> </ul>

<b>Physical Therapist- Assistant</b> (Valid 5 years – renewable)	<ul style="list-style-type: none"> <li>• Copy of valid PTA License</li> <li>• Must work under the supervision of a licensed physical therapist.</li> </ul>
<b>Physical Therapist- Provisional</b> (Valid 2 years, nonrenewable)	<ul style="list-style-type: none"> <li>• Copy of temporary Physical Therapist License</li> </ul>
<b>Physical Therapist- Full Certificate</b> (Valid 5 years – renewable)	<ul style="list-style-type: none"> <li>• Copy of valid Physical Therapist License</li> </ul>
<b>School Guidance Counselor K-12</b> (Valid 5 years - renewable)	<ul style="list-style-type: none"> <li>• Completion of a standards based master's degree* program in school counseling from a college or university approved by the Council for Accreditation of Counseling and Related Educational Program (CACREP)</li> <li>• Completion of a practicum in school counseling to include 100 contact hours in a school setting –or- completion of an internship in school counseling to include 600 contact hours in a school setting</li> <li>• Completion of the Praxis exam Professional School Counselor #0421 or 5421</li> </ul>
<b>School Librarian</b> (Valid 5 years - renewable)	<ul style="list-style-type: none"> <li>• Master's degree* in library science</li> <li>• Passing score on Praxis Library Media Specialist (0311 or 5311)</li> </ul>
<b>School Nurse- Type C</b> (Valid 3 years – renewable)	<ul style="list-style-type: none"> <li>• Copy of current Louisiana registered nurse license</li> <li>• Verification of two years of service as a registered nurse (not as school nurse)</li> </ul>
<b>School Nurse – Type B</b> (Valid 5 years – renewable)	<ul style="list-style-type: none"> <li>• Copy of current Louisiana registered nurse license</li> <li>• Verification of three years of experience as a Type C school nurse.</li> </ul>
<b>School Nurse- Type A</b> (Valid 5 years - renewable)	<ul style="list-style-type: none"> <li>• Official transcripts of baccalaureate degree* in nursing or health related area</li> <li>• Completed Experience Verification Form verifying five years of service as a Type B School Nurse</li> <li>• Copy of current Louisiana registered nurse license</li> </ul>
<b>School Psychologist- Provisional</b> (Valid 1 year, renewable once)	<ul style="list-style-type: none"> <li>• Official transcript showing the completion of a bachelor's degree*</li> <li>• Letter from director of training program verifying completion of sixty (60) required semester hours, with the exception of the internship</li> </ul>
<b>School Psychologist- Level B</b> (Valid 5 years - renewable)	<ul style="list-style-type: none"> <li>• Official transcript showing the completion of a master's or specialist degree* in School Psychology, including an internship</li> </ul>
<b>School Psychologist- Level A</b> (Valid 5 years - renewable)	<ul style="list-style-type: none"> <li>• Official transcript showing the completion of a doctorate degree* in school psychology, including an internship</li> </ul>
<b>School Psychology- Supervisor</b> (Valid as long as certificate is valid)	<ul style="list-style-type: none"> <li>• Valid Type A or B school psychologist certificate</li> <li>• Verification of three years of supervised experience as a school psychologist; two years must have been in Louisiana</li> </ul>
<b>Social Worker- Provisional</b> (Valid 3 years, nonrenewable)	<ul style="list-style-type: none"> <li>• Official transcripts indicating master's degree* in social work</li> <li>• Copy of LMSW</li> <li>• Verification that applicant will work under Licensed Social Worker</li> </ul>
<b>Social Worker- Qualified</b> (Valid as long as individual holds a current license)	<ul style="list-style-type: none"> <li>• Official transcripts showing the completion of a master's degree* in social work</li> <li>• Copy of LCSW or LMSW with verification of experience in a social worker setting</li> </ul>
<b>Speech Pathologist Assistant</b> (Valid 3 years; renewable)	<ul style="list-style-type: none"> <li>• Official transcripts showing the minimum of a bachelor's degree* in speech/language pathology</li> <li>• Verification of 100 clock hours of supervised clinical practicum either in the form of licensure, letter from program director, or a copy of a Louisiana provisional speech pathologist license</li> </ul>
<b>Speech Pathologist (Provisional)</b> (Valid 3 years; nonrenewable)	<ul style="list-style-type: none"> <li>• Master's degree* in speech pathology</li> </ul>
<b>Speech Pathologist (Qualified)</b> (Valid as long as individual holds a current license)	<ul style="list-style-type: none"> <li>• Master's degree* in speech pathology</li> <li>• Copy of current Louisiana licensure as a Speech Pathologist</li> </ul>
<b>Speech Therapist/ASHA</b> (Valid 3 years; renewable)	<ul style="list-style-type: none"> <li>• Official transcripts showing master's degree* in speech communication disorders</li> <li>• Copy of American Speech and Hearing Association (ASHA) license or letter from the director of an ASHA approved training program verifying that all requirements have been met, with the possible exception of the Clinical Fellowship Year (CFY) year</li> </ul>
<b>Talented (Music, Theatre, or Visual Arts)</b> (Valid 5 years – renewable with effective Compass evaluations)	<ul style="list-style-type: none"> <li>• Application signed &amp; submitted by LA Employing School System or some type of verification from system that applicant will be employed to teach specific art area</li> <li>• Verification of a minimum of one year of working with students in the specific arts area at the specific level.</li> <li>• Master's degree* in Music, Art, Theatre, Liberal Arts, or Theatre Education -OR-</li> <li>• Verification of substantial artistic or creative accomplishment over an extended period of time (e.g., copies of newspaper articles, programs, brochures, playbills, published music, magazine articles, catalogs, letters from peers) <i>Photos, slides, and/or actual art work are not acceptable.</i></li> </ul>

*\* Degrees and coursework use for Louisiana certification purposes must be earned from a college or university accredited in accordance with 34 CFR 602.*

## ANCILLARY APPLICATION

**Initial Ancillary Certificate**

**Renewal of Ancillary Certificate**

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
*(Full Legal Name – First, Middle/Maiden, Last)*

Check here if requesting a name change on the educator's certification record (enclose copy of SSN card & driver's license/ID).

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip Code)

Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Online Payment Confirmation # \_\_\_\_\_ (Provide Email Receipt with Application)

### EDUCATIONAL QUALIFICATIONS

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

### ANCILLARY CERTIFICATION

#### AREA REQUESTED:

(Select ONLY ONE from dropdown menu.)

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

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Louisiana Employing School System:** \_\_\_\_\_

**Signature of Employing School/School District:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE TYPE OR PRINT IN INK

**PROFESSIONAL CONDUCT FORM**  
(All questions must be answered)

NAME OF APPLICANT: (Include First, Middle, Maiden, and Married)	Social Security Number: ____ - ____ - ____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	<b>YES</b>	<b>NO</b>
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If <b>YES</b> , 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 <b>YES</b> , 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 signature as entered below is the legal equivalent of my manual signature on this document.***

SIGNATURE OF APPLICANT:	DATE:
-------------------------	-------

