

MEMORANDUM

To: Applicant, Plus 30 Certification
From: George Mead, Dean, Doré School of Graduate Studies
Date: June 10, 2002
Subject: Application Procedures for Plus 30 Certification

According to Bulletin 746, *Louisiana Standards for State Certification of School Personnel*, issued by the Louisiana Department of Education, the Plus 30 category may be added to a Louisiana Teaching Certificate by earning thirty (30) graduate semester hours not applied to a master's degree. This certification category was added in response to Act 650 of the 1985 Louisiana Legislature.

The Dean of the Doré School of Graduate Studies serves as the Plus 30 academic validation agent for McNeese State University. In order for academic validation to occur, the applicant must submit the following documents:

1. A completed and signed copy of Application for Master's Degree Plus 30 Certification. The application form is attached for printing.
2. A copy of the degree plan followed in obtaining the master's degree. This document is available in the academic department awarding the master's degree.
3. Transcripts(s) reflecting all graduate credits earned.

The required documents may be delivered to the Doré School of Graduate Studies in Farrar 105 or mailed to:

Doré School of Graduate Studies
McNeese State University
Post Office Box 92180
Lake Charles, LA 70609-2180

Once the applicant's academic credentials have been validated by the Doré School of Graduate Studies a validation letter is sent to the applicant. That letter and the accompanying documents cited above should be submitted to the employing school system for additional processing.

Should you have questions about McNeese's role in the Plus 30 certification process, please feel free to: (1) call me at 337/475-5394 or e-mail me at gmead@mcneese.edu or (2) call Sharon Ezell, Administrative Secretary, at 337/475-5394 or e-mail her at sezell@mail.mcneese.edu.

Thanks.

