

## EDUCATIONAL LEADER CERTIFICATION APPLICATION PACKET

Dear Applicant:

With the completion of the Educational Leader Packet you can request certification for Educational Leader Level 1, Educational Leader Level 2, and Educational Leader Level 3, or the Ancillary Special Education Educational Leader. A letter of eligibility for Educational Leader certification will be issued to individuals who meet requirements, but who are not yet hired in a leadership position. The appropriate leadership certificate will be issued upon employment in a leadership capacity per the request of the employing Louisiana Employing Authority (the employer would submit a letter indicating your employment including a professional conduct form). Louisiana Employing Authorities have been informed that a letter of eligibility issued by the LA Dept. of Education is sufficient to identify you as being eligible for employment and the certificate will be issued upon their request. If employed in a leadership role at the time of application, the employer will verify date-of-hire and role within the application and the certificate will be issued without a letter of eligibility being necessary.

### **Educational Leader Level 1 (EDL 1)** – permits service as a school or district level leader

Eligibility for EDL1 can be obtained by fulfilling ONE of the following routes:

- [Master's Degree Path](#) -for certified teachers who have earned an advanced degree in the area of Educational Leadership
- [Alternate Path 1](#) -for certified teachers who hold a master's degree and have fulfilled an individualized, competency-based educational leadership plan-of-study from an institution of higher education accredited in accordance with 34 CFR 602
- [Alternate Path 2](#) -for certified teachers who hold a master's degree *in education* and document evidence of 240 clock hours of educational leadership experiences (refer to the included Alt Pathway 2 pages for instructions on documenting the experiences)
- [Alternate Path 3](#) -for certified teachers who hold a baccalaureate degree from an institution of higher education accredited in accordance with 34 CFR 602 and have successfully completed a Louisiana competency-based educational leader practitioner (residency) program

All pathways to the Educational Leader 1 license require the successful completion of either the [Praxis School Leaders Licensure Assessment \(SLLA\)](#) or the [Louisiana Leadership Assessment Series \(LLAS\)](#).

EDL1 *eligibility* does not expire. The EDL1 certificate is valid for three years initially, after being issued at the request of the LA employer, and may be extended thereafter for a period of one year at the request of the LA employer. EDL 1 certificates are limited to two such extensions in the event the leader cannot advance to the EDL2.

### **Educational Leader Level 2 (EDL 2)** – permits service as a school or district level leader for educators with successful leadership experience (has met the standards of effectiveness verifiable via Compass or out-of-state employer).

Eligibility for EDL2 requires all of the following:

- Valid EDL1 certificate, a Louisiana teaching certificate with provisional principal certification, or comparable level out-of-state educational leader certificate;
- Three years of teaching experience in the area(s) of certification;
- Three years of educational leadership experience at the level of assistant principal or above; and
- Met the standards of effectiveness as an educational leader for three years (verifiable via Compass and/or where out-of-state experience has been verified as successful by the employing school system or out-of-state credentialing agency using the [Out-of-State Experience Verification Attestation form](#))

EDL2 *eligibility* does not expire. The EDL2 certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the EDL2. Effectiveness is verified via Compass evaluations entered into the Compass Information System, if serving in school-level role; or with local evaluations, as documented on the Local Evaluation Attestation form (included in this application packet) when serving as a district-level leader, not evaluated via Compass.

**Educational Leader Level 3 (EDL 3)** – permits service as a school superintendent or assistant superintendent

Eligibility for EDL3 requires all of the following:

- Valid EDL2 certificate or one of the Louisiana administrative/supervisory certification endorsements preceding the current educational leadership certification structure;
- Five years of teaching experience in the area(s) of certification;
- Five years of successful educational administrative/management experience at the level of assistant principal or above (limiting the assistant principal experience to two years in that position); and
- Passing the [Praxis School Superintendent Assessment \(SSA\) exam](#)

EDL3 *eligibility* does not expire. The EDL3 certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the EDL3. Effectiveness is verified via Compass evaluations entered into the Compass Information System or with local evaluations, as documented on the Local Evaluation Attestation form included within this application packet.

**Educational Leader in Special Education Ancillary (AN EDL in Sped)** – permits service as a school or district supervisor, director, or coordinator of special education, ONLY.

Eligibility for AN EDL in Sped requires all of the following:

- Hold one of the following valid Louisiana ancillary certificates:
  - assessment teacher;
  - educational consultant;
  - educational diagnostician;
  - certified school psychologist (Level B or Level A);
  - qualified speech pathologist;
  - speech therapist;
  - speech-language pathologist;
  - speech and hearing therapist;
  - qualified school social worker; or
  - qualified licensed audiologist;
- Three years of experience working with students in the area(s) of certification;
- Graduate degree from an institution of higher education accredited in accordance with 34 CFR 602;
- Documented 240 clock hours of educational leadership experiences (refer to the following pages for instructions on documenting the experiences); and
- Successful completion of either the [Praxis School Leaders Licensure Assessment \(SLLA\)](#) or the [Louisiana Leadership Assessment Series \(LLAS\)](#).

AN EDL in Sped *eligibility* does not expire. The AN EDL in Sped certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the certificate. Effectiveness is verified via Compass evaluations entered into the Compass Information System or with local evaluations as documented on the Local Evaluation Attestation form included within this application packet.

**Out of State Certified Principal & Superintendent** – permits service as a principal or superintendent

Louisiana also offers the Out-of-State Principal (OSP) and Out-of-State-Superintendent (OSS) certificates for those leaders who haven't completed Louisiana's licensing exams but who have leadership experience and certification in another state.

[Out-of-State Principal](#)

[Out-of-State Superintendent](#)

Experienced, certified educators who do not qualify for EDL certification, but may qualify for OSP or OSS would apply for certification eligibility using the [Out of State Administrative Application](#). **Do NOT submit the EDL packet for OSP or OSS application.**

## EDL Application Process

Please submit a complete application packet through the online [educator certification portal](#).

Use the appropriate checklist below to ensure a complete application packet is submitted to avoid additional certification fees and delayed processing.

### Initial EDL1 via [Master's Degree Path](#):

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Exam Documentation* – copy of SLLA or LLAS score report
- ☐ *Transcript with Educational Leadership Graduate Degree Awarded/Conferred* - official transcripts should be sent (mailed or emailed) directly to you 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.**
- ☐ *Copy of teaching certificate* (required only if not certified as a teacher in Louisiana)
- ☐ *Out-of-State Experience Verification Attestation form* (if applicable)
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$50.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

### Initial EDL1 via [Alternate Pathway 1 \(Individualized Program\)](#):

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Exam Documentation* – copy of SLLA or LLAS score report
- ☐ *Transcript with Graduate Degree Awarded/Conferred* - official transcripts should be sent (mailed or emailed) directly to you 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.**
- ☐ *Completion Letter from Institution* indicating successful completion of individualized program
- ☐ *Copy of teaching certificate* (required only if not certified as a teacher in Louisiana)
- ☐ *Out-of-State Experience Verification Attestation form* (if applicable)
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$50.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

### Initial EDL1 via [Alternate Pathway 2 \(Documented 240 Clock Hours\)](#):

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Exam Documentation* – copy of SLLA or LLAS score report
- ☐ *Transcript with Graduate Degree in Education Awarded/Conferred* - official transcripts should be sent (mailed or emailed) directly to you 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.**
- ☐ *Educational Leadership Portfolio of 240 Clock Hours* – limited to 100 pages & organized/ordered as follows:
  - *Leadership Experience Calculation Chart* listing documented 240 clock hours
  - *Summary Sheets* for each experience listed on the chart placing the associated artifact directly behind each
- ☐ *Copy of teaching certificate* (required only if not certified as a teacher in Louisiana)
- ☐ *Out-of-State Experience Verification Attestation form* (if applicable)
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$50.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

### Initial EDL1 via [Alternate Pathway 3 \(Practitioner/Residency Leader Program\)](#):

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Exam Documentation* – copy of SLLA or LLAS score report
- ☐ *Educational Leader Practitioner/Residency Completion Verification* form signed by program provider
- ☐ *Copy of teaching certificate* (required only if not certified as a teacher in Louisiana)
- ☐ *Out-of-State Experience Verification Attestation form* (if applicable)
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$50.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

**Extending EDL1 (Submitted by LA Employing School System ONLY)**

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$25.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

**Advancing EDL1 to EDL2 –OR- Renewal of EDL2 or EDL3 (Submitted by LA Employing School System ONLY)**

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$25.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)
- ☐ *Local Evaluation Attestation* form if serving as a district-level leader not evaluated via Compass

**Initial EDL2 (Did not hold EDL1)**

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *All Transcripts not already provided to the LDOE with past certification requests* - official transcripts should be sent (mailed or emailed) directly to you 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.**
- ☐ *Copy of teacher and leadership certifications* (required only if not certified as a teacher in Louisiana)
- ☐ *Out-of-State Experience Verification Attestation form* (if applicable)
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$50.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

**Initial EDL3**

- ☐ *Application for Educational Leader Certificate* form with all information provided
- ☐ *Professional Conduct* form with all questions answered, signed, and dated by the applicant
- ☐ *Exam Documentation* – copy of SSA score report
- ☐ *Out-of-State Experience Verification Attestation form* (if applicable)
- ☐ *Certification Processing Fee* (copy of confirmation email or screenshot of payment of \$25.00 payable to the LDOE online at <https://www.billerpayments.com/app/simplepayui/?bsn=sladoeteachcert>)

- ◆ **Contact Information:** All questions regarding certification requirements or the certification process, can be answered by contacting the Louisiana Department of Education's 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](#).

# EDUCATIONAL LEADER APPLICATION

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

Name of Applicant: \_\_\_\_\_

☐ (First) (Middle) (Last)  
Check here for name change (include a copy of the updated Social Security Card -AND- updated driver's license/state ID)

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

Phone: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Online Payment Confirmation # \_\_\_\_\_

Are you currently employed in an educational leadership role?

☐ YES

☐ NO

- If YES, what is your title/role and what date were you hired in this leadership role? Title/Role: \_\_\_\_\_ Date Hired: \_\_\_\_\_
- If NO, a letter of eligibility will be issued which can be used to obtain employment.

Indicate certification transaction requested (if transcripts are submitted degrees will be added to the certification record):

<input type="checkbox"/>	Educational Leader Level 1 via Master's Path
<input type="checkbox"/>	Educational Leader Level 1 via Alternate Path 1 (Individualized Program)
<input type="checkbox"/>	Educational Leader Level 1 via Alternate Path 2 (Documented 240 Clock Hours)
<input type="checkbox"/>	Educational Leader Level 1 via Alternate Path 3 (Practitioner/Residency Leader Program)
<input type="checkbox"/>	Educational Leader Level 2
<input type="checkbox"/>	Educational Leader Level 3
<input type="checkbox"/>	Educational Leader in Sped (Ancillary)
<input type="checkbox"/>	Renewal/Extension of Educational Leader Level 1, 2, 3, or Sped Ancillary

Louisiana School System (if out-of-state, use <a href="#">Out-of-State Exp Verification Attestation form</a> )	NAME OF SCHOOL	Type of School		School Year(s) Served (Ex. 08-09, 09-10 etc.)	Position (principal, educational leader title, etc.)
		Public	Private		
		<input type="checkbox"/>	<input type="checkbox"/>	-	
		<input type="checkbox"/>	<input type="checkbox"/>	-	
		<input type="checkbox"/>	<input type="checkbox"/>	-	
		<input type="checkbox"/>	<input type="checkbox"/>	-	

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

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

**To be completed by Superintendent or Human Resource Director:**

With my signature below I am verifying that the experience as listed above was successful, complete and correct according to the official records on file in the Louisiana approved public or nonpublic school system providing this verification. I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Louisiana Employing Authority \_\_\_\_\_

\_\_\_\_\_ 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:

<b><i>Each Question must be answered:</i></b>	<b><i>Please Check</i></b>	
	<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:
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# LOUISIANA DEPARTMENT OF EDUCATION

## LOCAL EVALUATION ATTESTATION FORM

This document is used to verify local evaluations when applying to renew/advance an Educational Leader (EDL1, 2, or 3) certificate, renew/advance a Non-public Teaching (Level 2\*, 3\*) certificate or for certain Ancillary renewals. Please refer to [Bulletin 746](#) for details on how to advance or renew other certificate types.

Louisiana Certificate Type/Number: _____		Social Security Number: _____ - _____ - _____	
Name: _____		Date of Birth: ____/____/____	
(First)	(Middle)	(Last)	
Address: _____		Phone #: (____) _____	
(Street)	(City/State)	(Zip Code)	

Please complete **for each school year** local evaluations are used for the following purposes (Include multiple pages if applicable).

- Non-public (Level 2\*, 3\*, or Ancillary Montessori) certification higher/renewal requests - Educator completed a teacher evaluation program at a nonpublic school with the principal as evaluator where the teacher performance is rated as satisfactory in the areas of planning, management, instruction, and professional development.
- Educational Leader (EDL 1, 2, or 3) higher/renewal requests where the educator served at the district level and would not be evaluated via Compass.

<b>School Year:</b>	<b>Parish/School System:</b>	<b>Job Position/Role:</b>
<b>Local Evaluation Rating Scale (e.g. 1-4, Letter Grades, Excellent-Poor, etc.):</b>	<b>Local Score/Rating Earned for School Year Indicated:</b>	<b>Evaluation Rating Equivalent (select one):</b> <input type="radio"/> EFFECTIVE <input type="radio"/> INEFFECTIVE
<b>Evaluator Name:</b> _____ <b>Evaluator Title:</b> _____ <b>Evaluator Email:</b> _____	<i>I attest to the validity of the above effectiveness ratings. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.</i> <b>Signature:</b> _____ <b>Date:</b> _____	

<b>School Year:</b>	<b>Parish/School System:</b>	<b>Job Position/Role:</b>
<b>Local Evaluation Rating Scale (e.g. 1-4, Letter Grades, Excellent-Poor, etc.):</b>	<b>Local Score/Rating Earned for School Year Indicated:</b>	<b>Evaluation Rating Equivalent (select one):</b> <input type="radio"/> EFFECTIVE <input type="radio"/> INEFFECTIVE
<b>Evaluator Name:</b> _____ <b>Evaluator Title:</b> _____ <b>Evaluator Email:</b> _____	<i>I attest to the validity of the above effectiveness ratings. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.</i> <b>Signature:</b> _____ <b>Date:</b> _____	

## INSTRUCTIONS:

### PORTFOLIO DOCUMENTING EDUCATIONAL LEADERSHIP ALTERNATE PATH 2 (240 CLOCK HOURS)

When documenting the 240 clock hours of school or district level educational leadership experiences, the experiences must cover multiple levels of observation, participation and leadership that directly coincide and align with the six leadership “Performance Expectations” (PE), as listed in [Bulletin 125-Standards for Educational Leaders in Louisiana found here](#). A list/chart of suggested experiences is included in this packet for guidance.

Please follow the steps outlined below in constructing your leadership portfolio for consideration by the Louisiana Department of Education.

1. List each of your leadership experiences on the “**Leadership Experience Calculation Chart**” *(Excluding documented mentor teacher/content leader experience, no more than 50 hours will be accepted per leadership experience.)*

LEADERSHIP EXPERIENCE CALCULATION CHART FOR EDUCATIONAL LEADER ALTERNATE PATH 2 (240 CLOCK HOURS)					
***ONLY COMPLETE FOR ALTERNATE PATHWAY 2 APPLICATION/PORTFOLIO***					
Louisiana Certificate Type/Number: _____		Social Security Number: _____			
Name: (First) _____ (Middle) _____ (Last) _____		Date of Birth: ____/____/____			
Address: (Street) _____ (City/State) _____ (Zip Code) _____		Phone #: (Area) _____-____-____			
Leadership Experience #	Performance Expectation #	Title of Experience	Site of Experience	Hours of Experience	Signature of Applicant
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

If more space is needed, please continue on another page, continuing to number experiences starting with "13".

I warrant that my electronic signature on this document is the legal equivalent of my manual signature on this document.

Original Signature of Current Employing Authority	Title and Name of Employing Authority
Original Signature of Applicant	Date



2. Document EACH listed experience on a separate “**Summary Sheet**” indicating the corresponding Leadership Exp. #, the Leadership Performance Expectation from Bulletin 125, and other requested information resulting in a brief description of the specific experience.

SUMMARY SHEET BRIEF DESCRIPTION OF EDUCATIONAL LEADERSHIP EXPERIENCE - ALTERNATE PATH 2	
PLEASE TYPE: This form must be completed for EACH leadership experience listed on the Leadership Experience Calculation Chart.	
Leadership Experience # as listed on "Leadership Experience Calculation Chart" _____	
Aligns with Bulletin 125 Performance Expectation # _____	
Number of Hours: _____	
Location/Title of Experience: _____	
Briefly Describe the Leadership Experience (PLEASE TYPE YOUR EXPLANATION). Description of any activity or project in the leadership experience. The description should include both long-term goals of the activity, outcomes of the activity, personnel involved, success factors, and other pertinent information.	
Goals of Activity: _____	
Leadership Actions: _____	
Participants Involved: _____	
Outcomes of the Activity: _____	
Lessons Learned: _____	

For each leadership experience, you MUST complete this description page and attach artifacts and letters of reference that speak to the specific experience.

3. Provide **artifacts** that speak directly to each experience activity. The artifacts can be in the form of agendas, sign-in sheets, verification letters, brochures, multimedia presentations, etc. Place the artifacts after the corresponding “Summary Sheet”.

4. Compile the portfolio, ordering it this way:
  - “Leadership Experience Calculation Chart” first,
  - then the “Summary Sheet” for experience #1,
  - followed by the corresponding artifacts for experience #1,
  - then the “Summary Sheet” for experience #2,
  - followed by the corresponding artifacts for experience #2,
  - and continuing until all listed experiences are documented with a “Summary Sheet” followed by artifacts.

The Portfolio is to be submitted as a single PDF, not to exceed 100 pages. Only portfolios submitted following these guidelines will be considered for certification or certification eligibility.



**LEADERSHIP EXPERIENCE CALCULATION CHART**  
**FOR EDUCATIONAL LEADER ALT PATH 2 (240 CLOCK HOURS)**

**\*\*\*ONLY COMPLETE FOR ALTERNATE PATHWAY 2 APPLICATION/PORTFOLIO\*\*\***

Louisiana Certificate Type/Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                     (First)                    (Middle)                    (Last)  
 Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
                     (Street)                    (City/State)                    (Zip Code)

Leader- ship Experi- ence #	Performance Expectation # Aligned with <a href="#">Bulletin 125</a>	# of Hours**	Site of Experience (include School, School District, City & State)	Name of Supervisor (Typed/Printed)	Signature of Supervisor (I agree that my electronic signature as entered below is the legal equivalent of my manual signature.)
1	-Select PE-				
2	-Select PE-				
3	-Select PE-				
4	-Select PE-				
5	-Select PE-				
6	-Select PE-				
7	-Select PE-				
8	-Select PE-				
9	-Select PE-				
10	-Select PE-				
11*	-Select PE-				
<b>TOTAL HOURS=</b>					

\* If more space is needed, please continue on another page, continuing to number experiences starting with "12" ensuring a total minimum of 240 clock hours.

\*\* Excluding documented mentor teacher/content leader experience, no more than 50 hours will be accepted per leadership experience.

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

Original Signature of Current Employing Authority	Title and Name of Employing Authority
Original Signature of Applicant	Date

## SUMMARY SHEET

### BRIEF DESCRIPTION OF EDUCATIONAL LEADERSHIP EXPERIENCE – **ALTERNATE PATH 2**

#### PLEASE TYPE:

This form must be completed for **EACH** leadership experience listed on the Leadership Experience Calculation Chart.

Leadership Experience # as listed on "Leadership Experience Calculation Chart" \_\_\_\_\_

Aligns with Bulletin 125 Performance Expectation # <sup>-Select-</sup>\_\_\_\_\_

Number of Hours (*Not to exceed 50 per experience*): \_\_\_\_\_

Location/Site of Experience: \_\_\_\_\_

Briefly Describe the Leadership Experience (***PLEASE TYPE YOUR EXPLANATION.***)

*Description will vary depending on the particular activity/experience. The description should include such things as goals of the activity, outcomes of the activity, participants involved, lessons learned, and other pertinent information.*

#### Goals of Activity:

--

#### Leadership Actions:

--

#### Participants Involved:

--

#### Outcomes of the Activity:

--

#### Lessons Learned:

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***For each leadership experience, you MUST complete this description page and attach artifacts and letters of reference that speak to the specific experience.***

## SAMPLE EDUCATIONAL LEADERSHIP EXPERIENCES CONSIDERED FOR ALTERNATE PATHWAY 2 (240 Clock Hours)

When documenting the 240 clock hours required for obtaining Educational Leadership via alternate pathway 2, the activities listed below are examples that **could** be considered. Leadership experiences **are required** to align with [leadership standards outlined in Bulletin 125](#) and **documented** with the leadership portfolio containing artifacts that support each experience in the form of agendas, sign-in sheets, pictures, copies of presentations, etc. The documented experiences should include a variety of activities as the portfolio is essentially substituting for a master's degree in educational leadership.

Description of Activity
Led an instructional committee that is part of a structured audit or re-examination with the potential re-crafting of a school's vision or mission, perhaps in preparation for renewal of accreditation by a regional accreditation agency (e.g. SACS) or review by the state department of education.
Led a district principals' meeting and/or a state leadership conference and made a presentation on effective change practices.
Led the development, scheduling, and implementation of a special activity at the school. (e.g. open house, student orientation, teacher orientation, literacy initiative, new instructional strategy, school wide fundraising, career night, etc.).
Led the school leadership team in conducting and analyzing purchases to determine alignment with student needs.
Led the school's preparation for a technical assistance visit by a comprehensive school reform group such as High Schools that Work, Making Middle Grades Work, Teacher Advancement Program. Worked with the school coordinator to assemble the needed documentation and develop the schedule.
Led a faculty study team in analyzing root causes of poor achievement in core areas such as literacy and numeracy; formulated and implemented a set of actions and assessed the results.
Led a faculty study team in examining the effectiveness of lower level courses in advancing student achievement based on results; developed and implemented a plan of action for teaching these students at higher standards.
Led an articulation project with a feeder school in which the expectations to which the students were held in lower grades are shared with upper grade teachers, so that teachers can hold students to more rigorous expectations as they advance from grade to grade.
Observed classrooms for evidence that faculty members have both high expectations for all students and provide consistent academic support to those who need it so they can be successful at an advanced level. Cite specific examples observed throughout the school.
Observed classroom lessons with the principal and used the district's observational documents and processes to participate in providing feedback to teachers about the extent to which their instruction is standards-based and engaging to students.
Led a professional development session on a new research-validated instructional strategy aligned with the school improvement plan. Follow up by coaching and providing feedback to a small group of teachers as they embed the new strategy into their instructional program.
Led a series of interviews with students focusing on their perceptions of the instructional strategies used by their teachers. Summarize conclusions for the principal.
Selected or evaluated staff development professionals to learn effective staff development strategies to train teachers.
Participated in designing a survey for teachers to identify the types of direct assistance teachers desire from supervisors and from fellow teachers to support student learning, distributed the survey, collected and analyzed data.
Participated in the development and/or delivery of a professional development workshop focused on the implementation of research-based teaching strategies to meet the learning needs of students in your school.
Led a series of interviews with teachers focusing on their perceptions of a proposed program of innovation in the school. Summarize conclusions for the principal.

Planned and/or implemented a student mentoring program to provide caring adult role models. This includes activities such as the training of adult role models, the development and revision of program resources, and the monitoring of mentoring sessions with feedback to adult role models as needed.
Planned, administered, analyzed and shared the results of a student satisfaction survey with appropriate groups.
Planned and implemented a process for teachers to share information gained at professional development meetings with appropriate members of the school staff. (e.g. professional development sessions, team meeting, web-based sharing system).
Participated in the development of the master schedule and/or the scheduling of students.
Prepared and/or delivered an explanation of the master schedule to the administration and faculty.
Developed a schedule that provides teams of teachers with common planning time together to review student data and adjust instructional delivery to meet student needs.
Developed and implemented a schedule that provides time to provide literacy and numeracy interventions (RTI) to identified students.
Led the development (department level; grade level or whole school) of a grant application.
Served as project administer or manager over a school resource (i.e. grant budget, inventory, shared computer lab, etc.)
Conducted coaching activities with teachers such as classroom observations with follow-up to debrief, model lessons to demonstrate effective practices, and/or lesson plan review and feedback to improve instructional planning.
Served as a district coordinator, school curriculum coordinator, content leader, master teacher, etc.
Served as a mentor teacher for new teachers or a supervising teacher for student teachers – Limited to 100 clock hours.
Served successfully as a school assistant principal or principal in an approved school system.



**LOUISIANA**  
**Department of Education**

**Educational Leader Practitioner/Residency Program**  
**Completion Verification Form**  
**(Private Providers Only)**

Private Providers recommending candidates for Educational Leader Level 1 certification must verify that all program requirements have been met. The support team (e.g., residency supervisor, school-based principal mentor, etc.) must meet to review the performance of the practitioner to determine if he/she has demonstrated educational leadership proficiency and readiness for licensure.

Applicant's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Candidate completed an administrative intern at the following locations:

Schools: \_\_\_\_\_ District: \_\_\_\_\_

**Review of Practitioner Leader's Performance ( Mid-Year and End of Program)**

- \_\_\_\_\_ Practitioner leader successfully demonstrates skills and knowledge aligned to Louisiana's educational leadership standards.
- \_\_\_\_\_ Areas of weakness were detected at mid-year review. Areas of remediation and additional study were identified for this practitioner. A plan of study was prescribed. A copy of the prescription plan is attached.

**Educational Leader Level 1 License Status**

- \_\_\_\_\_ Practitioner leader has completed the initial summer institute training and a follow-up summer training that built skills in the areas of instructional, organizational, and personal leadership based on curriculum aligned to *Standards for Educational Leaders in Louisiana*.
- \_\_\_\_\_ Practitioner leader has completed residency experiences in at least two different schools that covered a full range of activities and responsibilities associated with all phases of school administration.
- \_\_\_\_\_ Practitioner leader has completed weekly sessions and a minimum of four seminars during the school year that addressed immediate needs.
- \_\_\_\_\_ Practitioner leader completed a portfolio demonstrating skills needed to collaborate with teachers and use data to increase student achievement; successfully observe, evaluate, and provide feedback to teachers to improve student achievement; and lead the school or a portion of the school through a change process that helps to build a positive school community.
- \_\_\_\_\_ Practitioner leader completed an Educational Leadership Development Plan (an individualized learning plan that outlines areas of development in each of the *Standards for Educational Leaders in Louisiana*).
- \_\_\_\_\_ Practitioner leader received support , one-on-one supervision and placed at an appropriate site with a strong principal.
- \_\_\_\_\_ Practitioner leader has completed a minimum of 125 days serving as an administrative intern and a passing score on the School Leaders Licensure Assessment.

*I certify that the above named applicant has completed all requirements of this approved Educational Leader Practitioner Program as specified by the Louisiana Department of Education, and I hereby recommend this individual for certification.*

\_\_\_\_\_  
Name of BESE-approved LA Program Provider

\_\_\_\_\_  
Signature of Private Provider

\_\_\_\_\_  
Date