

Want to Be an Educational Leader?

Educational Leader Certification Pathways, Tips, and Tricks



What is an Educational Leader?

Educators who fill school or district leadership positions are **Educational Leaders**.

Louisiana law and policy require Educational Leaders to hold proper certification. Certification is a result of preparation and successful assessment outlined in [Bulletin 746 - LA Standards for State Certification of School Personnel](#) and [Bulletin 125 – Standards for Educational Leaders in LA](#). These policies were designed by LDOE and adopted by the Board of Elementary and Secondary Education (BESE) to create a rich workforce of available educational leaders in our state.



Leadership Endorsements Preceding Current EDL Certification Structure

The current EDL certification structure was fully implemented **January 1, 2009**. Prior to current certification structure, educators were granted certification endorsements on their teaching certificates by fulfilling add-on requirements. Leadership **endorsements** included:

- Elementary or Secondary Provisional Principal
- Principal
- Parish/City Supervisor of Instruction
- Parish/City Supervisor of Special Education, and
- Superintendent.

These endorsements are **valid** as long as the teaching certificate remains valid.



Current EDL Certification Structure

Current EDL certification structure allows for a **stand-alone** EDL certificate, separate from the educator's teaching certificate.

- Educational Leader 1 (EDL1)
- Educational Leader 2 (EDL2)
- Educational Leader 3 (EDL3)

For a brief period, Educational Leader 1, 2, or 3 was added as an endorsement on the teaching certificate. Leaders with any of the old endorsements are still permitted to serve with those credentials, but new leaders are issued certification via the stand-alone EDL certificate.



EDL Types and Associated Roles

- **Educational Leader 1 (EDL1)** - extendable, advanceable, three year certificate permitting service as a school or district level leader in any/all roles with the exception of Assistant Superintendent and Superintendent
- **Educational Leader 2 (EDL2)** - renewable, five year certificate permitting service as a school or district level leader, like the EDL1, where the educator has demonstrated successful leadership experience through effective evaluations



EDL Types and Associated Roles

- **Educational Leader 3 (EDL3)** - renewable, five year certificate permitting service as a Superintendent or Assistant Superintendent
- **Ancillary Educational Leader in Special Education (AN EDL in SpEd)** - renewable, five year certificate permitting service as a school or district supervisor, director, or coordinator of special education **only**



Educational Leadership Pathways and Providers

Educational Leader certification may be obtained via one of the **four** following pathways, through [approved program providers](#) where applicable:

- [Graduate Degree Pathway](#) - for certified teachers who have earned a graduate degree in the area of “Educational Leadership” specifically from an accredited institution of higher education
- [Alternate Pathway 1 \(Individualized Plan-of-Study\)](#) - for certified teachers who hold a graduate degree and have fulfilled an individualized, competency-based educational leadership plan-of-study from an accredited institution of higher education



Educational Leadership Pathways and Providers

Educational Leader certification may be obtained via one of the four following pathways, through [approved program providers](#) where applicable:

- [Alternate Pathway 2 \(240 Clock Hours\)](#)-for certified teachers who hold a graduate degree ***in education*** from an institution of higher education and portfolio evidence of 240 clock hours of educational leadership experiences
- [Alternate Pathway 3 \(Ed Leader Practitioner Program\)](#)-for certified teachers who hold a baccalaureate degree from an accredited institution of higher education and have successfully completed a BESE-approved competency-based educational leader practitioner (residency) program



Requirements for All EDL1 Pathways

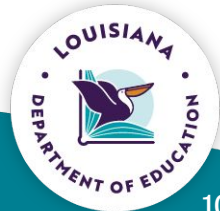
- Hold or be eligible to hold a LA Type B or Level 2 teaching certificate or have a comparable out-of-state teaching certificate
- Have three years of **teaching** experience
- Successful completion of either the [Praxis School Leaders Licensure Assessment \(SLLA\)](#) or the [Louisiana Leadership Assessment Series \(LLAS\)](#)



EDL1 Graduate Degree Pathway

Eligibility for the [EDL1 via Graduate Pathway](#) requires:

- Awarded a graduate degree in the area of “**Educational Leadership**” from an accredited institution of higher education
- If the degree is not conferred on official transcripts in "Educational Leadership" **specifically**, a letter from the dean of education or the dean of the graduate school verifying that the degree program is aligned with the National Policy Board for Educational Administration's Professional Standards for Educational Leaders (PSEL) may be considered



EDL1 Alternate Pathway 1: Individualized Plan-of-Study

Eligibility for the [EDL1 via Alternate Pathway 1](#) requires **all** of the following:

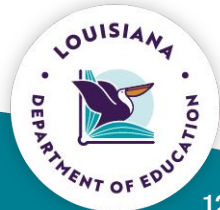
- Awarded a graduate degree from an accredited institution of higher education.
- Completion of an **individualized program** of educational leadership from an accredited institution of higher education.
- An individualized program will be developed based on a screening of each candidate's competencies upon entering into the graduate alternative certification program.



EDL1 Alternate Pathway 2: 240 Clock Hours

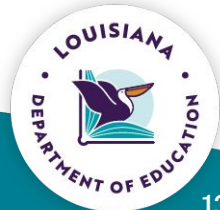
Eligibility for the [EDL1 via Alternate Pathway 2](#) requires **all** of the following:

- Completion of a **graduate degree** program *in education* (i.e. MAT, MEd) from an accredited institution of higher education
- Documented evidence of **240 clock hours of leadership experiences** at the school and/or district level; documented with portfolio, artifacts, and supervisors' signatures



EDL1 Alternate Pathway 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.
- Hours submitted should be **varied, substantive and outside the scope** of regular classroom instruction and day-to-day duties.
- The portfolio is to be submitted as a single PDF, not to exceed 100 pages.



EDL1 Alternate Pathway 2: 240 Clock Hours

LOUISIANA DEPARTMENT OF EDUCATION

Educational Leader Evaluation
Alt Path 2 -- (240 Clock hour)

Applicant:

♦ 240 LEADERSHIP HOURS USED TOWARDS CERTIFICATION

Leadership Exp. Ref.#	Professional Standards for Leaders Performance Expectation (B125)	Number of Hours Submitted by Applicant	Number of Hours Accepted by LDOE	Notes
				Hours should be distributed across all performance expectations, making sure to address all six. No more than 50 hours* will be accepted per leadership experience.

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*Exception: Service as a mentor teacher or content leader can be credited up to 100 clock hours.

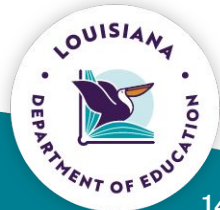
Total Hours Used Towards 240 Eligibility	Total Hours Needed For Eligibility	Notes

Certification Specialist: Date:

Performance Expectations for Leaders, per B125: PE1–Vision, Mission, Goals; PE2–Teaching and Learning; PE3–Managing Organizational Systems and Safety; PE4–Collaborating with Families and Stakeholders; PE5–Ethics and Integrity; PE6–The Education System

Professional Standards for Educational Leaders: Performance Expectations

1. Vision, Mission and Goals
2. Teaching and Learning
3. Managing Organizational Systems and Safety
4. Collaborating with Families and Stakeholders
5. Ethics and Integrity
6. The Education System



240 Clock Hour Portfolio Tips

- Artifacts must be concrete examples of the applicant's work completed in the real-world experience. This pathway was designed for those who have been serving in leadership positions and accepting responsibilities **outside of their day-to-day responsibilities** to grow into an effective leader.
- Since the portfolio hours are taking the place of an entire graduate-level degree, the hours are equivalent to coursework. Therefore, just as a preparation program would include multiple assignments and exams to demonstrate mastery, your portfolio should provide concrete examples of work completed. Certification is **evidence-based**.
- Hours for similar experiences are limited to **50 hours total**. For example, delivering professional development is limited to 50 hours total, not 50 hours per professional development delivered.
- **Service** as a Mentor Teacher or a Content Leader may **TOTAL** 100 hours.



240 Clock Hour Portfolio Tips

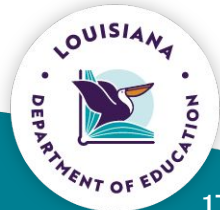
- Artifacts should support the summary, be representative of the number of hours requested, and should be actual work products demonstrating how the applicant was leading the experience.
 - Artifacts can include items such as mentee evaluation or feedback, notes on guidance provided, presentation slides, handouts, reports/documents created, data analyzed, systems developed, or other explicit examples of the educator's experiences. Your authorship should be clear.
 - Submitting only a few artifacts for an experience will most likely not be sufficient evidence to award a large sum of hours.
 - Simply attending a training, conference, workshop, and/or leadership meeting (ILT, SBLC, etc) is not proof of leadership. To be awarded hours, you must provide concrete evidence that the material learned was redelivered or implemented in some way. We need to see how you were a **leader** in this experience.
 - Shadowing, interviewing, or otherwise watching leaders to learn more about what they do is not awarded hours. What did **YOU** do to lead in this experience?
 - A support or verification letter alone is not sufficient to award hours.



EDL1 Alternate Pathway 3: Ed Leader Practitioner Program

Eligibility for the [EDL1 via Alternate Pathway 3](#) requires the following:

- Demonstrate strong knowledge of instruction by completing an approved **competency-based educational leader practitioner (residency) program** as outlined in [Chapter 7 of Bulletin 996](#)
- Documented by the provider completing the “Educational Leader Practitioner/Residency Program Completion Verification” form.
- ✦ This is the only pathway that does not require a graduate degree.



Educational Leader in Special Education Ancillary (AN EDL in SpEd)

This is not a standard EDL certification. This is the only option for applicants that have not completed teacher preparation and do not hold teaching certification.

Eligibility for [AN EDL in SpEd](#) requires **all** of the following:

- Hold one of the following valid Louisiana ancillary certificates or be considered certified by BESE by holding the appropriate Louisiana license:
 - educational diagnostician
 - certified school psychologist
 - speech therapist/speech-language pathologist
 - speech and hearing therapist
 - school social worker, or
 - audiologist



Educational Leader in Special Education Ancillary (AN EDL in SpEd)

Eligibility for [AN EDL in SpEd](#) requires **all** of the following:

- **Three years of experience** working with students in the area(s) of certification
- **Graduate degree** from an accredited institution of higher education
- Documented **240 clock hours** of educational leadership experiences, **and**
- Successful completion of either the [Praxis School Leaders Licensure Assessment \(SLLA\)](#) or the [Louisiana Leadership Assessment Series \(LLAS\)](#).



EDL Certification Process

The [Educational Leader \(EDL\) application packet](#) is used to request certification and/or eligibility for certification. Submission of the application is completed via [Teach LA Live! Online Certification Portal](#).

- **If employed** in a Louisiana school system as a leader, the **school system should submit** the application on the educator's behalf.
- **If not yet employed** in a Louisiana school system as a leader, the **educator or school system may apply** for eligibility.
- Applications for renewal or to advance to the EDL2 or 3 **must be submitted by the school system.**



EDL1 Eligibility, Validity, and Extensions

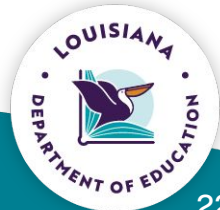
- An **eligibility statement** is placed on the educator's certification record if eligible but not yet employed as an educational leader in a Louisiana school system. An **eligibility letter** is also provided to the educator for use when applying for positions. EDL1 eligibility **does not expire**.
- Once hired as a leader in a Louisiana school system, the EDL1 certificate is issued at the employer's request.
- The **EDL1 certificate is valid for three years** initially and may be extended thereafter for a period of one year at the request of the employer if needed. EDL1 certificates are limited to two extensions.



EDL2 Issuance

Advancing to the [EDL2 certificate](#) requires the following:

- Hold or be eligible to hold an EDL1 certificate, Louisiana provisional principal certification, or comparable level out-of-state educational leader certificate
- Three years of ***teaching*** experience, and
- At least **three years** of effective evaluations as a leader in an approved setting.



EDL2 and Ancillary EDL in SpEd Renewals

The **EDL2** and the **AN EDL in SpEd** are valid for five years and are 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 for **school-level leaders** in a **public** setting must be verified via Compass leader (L) evaluations entered into the CIS.
- Effectiveness for **school-level leaders** in a **nonpublic** setting is verified with local evaluations as documented on the [Local Evaluation Attestation](#).
- Effectiveness for **district-level leaders** is verified with local evaluations as documented on the [Local Evaluation Attestation](#).

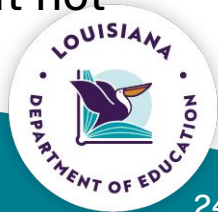


EDL3 Eligibility and Issuance

The [EDL3](#) requires **all** of the following and is only issued when hired as an **Assistant Superintendent or Superintendent** in a Louisiana school system:

- Hold or be eligible to hold an EDL2 or one of the Louisiana administrative or supervisory certifications that preceded the EDL certification structure
- Have **five years** of successful **administrative or management experience** in education at the level of assistant principal or above, with the assistant principal experience limited to a maximum of two years of that experience,
- Have three years of **teaching** experience, and
- Have a passing score on the [Praxis School Superintendent Assessment \(SSA\)](#).

A statement is placed on the educator's certification record if eligible but not yet employed in a qualifying role as with EDL1.



EDL3 Renewal

- Once the educator is hired as an Assistant Superintendent or Superintendent, the five year EDL3 certificate is issued at the request of the Louisiana school system.
- The EDL3 is renewable by successfully meeting the standards of effectiveness verified with local evaluations as documented on the [Local Evaluation Attestation](#).



EDL Application Tips

Tips for submitting a request for EDL eligibility:

- **Combine** all documents into a single PDF before submitting.
- Application is completed electronically.
- Copy of applicant's **social security card and driver's license**/state ID are required.
- Conduct and include the **self-evaluation** for the certificate/pathway requested. The self-evaluations for Alternate Path 2 (240) and 3 (Practitioner) also contain the additional required documents for that pathway.
- **Follow all directions** within application packet/checklist to ensure efficient processing.



Maintaining EDL and Teacher Certification

- Educators **serving on EDL** certificates should work with their HR office to place their **teaching certificates** into *non-practicing status* to preserve the validity on the teaching certificate.
- If the educator returns to teaching, then the EDL would be placed into *non-practicing* while the educator serves on the teaching certificate.
 - Non-practicing status ‘freezes’ the validity of the certificate not in use.
 - The requested effective date of non-practicing status should be the last date of employment in a role appropriate to the certificate and **within the certificate’s validity period**, no earlier than August 1, 2012.



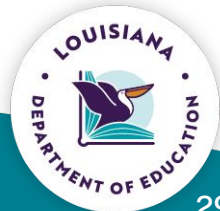
Maintaining EDL and Teacher Certification

- Certificates may be ‘retroactively’ placed into non-practicing status if this was not done when changing roles.
- A request for non-practicing status ***must be submitted by the employing school system*** with accurate verification from the school system of the dates of employment in each role.



Maintaining EDL and Teacher Certification

- Educators with lifetime certification, under old certification structure (Type A/B), would **do nothing** to the certificate(s) in terms of non-practicing status.
- EDL certificates **are not** placed into Operational Role.
 - All **school-level** leaders in a public setting must be **evaluated in Compass**.
 - District-level leaders and leaders in a nonpublic setting would be evaluated with [Local Evaluation Attestation](#).



Out-of-State Leadership Options and Reciprocity

Louisiana also offers the Out-of-State Principal (OSP) and Out-of-State Superintendent (OSS) certificates for those leaders who have **not 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 requests.



Out-of-State Leadership Options and Reciprocity

- We encourage experienced out-of-state certified leaders to carefully review the [EDL 1 and EDL2 requirements](#) **BEFORE** seeking certification via OSP and OSS.
- Leadership roles for OSP and OSS certified educators are restricted to **principal** or **superintendent** respectively with those certificates.
- **Employment** by a Louisiana public school system to serve as a principal or superintendent is required to issue the certificate. An eligibility letter may be issued if not yet employed in a qualifying position.



Out-of-State Leadership Options and Reciprocity

- Out-of-State certified leaders with a minimum of two years of successful experience as a principal or assistant principal in another state, but lacking the three years of teaching experience or other requirements for EDL certification, may qualify for OSP1.
- OSP2 **requires a passing score** on the School Leaders Licensure Assessment. A minimum of four years of successful experience as a principal or assistant principal in another state may waive the exam.



Out-of-State Leadership Options and Reciprocity

Out-of-State-Superintendent (OSS) certification requires **all** of the following:

- A **certificate** from another state **to serve** as a **school superintendent**
- A **graduate degree** from an accredited institution of higher education
- **Five years** of successful leadership experience in education at the level of assistant principal or above with assistant principal experience limited to a maximum of two years of that experience, and
- Three years of successful **teaching** experience.



The Certification Office communicates via the [TeachLA Live! Online Certification Portal](#).

Services include:

- A free, personalized, authenticated account
- Portal to submit questions which are answered within days by certification staff
- Secure portal to submit certification applications
- Access to certification policy
- Online certification fee processing

