

Certification Checklist

Alternate Certification

- Complete Launch Livingston Teacher Certification Support Form on District Website Under Non-Certified: bit.ly/LaunchLivingston
- Contact Program Provider of Choice & Submit Application (see those listed under Preparation Providers)
- Complete Phase 1/Pre-Hire Course Requirements Depending on Program of Choice
- Complete Praxis Requirements for Content Area
- Complete Plan of Study or Intent to Employ Provided by Preparation Provider
- Apply for Practitioner License PL with LDOE - the program provider will initiate this application. Must be issued by Oct. 1 for Fall and Feb. 1 for Spring Mentoring. Please note the program provider will send the PL application to the teacher, principal, and Tiffany Lee in HR for electronic signatures. Please check personal email account for signature request.
- Contact Melissa Richardson to assign credentialed mentor by Oct. 1 for fall or Feb. 1 for spring
- Participate in 5 hours weekly of mentoring support by a credentialed mentor.
- Ensure mentor is submitting weekly documentation of mentoring in the areas of co-teaching, collaborative planning, observation, and feedback.
- Apply for Level 1 Certification or PL Renewal after two semesters of credentialed mentor support.

Traditional Certification

- Complete Launch Livingston Teacher Certification Support Form on District Website