



**TEACHER AND EDUCATIONAL LEADER
CERTIFICATION**

**OFFICIAL PLAN FORMS AND REQUESTS
FOR CHANGES/ADDITIONS FORMS
(REVISED)**

BOARD OF REGENTS

February 13, 2011

Revised June 1, 2018

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INTRODUCTION

A. Procedures

Once universities have received formal approval from the Board of Regents (public universities only) and Board of Elementary and Secondary Education to offer teacher preparation programs in specific certification areas, universities are required to submit Official Plan Forms to the State that identify the specific courses that will be required for program completion. The Board of Regents will review the plans, sign the approval forms, and provide universities with copies of the signed documents to indicate official approval of the Official Plan Forms.

As universities make future changes to the Official Plan Forms to strengthen the programs, they must submit a Request to the Board of Regents identifying the courses that will be changed. Requests are also needed if additional types of certification will be added to existing programs. These changes will be reviewed for approval by staff within the Board of Regents once the changes are submitted. Universities will be provided signed documents indicating approval of the changes. All documents will be maintained by the Board of Regents.

Copies of all Official Plan Forms and Request Forms are provided in this document. All forms should be submitted to the following address:

Teacher Education Initiatives
Louisiana Board of Regents
Claiborne Building - Suite 6-200
1201 North 3rd Street
Baton Rouge, LA 70802

The forms may be submitted electronically to: Dr. Susannah F. Craig at Susannah.craig@laregents.edu.

B. Official Plan Signature Page

When submitting Official Plan Forms and Request Forms, all universities and private providers must submit one Official Plan Signature Page for all Official Plan Forms and Request Forms being submitted. Official Plan Signatures Pages are not needed for each individual plan or request. The signature of a campus head or designee must be provided on the signature form. The signature of the College of Education dean must be provided on the signature form for all College of Education deans must be aware of all new programs that will need to meet national accreditation (e.g., NCATE, TEAC, etc.) expectations. The signature of another college dean will be required on the signature page if concentrations/minors will be offered in other colleges (e.g., Arts/Sciences/ Humanities, Business, etc.). A copy of the form has been included in this document.

C. Official Plan Forms

Universities must submit Official Plan Forms when a new program is approved and when existing programs are changed. Information pertaining to semester hours, course prefixes, course names, and course titles for all undergraduate and alternate certification teacher preparation programs will be provided on the forms. Copies of the forms have been included in this document.

D. Request Forms

Universities must submit Request Forms when changes are needed for existing programs or when wanting to add new types of certifications or new types of alternate programs to existing programs. Copies of the following forms have been included in this document.

Form 1: Request for Change in Official Plan

Please use the Request for Changes in Official Plan form if a campus wants to change the curriculum after the Official Plan has been approved by the Board of Regents and Board of Elementary and Secondary Education.

Form 2: Request for Addition of Grade Levels and/or Certification Areas

Please use the Request for Addition of Grade Levels and/or Certification Areas form if a campus wants to add a grade level span and/or content area to a program that has already been approved. As an example, this form should be completed if a university wants to add “Biology Education – Grades 6-12” to a Practitioner Teacher Program that has already been approved by the Board of Regents and Board of Elementary and Secondary Education.

Form 3: Request for Addition of a New Type of Alternate Pathway

Please use the Request for Addition of a New Type of Alternate Pathway form if a campus wants to offer a new type of alternate certification program. As an example, this form should be completed if a campus is offering an approved Master of Arts in Teaching degree in Alternate Certification and wants to add a Certification-Only Alternate Program. As a second example, this form should be completed if a campus is offering an approved baccalaureate degree in Elementary Education – Grades 1-5 and wants to add a Practitioner Teacher Program in Grades 1-5.

Form 4: Request for Addition of a Teacher Leader Endorsement and/or an Alternate Path to a Master’s Degree in Educational Leadership

Please use the Request for Addition of a Teacher Leader Endorsement and/or An Alternate Path to a Master’s Degree in Educational Leadership if a campus wants to add the Teacher Leader Endorsement or Alternate Path to an Educational Leadership Program. This form can only be used if the university has an approved Master of Education in Educational Leadership degree.

Form 5: Request for Termination of a Non-Degree Program

Please use the Request for Termination of a Non-Degree Program form if a campus wants to no longer offer a Practitioner Teacher Program or a Certification-Only Program. The same form should be used if a campus wants to eliminate single areas of certification (e.g., Physics Education Grades 6-12) within a non-degree program.

For additional information, please contact Susannah F. Craig at Susannah.craig@laregents.edu within the Board of Regents.

**BOARD OF REGENTS & LOUISIANA
DEPARTMENT OF EDUCATION**

OFFICIAL PLAN SIGNATURE PAGE

Name of University:	
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CAMPUS APPROVAL:

The signatures on this page certify that the attached Official Plan(s) and Request(s) have been approved for submission to the Board of Regents and Louisiana Department of Education by the Campus Head (or designee) and College of Education Dean (or designee). In addition, the signature of the dean from another college (e.g., Arts/Sciences/Humanities, Business, etc.) has been provided if minors/concentrations are being offered outside the College of Education.

Campus Head or designee

Date

College of Education Dean or Designee

Date

College of Other College Dean or Designee

Date

STATE APPROVAL:

The signatures on this page certify that the Board of Regents and Louisiana Department of Education have reviewed the Official Plan forms and determined that the courses address state certification requirements.

Board of Regents Designee

Date

Please submit one Official Plan Signature Form for all Official Plans and Requests being submitted.

OFFICIAL PLAN FORMS

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (EARLY CHILDHOOD EDUCATION - GRADES PK-3)

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification:	Early Childhood Education – Grades PK-3

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the baccalaureate degree in Early Childhood Education - Grades PK-3.

Program Requirements		Semester Hours Required	Course Prefixes And Numbers	Course Titles
GENERAL EDUCATION	English <i>(12 semester hours)</i>			
	Mathematics <i>(9 semester hours)</i>			
	Science <i>(9 semester hours)</i>			
	Social Studies <i>(6 semester hours)</i>			
	Arts <i>(3 semester hours)</i>			
	KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(15 semester hours)</i>			
METHOD- OLOGY AND TEACHING	Teaching Methodology & Strategies <i>(6 semester hours)</i>			
	Student Teaching <i>(9 semester hours)</i>			

**BACCALAUREATE DEGREE PROGRAM
OFFICIAL PLAN (EARLY CHILDHOOD - GRADES PK-3)
(CONT'D)**

Name of University: _____

Program Requirements		Semester Hours Required	Course Prefixes And Numbers	Course Titles	
FOCUS AREAS	Nursery School & Kindergarten <i>(12 semester hours)</i>				
	Reading & Language Arts <i>(12 semester hours)</i>				
	Mathematics <i>(9 semester hours)</i>				
	FLEXIBLE HOURS FOR THE UNIVERSITY'S USE <i>(18 or more semester hours)</i>				
	TOTAL HOURS <i>(120 or more semester hours)</i>				

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (ELEMENTARY EDUCATION - GRADES 1-5)

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification:	Elementary Education – Grades 1-5

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the baccalaureate degree in Elementary Education - Grades 1-5.

Program Requirements	Semester Hours Required	Course Prefixes And Numbers	Course Titles
GENERAL EDUCATION	English <i>(12 semester hours)</i>		
	Mathematics <i>(12 semester hours)</i>		
	Science <i>(15 semester hours)</i>		
	Social Studies <i>(12 semester hours)</i>		
Arts <i>(3 semester hours)</i>			
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(15 semester hours)</i>			

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (ELEMENTARY EDUCATION - GRADES 1-5) (CONT'D)

Name of University: _____

Program Requirements		Semester Hours Required	Course Prefixes And Numbers	Course Titles
FOCUS AREAS	Reading & Language Arts <i>(12 semester hours)</i>			
	Mathematics <i>(9 semester hours)</i>			
METHOD- OLOGY AND TEACHING	Teaching Methodology & Strategies <i>(6 semester hours)</i>			
	Student Teaching <i>(9 semester hours)</i>			
FLEXIBLE HOURS FOR THE UNIVERSITY'S USE <i>(15 or more semester hours)</i>				
TOTAL HOURS <i>(120 or more semester hours)</i>				

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (MIDDLE SCHOOL EDUCATION - GRADES 4-8)

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Areas:	Middle School Education – Grades 4-8
	<i>List the content area(a) for certification (e.g., Mathematics, Science, Social Studies, and/or English):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the baccalaureate degree in Middle School Education – Grades 4-8.

Program Requirements	Semester Hours Required	Course Prefixes And Numbers	Course Titles	
GENERAL EDUCATION	English <i>(12 semester hours)</i>			
	Mathematics <i>(12 semester hours)</i>			
	Science <i>(15 semester hours)</i>			
	Social Studies <i>(12 semester hours)</i>			
	Arts <i>(3 semester hours)</i>			
	KNOWLEDGE OF THE LEARNER & LEARNING ENVIRONMENT <i>(15 credit hours)</i>			

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (MIDDLE SCHOOL EDUCATION - GRADES 4-8) (CONT'D)

Name of University:	
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Program Requirements	Semester Hours Required	Course Prefixes And Numbers	Course Titles
FOCUS AREAS: <i>(Note: Students should complete a minimum of 19 semester hours when completing the semester hours in this section and the semester hours in the General Education Section for their specific areas of certifications.)</i>	English <i>(7 semester hours)</i>		
	Social Studies <i>(7 semester hours)</i>		
	Mathematics <i>(7 semester hours)</i>		
	Science <i>(4 semester hours)</i>		
MEHTOD- OLOGY & TEACHING	Reading <i>(6 semester hours)</i>		
	Teaching Methodology & Strategies <i>(9 semester hours)</i>		
	Student Teaching <i>(9 semester hours)</i>		
FLEXIBLE HOURS FOR THE UNIVERSITY'S USE <i>(13-16 or more semester hours)</i>			
TOTAL HOURS <i>(120 or more semester hours)</i>			

**BACCALAUREATE DEGREE PROGRAM
OFFICIAL PLAN (SECONDARY EDUCATION - GRADES 6-12)
(DEGREES MAY BE OFFERED BY COLLEGE OF EDUCATION, COLLEGE OF ARTS/SCIENCES/
HUMANITIES, OR OTHER COLLEGES)**

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Area:	Secondary Education – Grades 6-12
	<i>List the content area for certification (e.g., Mathematics, Biology, Social Studies, Chemistry, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Baccalaureate Degree in Secondary Education – Grades 6-12.

Program Requirements		Semester Hours Required	Course Prefixes And Numbers	Course Titles
GENERAL EDUCATION	English <i>(6 semester hours)</i>			
	Mathematics <i>(6 semester hours)</i>			
	Sciences <i>(9 semester hours)</i>			
	Social Studies <i>(6 semester hours)</i>			
	Arts <i>(3 semester hours)</i>			
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(15 semester hours)</i>				
METHODOLOGY & TEACHING	Reading <i>(3 semester hours)</i>			
	Teaching Methodology & Strategies <i>(6 credit hours)</i>			
	Student Teaching <i>(9 semester hours)</i>			

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (SECONDARY EDUCATION - GRADES 6-12) (CONT'D)

Name of University:	
Type of Certification & Content Area:	Secondary Education – Grades 6-12
	<i>List the content area for certification (e.g., Mathematics, Biology, Social Studies, Chemistry, etc.):</i>

Program Requirements	Semester Hours Required	Course Prefixes And Numbers	Course Titles
PRIMARY TEACHING AREA			
<i>(Note: Students should complete a minimum of 31 semester hours when completing the semester hours in this section and the semester hours in the General Education Section for their specific area of certification. As an example, a teacher candidate could complete 6 semester hours of English in the General Education section and 25 semester hours of English in this section for a total of 31 semester hours.)</i> <i>(NOTE: Programs for social studies certification may require 50 or more semester hours.)</i>			
FLEXIBLE HOURS FOR THE UNIVERSITY'S USE (26-35 semester hours)			
TOTAL HOURS (120 or more semester hours)			

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (GRADES K-12)

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Area:	All Grade Levels – Grades K-12
	<i>List the content area for certification (e.g., French, Health & Physical Education, Vocal Music, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the baccalaureate degree for All Levels - Grades K-12.

	Program Requirements	Semester Hours Required	Course Prefixes And Numbers	Course Titles
GENERAL EDUCATION	English <i>(6 semester hours)</i>			
	Mathematics <i>(6 semester hours)</i>			
	Sciences <i>(9 semester hours)</i>			
	Social Studies <i>(6 semester hours)</i>			
	Arts <i>(3 semester hours)</i>			
	KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(18 semester hours)</i>			
METHOD- OLOGY & TEACHING	Reading <i>(3 semester hours)</i>			
	Teaching Methodology & Strategies <i>(6 semester hours)</i>			
	Student Teaching <i>(9 semester hours)</i>			

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (GRADES K-12) (CONT'D)

Name of University:	
Type of Certification & Content Area:	All Grade Levels – Grades K-12
	<i>List the content area for certification (e.g., French, Health & Physical Education, Vocal Music, etc.):</i>

Program Requirements	Semester Hours Required	Course Prefixes And Numbers	Course Titles
PRIMARY TEACHING AREA (MAJOR) <i>(31 or more semester hours)</i>			
FLEXIBLE HOURS FOR THE UNIVERSITY'S USE <i>(4-26 semester hours)</i>			
TOTAL HOURS <i>(120 or more semester hours)</i>			

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (EARLY INTERVENTIONIST PROGRAM – BIRTH TO FIVE)

Name of University:	
Name of College Awarding the Degree:	
Major:	
Minor/Concentration - if appropriate:	
Area of Certification:	Early Interventionist (Birth to Five)

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Baccalaureate Degree – Early Interventionist (Birth to Five) Program.

Program Requirements		Semester Hours Required	Course Prefixes And Numbers	Course Titles
General Education	English (12 semester hours)			
	Mathematics (12 semester hours)			
	Science (12 semester hours)			
	Social Studies (9 semester hours)			
	Arts (3 semester hours)			
Knowledge of the Learner & Learning Environment (15 semester hours) (Infants – Toddlers – and Preschoolers: Child Development/Psychology; Learning Environments/Diversity/Behavior Analysis; Curriculum; Assessment; Interdisciplinary and Interagency Teaming and Consultation)				
Methodology and Teaching	Reading Methodology (6 semester hours)			
	Teaching Methodology & Strategies (9 semester hours) Early Intervention Methods (Infant, Toddler, Preschool); Understanding and Facilitating Play; Teaching Mathematics)			
Student Teaching (9 semester hours (In Infant, Toddler, and Preschool Areas)				

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (EARLY INTERVENTIONIST PROGRAM – CONT'D.)

Name of University:	
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Program Requirements		Semester Hours Required	Course Prefixes And Numbers	Course Titles
Focus Area Requirements	Nursery School and Kindergarten (9 semester hours)			
	Reading (Content) (3 semester hours)			
	Birth – 5 Years (Early Intervention) – Infants, Toddlers, and Preschoolers (18 semester hours) <i>(Foundations in Early Childhood Education and Early Intervention; Physical and Medical Management; Motor Speech/Language Development; Sensory and Communication Differences; and Understanding and Working with Families)</i>			
	Flexible Hours for the University's Use (7 semester hours)			
TOTAL HOURS (124 or more semester hours)				

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN INTEGRATED TO MERGED APPROACH – GRADES 1-5)

Name of University:	
Name of College Awarding the Degree:	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification:	Elementary Education & Special Education Mild/Moderate – Grades 1-5

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Baccalaureate Degree – General Special Education Mild/Moderate: An Integrated to Merged Approach – Grades 1-5).

Program Requirements		Credit Hours Required	Course Prefixes And Numbers	Course Titles
General Education	English <i>(12 semester hours)</i>			
Mathematics <i>(12 semester hours)</i>				
Science <i>(15 semester hours)</i>				
Social Studies <i>(12 semester hours)</i>				
Arts <i>(3 semester hours)</i>				
Knowledge of the Learner & Learning Environment <i>(15 semester hours) (Child Development/ Psychology; Adolescent Psychology, Educational Psychology; The Learner with Special Needs, Classroom Organization and Management; and Multicultural Education) (15 semester hours)</i>				

**BACCALAUREATE DEGREE PROGRAM
OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN
INTEGRATED TO MERGED APPROACH – GRADES 1-5 – CONT'D.)**

Name of University:	
Type of Certification:	Elementary Education & Special Education Mild/Moderate – Grades 1-5

Program Requirements		Credit Hours Required	Course Prefixes And Numbers	Course Titles
Special Education Focus Area (A total of 21 semester hours of special education coursework)				
Methodology and Teaching	Reading and Literacy Content/ Methodology (12 semester hours)			
	Math Content/ Methodology (6 semester hours)			
	Teaching Methodology and Strategies (6 semester hours) (Science and Social Studies must be addressed)			
	Student Teaching (9 semester hours)			
Flexible Hours for the University's Use (3 semester hours)				
TOTAL HOURS (126 or more semester hours)				

**BACCALAUREATE DEGREE PROGRAM
OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN
INTEGRATED TO MERGED APPROACH – GRADES 4-8)**

Name of University:	
Name of College Awarding the Degree:	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Area:	Middle School Education & Special Education Mild/Moderate – Grades 4-8
	<i>List the content area(s) for certification (e.g., Mathematics, Science, Social Studies, and/or English):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Baccalaureate Degree – General Special Education Mild/Moderate: An Integrated to Merged Approach – Grades 4-8).

Program Requirements		Credit Hours Required	Course Prefixes And Numbers	Course Titles
General Education	English <i>(12 semester hours)</i>			
	Mathematics <i>(12 semester hours)</i>			
	Science <i>(15 semester hours)</i>			
	Social Studies <i>(12 semester hours)</i>			
Arts <i>(3 semester hours)</i>				
Knowledge of the Learner & Learning Environment <i>(15 semester hours) (Child Development/ Psychology; Adolescent Psychology, Educational Psychology; The Learner with Special Needs, Classroom Organization and Management; and Multicultural Education)</i>				

**BACCALAUREATE DEGREE PROGRAM
OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN
INTEGRATED TO MERGED APPROACH – GRADES 4-8 – CONT'D)**

Name of University:	
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Program Requirements		Credit Hours Required	Course Prefixes And Numbers	Course Titles	
Focus Area	Special Education Focus Area <i>(A total of 21 semester hours of special education coursework)</i>				
		One Middle School Content Area <i>(21 credit hours)</i>	<i>(Note: General Education coursework may be used to create the 21 semester hours for Middle School Content Areas.)</i>		
		English <i>(9 semester hours)</i>			
		Social Studies <i>(9 semester hours)</i>			
		Mathematics <i>(9 semester hours)</i>			
		Science <i>(6 semester hours)</i>			
Methodology and Teaching	Reading and Literacy Content/ Methodology <i>(6 semester hours)</i>				
	Teaching Methodology and Strategies <i>(6 semester hours)</i>				
	Student Teaching <i>(9 semester hours)</i>				
Flexible Hours for the University's Use <i>(3-6 semester hours)</i>					
TOTAL HOURS <i>(123 or more semester hours)</i>					

**BACCALAUREATE DEGREE PROGRAM
OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN
INTEGRATED TO MERGED APPROACH – GRADES 6-12)**

Name of University:	
Name of College Awarding the Degree:	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Area:	Secondary Education & Special Education Mild/Moderate – Grades 6-12
	<i>List the content area for certification (e.g., Mathematics, Biology, Social Studies, Chemistry, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Baccalaureate Degree – General Special Education Mild/Moderate: An Integrated to Merged Approach – Grades 4-8).

Program Requirements		Credit Hours Required	Course Prefixes And Numbers	Course Titles
General Education	English <i>(6 semester hours)</i>			
	Mathematics <i>(6 semester hours)</i>			
	Science <i>(9 semester hours)</i>			
	Social Studies <i>(6 semester hours)</i>			
	Arts <i>(3 semester hours)</i>			
Knowledge of the Learner & Learning Environment <i>(15 semester hours)</i> <i>(Child Development/Psychology; Adolescent Psychology, Educational Psychology; The Learner with Special Needs, Classroom Organization and Management; and Multicultural Education)</i>				

BACCALAUREATE DEGREE PROGRAM OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN INTEGRATED TO MERGED APPROACH – GRADES 6-12 – CONT'D)

Name of University:	
Type of Certification & Content Area:	Secondary Education & Special Education Mild/Moderate – Grades 6-12
	<i>List the content area for certification (e.g., Mathematics, Biology, Social Studies, Chemistry, etc.):</i>

Program Requirements		Credit Hours Required	Course Prefixes And Numbers	Course Titles
Focus Area	Special Education Focus Area <i>(A total of 21 credit hours of special education coursework)</i>			
		One High School Content Focus Area <i>A total of 30 semester hours in one content area. (Note: General Education coursework may be used to create the 30 semester hours.)</i>		
Methodology and Teaching	Reading and Literacy Content/ Methodology <i>(6 semester hours)</i>			
	Teaching Methodology and Strategies <i>(6 semester hours)</i>			
	Student Teaching <i>(9 semester hours)</i>			
Flexible Hours for the University's Use <i>(6-9 semester hours)</i>				
TOTAL HOURS <i>(123 or more semester hours)</i>				

MASTER OF ARTS IN TEACHING DEGREE – ALTERNATE CERTIFICATION OFFICIAL PLAN

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Areas:	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Master of Arts in Teaching Degree – Alternate Certification.

Program Requirements	Semester Hours Required	Course Prefixes and Numbers	Course Titles
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(15 hours)</i>			
METHODOLOGY AND TEACHING <i>(12-15 hours)</i>			
INTERNSHIP OR STUDENT TEACHING <i>(6-9 hours)</i>			
Other Courses (If Applicable)			
TOTAL HOURS <i>(33-39 hours)</i>			

MASTER OF ARTS IN TEACHING DEGREE – ALTERNATE CERTIFICATION OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN INTEGRATED TO MERGED APPROACH)

Name of University:	
Name of College Awarding the Degree:	
Type of Certification & Content Areas:	<i>List type of certification (e.g., Elementary Education & Special Education Mild/Moderate – Grades 1-5; Secondary Education & Special Education Mild/Moderate – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., Biology, English, Mathematics, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Master of Arts in Teaching Degree – General Special Education Mild/Moderate: An Integrated to Merged Approach).

Program Requirements	Semester hours Required	Course Prefixes and Numbers	Course Titles
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(15 semester hours)</i>			
READING <i>(6-9 credit hours)</i>			
METHODOLOGY AND TEACHING <i>(3-6 semester hours)</i>			
STUDENT TEACHING OR INTERNSHIP <i>(6-9 semester hours)</i>			
ELECTIVES (If Applicable) <i>(0-3 semester hours)</i>			
TOTAL HOURS <i>(33-42 semester hours)</i>			

MASTER OF ARTS IN TEACHING – SPECIAL EDUCATION PROGRAMS OFFICIAL PLAN

Name of University:	
Name of College Awarding the Degree:	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification (<i>e.g., Early Intervention – Birth to Five Years, Significant Disabilities – Grades 1-12, Hearing Impaired - Grades K-12, Visual Impairments/Blind - Grades K-12</i>)	

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Master’s Degree – Alternate Certification – Special Education Programs).

Program Requirements	Semester hours Required	Course Prefixes and Numbers	Course Titles
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT <i>(15 semester hours)</i>			
METHODOLOGY AND TEACHING <i>(12-15 semester hours)</i>			
STUDENT TEACHING OR INTERNSHIP <i>(6-9 semester hours)</i>			
OTHER COURSES (IF APPLICABLE)			
TOTAL HOURS <i>(33-39 semester hours)</i>			

PRACTITIONER TEACHER PROGRAM OFFICIAL PLAN

Name of University:	
Name of College Offering the Program (e.g., College of Education, etc.):	
Type of Certification & Content Area(s):	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Practitioner Teacher Program.

Program Requirements	Semester Hours Required	Course Prefixes and Numbers	Course Titles
TEACHING PREPARATION (SUMMER OF FALL) <i>(9 hours)</i>			
TEACHING INTERNSHIP AND FIRST YEAR SUPPORT <i>(12 hours)</i>			
PRESCRIPTIVE PLAN <i>(0-9 hours)</i>			
TOTAL HOURS (21-33 hours)			

PRACTITIONER TEACHER PROGRAM OFFICIAL PLAN (GENERAL SPECIAL EDUCATION MILD/MODERATE: AN INTEGRATED TO MERGED APPROACH)

Name of University:	
Name of College Awarding the Degree:	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Areas:	<i>List type of certification (e.g., Elementary Education & Special Education Mild/Moderate – Grades 1-5; Secondary Education & Special Education Mild/Moderate – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., Biology, English, Mathematics, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Practitioner Teacher Program – General Special Education Mild/Moderate: An Integrated to Merged Approach).

Program Requirements	Semester hours Required	Course Prefixes and Numbers (if appropriate)	Course Titles/Module Names/Etc.
SUMMER OR FALL PREPARATION <i>(12 semester hours or 180 contact hours)</i>			
TEACHING INTERNSHIP FIRST YEAR <i>(12 semester hours or 180 contact hours)</i>			
END OF FIRST SCHOOL YEAR AND SUBSEQUENT TWO YEAR PRESCRIPTIVE PLAN <i>(3-9 semester hours or 45 to 135 contact hours)</i>			
TOTAL HOURS <i>(27- 33 semester hours or 405-495 contact hours)</i>			

CERTIFICATION-ONLY PROGRAM ALTERNATIVE PATH TO CERTIFICATION

Name of University:	
Name of College Offering the Program (e.g., College of Education, etc.):	
Type of Certification & Content Area(s):	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Certification Only Alternate Program.

Program Requirements	Semester Hours Required	Course Prefixes and Numbers	Course Titles
CLASSROOM READINESS TRAINING (80 contact hours)			
KNOWLEDGE OF THE LEARNER AND LEARNING ENVIRONMENT (12 semester hours)			
METHODOLOGY AND TEACHING (6 semester hours)			
READING COURSES (3-9 semester hours) <i>Grades PK-3: 9 semester hours</i> <i>Grades 1-5: 9 semester hours</i> <i>Grades 4-8: 6 semester hours</i> <i>Grades 6-12: 3 semester hours</i> <i>Grades K-12: 3 semester hours</i>			
INTERNSHIP OR STUDENT TEACHING (6 semester hours)			
TOTAL HOURS (27-33 semester hours)			

EDUCATIONAL LEADERSHIP OFFICIAL PLAN

Name of University:	
Name of College Awarding the Program (e.g., College of Education):	
Type of Certification:	<i>List type of certification (i.e., Master of Education in Educational Leadership, Alternate Path – Educational Leadership, or Teacher Leader Endorsement):</i>

Directions: Please list the course prefixes, numbers, titles, and semester hours that have been approved by your university for the Master of Education in Educational Leadership, Teacher Leader Endorsement, or Alternate Path – Educational Leadership that are aligned with the Standards for School Principals in Louisiana.

STANDARDS FOR EDUCATIONAL LEADERS IN LOUISIANA	COURSE PREFIXES, NUMBERS, TITLES, AND SEMESTER HOURS
<p><i>PERFORMANCE EXPECTATION 1: Vision, Mission, and Goals</i> Ensures the achievement of all students by guiding the development and implementation of a shared vision of learning, strong organizational mission and high expectations for every student.</p>	
<p><i>PERFORMANCE EXPECTATION 2: Teaching and Learning</i> Ensures achievement and success of all students by monitoring and continuously improving teaching and learning.</p>	
<p><i>PERFORMANCE EXPECTATION 3: Managing Organizational Systems and Safety</i> Ensures the success of all students by managing organizational systems and resources for a safe, high performing learning environment.</p>	
<p><i>PERFORMANCE EXPECTATION 4: Collaborating with Families and Stakeholders</i> Ensures the success of all students by collaborating with families and stakeholders who represent diverse community interests and needs and mobilizing community resources that improve teaching and learning.</p>	
<p><i>PERFORMANCE EXPECTATION 5: Ethics and Integrity</i> Ensures the success of all students by being ethical and acting with integrity.</p>	
<p><i>PERFORMANCE EXPECTATION 6: The Education System</i> Ensures the success of all students by influencing interrelated systems of political, social, economic, legal, and cultural contexts affecting education to advocate for their teachers' and students' needs.</p>	

EDUCATIONAL LEADERSHIP PRACTITIONER PROGRAM OFFICIAL PLAN

Name of University:	
Name of College Awarding the Degree:	
Type of Program:	Educational Leader Practitioner Program

Directions: Please list the course hours, prefixes, numbers, and titles that have been approved by your university for the Educational Leader Practitioner Program.

Program Requirements	Semester Hours Required	Course Prefixes and Numbers	Course Titles
LEADERSHIP PREPARATION (FIRST SUMMER) <i>(9 hours or 135 contact hours)</i>			
PRINCIPAL RESIDENCY AND SUPPORT (SCHOOL YEAR) <i>(4 hours or 60 contact hours)</i>			
LEADER PREPARATION (SECOND SUMMER) <i>(9 hours OR 135 contact hours)</i>			
TOTAL HOURS (21-30 hours)			

REQUEST FORMS

REQUEST FOR CHANGES IN OFFICIAL PLAN

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
Type of Certification & Content Areas:	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please respond to each of the following questions.

ITEMS	RESPONSES
1. Have you attached a copy of your existing Official Plan AND new Official Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach your existing Official Plan Form and new Official Plan Form.
<i>(If deleting courses from the curriculum)</i> 2. Identify the Course Prefix(es), Course Number(s), and Title(s) of the course(s) that you will delete from the curriculum.	
<i>(If changing course names and numbers)</i> 3. Identify the Course Prefix(es), Course Number(s), and Title(s) of the OLD <u>and</u> REVISED course(s) and describe the changes.	
<i>(If adding new courses to the curriculum).</i> 4. Identify the Course Prefix(es), Course Number(s), and Title(s) of the NEW course(s) and provide syllabi or thorough descriptions of the courses.	
<i>(Other types of changes)</i> 5. Identify the Course Prefix(es), Course Number(s), and Title(s) of course(s) and describe the types of changes being made.	
6. Briefly explain why the change was needed and how the change will strengthen the teacher preparation program.	

REQUEST FOR ADDITION OF GRADE LEVELS AND/OR AREA OF CERTIFICATION

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
New Type of Certification & Content Area(s):	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please respond to each of the following questions.

ITEMS	RESPONSES
1. Have you attached a copy of an Official Plan for the new Type of Certification and/or Content Area for certification?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a copy of the Official Plan.
2. Will candidates complete the same courses that have previously been approved for this New Type of Certification Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a copy of the two page descriptions (or course syllabi) of all education courses that were not previously approved and course descriptions of all new content courses.
3. Have you attached a copy of two page narrative descriptions of your methodology course(s) that address the knowledge and skills to teach the new grade levels and/or content areas?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a two page narrative description (or course syllabi) of the methodology course(s) that indicate that candidates will develop the knowledge and skills to teach the grade levels and/or content areas.
4. Please identify the types of settings in which your candidates will participate in field-based experiences that will be appropriate for the grade levels and content areas.	

REQUEST FOR ADDITION OF A NEW TYPE OF ALTERNATE PATHWAY

Name of University:	
Name of College Awarding the Degree (College of Education, College of Arts/Science, etc.):	
Major:	
Minor/Concentration - if appropriate:	
New Type of Certification & Content Area(s):	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please respond to each of the following questions.

ITEMS	RESPONSES
1. Have you attached a copy of your new Official Plan and a copy of the Official Plan for the alternate certification program already approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach your new Official Plan and the alternate certification Official Plan that has already been approved.
2. Will candidates complete courses in the new Official Plan that are the same as the courses in the alternate certification or baccalaureate programs already approved ?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a copy of the two page narrative descriptions (or course syllabi) of all <i>education courses</i> that were not previously approved during the redesign process and course descriptions of all new content courses.
3. Have you attached a copy of two page narrative descriptions of your <i>methodology course(s)</i> that address the knowledge and skills to teach the grade levels and content areas cited above.	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a two page narrative description (or course syllabi) of the methodology course(s) that indicate that candidates will develop the knowledge and skills to teach the grade levels and/or content areas.
4. Please identify the types of settings in which your candidates will participate in field-based experiences that will be appropriate for the New type of Certification & Content Area(s).	

REQUEST FOR ADDITION OF A TEACHER LEADER ENDORSEMENT AND/OR AN ALTERNATE PATH TO A MASTER’S DEGREE IN EDUCATIONAL LEADERSHIP

Name of University:	
Name of College Offering the Program	
Type of Certification (e.g., Teacher Leader Endorsement; Alternate Path 1 or 3 – Educational Leadership):	

Directions: Please respond to each of the following questions.

ITEMS	RESPONSES
1. Have you attached a copy of the Official Plan for the approved Master of Education in Educational Leadership?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach your approved Official Plan for the approved Master’s of Education in Educational Leadership.
2. Have you attached a copy of the new Official Plan for the Teacher Leader Endorsement program or Alternate Path 1 or 3 – Educational Leadership?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach your new Official Plan for the Teacher Leader Endorsement Program or Alternate Path – Educational Leadership.
3. Will candidates complete courses in the Teacher Leader Endorsement Program and Alternate Path that are the same as the courses for the approved Master’s of Education in Educational Leadership Degree?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, please attach a copy of the two page narrative descriptions of all courses that were not previously approved during the redesign process.
6. Please describe the process that will be used to select candidates for your Teacher Leader Endorsement Program or Alternate Path 1 or 3 – Educational Leadership.	
7. (For Alternate Path 1 or 3 Only) Please describe the process that will be used use to determine the courses that a candidate will take when participating in your Alternate Path – Educational Leadership.	
8. (For Alternate Path 3 Only) Complete Form P and provide a narrative description for each of the three segments: Summer One (prior to the residency; School Year One (during the residency); and Summer Two (following the residency). Describe the criteria that will be used to select sites for the residencies.	

REQUEST FOR TERMINATION OF A NON-DEGREE PROGRAM

Name of University:	
Name of College Offering the Degree/Program (College of Education, College of Arts/Science, etc.):	
Type of Certification & Content Areas:	<i>List type of certification (e.g., Elementary Education – Grades 1-5; Secondary Education – Grades 6-12, etc.):</i>
	<i>List the content area(s) for certification – if appropriate (e.g., French, Vocal Music, English, Biology, etc.):</i>

Directions: Please respond to each of the following questions.

ITEMS	RESPONSES
1. Which non-degree program do you want to terminate?	<input type="checkbox"/> Practitioner Teacher Program <input type="checkbox"/> Non-Master's/Certification-Only Alternate Program
2. Please list the area(s) of certification within the non-degree program to be terminated.	
3. What is your reason for terminating the non-degree program?	