

World Language Certificate Application – (WLC)

International Associate Teachers (IATs) are certified to teach in Louisiana using the World Language Certificate (WLC). Districts should help first year IATs complete this application during their on-boarding process.

All WLC applications should be uploaded into the Teach LA Live! portal by September 11.

First steps:

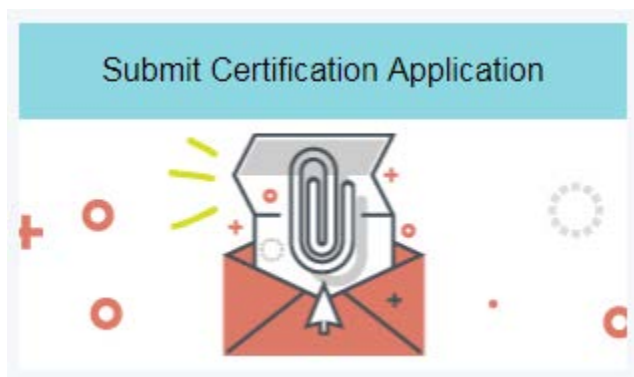
- District identified employee should use the [Teach LA Live! User Guide for School System Personnel \(HR\)](#) to set up an account.
- Download the [World Language Certificate](#) application packet.

With the applicant:

- Check appropriate boxes on page 1.
- COMPLETE all information on page 2.
 - Names should match placement chart.
 - Verify birthday is **MM/DD/YYYY**.
 - List up to three degrees, post high school. Degree(s) should be written in the original language of the diploma. **DO NOT translate.**
- COMPLETE professional conduct form (page 3); Applicant will SIGN.
- COMPLETE experience verification form (page 4); Applicant and District will SIGN.
- SCAN completed packet to PDF.
 - Save as **LAST NAME(S), First Name**

Portal Directions:

- Access the [Teach LA Live Portal](#).
- There is no charge for the WLC. You will not need to access the “Payment Portal.”
- Select “Submit Certification Application.”



- From the dropdown menu, select “World Language Certificate.”

Submit only one applicant's request per submission.

All files related to this person's application should be combined for quicker uploading/processing.

*Application Type

World Language Certificate

- Enter applicant's name in the following manner: **Last Name(s), First Name**
 - Many international teachers have 2 last names. They should be entered together with no hyphen. Names should match placement chart.

Submit only one applicant's request per submission.

All files related to this person's application should be combined for quicker uploading/processing.

*Application Type

World Language Certificate

*Applicant Full Name(Last, First, Middle) ⓘ

Doe Brown, Jane|

- Upload saved PDF of WLC application.
- Click submit.

[Click HERE to Upload Documents](#)

Submit

- You will receive an email confirming your submission.

If at any time you have questions about this process, please feel free to contact the World Languages team at Language.Acquisition@la.gov.