We are excited to launch an online portal that allows educators to submit certification requests electronically, pay fees online, and communicate directly with certification specialists. You can access the educator certification portal here: **Teach LA Live!**

To create an account, click on the login on the upper right corner of the home page

> **New Users**
>> Step 1: Click "Not a member"
>> Step 2: Complete the form and register as a portal user
>> Step 3: Choose a Community User Type:
>>> ■ Educator/Ancillary Personnel**:** All educators and other personnel who are applying for certificates
>>> ■ Other: Any other individuals who need to communicate with the Department regarding educator licensure
>> Step 4: Submit your registration form-the portal will return you to the login page
>>> ■ Enter the email address and password used when you registered as a user and log in
>>> ■ This will take you to the landing page for educators
>
> **Returning Users:** Login using the credentials used when you registered previously

Navigating the Teach LA Live! Portal for Educators

> **Submit Certification Applications:**
>> Step 1: Click on the "Submit Certification Applications" button and follow the instructions
>> Step 2: Choose the application type being submitted
>> Step 3: Add any notes for the certification specialists
>> Step 4: Click add files to upload all required documents
>> Step 5: Submit
>
> **Make Online Payments:**
>> Step 1: Click on the "Payment Portal" button and follow the directions
>>> ■ The application identifier is the bold two-letters located with each application type and found on the top right of the application for which you are submitting payment
>> Step 2: Complete the steps required for payment
>>> ■ You will receive an email confirmation with a receipt number.
>> Step 3**: Include this payment verification with your application submission.**
>
> **Ask a Question**
>> Step 1: Click on this tab and enter a topic and your question
>> Step 2: Submit the question
>>> ■ Upon submission, your question is routed directly to a certification specialist for a response
>
> **History button**
>>> ■ As a registered portal user, you can view your entire history of communication and document submission that has occurred within the portal.

Please submit any questions regarding the portal to Teach LA Live! and a certification specialist will assist.