



Retiree Return-to-Work Critical Shortage Certification

A critical shortage is defined as any situation where there is a shortage of certified teachers in a certain subject area or a shortage of certified speech therapists, speech pathologists, audiologists, educational diagnosticians, school social workers, school counselors, or school psychologists. LSA R.S. 11:710 requires employers to certify their critical shortage to TRSL. Employers are required to maintain proof of certification requirements, advertisements, notices, and applicant information.

Section 1 — Retiree information

Retiree Name: Last, first, M, suffix (Jr, III, etc.)	Social Security number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										

Section 2 — Critical shortage certification

Employer Name:	Employer ID number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>								

Instructions: Online enrollment must be processed prior to submitting this certification. Select only one option below.

- Full-time positions as K-12 classroom teachers:**
- We certify that a shortage of certified teachers exists in the subject area listed below.
 - We certify that we have 1) advertised on two separate occasions in the official journal and 2) posted at the career development office (or similar entity) of every post-secondary institution within a 120 mile radius of our governing authority that a shortage exists and the position sought to be filled.
 - We certify that there were no certified applicants who are not retirees, or there were fewer than three applicants for the position.
 - We certify that we have complied with the certification requirement to the Board of Elementary and Secondary Education (BESE).

Position description/Job title		Duration of employment (end date must be provided) From ____/____/____ to ____/____/____ <small>mm-dd-yyyy mm-dd-yyyy</small>	
Date of 1st advertisement in the official journal notice ____/____/____ <small>mm-dd-yyyy</small>	Date of 2nd advertisement in the official journal notice ____/____/____ <small>mm-dd-yyyy</small>	Date of certification to BESE ____/____/____ <small>mm-dd-yyyy</small>	
Superintendent Name	Superintendent Signature ▶	Date ____/____/____ <small>mm-dd-yyyy</small>	
Personnel Director Name	Personnel Director Signature ▶	Date ____/____/____ <small>mm-dd-yyyy</small>	

- Part-time positions as K-12 classroom teachers:**
- We certify that a shortage of certified teachers exists in the subject area listed below.
 - We certify that we have complied with the certification requirement to the Board of Elementary and Secondary Education (BESE).
 - *If duration of employment exceeds 3 months, the hours worked per week must be reported.*

Position description/Job title		Duration of employment (end date must be provided) From ____/____/____ to ____/____/____ <small>mm-dd-yyyy mm-dd-yyyy</small>		Hours worked per week: (if duration exceeds 3 months) <input style="width: 40px; height: 20px;" type="text"/>
Date of advertisement (optional) ____/____/____ <small>mm-dd-yyyy</small>	Date of certification to BESE ____/____/____ <small>mm-dd-yyyy</small>			
Superintendent Name	Superintendent Signature ▶	Date ____/____/____ <small>mm-dd-yyyy</small>		
Personnel Director Name	Personnel Director Signature ▶	Date ____/____/____ <small>mm-dd-yyyy</small>		

- Full-time speech therapists, speech pathologists, audiologists, educational diagnosticians, school social workers, school counselors, or school psychologists:**
- I certify that a shortage of speech therapists, speech pathologists, audiologists, educational diagnosticians, school social workers, school counselors, or school psychologists exists.
 - I certify that I have 1) advertised on two separate occasions in the official journal and 2) posted at the career development office (or similar entity) of every post-secondary institution within a 120 mile radius of our governing authority that a shortage exists and the position sought to be filled.
 - I certify that there were no qualified applicants who are not retirees, or there were fewer than three applicants for the position.
 - I certify that I have complied with the certification requirement to the Board of Elementary and Secondary Education (BESE).

Position description/Job title		Duration of employment (end date must be provided) From ____/____/____ to ____/____/____ <small>mm-dd-yyyy mm-dd-yyyy</small>	
Date of 1st advertisement in the official journal notice ____/____/____ <small>mm-dd-yyyy</small>	Date of 2nd advertisement in the official journal notice ____/____/____ <small>mm-dd-yyyy</small>	Date of certification to BESE ____/____/____ <small>mm-dd-yyyy</small>	
School Board/Designee Name		School Board/Designee Title	
School Board/Designee Signature ▶	Date ____/____/____ <small>mm-dd-yyyy</small>		

Refer to the TRSL Employer Procedures Manual – Index 15, for detailed guidelines and instructions regarding retiree return-to-work provisions and requirements.