



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, school psychologists, interpreters, educational transliterators, or educators of the deaf or hard of hearing. La. 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:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></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:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>								

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

- Full-time positions as PreK-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 PreK-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, school psychologists, interpreters, educational transliterators, or educators of the deaf or hard of hearing:**
- I certify that a shortage of speech therapists, speech pathologists, audiologists, educational diagnosticians, school social workers, school counselors, school psychologists, interpreters, educational transliterators, or educators of the deaf or hard of hearing 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.