PURDUE UNIVERSITY
TEACHER EDUCATION

Career and Licensure Meeting

Tuesday, April 27, 2021
Welcome!

Center for Career Opportunities (CCO)

YONG 132
(765) 494-3981
www.cco.purdue.edu
askccco@purdue.edu

Veronica Rahim
Senior Career Services Consultant

Cheryl Alcock
Career Services Consultant
Welcome!

Office of Teacher Education and Licensure (OTEL)

BRNG 3229
(765) 494-2345
licensure@purdue.edu

Dr. Joy Garton Krueger
Director, OTEL

Karen L. Hearn
Senior Licensing Advisor

https://www.education.purdue.edu/teacher-preparation/teacher-education-program/
https://www.doe.in.gov/licensing
What is myCCO?

myCCO is where Purdue University students and alumni:
- Search and apply for full-time positions
- See what companies are coming to campus for career fairs and information sessions
- Practice interviewing skills

To make the most of your myCCO account:
- Edit Profile Privacy to be included in Resume Books and receive emails from myCCO
- Upload Your Resume and Cover Letters
- Search and Apply for Jobs
- Access additional resources that are exclusive to Purdue students
How to Create and Access Your myCCO Account

As a Current Student at Purdue:
1. Go to www.cco.purdue.edu and click “myCCO”.
2. Log in as a Purdue West Lafayette student with a single sign-in access with your Purdue career account.
3. Fill in profile information under Personal, Academic, and Privacy.
4. Upload your resume.
5. Use the left-hand tool bar to access the various resources.

As a Purdue Alumni:
1. Go to www.cco.purdue.edu and click “myCCO”.
2. Log in as a Purdue Alumni.
3. Follow the directions to set up an alumni account (first time access).
Pre-schedule all In-Person or Virtual Quick Chats

Resume, CV, or Cover Letter Review (Fall/Spring Semesters)
  o Virtual/In Person – Mon - Fri from 1:15 - 4:00pm EST
  o Book an In-Person Quick Chat or Virtual Quick Chat through BoilerConnect
  o Same day and up to seven (7) days out

Resume, CV, or Cover Letter Feedback (Summer)
  o Email askcco@purdue.edu for feedback via email within 3-5 days

Internship & Job Search Strategies, Career/Major Exploration, or LinkedIn Review (All Year)
  o Book an Appointment through BoilerConnect
  o Call the CCO (765) 494-3981
Licensure 101
Office of Teacher Education and Licensure (OTEL) Role Evaluates/Certifies for Indiana Licensure

- Audits for Gate C/Program completion
  - Spring/Summer Grades and GPAs (Overall, Content, and Professional Education)
- Checks for financial and academic holds
- Affirms degree is posted on transcript or non-degree program completed
- Validates licensing examination results
- Verifies clock hours (All CTE Licensure Areas – Agriculture, Family and Consumer Science, Business Information, Health Science Ed, Marketing, Trade and Industrial Education)
- Confirms LVIS application and contents
- Certifies program completion for Indiana Department of Education (IDOE)
- Certifies program completion and/or Indiana licensure qualifications for candidates seeking licensure in another state and at any point throughout one’s career
- Other Services
Licensure 101
Indiana Department of Education (IDOE) Role
Grants Indiana License

- Manages LVIS System
- Serves as Legal Authority
- Notifies Applicant of Indiana Licensing Status
- Will renew license via Professional Growth Plan (PGP)
- Other Services
Licensure 101

Licensing Agencies from Other States – Role(s)

Grants Educator Licenses

- Evaluates the licenses held by applicants from other states using a Reciprocity Agreement between that state and the state that issued the original license. A similar or provisional/temporary license with stipulations is typically granted as a result.

- Requires additional documentation from certification officers at the university of preparation when an applicant from out-of-state seeks a license, often whether or not a license exists from the state where prepared. The Office of Teacher Education and Licensure (OTEL) serves in this certification role at Purdue University.

For more information...

Out-of-State | Purdue University College of Education OR State Contacts and Information (ed.gov)
Licensure 101

Applicant Role
Meets Criteria, Verifies Steps, Applies for Licensure

- Meets Criteria for All the **Required Tests** and Manages Test Scores
  - Developmental (Pedagogy) Assessment
  - Content Area Assessment(s)
  - Scores Coded to Purdue/Scores Received by Purdue/OTEL

- Confirms Program Completion
  - Degree is **Posted** on Transcript (viewable in myPurdue) or
  - Program Completion Verification Form is Received (TTT)

- Remove Holds on Academic and/or Financial Records

- Verifies Occupational Clock Hours (All CTE Licensure Areas – Agriculture, Family and Consumer Science, Business Information, Health Science Ed, Marketing, Trade and Industrial Education)
Licensure 101

Applicant Role (continued)

- Completes CPR/Heimlich/AED training including in-person, hands-on CPR practice with a mannequin
  - Upload certificate or both sides of CPR card in LVIS
- Completes Suicide Prevention Certification
  - Purdue Online Course
  - Upload certificate in LVIS
- Verifies ALL Licensure Requirements are Met
- Applies to IDOE via LVIS portal for Initial Instructional License
- Applies for out-of-state licensure, if desired.
  - As needed, provides to OTEL the program verification form from the state where applicant is seeking licensure. Please be sure applicant portion of the form is completed prior to routing to OTEL at licensure@purdue.edu
Important Things to Remember

1. Do NOT apply prior to graduation/program completion. Your license cannot be certified until your degree has posted on your Purdue transcript or program completion verification form (TTT programs) is received by OTEL and all license requirements are met.

2. Your license date is when you pay for your application, not the date you are certified. DO NOT PAY until you meet license eligibility.

3. If you submit your application before you are eligible to be licensed, per IDEOE mandate, your application will be denied without refund.

4. After your application is submitted, OTEL licensing advisors will audit and certify your record for eligibility. They will contact you via the email on your application if any eligibility issues are found.

5. You will receive an email from the IDEOE when your license has been granted and is able to be printed and shared.

6. Let OTEL know of any changes to your name or contact information.
Test Vendor Transition

Effective September 1, 2021, the test vendor for Indiana licensure will change to ETS and the Praxis tests. Pearson tests must be passed no later than August 31, 2021, to be used for Indiana licensure.

ETS Praxis Test Options

Praxis-RequiredIndianaLicensureTests-UndergraduatePrograms.pdf (purdue.edu)

Praxis-RequiredIndianaLicensureTests-GraduatePrograms.pdf (purdue.edu)

Praxis-Exams-For-Indiana-Licensure-Addition.pdf (purdue.edu)

2021_Test_Transition_FAQ.pdf (purdue.edu)
I am eligible for licensure and ready to apply. What do I do now?

Go to the LVIS homepage
https://licensure.doe.in.gov/

Not this Elvis
Create a profile in LVIS

- Use a personal email (Save your username and password)
- Submit your profile
- Verify your email address (email sent from LVIS)

Step by Step Instructions: https://www.doe.in.gov/licensing/application-instructions-step-step#G
1. **Begin the application process**

   (Log into LVIS Account)

   - Click RED I want to be an Indiana Teacher box
   - Click on Add Application
   - Application Action: Original
   - Application Type: Instructional
   - Requirement Type: Original Instructional
   - Subject Area: Type in program area(s) to be licensed
2. Select Purdue University as the recommending institution

State  College / University Attended
Indiana  Purdue University

IMPORTANT: Please indicate the recommending college/university (institution). The recommending institution is where you completed your education program for an original license, where you completed the credit for renewal and/or addition, or where you enrolled in your transition to teaching program.

Save Recommending Institution Entry

<< Previous  Save For Later  >> Next
3. Answer three criminal history questions

- Have you ever been convicted of a felony?
- Have you ever been convicted of a misdemeanor since October 30, 2000?
- Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state?
4. Upload CPR/AED, Suicide Prevention, and other documents

- Upload electronic CPR/AED certificate or both sides of CPR/AED card at the location noted in LVIS.
- Certification must include hands-on CPR component on a mannequin
- Upload electronic Suicide Prevention training certificate
- Upload any additional documentation, as needed

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system. File names must be less than 150 characters. File size must be less than 5 MB.

The only allowed file types are: pdf, doc, docx, jpg, xls, xlsx, and ppt.

For more information regarding CPR requirements, please visit the DOE website.

For more information regarding suicide prevention training requirements, please visit the DOE website.

Please upload required documentation below:

<table>
<thead>
<tr>
<th>Document</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Proof of CPR / Heimlich / AED Certification</td>
<td>Browse...</td>
</tr>
<tr>
<td>*Proof of Suicide Prevention Training</td>
<td>Browse...</td>
</tr>
</tbody>
</table>

Please upload optional documentation below. You may be required to provide these documents prior to evaluation:

<table>
<thead>
<tr>
<th>Document</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Document 1</td>
<td>Browse...</td>
</tr>
<tr>
<td>Additional Document 2</td>
<td>Browse...</td>
</tr>
</tbody>
</table>
5. Confirm your application (missing info will show in red), then submit your application.

Confirm Your Application

Instructions:
1. Please review your application carefully.
2. To return to previous steps in the application process, use the 'Previous' button below.
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

Step 1: Action Requested
Application Action: Original
Application Type: Instructional
Content Area: Elementary

Step 2: Recommending Institution
College/University | State
Purdue University | IN

Step 3: Criminal History
Have you ever been convicted of a felony: No
Have you ever been convicted of a misdemeanor since December 6, 2002: No
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state: No
No Criminal History documents for this application.

Step 4: Application Requirements
You have not provided all the required documentation for this application. In order to submit this application, please correct this.

Step 5: Loyalty Affidavit
I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.
To Print Your License

1. Log into LVIS
2. On the right side under **My Application**, click on **View/Print Licenses**.
3. You can view or download (PDF) your license for printing.

---

**My Application**
- Add Application
- Workplace Specialist Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses

---

**My LVIS**  **Contact Us**

Home  >  My LVIS  >  Add Application  >  Print License

Please select which License to View or Print (via PDF).

<table>
<thead>
<tr>
<th>License</th>
<th>Issued</th>
<th>View</th>
<th>Printable PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Educator’s License</td>
<td>05/19/2011</td>
<td>View</td>
<td>Download PDF</td>
</tr>
</tbody>
</table>

---

**PURDUE UNIVERSITY | College of Education**
Your name in your LVIS profile should match the name that is on your Pearson account.

- The name stated on testing and licensing documents is to be identical, current, and accurate – preferably your legal name.

- If your test score reports reflect a prior name(s) than that in LVIS, contact Pearson to have your name changed to the correct name in your LVIS profile.

(413) 256-2891 or (800) 215-0904
Mon-Fri: 9:00 a.m. to 8:00 p.m. eastern time, excluding holidays
Sat: 9:00 a.m. to 5:00 p.m. eastern time, excluding holidays
What can I do while I’m waiting to apply for/receive my license?

- Finalize your resume and use the generic “letter of eligibility” provided by OTEL with your teaching applications
- Connect with the Center for Career Opportunities (CCO)
- Indiana School Personnel Job Bank (statewide search)
- Join K12JobSpot.com (nationwide search)
- Apply for teaching positions
- Acquaint yourself with the Indiana Assignment Code – See what you may be asked to teach based you your specific REPA 3 license
- Upon a job offer, notify our office (licensure@purdue.edu) for:
  - Priority action if you are eligible for licensure, or
  - A customized ‘letter of eligibility’ if not yet eligible
    - Include School/agency name, Principal/Superintendent name and email address, Complete school/agency mailing address
License Renewals and Additions

- **Initial Practitioner Renewal** – 2-year license – can be renewed twice, for a total of 6 years.

- **Initial Practitioner Conversion** – Convert 2-year initial practitioner license to a 5-year practitioner license – requires Professional Growth Plan (PGP) points or IMAP plus two years of teaching experience.

- **Practitioner Renewal** – 5-year practitioner license can be renewed unlimited number of times for 5 years with coursework, PGP points, or a combination of the two.

- **Professionalize and Renew** – 5-year to a 10-year license – after holding a practitioner license for 5 years. Renew with coursework, PGP points or a combination of the two. Requires proof of Master’s degree and two years of teaching experience – cannot professionalize an Initial Practitioner license.

- **Add other content areas to your license** – many can be added with testing along – Pearson Chart (passed by 8/31/2021) or Praxis Chart. Additional Information - [Current Indiana Teachers Add Content Areas](https://www.idoe.in.gov) | IDOE.
I Plan on Teaching Out of State, Why Should I Obtain an Indiana License?

- Obtaining your Indiana license is generally required for reciprocity
  - While reciprocity is rarely full reciprocity, having a valid Indiana license will make the process of obtaining licensure elsewhere smoother
- You will ‘lock in’ your Indiana license and not be subject to changes in Indiana licensing requirements that might occur in future should you return to teach in Indiana
- There is no penalty for having an expired license
- It is cheap relative to the cost of applying for a license in many other states

Obtaining a License in Another State:
www.education.purdue.edu/undergraduate-students/current-students/licensure/out-of-state/
Providing you professional support and continuous engagement are Purdue Teacher Education priorities. Please stay in touch!

Tonight - Please share your personal email address privately via chat. Click on Chat, choose To: Karen Hearn from the drop-down menu to share your non-Purdue email address - your privacy will be honored.

• Professional Support and Engagement
• Exit Survey (OTEL)
• Employment Survey (CCO)
• Professional/Alumni Survey (OCP and Professional Engagement)
• Graduate Degree Opportunities (Online and Traditional)
• Administrative and Advanced Instructional Licensing

Purdue First Year Teacher Performance Pledge
Questions and Answers

CCO and Licensure FAQs

Center for Career Opportunities
askcco@purdue.edu

Office of Teacher Education and Licensure
licensure@purdue.edu
THANK YOU FOR ATTENDING!