Purdue University
Teacher Education
Career, Licensure, and Alumni
Services, Support, and Engagement

Monday, April 27, 2020
Welcome!

Center for Career Opportunities

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

Veronica Rahim
Sr. Career Svcs. Consultant

Cheryl Alcock
Program Administrator
Welcome!

Office of Teacher Education and Licensure (OTEL)

BRNG 3229/765-494-2345
licensure@purdue.edu
www.education.purdue.edu/teacher-preparation
https://www.doe.in.gov/licensing

Dr. Joy Garton Krueger, Senior Licensing Officer/Advisor
Karen Hearn, Licensing Officer/Advisor
Welcome!

Purdue University Teacher Education Program
Professional and Alumni Engagement

Contacts
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What is myCCO?

myCCO is where Purdue University students and alumni:

• Search and apply for internships and full-time positions
• Schedule interviews
• 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

1. Go to www.cco.purdue.edu and click “myCCO”.
2. Log in 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


The CCO continues to provide services to students virtually:

- Resume, Cover Letter, and LinkedIn Review email: askcco@purdue.edu

- Quick Career-Related Questions Call 765-494-3981

- Career Counseling and Internship & Job Search Strategies Book an appointment through BoilerConnect
Licensure 101

OTEL Role

EVALUATES/CERTIFIES FOR LICENSURE

- Audits for Gate C/Program completion
  - Spring/Summer 2020 Grades and GPAs (Overall, Content, and Professional Educ.)
- Checks for financial and academic holds
- Affirms degree is posted on transcript or non-degree program completed
- Validates licensing examination results
- Verifies clock hours (AG and FACS)
- 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

- 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 the university when an applicant from out-of-state seeks a license and no license exists from the state of origin or any other state. The Office of Teacher Education and Licensure serves in this role at Purdue University.

For more information...

OR https://www2.ed.gov/about/contacts/state/index.html
Licensure 101
Applicant Role

**MEETS CRITERIA, VERIFIES STEPS, APPLIES FOR LICENSE**

- **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 or
  - Program Completion Verification Form is Received (TTT)
- **Removes Holds on Academic and/or Financial Records**
- **Verifies Occupational Clock Hours (AG and FACS)**
Licensure 101 – Applicant Role
(continued)

- Schedules CPR/Heimlich/AED and completes blended training
  - If CPR certified at time of application, upload certificate or both sides of CPR card in LVIS.
  - If not CPR certified at time of application, generate and upload a Word Document that states your commitment to complete CPR training (online and with a mannequin) by September 30, 2020.
  - Complete blended training (online and hands-on w/mannequin) by September 30, 2020 and email scan of CPR certificate or BOTH sides of the CPR card to licensinghelp@doc.in.gov

- Completes Suicide Prevention Certification
  - Purdue Online Course

- Verifies ALL Requirements are Met

- Applies to IDOE/LVIS for Initial Instructional License
I am eligible and ready to apply. What do I do now?

Go to the LVIS homepage

https://license.doe.in.gov/

Not this Elvis
Create a profile in LVIS

- Use a personal e-mail (Save your username and password)
- Submit your profile
- Verify your e-mail address (e-mail 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)
   
a. Click RED I want to be an Indiana Teacher box
b. Click on Add Application
c. Application Action: Original
d. Application Type: Instructional
e. Requirement Type: Original Instructional
f. Subject Area: Type in program area(s) to be licensed
2. Select Purdue University as the recommending institution
3. Answer three criminal history questions

Please answer the following questions.

1. Have you ever been convicted of a felony?

2. Have you ever been convicted of a misdemeanor since October 30, 2000?

3. 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, Suicide Prevention, and other documents

- If CPR certified at time of application, upload certificate or both sides of CPR card at the location noted below in LVIS.

- If not CPR certified at time of application, upload a Word Document where the CPR certificate/card would have been uploaded. The document is to states your commitment to complete CPR training (online and with a mannequin) by September 30, 2020.

- Email copy of CPR certificate or both sides of signed CPR card to licensinghelp@doc.in.gov before September 30, 2020.

- For Suicide Prevention training, and any additional documentation upload here.
5. Confirm your application (missing info will show up in red), then submit your application
Important Things to Remember

1. Your license *cannot* be certified until your degree has posted on your Purdue transcript and all license requirements are met.

2. Your license states the date you pay, 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, your application may be denied without refund.

4. After your application is submitted, OTEL licensing advisors will audit and certify your record for eligibility. You will receive an e-mail from the IDOE when your license has been granted and able to be printed and shared.

5. Let OTEL know of any changes to your name or contact information.
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.
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 names changed to the correct name in your LVIS profile.

(413) 256-2891 or (800) 215-0904

Mon–Fri: 9:00 a.m.–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 applications.
- Connect with the Center for Career Opportunities (CCO)
- Indiana School Personnel Job Bank (statewide search)
- Join Indiana.Teachers-Teachers.com (nationwide search)
- Apply for teaching positions
- Acquaint yourself with the Indiana Assignment Code – See what you may be asked to teach based on your specific license.
- Upon a job offer, request a customized “letter of eligibility” from OTEL to be sent to the school district who has hired you. licensure@purdue.edu
  - 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 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 alone – Pearson Chart
Providing you professional support and continuous engagement are Purdue priorities. Please stay in touch!

Tonight - Please share your personal email address privately via chat. Click on panelist Karen Hearn, share your personal email address - your privacy will be honored.

- Professional Support and Engagement
- Staying Connected with your Faculty
- Licensure Updates
- 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

Thank you!