Teacher Licensing Information

Monday, December 2, 2019
Welcome!

Office of Teacher Education and Licensure (OTEL)
BRNG 3229
765-494-2345
licensure@purdue.edu
www.education.purdue.edu/teacher-preparation

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Licensing Advisors
Licensure 101 - OTEL Role

EVALUATES FOR LICENSURE

- Audits for Gate C/Program Completion
  Fall 2019 Grades and GPAs (Overall, Content, and Professional Ed)
- Checks for Financial Holds
- Affirms Degree is Posted on Transcript (as applicable)
- Validates Licensing Examination Results
- Verifies Clock Hours (Ag and FACS)
- Confirms LVIS Application and Contents
Licensure 101 – Indiana Department of Education (IDOE) Role

GRANTS LICENSE

- Manages LVIS System
- Conducts Legal Review
- Notifies Applicant of Licensing Status
Licensure 101 – Applicant Role

- **Pass All the Required Tests** and Scores Received by OTEL
  - Developmental (Pedagogy) Assessment
  - Content Area Assessment(s)

- Degree is Posted on Transcript or Program Completion Verification Form Received (TTT)

- No Holds on Academic Record

- Document Occupational Clock Hours (Agricultural Ed and Family Consumer Science Ed)
CPR/Heimlich/AED Certification, Including Hands-on CPR component

- Purdue Fire Department (must pay fee for card)
- Purdue Recreation and Wellness

Suicide Prevention Certification

- Purdue Online Course

Only when ALL Requirements Have Been Met, Apply to IDOE/LVIS for Your License
I am eligible and ready to apply. What do I do now?

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

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
3. Answer the 3 Criminal History 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 proof of CPR/AED certification, including hands-on CPR component (both sides of signed card), Suicide Prevention training, and any additional documentation.
5. Confirm your application (missing info will show up in red), then submit your application
Important Things to Know

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

2. Your license is dated for the date you pay for and submit your application – 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 your record for eligibility. You will receive an e-mail from the IDOE when your license is ready to print.

5. Let OTEL know of any changes to your name.
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.

- There should be only one name that all your testing and licensing is under – preferably your legal name.
- If your test scores reports contain differing names, contact Pearson to have your names changed to the 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
- Connect with the Center for Career Opportunities (CCO)
- Indiana School Personnel Job Bank (statewide search)
- Join Indiana.Teachers-Teachers.com (nationwide search)
- Start Applying for teaching positions
- Request a Letter of Eligibility from OTEL after you have a job offer (email licensure@purdue.edu)
  - School/agency name
  - Principal/Superintendent name and email address
  - Complete school/agency mailing address
What additional possibilities await once I have my license?

- Licensure in another state

- Purdue First Year Teacher Performance Pledge

- Add other content areas to your license – many can be added with testing alone – Pearson Chart
License Renewals

- **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.
Other Resources

- **Indiana Assignment Code** – What can I teach with my license?
- **Emergency Permits** (Good for 1 year at a time)
- **Teaching Out-of-State** (Provide OTEL your State’s Documentation)
  
  https://www2.ed.gov/about/contacts/state/index.html
Upcoming Event!

Teacher Recruitment Day Prep Night
(Resumes, Mock interviews, etc.)
Tuesday, March 10, 2020
Time and Place - To Be Announced

Contact:
Office of Clinical Practice
(765) 494-2345
ocp@purdue.edu
Another Upcoming Event!

Teacher Recruitment Day (TRD)
Wednesday, April 15, 2020
9:00 am – 3:00 pm PMU Ballrooms
Registration Process (Free)
https://www.cco.purdue.edu/#myCCO

Contact:
Veronica Rahim
(765) 494-3981
vrahim@purdue.edu
askcco@purdue.edu
One More Important Thing!

➢ Please remember to complete the Exit Study that will be sent to you.
Thank you!

If you have any licensing questions, please feel free to e-mail us at: licensure@purdue.edu

Have a fantastic finish to your clinical practice semester!