

2012-2013

Purdue University



[Model for Professional Preparation](#)

[Performance-Based Standards](#)

[Overview of the Teacher Education Program](#)

[Overview of the Early Childhood Education Program](#)

[Online Teacher Education Program Application and Signature Form](#)

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**Summary**

The following information outlines the assessment of candidates completing a teacher education program at Purdue University. The candidate must:

- Attend the Office of Professional Preparation and Licensure (OPPL) and Office of Field Experiences (OFE) Teacher Education Orientation session held during the Block I or HDFS 10000 semester;
- Submit the online *TEP Application and Signature Form*;
- Gain admissions to Gates A, B, and C (an application is not required for Gates B, but the Student Teaching Application is required for Gate C);
- All Gate C requirements must be satisfied no later than 10 days prior to the start of the student teaching semester;
- Complete Gate D licensure requirements;
- Complete the program, degree, and state licensure requirements (such as the [cardiopulmonary resuscitation \(CPR\), Heimlich Maneuver, and automated external defibrillator \(AED\) certification](#) and [Suicide Prevention Certification](#));
- Complete the online teacher license application via the [Licensing Verification and Information System \(LVIS\)](#). This may be completed sixty (60) days prior to the last day of classes or student teaching experience for the teacher education program;
- Upon satisfactory completion of the Gate D or exit audit, a Purdue University licensing advisor will make the recommendation for licensing to the Indiana Department of Education Office of Educator Licensing and Development.

## **New Rules for Teacher Licensure and Purdue Teacher Education Program Completion**

A teacher licensure framework called the Rules for Educator Preparation and Accountability (REPA) was signed by Indiana Governor, Mitch Daniels on March 30, 2010. These rules apply to candidates who began their teacher education programs in the fall 2010 semester and others who were currently enrolled in Indiana teacher education programs but would not complete their programs by the Indiana Department of Education's deadline date.

Section 9-1-2 of the REPA states:

*"All persons who have begun an approved teacher preparation program for initial licensure under prior rules and regulations will have until August 31, 2013 to complete the program. Applications for licensure under prior rules, including evidence of successful completion of testing requirements, must be received by the department no later than December 31, 2013."*

Individuals completing teacher education programs by May 2013 or August 2013 will be recommended for licensure under Rules 2002. All licensure requirements, including CPR/Heimlich Manenver/AED certification and Suicide Prevention certification (after July 1, 2013 for individuals who have not been recommended for licensing by June 30, 2013), must be completed and the online teacher license application submitted by **August 1, 2013** to ensure that the license application process is completed by August 31, 2013. Beginning September 1, 2013, a new pedagogy test requirement will be implemented. All candidates will be held to new test requirements.

**After August 31, 2013, individuals will be held to additional requirements, such as testing, that are mandatory under REPA.** Also, Indiana licensing rules and regulations are subject to change by the Indiana Department of Education (IDOE).

### **Required Criteria and Suggested Timeline**

Remain flexible. The length of time to complete the Purdue University Teacher Education Program is determined by academic progress and career planning. Additional time may be necessary if you are:

- a) changing your degree objective (CODO) or transferring,
- b) needing to successfully pass the Praxis I/ Pearson Indiana CORE Academic Skills Assessment (CASA)/Praxis I or CASA Alternatives and Content Specialty Test(s),
- c) overcoming a GPA below the required Teacher Education Program standard,
- d) pursuing an additional major or licensure area, or
- e) encountering other unknown needs or circumstances.

### **Requirements before the First Semester:**

1. Admission to Purdue University
2. Admission to the respective academic college (i.e., Agriculture, Education, Health and Human Sciences, Liberal Arts, Science, or Technology)
3. Assignment to and guidance by an academic advisor. Consult with your academic advisor regularly to ensure that the required criteria are met and coursework and testing are successfully completed in the sequence authorized by the Purdue University Teacher Education Council (TEC).

**Requirements for Passing through Gate A** Click [this link](#) for the Gate A checklist. (The Online Teacher Education Program Application/Signature Form is required. See #7 below.)

1. Complete required courses for Gate A, with no grade lower than a “C-”
  - Most program areas—Block I (EDCI 20500 and EDCI 28500)
  - Early Childhood Education—HDFS 21000
2. Maintain a minimum overall [GPA](#) as established by the program area.
3. Maintain a professional education [GPA](#) of 3.0/4.0 with no grade lower than a “C-” and no Incomplete (“I”) for any professional education course. Courses include EDCI, EDFA, EDPS, and EDST courses, in addition to courses designated by a program area as professional education courses.
4. Maintain a minimum content/major [GPA](#) as established by the program area.
5. Meet satisfactory performance assessments as defined by faculty.
6. Meet the [Basic Skills Competency Assessment](#) requirement.
7. Submit the [Online TEP Application and Signature Form](#) if all of the above requirements have been satisfied or will be satisfied by the end of the semester (or summer session if enrolled in summer classes). You are required to meet with your academic advisor in order to obtain the System Key Code. A candidate must be enrolled in the college that houses the teacher education major in order to obtain the *TEP Application and Signature Form* System Key Code.

The candidate’s electronic signature on the *TEP Signature Form* acknowledges that s/he will read the teacher education information located on the [Teacher Education website](#) and refer to it regularly in order to remain informed of current standards and responsibilities regarding the Teacher Education Program process. The signature also confirms understanding of the following:

- Teacher Education Program courses include a field experience/TIP (Theory into Practice) component and required adherence to the Professionalism Agreement.
- All individuals enrolled in a Teacher Education Program course that includes a field experience component will be required to have a valid Criminal Background Check and a signed Self-Disclosure Statement on file with the Office of Field Experiences.
- All Teacher Education Program candidates are required to report suspected or known incidents of child abuse and neglect.
- Purdue Teacher Education Program candidates with documented disabilities must be registered with the Disability Resource Center in the Office of the Dean of Students at Purdue University before accommodations can be provided.
- Upon applying for an Indiana teaching license, teacher education program completers are required by the Indiana Department of Education to provide the following information or response to questions via the license application:
  - 1) A valid Social Security Number
  - 2) A signed and valid Cardiopulmonary Resuscitation (CPR)/Heimlich Maneuver/use of an Automated External Defibrillator (AED) Certificate
  - 3) Verification of Suicide Prevention Certification
  - 4) Answers to the following questions:
    - Have you ever been convicted of a felony?

- Have you been convicted of a misdemeanor?
  - Have you ever had a credential, certificate, or license to teach denied, revoked or suspended in Indiana or in any other state?
8. Receive notification of status through Gate A from the Office of Professional Preparation and Licensure.
  9. Indiana licensing rules and regulations are subject to change without prior notice by the Indiana Department of Education.
  10. If you have not already subscribed to the [Teacher Education Student Email List](#) (*for all teacher education majors*), complete the subscription in order to receive current information regarding Teacher Education at Purdue and teacher licensing and testing requirements.

**Requirements for Passing through Gate B** must be met in order to continue in the program, including eligibility for Study Abroad Block courses.  
*(No Teacher Education Program application is required for Gate B, although a Student Teacher Application must be submitted. See "Note" below.)*

1. Maintain a minimum overall [GPA](#) as established by the program area.
2. Maintain a professional education [GPA](#) of 3.0/4.0 with no grade lower than a “C-” and no Incomplete (“I”) for any professional education course. Courses include EDCI, EDPS, and EDST courses, in addition to courses designated by a program area as professional education courses (e.g., EDPS 23500 and 26500, EDST 20000).
3. Maintain a minimum content/major [GPA](#) as established by the program area.
4. Meet satisfactory performance assessments as defined by faculty.
5. Receive notification of status through Gate B from the Office of Professional Preparation and Licensure.
6. Adhere to the *Criminal Background Check Policy* required throughout the teacher education program for all courses with a field experience component.

### **Student Teaching Application Workshop Information**

You will apply one year prior to the anticipated student teaching semester (in September or October of the preceding academic year - i.e. junior year), except for candidates completing the Elementary Education program or Elementary Education and Exceptional Needs: Mild Intervention programs and anticipating a spring student teaching experience. These individuals must apply one and one-half years prior to the anticipated student teaching semester. You must visit the Office of Field Experiences (OFE) to sign up for an Application Workshop to receive a pass code in order to complete the online *Student Teaching Application* on the Internet. The *Student Teaching Application* serves as a “letter of intent” and does not imply automatic placement, as a candidate must successfully complete Gates A, B, and C requirements before student teaching. All Gate C requirements must be satisfied no later than 10 days prior to the start of the student teaching semester.

Note: For additional student teaching information, see the OFE website at [www.teach.purdue.edu/field\\_exp/index.html](http://www.teach.purdue.edu/field_exp/index.html) or e-mail [fieldexp@purdue.edu](mailto:fieldexp@purdue.edu).

**Requirements for Passing through Gate C**  
(No Teacher Education Program application is required.)

1. Complete required courses for Gate C.
2. Maintain a minimum overall [GPA](#) as established by the program area.
3. Maintain a professional education [GPA](#) of 3.0/4.0 with no grade lower than a “C-” and no Incomplete (“I”) for any professional education course. Courses include EDCI, EDFA, EDPS, and EDST courses (e.g., EDCI 49600 or 49800, EDPS 56600, HDFS 45000 -- Supervised Teaching or the EDCI 69400 or 69500 -- Internship in Education), in addition to courses designated by a program area as professional education courses. All professional education coursework must be completed prior to student teaching.
4. Maintain a minimum content/major [GPA](#) as established by the program area. Most, if not all, content courses should be completed before student teaching.
5. Meet satisfactory performance assessments as defined by faculty.
6. Pass Praxis II/Content Specialty Area Test(s) required by the Indiana Department of Education for licensing. For information regarding Indiana test requirements go to [www.ets.org/praxis/in/requirements](http://www.ets.org/praxis/in/requirements). At this time, there is no Praxis II/Content Specialty test for candidates completing the Agricultural Education licensure program.

Note: The Praxis II/Content Specialty test(s) must be passed before the student teaching placement is confirmed. Praxis II/Content Specialty test(s) are offered at limited times of the year and must be registered for in advance. ***The last possible test date to successfully complete Praxis II/Content Specialty test(s) should be no later than the July test administration date prior to the fall student teaching semester or November test administration date prior to the spring student teaching semester.***

7. All Gate C requirements must be satisfied no later than 10 days prior to the start of the student teaching semester.
8. Receive notification of status through Gate C from the Office of Professional Preparation and Licensure.
9. Successful completion of requirements through Gate C of the Teacher Education Program allows the Office of Professional Preparation and Licensure to authorize the student to enter the student teaching semester. For information regarding student teaching placement, please see the Office of Field Experiences (OFE) website at [www.teach.purdue.edu/field\\_exp/index.html](http://www.teach.purdue.edu/field_exp/index.html) or e-mail OFE at [fieldexp@purdue.edu](mailto:fieldexp@purdue.edu). Reminder: To be eligible to student teach, a candidate must have applied and been admitted to the Teacher Education Program and have passed through Gate C.
10. Adhere to the *Criminal Background Check Policy* required throughout the teacher education program for all courses with a field experience component.
11. Begin job search by referring to information located on the Center for Career Opportunities (CCO) website at [www.cco.purdue.edu/student](http://www.cco.purdue.edu/student).

**Requirements for Passing through Gate D**  
(License application is required. See #8 below.)

1. Successfully complete student teaching.
2. A grade of "C-" or above must be earned in EDCI 49600 or 49800, EDPS 56600, HDFS 45000 -- Supervised Teaching or the EDCI 69400 or 69500 -- Internship in Education.

3. Maintain a minimum overall [GPA](#) as established by each program area.
4. Maintain a professional education [GPA](#) of 3.0/4.0 with no grade lower than a “C-” and no Incomplete (“I”) for any professional education course. Courses include EDCI, EDFA, EDPS, and EDST courses, in addition to courses designated by a program area as professional education courses.
5. Maintain a minimum content/major [GPA](#) as established by each program area.
6. Meet satisfactory performance assessments as defined by faculty.
7. Receive degree. All encumbrances must be paid prior to the posting of the degree on the Purdue transcript. Recommendation for licensure is contingent upon the posting of the degree on the transcript. No degree is required for “Post-bacc for licensing only” candidates; therefore the recommendation will be completed as soon as all licensure requirements have been satisfied.
8. Apply online for the Indiana Teacher license using the Licensing Verification and Information System ([LVIS](#)). This may be done as early as 60 days prior to the program completion date. Instructions are provided in the online *Applicant Manual*. Program completers will apply for the Original Instructional license and list Purdue University West Lafayette as the recommending institution. The [CPR/Heimlich Maneuver/AED certificate](#) or card and documentation of [Suicide Prevention certification](#) must be uploaded to the LVIS application at the same time that the application is completed.

Note: The following questions will be asked by the Indiana Department of Education, on the license application:

- Have you ever been convicted of a felony?
- Have you been convicted of a misdemeanor?
- Have you ever had a credential, certificate, or license to teach denied, revoked, or suspended in Indiana or in any other state?

If a conviction of a misdemeanor or felony (including a suspended sentence) is documented, the applicant will be required to upload to the online license application or email directly to the Indiana Department of Education Office of Educator Licensing and Development the following items:

- A written explanation of the circumstances of the conviction in the applicant’s own words
- All copies of court documents.

The Indiana Department of Education is solely responsible for the review and response of misdemeanor or felony convictions.

### **Apply for an Indiana Teaching License, even if leaving the State of Indiana.**

Individuals completing teacher education programs by May 2013 or August 2013 will be recommended for licensure under Rules 2002. All licensure requirements, including CPR/Heimlich Manenver/AED certification and Suicide Prevention certification (after July 1, 2013 for individuals who have not been recommended for licensing by June 30, 2013), must be completed and the online teacher license application submitted by **August 1, 2013** to ensure that the license application process is completed by August 31, 2013. Beginning September 1, 2013, a new pedagogy test requirement will be implemented. All candidates will be held to the new test requirement.

**After August 31, 2013, individuals will be held to additional requirements, such as testing, that are mandatory under REPA.** Also, Indiana licensing rules and regulations are subject to change by the Indiana Department of Education.

9. If desired, apply for out-of-state licensure in other states. Contact the licensing office in the particular state and request application materials. Information regarding out-of-state licensing is located at [www.teach.purdue.edu/licensure/outstate.html](http://www.teach.purdue.edu/licensure/outstate.html).
10. For additional licensure actions such as adding another licensure area to an existing license, applying for the renewal or conversion of a license, or submitting a request for a transcript evaluation through the Office of Professional Preparation and Licensure, please contact OPPL staff at [licensure@purdue.edu](mailto:licensure@purdue.edu) or refer to the information located at [www.teach.purdue.edu/licensure/index.html](http://www.teach.purdue.edu/licensure/index.html).

## **ADDITIONS**

If you decide to add licensure areas to your Indiana license you will follow the Rules for Educator Preparation and Accountability (REPA).

As part of the REPA changes, new content areas may be added to any instructional license, regardless of the rule to which the license was issued under. REPA provides two options for adding most content areas. Information regarding making additions to an existing license is located at [www.doe.in.gov/student-services/licensing/how-add-content-area-existing-license](http://www.doe.in.gov/student-services/licensing/how-add-content-area-existing-license).

If you choose to add a licensure area by completing another Purdue University teacher education program, you are required to submit a [Transcript Evaluation Request Form](#) to the Office of Professional Preparation and licensure prior to or shortly after beginning the program coursework.

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