

LICENSING INFORMATION
Epic Ed Fall 2018 Wednesday, October 24th
IUPUI School of Education

First a quick review of some of the graduation information given to you by Dee Outlaw:

1. Any questions about program completion, meet or email your Academic Advisor as soon as possible.
2. Submit **Intent to Graduate form** immediately, if you haven't already:
<https://education.iupui.edu/machform/view.php?id=22322>
3. ATAC students do not need to submit Intent to Graduate form. Physical Education and Art students, check with your school.
4. Saturday, May 11, 2019, is the official IUPUI commencement date. You must apply to graduate even if you don't plan to attend the ceremonies.
5. Diplomas will be mailed to your home address listed in your SIS account. Check it. If you move after graduation, update it. Update all contact information.
6. Your teaching license will be recommended when your degree is posted to your transcript in your SIS account and all required tests and certifications are checked and you have filed an application in the state's Licensing Verification and Information System (LVIS). ATAC and cert only students can be licensed when all grades are posted and upon program completion. Degrees will be conferred and posted on transcripts in January 2019.

There are steps you need to take now to be ready for licensure after program completion:

1. Take and pass the right tests.
2. Get CPR/Heimlich Maneuver/AED Certification.
3. Complete Suicide Prevention Training.
4. Create your personal profile on the state's Licensing Verification and Information System (LVIS).

This presentation and this handout will give you the information you need for each of these steps.

- 1. Take and pass the right tests:
(Save copies of your test scores in your documents file.)**

Required Indiana CORE Assessment Tests:

http://www.in.nesinc.com/PageView.aspx?f=GEN_RequiredContentAssessments.html

http://www.in.nesinc.com/PageView.aspx?f=GEN_RequiredDevelopmentalPedagogyAssessments.html

These are links to the lists of required Indiana CORE Assessment tests. Your test scores are downloaded automatically electronically to the state and to IUPUI SOE. Apply for licensure as soon as possible after program completion. Any new state rules, testing or certifications will apply to licensure at a later date. If you wait to file for your license later, coursework over ten years old will have to be evaluated for program use. Check your SIS account for any holds which could delay your official graduation or program completion.

All areas added to licenses including dual program areas are added at the grade level of the original license.

The state required new content tests as of May 31, 2014. If you took and passed any Praxis 2 content tests before May 31, 2014, you might be able to use those scores for licensing.

Beginning Sept. 1, 2015, the Praxis Subject Assessments in Health and Physical Education are longer accepted unless the test was taken and passed by August 31, 2015. The IUPUI School of Education is only approved for Physical Education licensing. We cannot recommend Health Education. Students can add Health to an existing license by passing the state test and applying directly to the state.

Elementary Generalist students, if you previously took but did not pass **all** portions of the Elementary ETS Praxis II by May 31st, 2014, you are required to take and pass the new IN CORE Assessment tests. You **may not** combine portions of ETS Praxis II with the CORE Assessment tests.

The information for the **Elementary Generalist** license shows the pedagogy and content tests required. **Pedagogy test #005** is the only pedagogy test required for the Elementary Education Generalist, K-6 School Setting, license. The Elementary Education Generalist test is made up of four separate subtests. To receive this license, candidates must achieve passing score of 220 for each subtest.

Licensure Content Area	Assessment(s) & Grade Levels [K-6]	Qualifying Score
Elementary Education Generalist	(060) Subtest 1: Reading and English Language Arts	220 for each subtest
	(061) Subtest 2: Mathematics	
	(062) Subtest 3: Science, Health, and Physical Education	
	(063) Subtest 4: Social Studies	

Carefully check test numbers. Before taking a test, check to make sure the test is the test you need for licensure. Tests from different series cannot be mixed and matched. For example, the Early Childhood Generalist tests cannot be used for an Elementary Generalist license. If the wrong test is taken by mistake, the correct test will still need to be taken and passed for licensure. There are no refunds.

For Elementary Ed/Special Education Dual License: You will need to take the Exceptional Needs: Mild Intervention Pearson **test #025**- You do not need to take the Mild Interventions Reading Instruction test (064) if you have passed the (060) Elementary Education Generalist—Subtest 1: Reading and English Language Arts; or (038) Reading test; or the (014) Early Childhood Generalist—Subtest 1: Reading and English Language Arts, but test #014 is not a substitute for test #060 for an Elementary Generalists license.

In the Required Indiana CORE Test Assessment Handout, the information for **Secondary Education** program completers shows the pedagogy test and content tests required for teaching in the 5-12 School Setting.

Pedagogy test #006 is the only pedagogy test required for teaching in the 5-12 School Setting. You are also required to pass a content test in each subject in which you will be licensed to teach. For the areas of Social Studies (SS), you must take and pass the test for each content area of your completed program. For a Social Studies licensing application, list all content areas your program included. Make sure that you sign up for the **5-12** test in your area(s). You must earn a score of 220 in each content area test.

For Secondary Ed Students – Licensure and Addition Areas:

- Chemistry
- Technology Education
- Earth Space Science
- Economics (SS)
- English as a New Language
- French
- German
- Geographical Perspectives (SS)
- Government (SS)
- Historical Perspectives (SS)
- Language Arts (English)
- Mathematics
- Middle School (Math, LA, Social Studies, Science)
- Physical Education
- Physical Science
- Physics
- Psychology (SS)
- Reading
- Sociology (SS)
- Spanish
- Special Education
- Visual Arts

- Life Science (Biology)
- World Languages (Chinese)

In the Required Indiana CORE Test Assessment Handout, the information for **P-12 Education** program completers shows the pedagogy test and content tests required for teaching in a P-12 School Setting. **Pedagogy test #007** is the only pedagogy test required for teaching in the P-12 School Setting.

For Secondary Education Program Completers and P-12 Program Completers finishing a Special Education Dual License: You will need to take and pass two tests - Exceptional Needs: Mild Intervention Pearson test #025 and Exceptional Needs – Mild Intervention: Reading Instruction Pearson test #064. Passing score for each test is 220.

For a Reading Dual License (Elementary and Secondary): Pearson test #038. Passing score is 220.

For an ESL/ENL Dual License: English Learners –Pearson test #019. Passing score is 220.

If you are adding a middle school area to an Elementary Generalist license, you will need the CORE test in that content area but no other pedagogy test other than the Elementary pedagogy test, #005.

For ATAC students: You will take the required Indiana CORE Assessment Tests for your licensing areas and you will take the pedagogy test for the grade levels you will be teaching. You will need the correct tests for additions to your license as well. You will need the CPR and Suicide Prevention Training certifications as described for all Original licenses. Upon program completion you will not be applying for a Transition to Teaching permit, but for an Original Instructional license. In the LVIS application, choose your correct degree level from the drop-down box. If you have questions, please email mjayne@iupui.edu.

Educators who hold a valid Indiana teaching license are eligible to add additional content areas to their license by passing the appropriate Indiana CORE test associated with the content area. The link to required Indiana Core assessment tests includes information for which areas require testing **and** an approved educator program - http://www.in.nesinc.com/PageView.aspx?f=GEN_RequiredContentAssessments.html.

Link to Indiana CORE Assessments test sign-up site:
http://www.in.nesinc.com/PageView.aspx?f=GEN_Tests.html

For CASA/CORE Test Preparation help, the IUPUI School of Education offers free tutoring walk-in test prep every Saturday from 9 am to 1 pm on the first floor of the School of Education. All other days are by appointment only. Please email testprep@iupui.edu for an appointment. You can also visit <https://iu.instructure.com/courses/1554473> to see the next tutoring availability and for more information.

2. Get CPR-Heimlich Maneuver-AED Certification:

CPR-Heimlich Maneuver-AED Certification: Indiana state law requires applicants for Initial Instructional, Administrative and School Services licenses to have successfully completed training in CPR/Heimlich Maneuver/AED certification through a **state-approved provider that offers hands on training with a mannequin**. CPR certification may be delivered primarily online but must include a “hands-on” training/demonstration component to be accepted. To find a list of state-approved providers, go to <http://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification>. Kappa Delta Pi (KDP), through the SOE Curriculum Resource Center, offers certification classes at a discounted cost. Contact CRC for information (274-6867). **When you scan your card to upload into LVIS or to email to mjayne@iupui.edu be sure to scan BOTH SIDES of the card. And sign your card.**

3. Complete Suicide Prevention Training (SPT):

Suicide Prevention: The following requirement does not apply to substitute teacher permit applicants or educational interpreter applications.

The Indiana Department of Education (IDOE) may not issue an initial teaching license (includes instructional, student services and administrative licenses) at any grade level to an applicant for an initial teaching license unless the applicant shows evidence that the applicant has successfully completed education and training on the prevention of child suicide and the recognition of signs that a student may be considering suicide. IUPUI students have two options to fulfil this requirement:

Students can access our approved SPT module, pass the test with 80% or higher, and then print off a verification form to submit with their licensing application. There is no charge for this, but students must log in with their IUPUI password, so it is only available to our students. The course is found via Canvas:

1. In Canvas, choose Course link in left navigation panel.
2. Then choose All Courses at the bottom of the course list.
3. From the All courses window, choose Browse More Courses in the upper right corner.
4. From the All Courses window, type suicide in the search window.
5. The suicide search should find the Suicide Prevention project, select Join this Course.

Or students may complete one of the options endorsed by the DOE. These normally have a fee associated with them. The link <http://www.in.gov/issp/2365.htm> will allow students to view evidence-based suicide prevention training opportunities and resources on the Office of Emergency Preparedness and Response, Division of Mental Health and Addiction website.

IUPUI Module Suicide Intervention Assessment Submission Information:

After you have completed the IUPUI Module assessment with a passing score, follow these instructions to get the required documentation you will need to submit to the Indiana Department of Education proving you have completed the Suicide Intervention requirement for initial licensure:

Select Grades on the left navigation panel. In the main window, confirm that your last passing quiz result is shown, then choose Print Grade in the top right corner. Print as a PDF file to your storage media. A paper copy may also be needed for the DOE documentation. The documentation must show your name and a passing score of 80% or higher. You can take the assessment as many times as you want. Your highest score will be recorded. Keep this document in your documents file. We do not store this information.

- 4. Register on LVIS. Upload test scores, CPR card, SPT documentation. Apply for your license when your degree is posted in your SIS account; or for certification and ATAC students, when your program is complete and your grades posted in your account. The issue date printed on your license will be the date you pay the fee for your license. That date + two years will be the date you will need to renew.**

This is the link to the Licensing Verification and Information System (LVIS):

<https://license.doe.in.gov/> for Indiana graduates who are applying for licensure and have completed coursework or graduated from an Indiana college or university. *All fees are non-refundable.*

1. You will create a personal profile that you can update.
2. An email will be sent to you confirming your Username and Password. Save this information.
3. You will be able to upload documents required for licensure (*test scores, CPR, Suicide Prevention Training*). Save your hard copies of these documents in your documents file.
4. Automatic email messages will be sent to you with updates regarding the status of your application.
5. Apply and pay the fee for your license application when you see your degree posted on your SIS account, or, for ATAC students, when you have confirmed program completion.
6. The date issued printed on your license will be the date your payment is made.
7. You will pay online with a credit card. Payment for one application is approximately \$36.72. There are no refunds.
8. A Licensing Advisor from the School of Education will check your application for completion. There is no need to email or call the Department of Education about the status of your application. If you have questions, please email the License Advisors at the School of Education first – Maureen Jayne, mjayne@iupui.edu .
9. As soon as your license application is approved and recommended by the License Advisor at the School of Education you will receive an email from the DOE and you will be able to print your license directly from your LVIS account.
10. There is no need to file multiple applications for dual certifications.

How to complete the application for licensing:

- 1) You will log into your LVIS account and click “Add Application.”
- 2) Select “Original”
- 3) Select “Instructional”
- 4) Select “Original Instructional” - ATAC students will choose this, not Transition to Teaching
- 5) Type in the subject areas you wish to have on your license (including your dual cert.)
- 6) Click “Next”
- 7) Click, “Add Recommending Institution Entry”. Select the state and the University. Be sure to choose **Indiana University/Purdue University/Indianapolis (IUPUI)** as the recommending institution. (*If your application is routed to another university, it will delay your licensing*). Answer the questions. Upload required documentation, if necessary
- 8) Click “Next.” Read the paragraphs below the required documentation for instructions on what to do if you don’t have the required documents.
- 9) If you have everything completed, you will be able to “Submit Application.” If not, you need to fix what is missing. Missing materials will be in **RED**.

This link has a webinar on how to create a profile and navigate LVIS: <http://www.doe.in.gov/licensing/lvis>

This is sample of how your degree will be posted on your transcript. Check with your school for specific information.



-----Degrees Awarded-----
Indiana University Degree
Indiana University Purdue University Indianapolis
School of Education
Bachelor of Science in Education
Major: Elementary Education (example)
12-31-2018

Official Transcripts:

Go to <https://studentcentral.iupui.edu/grades-progress/transcripts.html>

Criminal History Checks

LVIS does contain a self-disclosing criminal history section. If necessary you will upload documentation. The legal department at DOE handles these checks.

Your LVIS application will be routed to the IUPUI Licensing Advisor inbox. Upon recommendation by IUPUI, your application goes back to the state and you will receive an email from the state advising you to go back onto the LVIS system to print your license.

You will be licensed under Indiana Licensing rules: **REPA Approved Educator Preparation Program**, issued as an Initial Practitioner License valid for Two years, renewable for Five years as a Proficient Practitioner. **School settings** not grade levels will appear on your license:

Elementary Generalists = K-6

Middle School/Jr. High School/High School = 5-12

Visual Arts & Physical Education (all school settings) = P-12

Dual program content areas are added at the same grade level of the original content area on license.

For renewal, you will need to submit IMAP Assessment Information for Year Two Teachers:

<http://www.doe.in.gov/licensing/indiana-mentor-and-assessment-program-imap>

LETTERS

We can write a **Letter of Pending Program Completion** for you before license recommendation. It will state that you are finishing an education program at the School of Education, IUPUI, and that upon program completion and receipt of complete licensing materials, we will recommend you to the state for the license. If you would like this letter anytime this semester, email mjayne@iupui.edu with your student ID #, the program you're completing and your email address.

For your benefit, after program completion but before licensure, we can write a **Letter of Eligibility** for a prospective employer. To receive this letter, email your student ID #, the program you completed, and your email address to me at mjayne@iupui.edu.

RECIPROCITY

If you plan on teaching in another state, Indiana has reciprocity with some states; however, reciprocity does not obligate states to waive certain deficiencies nor to exempt individuals from requirements set forth by state administrative laws or rules. Contact the Department of Education in any states in which you have an interest. If you need a Program Verification Form filled out for another state, email the form to mjayne@iupui.edu along with your student ID# and mailing directions.

Important points from the handout:

1. Make sure you take the correct test(s) for all areas, including dual areas such as Mild Interventions, ENL and Reading. All licensing areas must have content test passing score.
2. File for your license in LVIS after your degree is posted in your SIS account. ATACs file after all grades are posted, program completion is confirmed, and all tests and certifications are complete.
3. Download your state-approved CPR and SPT certifications into your license application. Test scores download automatically electronically to the state and to IU SOE.
4. **Keep** a paper or electronic file with your test scores and your CPR and SPT certifications. We do not keep these on file. School districts are asking for this information after licensure.