

Memorandum

Date: September 17, 2009

From: Sarah Harvey, Licensing Advisor

Applying For Your First License

You should apply for your initial practitioner Indiana license as soon as you have met course work and testing requirements. We recommend that you seek Indiana licensing even if you do not think that you will want to teach in Indiana. Having been licensed in the State usually will make it easier to seek licensing in other states and may exempt you from future changes in Indiana licensing requirements should you ever wish to apply.

Information packets for Indiana teacher licensing are available in the Registrar's Office and online at <http://www.huntington.edu/registrar>. Most licensing applications must be completed through the Teacher Online Licensing System. Refer to the Information Sheet for more detailed instructions about using the online system.

PRAXIS Examinations

Acceptable scores on the Pre-Professional Skills Test (PPST) are required for Indiana teacher licensing. Qualifying PPST (or C-PPST) scores established by the State of Indiana for the 2007-2008 year are:

Reading: 176	Writing: 172	Math: 175
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You must have passing scores on PRAXIS specialty area examinations for all subjects that will appear on your initial license before your license can be issued. You may be required to have passing scores on PRAXIS specialty area examinations for all subjects on your license in order to qualify as Highly Qualified under No Child Left Behind legislation. If you seek licensing in another state, tests may be required for endorsement and minor areas. Check with the licensing authority in that state for information about required tests.

You must code your PRAXIS form correctly so that exam score reports are sent both to the State of Indiana and to Huntington University (#1304). If we do not have official score reports that have been sent directly from ETS at the time you apply for your license, you will have to request official copies of your score reports.

License Renewal

Note that significant changes in renewal processes are under consideration at this time to go into effect in July 2010. Most information will be published as it becomes available.

At the present time, teachers licensed under Rules 2002 must file a Professional Growth Plan with the Indiana Division of Professional Standards and provide documentation of completing at least 90 Professional Growth Experience Points at least 120 days before their licenses expire in order to renew their licenses. Teachers complete the Professional Growth Plan using the appropriate documents (found at <http://www.doe.state.in.us/dps/renewal/growth/welcome.html>) no less than 120 days prior to the expiration of the current license. **Do not submit partial or incomplete plans** as these will be returned to you. Submission and review of the Professional Growth Plan is separate from your license renewal application. **AFTER** the plan has been evaluated by the DPS, you will receive a certificate that should accompany your license renewal application.

If you hold the Initial Practitioner License (the initial license) and do not teach in Indiana right away, you will be unable to enroll in IMAP, which is required in order to obtain the five-year, Proficient Practitioner's License. Should your license expire PRIOR to enrolling / completing the IMAP program, you may renew the two-year Initial Practitioner license by submitting a cover letter indicating why you have not completed the IMAP, a completed application form, \$35.00 certified check or money order, a limited criminal history report and a copy of the original license directly to the Indiana Professional Standards Board. Upon the first renewal, you are NOT required to complete any continuing education or to work with the licensing advisor.

If you do not secure employment and enroll in IMAP within a four-year period, the Initial Practitioner License may be renewed again by submitting application materials as described

above directly to the Indiana Professional Standards Board. Once again, you are NOT required to complete continuing education or to work through a licensing advisor.

Should you not be teaching in Indiana in the sixth year, however, you will need to complete six (6) semester hours of academic coursework in order to renew the Initial Practitioner License. In this case, you will need to work with a licensing advisor in making application for the renewal, and academic coursework will be the ONLY option for renewing the license.

The renewal policy for the Initial Practitioner License applies to all Instructional, Administrative and School Services licenses.

Rules 46-47 If you are licensed under Rules 46-47, you can simply complete six semester hours of approved renewal credits every five years in order to renew your license. You also have the option of electing to renew under the Professional Growth Plan, but if you switch to the PGP you cannot switch back to renewing under Rules 46-47 guidelines.

Licensing in Other States

ALL STUDENTS INTERESTED IN OBTAINING LICENSING IN OTHER STATES ARE URGED TO CHECK DIRECTLY WITH THE LICENSING AUTHORITY IN THAT STATE FOR CURRENT LICENSING REQUIREMENTS. Most states have excellent web sites detailing licensing procedures for teachers with out-of-state preparation. Links to these are available on the HU Registrar's Website.

The following states have signed a compact with Indiana agreeing to accept teacher education preparation completed here provided there is a parallel licensing pattern in that state. Most states that have signed the compact will issue at least a one-year license to applicants who have an Indiana license. During that year, some states will require teachers to make progress toward meeting requirements in that state. Other states will issue a permanent license with no restrictions on the basis of Indiana licensing. Many states have special requirements such as competency tests or background checks that they do not waive for out-of-state applicants. **Ohio** requires different PRAXIS II examinations for licensing and has a licensing structure that is different from Indiana's. Ohio currently evaluates transcripts of individual applicants to determine which license can be awarded. **Michigan** requires the Michigan Test for Teacher Certification but will issue a one-year, non-renewable Temporary Teacher Employment Authorization on the basis of the Indiana license (permitting you to apply for teaching positions) to give you one year to pass the MTTC.

If the state you are interested in does not appear on this list, the licensing agency for the state will evaluate your credentials to determine whether you qualify for a license.

Compact States for Instructional Licenses 2005-2010

Alabama	Kansas	New Hampshire	South Dakota
Arkansas	Kentucky	New Jersey	Tennessee
Arizona	Louisiana	New Mexico	Texas
California	Maine	New York	Utah
Colorado	Maryland	North Carolina	Vermont
Connecticut	Massachusetts	North Dakota	Virginia
Delaware	Michigan	Ohio	Washington
District of Columbia	Mississippi	Oklahoma	West Virginia
Florida	Missouri	Oregon	Wisconsin
Georgia	Montana	Pennsylvania	Wyoming
Hawaii	Nebraska	Rhode Island	
Idaho	Nevada	South Carolina	

Information about the compact is at <http://www.gapsc.com/demo/interstatehome.htm>
If you are interested in licensing in any other state, it is advisable to contact the Department of Education in that state directly to see if there are additional requirements you will need to meet after you complete Indiana licensing. Addresses and telephone numbers for all state education departments are available in the Registrar's Office and links to state websites are found on the Registrar's web page under Teacher Licensing.

Changes in Licensing Requirements

Teacher licensing requirements are controlled by the State Legislature and can be changed at any time without prior notice. If you have questions about how licensing requirements apply to you at any time in the future, please feel welcome to contact Huntington University.