

LICENSE RENEWAL INFORMATION

Office of Professional Preparation and Licensure Purdue University

The Indiana Department of Education Division of Professional Standards requires teachers, school services personnel, and administrators to participate in continuing education. Please read the information below regarding the options available for license renewal.

How does a person renew a Bulletin 400 or Rules 46-47 License?

- ◆ A Provisional, Standard, or Professional License under Bulletin 400 or Rules 46-47 may be renewed for five years upon completion of six semester hours of approved academic credit. Course work required to renew a Provisional, Standard and/or in content areas on the license. In all cases, this renewal coursework (completed at a regionally-accredited university) must be completed within 5 years of the date of the application to renew the license.
- ◆ The above licenses also can be renewed with 90 Certification Renewal Units (CRUs). A person must have earned a Master's Degree or 36 graduate semester hours to be eligible to renew with Certification Renewal Units (CRUs). Fifteen CRUs are equivalent to one semester hour. A combination of approved course work and CRUs may be used to renew. A minimum of 15 CRUs must be earned to be used for license renewal. Programs available for CRUs through Purdue University can be viewed at http://www.education.purdue.edu/oppl/home/licensing/prog_CRUs.html. Continuing Education Units (CEUs) are not equal to Certification Renewal Units and cannot be used for renewal.
- ◆ A person holding the above licenses also may renew by the Professional Growth Plan. See the Professional Growth Plan section of this document for information regarding this method of renewal. Please note that once a person has renewed with the Professional Growth Plan, that renewal system must continue to be used in the future. ***An individual cannot return to the previous renewal system after renewing with the Professional Growth Plan.***

Purdue Renewal

The renewal applicant is responsible for determining appropriate course work based on the above criteria; however, the Office of Professional Preparation and Licensure will approve course work before enrollment, if desired. Complete the attached *Request for Renewal Course Work Verification* form and submit it to the Office of Professional Preparation and Licensure, Beering Hall of Liberal Arts & Education, Room 3229, 100 North University Street, West Lafayette, Indiana 47907-2098. The form also may be faxed to 765-494-0587. A written response can be expected within a few days.

A person seeking to register for undergraduate and/or 500 level graduate courses toward renewal may do so through the Office of Admissions, 1080 Schleman Hall, Room 109 (765) 494-5931/494-1776. You must know what course(s) you wish to take before contacting the Office of Admissions.

For enrolling in graduate courses, complete an on-line Graduate School application at http://www.education.purdue.edu/gradoffice/admissions/prof_educator.html. Follow the licensing instructions for Professional Educator. Contact the College of Education Office of Graduate Studies, Beering Hall of Liberal Arts and Education, Room 6104, (765) 494-2345 with questions regarding graduate enrollment.

Purdue University course work (undergraduate or graduate) for renewal may be completed for a grade (2.5/4.0 grade point average) or “P” for pass/fail. If the course is to be used for another teaching area or toward an advanced degree, it must be completed for a grade.

After completing the requirements, obtain license renewal application materials from http://www.education.purdue.edu/oppl/home/licensing/renew_add_conversion.html or from the Office of Professional Preparation and Licensure, Beering Hall, Room 3229. Submit the completed license application, a Limited Criminal History Report (valid for one year) and a \$35 cashier’s check or money order (payable to the State of Indiana) to the Office of Professional Preparation and Licensure. The Indiana Department of Education Division of Professional Standards requests that renewal applications be submitted with the valid license no earlier than two months prior to the expiration date. The following question will be asked on the license application: "Have you ever been convicted of a felony or misdemeanor?" If the answer is "yes," copies of court records of the conviction must be included with the application. (Individuals with parking or minor traffic violations will not need to submit formal documentation; however, a written explanation of the infraction is required.)

Summary

Appropriate courses for renewal:

- Undergraduate or graduate
Note: Some undergraduate level, some 500 level, and all 600 level Purdue University courses are RESTRICTED from those students who seek renewal course work only and are NOT degree seeking. Some 500 level courses may require the signature of the instructor for the course. Refer to the Schedule of Classes to verify enrollment eligibility for a particular class.
- Courses reflecting major, minor, primary area, supporting area, and/or endorsement of the license to be renewed
- Courses with an education prefix **IF** a relationship exists between the course and an area of the license
- Courses for grade or pass for pass/fail
- Computer technology courses that are appropriate for education
Note: Many of the Purdue University Computer Science (CS) courses are restricted to current undergraduate students and are not available for license renewal. Notification of enrollment in other CS courses may not be made until one or two days before the class begins. Please consider the College of Education EDCI or College of Technology CPT computer courses as alternatives.

Further information regarding renewal of Bulletin 400 or Rules 46-47 licenses:

The Provisional or Standard License is valid for five years as of the date the State receives the application for renewal. If a license is valid the first day of school, it is valid throughout the school year.

If more than one license is being renewed, contact a licensing advisor in the Office of Professional Preparation and Licensure.

If a Speech, Language and Hearing Clinician License is being renewed, contact a licensing advisor for specific requirements.

A Standard License may be converted to a Professional License upon completion of an approved academic program and five years experience in an accredited school. The academic program includes a Master’s Degree and additional course work in the areas listed on the license. The initial Professional License is valid for ten years. Thereafter, renewal is valid for five years. For further information, contact the licensing advisor at the university where the Master’s Degree was obtained.

Non-Purdue Renewal

If course work is completed at an institution other than Purdue University, contact the licensing advisor of that institution. For a complete list of Indiana licensing advisors, go to <http://www.doe.state.in.us/dps/licensing/advisors/contact.html>.

If course work is completed at an institution outside Indiana, contact the Indiana Division of Professional Standards, <http://www.doe.state.in.us/dps/> (317) 232-9010, 1-866-542-3672 (toll free), or helpdesk@psb.in.gov for approval.

Courses taken at Ivy Tech for the purpose of license renewal must be courses that transfer to Purdue University and be approved by a licensing advisor.

The Division of Professional Standards will waive current continuing education requirements for teachers who complete the National Board certification process and are renewing a license. For teachers who achieve National Board certification, the Division of Professional Standards will waive current professionalization requirements. Information on the National Board certification process and eligibility requirements can be found on the NBPTS web site at <http://www.nbpts.org>.

How does a person renew under the Professional Growth Plan?

An educator who holds a renewable Bulletin 400 or Rules 46-47 license issued by the State of Indiana **may** use the Professional Growth Plan to renew a license. An individual who holds a Proficient Practitioner or Accomplished Practitioner License under Rules 2002 **must** use the Professional Growth Plan to renew that license. The Professional Growth Plan should be completed using the following documents:

Teachers: <http://www.doe.state.in.us/dps/renewal/growth/teacher.html>
School Services: <http://www.doe.state.in.us/dps/renewal/growth/schools.html>
Administrators: <http://www.doe.state.in.us/dps/renewal/growth/admins.html>

The Professional Growth Plan report should be submitted to the Division of Professional Standards no earlier than two years and no later than 120 days prior to the expiration of the current license. **Do not submit a partial or incomplete plan as it will be returned.** Submission and review of the Professional Growth Plan is separate from the license renewal application. **AFTER** the Plan has been evaluated by the Division of Professional Standards, an approval letter will be mailed to the applicant indicating successful completion. This letter should accompany the license renewal application materials.

A minimum of 90 points is required to be eligible for renewal of a license through the Professional Growth Plan. Six hours of course work at an accredited university are still one option to earn points toward renewal. A grade of “B” or better or a “P” for pass/fail is required for each course.

See *Frequently Asked Questions* on the Division of Professional Standards web site at <http://www.doe.state.in.us/dps/renewal/growth/faq.html>. If there are additional questions regarding this license renewal process, please contact the Indiana Department of Education Division of Professional Standards at helpdesk@psb.in.gov for general licensing questions or growthplan@psb.in.gov for other questions.

What is the procedure for applying for the initial license?

- ◆ Contact the licensing advisor at the university in Indiana where a teacher education program was completed. If more than five years (after December 31st of the fifth year) have passed since the completion of this program, six hours of approved recency credit in the area of the license or professional education are required. In addition, Praxis I Pre-Professional Skills Tests (PPST) and Praxis II Subject Assessments/Specialty Area Tests are required for instructional licenses. Contact the Office of Professional Preparation and Licensure for additional information. If you completed a teacher education program out of state, review the information on the Department of Education Division of Professional Standards web site at <http://www.doe.state.in.us/dps/licensing/checklists/outofstate.html>.

Detailed license renewal information can be found at
<http://www.education.purdue.edu/oppl/guide00/licensure/Renewal%20Information.doc>.

The required license renewal paperwork, including the license application, limited criminal history form, and instructions, can be found at this web site also.

**Purdue University
Office of Professional Preparation and Licensure
Beering Hall of Liberal Arts and Education, Room 3229
100 North University Street
West Lafayette, IN 47907-2098
765-494-5486
<http://www.education.purdue.edu/licensure>
licensure@purdue.edu**

___ School Services:

___ Educational Audiologist

___ Counselor

___ Speech, Language and Hearing Clinician

___ Nurse

___ Administration:

___ Elementary

___ Director of Reading

___ Secondary

___ Director of School Services

___ Superintendent

___ Director of Special Education

___ General Supervisor and Curriculum Specialist

___ Director of Vocational Education

___ Other (list): _____

6. Attach a copy of the license(s).

7. List the Purdue University course(s) requested to be used toward renewal. Include course number and title.

8. Provide a rationale explaining how the course(s) pertains to your license area.

___ Approved by the Office of Professional Preparation and Licensure

_____, Licensing Advisor Date _____

___ Not Approved by the Office of Professional Preparation and Licensure

_____, Licensing Advisor Date _____

Comments: _____

Return this form to:

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