

## Application & Renewal of License

First Year of the Emergency Permit: For the first year of the emergency permit (IN), an IUS licensing advisor will sign a confirmation form that verifies that the candidate has been made aware of the program requirements. The confirmation form will not be signed until the candidate has had an advising appointment with the program coordinator. The signed confirmation forms and the completed applications are returned to the candidates who, depending on employers' preference, either mail them directly to the state or deliver them to the employer.

Second and Third Year of Emergency Permit: To renew emergency permits candidates must first satisfactorily complete no less than six credit hours from the individualized program plan developed by the program faculty. Only those specified courses are allowed for renewal.

CAUTION: Occasionally IUS and other universities offer on-site or distance education courses in cooperation with districts. Though such courses might be used by some teachers to renew their licenses, they may not match the program plan for a candidate with an emergency permit. Candidates wishing to use such course for renewing their emergency permits should consult with the program coordinator who will determine if the course is appropriate. Approval must be sought before and not after the course is completed.

Even though six credit hours of identified coursework allows for renewing a license, candidates will need to complete more than that each year in order to meet Indianan's three-year limit. Completed applications (including criminal history and fees) should be forwarded to the SOE's Field Placement Office, HH0029. The program coordinator will verify that six hours were completed and subsequently the application will be signed by a licensing advisor. IUS will mail the application packet to the appropriate state office.

Applying for Full License: When all program requirements are completed and passing Praxis II scores are made available (for those required to take the Praxis II) candidates should complete a license application packet (available from HH0029 and online through each state) and deliver it to the SOE's Field Placement Office HH029.

### Information about Master's Degree

The post-baccalaureate initial license program does not yield a degree. Candidates wishing to pursue a master's degree at IUS should attend an orientation meeting (see SOE website for dates). After completing the initial-license in special education option, candidates may apply to the Master's in Elementary or Secondary Education degree program. No more than 15 credit hours of IUS graduate level work completed for the initial-license program with a grade of at least a "B" or "Satisfactory" (in a course graded S/F) can be brought into the master's degree program. All coursework to be applied to the degree must be completed within six calendar years from the completion date of the first that is to be used toward the degree. Candidates will be held to the master's degree requirements in effect at the time of admission to that program