

INDIANA UNIVERSITY SOUTHEAST
School of Education
Office of Licensing Advisor, HH0029
4201 Grant Line Road
New Albany, IN 47150-6405
(812) 941-2386

**PROCESS FOR IUS UNDERGRADUATES
TO APPLY FOR AN
INDIANA TEACHING LICENSE**

**All applicants must submit the following materials to the IUS Office of
Licensing Advisor:**

1. A completed, signed application form (#9331), available from our Student Services office (Hillside Hall 0029, 812/941.2386) or downloaded from the Indiana Division of Professional Standards (DPS) at: <http://www.doe.state.in.us/dps/licensing/forms/SF09331.pdf>. You would need a second application if you are also adding a minor without Praxis testing—see #3 below.
2. An up-to-date (no more than one year old) IN Limited Criminal History Background Check, available from the IN State Police (an application form is available from our offices or downloadable at <http://www.doe.state.in.us/dps/licensing/forms/SF8053.pdf>); you could mail the application to the IN State Police with payment of \$7 by cashier's check or money order, payable to the State of Indiana. The ISP would mail the background check to you, usually within two weeks. You may get a background check immediately, in person, from the ISP's Central Repository in Indianapolis. Some school corporations have the facility to do their own background checks--these are also accepted by DPS. You may also immediately print a background check from the ISP's website (<http://www.in.gov/isp/>), requiring credit card payment of approximately \$16 (the current website may require the specific IN code (IC 20-6.1-3-7-1) for option #2 under the reason for the background check). If you got an IN background check for General Methods, and if it is less than one year old, you may use it.
3. A cashier's check or money order, payable to the "State of Indiana" for:
 - \$35 if applying for ONLY an original license in your major area,
 - \$70 if applying for an original license AND an addition, endorsement or minor.
(Although a second application and fee is required for a second licensing action, applicants need not take PRAXIS testing for ADDITIONS, ENDORSEMENTS OR MINORS.)
4. The licensing advisor will need to see evidence of passing scores on all required Praxis 2 tests.
5. As of 7/1/2007, all applicants for original IN educator's licenses must provide documentation of having successfully completed a CPR certification program, including practice time with a mannequin for the Heimlich Maneuver. Details on how to attain the certification may be seen at http://www.ius.edu/education/pdf/cpr_instructions.pdf.

All materials should be sent to the appropriate licensing advisor, NOT directly to the DPS. The Licensing Advisor would make the recommendation and send the materials to the DPS. The DPS would send you the new certificate, usually within six weeks.

PLEASE NOTE: You must have a degree posted your electronic transcript. Official, passing score reports for all required PRAXIS tests must be on file in the Student Services office before the application can be processed.