

Information Sheet for Teachers Seeking Licensing through Huntington University

Note that you must complete the Huntington University Data Sheet prior to using the Teacher Online Licensing System

Complete the data sheet, provide supporting materials and return it to Sarah Harvey, Huntington University, 2303 College Avenue, Huntington, IN 46750 or email it to sharvey@huntington.edu prior to utilizing the Teacher Online Licensing System. If you do not complete the data sheet or contact Sarah Harvey, Huntington University will not be aware that you have applied through the online system and your application may not be processed for many months.

INSTRUCTIONS: After you have completed the data sheet, you may proceed to the Teacher Online Licensing system. Licensing applications are completed online on the Indiana Department of Education website at http://www.doe.in.gov/dps/licensing/online_licensing.html. Read the online Graduate Applicant User Manual and the Quick Tips thoroughly BEFORE you proceed to the Graduate Instruction Page and begin your online application. A major credit card will be needed to apply online.

***Only** teachers who are applying for one of the following actions can use the online system. If you are requesting ANY other license/action, DO NOT Proceed to the online application. You must print, complete and submit your application by mail: <http://www.doe.state.in.us/dps/quicklinks.html>*

Applications that may be completed through the online system are:

Original Rules 2002 license

Addition to Rules 2002 license

Renewal of licenses issued under Rules 46-47 or prior bulletins

Addition to licenses issued under Rules 46-47 or prior bulletins

Converting to professional licenses issued under Rules 46-47 or prior bulletins

Complete the following data sheet and return it and the required supporting document to Sarah Harvey:

Supporting Documents for initial licenses:

Proof that you have completed CPR training through a recognized agency

Supporting Documents for license renewals:

Original or photocopy of the license you currently hold (if this license is to be replaced).

Huntington University Data Sheet for Indiana Licensing

Complete and return to Sarah Harvey with any supporting documentation

A. IDENTIFYING INFORMATION

Name (last, first, middle)		Previous / maiden name
Social Security number	Date of birth (month, day, year)	
Address	e-mail address	Telephone number ()
City	State	ZIP code

B. ACTION REQUESTED

Check one of the following:

Teaching
 Administration
 School Services
 Occupational Specialist

Check one of the following:

Original
 Transition to Teaching (Original)
 Addition
 Renewal
 Conversion to

List subject and/or endorsement areas

C. EDUCATIONAL BACKGROUND

COLLEGES / UNIVERSITIES ATTENDED	DEGREE OR COURSEWORK	DATE OF GRADUATION OR ATTENDANCE	STATE

D. LICENSE HISTORY

Last Indiana educator license held (<i>if any</i>)	Number of license	Date of issue (<i>month, day, year</i>)
Last name in which license was issued		

E. CLARIFYING QUESTIONS

What is the highest degree you have obtained?	
<input type="checkbox"/> None <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Specialist <input type="checkbox"/> Advanced <input type="checkbox"/> Doctorate	
If you are applying for your initial Indiana license, have you satisfactorily completed all PRAXIS exams required for your license and had official score reports sent to Huntington University?	___ Yes ___ No
If you are renewing your Indiana license, have your renewal credits been approved by the licensing advisor at Huntington University?	___ Yes ___ No
If you are renewing your license, have you completed the IMAP or internship program required for your license?	___ Yes ___ No
If you are renewing your license, did you complete your initial certification through Huntington University?	___ Yes ___ No