



## Indiana University, School of Education, Bloomington

### CHECK LIST FOR GRADUATE STUDENTS INTERESTED IN TEACHER CERTIFICATION

\_\_\_ **Explore certification:** Contact *Jeane Novotny* [jnovotny@indiana.edu](mailto:jnovotny@indiana.edu), 812-856-8584 *Education 2118* for information about initial teacher certification and possible additions to a license. Web page: <http://education.indiana.edu/tabid/5283/Default.aspx>

In general, students seeking a certification in addition to the degree need only apply for the *degree* program, but indicate their interest in a particular program within the goal statement. Transition to Teaching students apply for that particular program and *then* indicate in their goal statement that they are seeking a degree. Community of Teachers (CoT) secondary students may apply to either IU licensure/degree or the CoT program first, but acceptances are needed for both.

\_\_\_ **Explore masters DEGREE programs** on the website particular department and advisor offering the degree <http://education.indiana.edu/Default.aspx?tabid=5657> . Jeane Novotny may be able to help in an initial discussion, but final approval of programs is completed through an advisor in that department. A Master of Arts (MAT) degree is available from several (subject) departments in the University Graduate School. Contact the department of interest for information. For MAT Social Studies contact Keith Barton in School of Education. Other degree options may exist through School of Library and Information Science, Health, Physical Education and Recreation (HPER) or Music.

\_\_\_ **GRADUATE application to the School of Education for a particular program:** Go to School of Education webpage: <http://education.indiana.edu/> choose future students/graduate; how to apply

\*Use IU network ID if a student or former student; create an account if a new student.

\*Under Intended major; look for Education: Licensure Programs (Initial or Addition), then complete plan

\*Two letters of recommendation (Names/emails may be listed on application for online submission.)

\*Personal or goal statement, indicating interests, experiences and strengths for program; some programs Transition to Teaching (T2T) would like a resume. Also indicate second interest in master's or certification if applicable.

\*GraduateRecordExam ([www.ets.org](http://www.ets.org)) needed for master's degree & T2T programs IF undergraduate GPA is less than a 3.0

\*Praxis I: information <http://education.indiana.edu/tabid/5426/Default.aspx> MAY be needed for the application including all T2T programs; will not be needed for additions to licenses. If available, Praxis II in subject area will be required for full Secondary T2T admission

\*Non-IU transcripts of 9 cr or more sent to School of Education Graduate Admissions, Education 2116, 201 North Rose, Bloomington, IN 47405-1006

\_\_\_ **Costs/ financial Assistance:** <http://education.indiana.edu/tabid/5468/Default.aspx>

Office of Student Financial Assistance <http://www.indiana.edu/~sfa/>; FAFSA: <http://www.fafsa.ed.gov/>

\_\_\_ Possible Assistantships <http://education.indiana.edu/tabid/5468/Default.aspx> (many are reserved for doctoral students) Also: <http://www.indiana.edu/~uhrs/jobs/OLA-student.html>

\_\_\_ **Register for Classes** through OneStart ([www.onestart.iu.edu](http://www.onestart.iu.edu) ). (Another site for quick reference is: <http://registrar.indiana.edu/> and look for Schedule of Classes, semester; *student course browser*, not *class search*). In order to register, a network id and pin are required. Newly-admitted students may go to <http://itaccounts.iu.edu/> to establish the network account.

\_\_\_ **Complete a Program Plan of Studies** with graduate certification advisor AND departmental advisor for graduate DEGREE; coursework needed for certification should be included in a total plan. (**over**)

## For students seeking initial teacher certification:

\_\_\_ *Take the Praxis I exams in Reading, Writing and Math*): Information can be found at <http://education.indiana.edu/tabid/5426/Default.aspx> . Qualifying scores on Praxis I/PPST tests will be needed ([www.ets.org/praxis](http://www.ets.org/praxis) ) for the Teacher Education Program application which is needed to apply for the student teaching placement.

\_\_\_ *Apply to the Teacher Education Program (TEP)*: Qualifying scores on Praxis I/PPST tests will be needed for this application; should have clear criminal record. Log in with your IU id/password. <https://info.educ.indiana.edu/teachered/Application.aspx/login.aspx>

\_\_\_ *Apply for student teaching placement* in the fall of the year before student teaching; students in Transition to Teaching, Community of Teachers will apply through the program facilitator or coordinator. Check the student teaching website for dates: <http://education.indiana.edu/tabid/5123/Default.aspx>

\_\_\_ *Attend a pre- professional student teaching meeting* in the semester before student teaching to learn what is expected during the placement. See student teaching website for dates.

\_\_\_ *Take Praxis II exam(s)*, if required: Information is in Education 1000. Qualifying scores should be available by the time of applying for the license (usually at the end of student teaching).

\_\_\_ **Apply for Masters DEGREE at least one semester before anticipated graduation:** <http://education.indiana.edu/tabid/5124/Default.aspx> October 15 for May, June or August graduation; March 15 for December graduation.

\_\_\_ **Arrange for a certification/license check** with Jeane Novotny at [jnovotny@indiana.edu](mailto:jnovotny@indiana.edu) . ;

\_\_\_ **Establish a placement/credentials file.** Register for placement services at [iueducationcareers.com](http://iueducationcareers.com). Appointments with employment advisors in Education 1000 can be made at 856-8510. Activate by March 1 to participate in Interview Day in late April.

\_\_\_ **Apply for the teaching license** at the Indiana Office of Educator Licensing and Development site: <http://www.doe.in.gov/educatorlicensing/welcome.html> Information is also in Education 1000. CPR certification will be required for licensing.

## GRADUATE Policy NOTES:

\***Maintain active status:** Students who have matriculated in a graduate degree or licensure program, but fail to enroll in program course work for a period of two years are automatically terminated from the program.

\***Minimum GPA:** Students in master's degree and licensure programs are expected to maintain a GPA of 3.3 or higher in graduate coursework. Graduate licensure students are expected to maintain 2.75 GPA in undergraduate licensure coursework.

\***Incomplete coursework:** In general, students with 9 or more credits hrs of I or R grades will be disallowed from further enrollment

\***Withdrawal from all classes:** Contact the Student Advocates office at [advocate@indiana.edu](mailto:advocate@indiana.edu); Owen Hall (812) 855-0761.