

Processing a “Professionalization” Application

STEP ONE: Verify the Applicant Meets the Requirements for a Professional License

Please note that an applicant must meet certain requirements in order to qualify for a professional license. Requirements also vary by licensure type. Please review the following requirements and be sure the applicant meets ***all requirements*** before processing.

Instructional Licenses:

- ✓ Applicant has official transcripts showing completion of Master’s degree from a regionally accredited institution.
- ✓ Applicant has proof of two (2) years teaching experience in an accredited school. Below are ways experience can be verified.
 - Check “Educator Lookup” at <http://www.doe.in.gov/licensing/indiana-educator-license-lookup>;
 - Completion of IMAP for those holding Rules 2002/REPA licenses;
 - Verification of experience on school letterhead signed by principal or school corporation official.
- ✓ Applicant holds Proficient Practitioner/Standard/Provisional license for five (5) years.
 - **If an applicant is on their first five (5) year license, they must hold that license for five (5) years before they are eligible to professionalize. Meaning if they are two (2) years into their license, earn their Master’s, they are still not eligible. The applicant will have to wait until they are within 45 days of the license expiring before they can professionalize it.**

Administrative Licenses

- ✓ Applicant has official transcripts **showing a total of 60 hours of graduate coursework** from a regionally accredited institution in Administration and related areas.
- ✓ Applicant has five (5) years administrative experience **in the content area of the license** in an accredited school or public school district. For example, if they are professionalizing their building level administrative license, they must have five (5) years as a building level administrator, etc.

School Services

Social Worker, School Counselor and School Psychologist

- ✓ Applicant has two (2) years of experience **in the licensure area** in an accredited school. For example, two (2) years of experience as a school counselor is required to professionalize a school counselor license. Below are ways experience can be verified.
 - Check “Educator Lookup” at <http://www.doe.in.gov/licensing/indiana-educator-license-lookup>;
 - Completion of IMAP for those holding Rules 2002/REPA licenses;
 - Verification of experience on school letterhead and signed by principal or school corporation official.
- ✓ Applicant holds Proficient Practitioner/Standard/Provisional license for five (5) years.
 - **If an applicant is on their first five (5) year license, they must hold that license for five (5) years before they are eligible to professionalize. Meaning if they are two (2) years into their license, earn their Master’s, they are still not eligible. The applicant will have to wait until they are within 45 days of the license expiring before they can professionalize it.**

School Services continued

School Nurse

- ✓ Applicant has official transcripts showing completion of **Masters in Nursing** degree from accredited institution.
- ✓ Applicant has two (2) years' experience as a **school nurse** in an accredited school. Below are ways experience can be verified.
 - Check "Educator Lookup" at <http://www.doe.in.gov/licensing/indiana-educator-license-lookup>;
 - Completion of IMAP for those holding Rules 2002/REPA licenses;
 - Verification of experience on school letterhead and signed by principal or school corporation official.
- ✓ Hold Proficient Practitioner/Standard/Provisional license for five (5) years.
 - **If an applicant is on their first five (5) year license, they must hold that license for five (5) years before they are eligible to professionalize. Meaning if they are two (2) years into their license, earn their Master's, they are still not eligible. The applicant will have to wait until they are within 45 days of the license expiring before they can professionalize it.**

STEP TWO: Process the Application in LVIS

- ✓ We now offer "RENEW ALL" and "PROFESSIONIZE ALL" buttons which no longer require you to enter each licensure area for renewal and/or professionalization!

Renew All

Convert All

Professionalize All
- ✓ Selecting the "Professionalize All" button will renew and professionalize a license at the same time. **There is no need to click the "Renew All" button before clicking the "Professionalize All" button.** Doing so will cause the application to go away.
- ✓ Licenses should not be renewed or professionalized any earlier than 45 days prior to the expiration of the license.
- ✓ Unlike previous licensure rules, all areas of a license can be professionalized and remain on the license. It is no longer necessary to "drop" areas, such as majors or minors (Rules 46/47, etc.), before professionalizing.

Other links of interest:

<http://www.doe.in.gov/licensing/professionalizing-license>

<http://www.doe.in.gov/licensing/lvis>