

## Chapter 17 – Request Guides

This chapter contains Request Guides for common licensure requests.

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# ALTERNATIVE ENTRY LICENSE REQUEST GUIDE

- Form A
- Form AEL
  - signed and dated by unit and individual*
- Transcript for Each Degree Earned
  - includes name of institution*
  - includes degree and date earned*
  - is clear and legible*
- Other State License (if held)
  - includes copy of front and back, with code key*
  - is clear and legible*
- Form(s) E and/or CE verified by each former employer for any prior teaching experience
- Forms NE *and* RN and official job description(s) for any applicable non-teaching experience
- \$85 processing fee

**NOTE TO PERSONNEL ADMINISTRATORS:** *Use this form in preparing your licensure request. You need not include it with your request to the Licensure Section.*

# INITIAL CAREER-TECHNICAL REQUEST GUIDE

- Form A
- Form CT
- Transcript for Each Degree Earned (if required)
  - includes name of institution*
  - includes degree and date earned*
  - is clear and legible*
- Forms NE *and* RN and official job description(s) for any applicable non-teaching experience
- \$85 processing fee

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# Emergency Permit Request Guide

- Form A
  
- Form EP
  - signed and dated by the superintendent (or designee) and the individual applicant*
  
- Transcript for Each Degree Earned
  - includes name of institution*
  - includes degree and date earned*
  - is clear and legible*
  
- \$85 processing fee

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# GRADUATE SALARY REQUEST GUIDE

- Form G
  
- Individual holds a degree from a regionally accredited college in an education or subject area directly related to their existing class A license
  
- Individual is teaching that subject at least 50% of the day

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# ADDING PROVISIONAL AREA REQUEST GUIDE

- Form I
- List on Form I courses/credits already completed
- Indicate beginning date of employment in position
- Transcripts and/or certificates of credit listed on Form I (only if those credits are not already on file in Licensure Section)
- \$55 processing fee (only for adding special service personnel areas)

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# JROTC REQUEST GUIDE

- Form A
- Form N
- Letter of Military Approval to teach JROTC
- Form DD 214
- Transcript for Each Degree Earned
  - includes name of institution*
  - includes degree and date earned*
  - is clear and legible*
- Form(s) E and/or CE verifying any classroom teaching experience which occurred *outside* the military
- \$85 processing fee

**NOTE TO PERSONNEL ADMINISTRATORS:** Use this form in preparing your licensure request. You need not include it with your request to the Licensure Section.

Form J-RG  
March 2006

# LATERAL ENTRY REQUEST GUIDE

- Form A
- Form LE
  - signed and dated by LEA and individual*
- Transcript for Each Degree Earned
  - includes name of institution*
  - includes degree and date earned*
  - degree closely matches area of assignment*
  - shows cumulative GPA of at least 2.5*
  - is clear and legible*
- Praxis I and/or Praxis II test scores (if required)
- Verification of 5 years of relevant professional experience (if used in lieu of gpa)
- Forms NE and RN and official job description(s) (*if person has applicable non-teaching experience*)
- \$85 processing fee

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Form LE-RG  
March 2006



# NON-TEACHING EXPERIENCE REQUEST GUIDE

- Was at least half-time (20 hours/week or more)
- Totals at least 12 months
- Occurred after age 18
- Is directly applicable to the individual's area of licensure
- Is appropriately verified by former employer on Form NE, including exact beginning & ending dates and number of hours worked *per week*
- Official* job description is attached

If above criteria are met, add total number of months and divide by 12 to determine number of years to be recommended. If there is a remainder of 6 months or more, round up by 1 year. One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor's degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor's degree. For Class V Career-Technical Trade and Industry Education licenses one year of experience credit can be awarded for every year of full-time relevant non-teaching work experience after the individual has completed the required training and work experience to qualify for the provisional license.

Partial years of full-time or part-time experience can be combined for experience credit.

- Complete and sign Form RN
- Attach the verified Form NE and official job description
- Forward to the Licensure Section along with the required \$55 processing fee (if adding experience to existing license).

**NOTE TO PERSONNEL ADMINISTRATORS:** Use this form in preparing your licensure request. You need not include it with your request to the Licensure Section.

# OUT-OF-STATE NEW APPLICATION REQUEST GUIDE

- Form A
- Form N
- Other State License
  - includes copy of front and back, with code key
  - is clear and legible
- or**
- Form V (completed and signed by recommending official at institution where approved education program was completed)
- Transcript for Each Degree Earned
  - includes name of institution
  - includes degree and date earned
  - is clear and legible
- copies of scores from any NTE or Praxis tests taken
- Form(s) E and/or CE verified by each former employer for any prior teaching experience
- Form NE and RN and official job description(s) for any applicable non-teaching experience
- \$85 processing fee

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# VALIDATED LICENSE REQUEST GUIDE

- Form U
- Transcripts/certificates for any credits earned within the most recent five years
- Form(s) E and/or CE verified by each former employer for any teaching experience not previously filed with the Licensure Section
- \$55 processing fee

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