Chapter 17 – Request Guides

This chapter contains Request Guides for common licensure requests.

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ALTERNATIVE ENTRY LICENSE REQUEST GUIDE

- **G** 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

- Given Form A
- Given 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

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 CT-RG March 2006

Emergency Permit Request Guide

Given Form A

Form EP

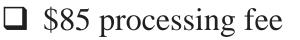
signed and dated by the superintendent (or designee) and the individual applicant

□ Transcript for Each Degree Earned

includes name of institution

includes degree and date earned

is clear and legible



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 EP-RG March 2006

April 2006

GRADUATE SALARY REQUEST GUIDE

FormG

- 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

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 G-RG March 2006

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)

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 I-RG March 2006

JROTC REQUEST GUIDE

- Given Form A
- Given Form N
- □ Letter of Military Approval to teach JROTC
- Given 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

G 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

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 LE-RG March 2006

April 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.

> Form NE-RG March 2006

April 2006

OUT-OF-STATE NEW APPLICATION REQUEST GUIDE

- **G** Form A
- Given Form N
- Other State License
 - \Box 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

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 OS-RG March 2006

April 2006

VALIDATED LICENSE REQUEST GUIDE

G 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

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 VAL-RG March 2006