#### **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

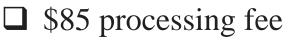
signed and dated by the superintendent (or designee) and the individual applicant

□ Transcript for Each Degree Earned

*includes name of institution* 

*includes degree and date earned* 

**i**s 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