

APPLICATION TO ADD IN-FIELD LICENSING

Submit this form when an area must be added to an existing license to meet in-field licensing regulations.

See reverse side for instructions. Please print or type

last name	first name	middle name	maiden name
social security number	LEA	LEA number	
Area (s) to be added: _____ _____ _____			Beginning date of employment in this position _____

List course work already completed in the subject.

Course or workshop title	University or LEA	Credits earned	Date completed

**To the best of my knowledge and belief, this information is correct.
This individual is teaching out-of-field. As appropriate, parents are being notified.**

signature of superintendent or designee

signature of workforce development director
(for workforce development areas only)

date

date

Form I: Instructions

(Form I is to be used by school systems only.)

Submit Form I to request the addition of a provisional area to an existing license. Use this form to add any provisional area, **including career-technical areas**. Please note that prerequisites to provisional licensing exist for some areas (e.g., counseling and certain career-technical areas).

IMPORTANT NOTE: Effective June 30, 2006, provisional licenses will no longer be issued at the elementary grades level or at the middle grades and secondary levels in licensure areas required for teaching the core academic subjects.

To apply:

- Fill in the applicant's name and social security number along with the school unit's name and number.
- List the area or areas to be added.
- Indicate beginning date of employment in this position.
- List course work in the area that the individual has already completed.
- Sign and date the request. The career-technical education director signs this form only to add a career-technical area.

The Licensure Section notifies license holders of the requirements to earn clear licensure in the provisional area. They will be directed either to associate with an approved education program in a college or university or to complete course work specified by the Licensure Section.