

**CATHOLIC SCHOOLS OFFICE - DIOCESE OF EVANSVILLE
CERTIFICATION INFORMATION**

Applicant's Name _____ Date _____

Please check the appropriate responses and return with your application of employment to the Catholic Schools Office.

For Beginning Teachers Who Have Not Yet Received Standard Teaching Licenses
(Teachers graduating from Indiana Colleges)

<i>The person who has not received the standard license has:</i>	Yes	WHEN	No
Graduated from college (4 year degree) and completed all education courses required in order to teach.			
Taken and passed all three parts of the core battery competency tests.			
Taken and passed the correct specialty test for each area to appear on the original license.			
Requested that the testing service send the test scores to the University Certification Advisor (CA) and the Department of Education – Division of Professional Standards.			
Completed the application form and submitted it, and the appropriate fees in the form of a money order, to the CA.			
Verified that the CA has signed the application and has sent the signed application, fees, and test score summary to the: Dept. of Education, Division of Professional Standards, Room 229 – State House, Indianapolis, IN 46204. (Toll free number: 866-542-3672)			
Checked with the Division of Professional Standards every three weeks after number six above has been completed until the license is received.			

For Beginning Teachers Who Have Not Received Reciprocal Teaching Licenses
(Out of State Licenses)

<i>The person who has not received the reciprocal license has:</i>	Yes	WHEN	No
Secured an information packet entitled “How to Obtain an Indiana License” by writing to Dept. of Education, Division of Professional Standards, Room 229 – State House, Indianapolis, IN 46204. (Toll free number: 866-542-3672)			
Requested the information outlined in the information packet, such as transcripts, valid out of state license, NCATE form, etc.			
Sent the required information to the Division of Professional Standards with the appropriate <u>evaluation</u> fee(s).			
Sent the additional <u>licensing</u> fees to the Division of Professional Standards.			
Complied with any other instructions.			