

PROGRAM CHECKLIST

HIGH ABILITY TEACHER LICENSURE (HA)

The High Ability Licensure Program leads to an Additional - Indiana Instructional Practitioner license. Because this is a licensure program, a Transcript Evaluation and Credential Reviewing (TECR) must be completed prior to admissions. The TECR will take at least two weeks to complete, and the deadlines below are firm.

Contact the College of Education Office of Teacher Education and Licensure (OTEL) at licensure@purdue.edu before continuing with the application if you have any questions about how this transfers to your state or the process.

During the process, be sure to reach out to the [admissions representative](#) to determine your eligibility and to help you through the process. The following checklist will assist you in completing your Graduate School application, your Transcript Evaluation and Credential Review (TECR) and preparing documents to support both applications

TERM	TECR DEADLINE	GRADUATE APPLICATION DEADLINE
Fall Start	July 1	August 1
Spring Start	November 15	December 15
Summer Start	April 15	May 15

***Completed applications should be submitted by the deadlines.**

_____ Make sure this is the right program for you. Check out the [Website](#)

_____ Request a Transcript Evaluation and Credential Review (TECR) ([Click here](#))

- Cost \$35
- Must have an initial instructional teacher license
- Follow up in 4 weeks if you have not received your evaluation Office of Teacher Education and Licensure
 - Email: licensure@purdue.edu
 - Phone: 765-494-2345

_____ Create an [application account](#) to start your Graduate School application.

_____ [Login](#) to the Graduate School application using your account credentials.

_____ Complete the following sections of the application based upon your enrollment objective:

Degree Seeking (Teacher Licensure – High Ability) –

- Applicant Information - Personal Background, Emergency Contact, Residency
- Campus and Program
 - > Campus: Select “West Lafayette”
 - > Proposed Graduate Major: Select “Educational Studies”
 - > Area of Interest: Select “High Ability”
 - > Degree Objective: Select “Teacher Licensure (TL-EDST)”
 - > Course Delivery: Select “Distance (online or off-campus location)”

PROGRAM CHECKLIST

(Continued)

High Ability (HA) Teacher Licensure– EDST

- o Education Background
- o Supplemental Form (*not required*)
- o Employment & Other History
- o Resume Upload (*not required*)
- o Personal History Statement (*required*)
- o Academic Statement of Purpose (*required*)
- o Fellowship Applicant Essay Upload (*not required*)
- o Recommendations (*not required*)
- o Acknowledgments
- o Faculty Selections (*not required*)

_____ No fee is required for teacher licensure – be sure the fee is waived.

_____ Contact the admissions representative at edgrad@purdue.edu if you need assistance.

_____ The **Personal History Statement (required)** helps reviewers learn more about you as a whole person and as a potential graduate student. This may include relevant details on community service, leadership roles, participation in diverse teams, and significant barriers that you overcame to attend graduate school.

_____ The **Academic Statement of Purpose (required)** is an opportunity for you to share information that will help reviewers understand your academic interests and objectives, assess your academic background, preparation, and training, and determine if you are a good match for the program to which you are applying.

_____ **Submit an official transcript** for every college or university attended. Official transcripts should be requested to be sent directly from the issuing institution to the Purdue Graduate School or gradadm@purdue.edu. If possible, please select Attn: “Grad School.”

- Social Security numbers must be marked out before any document is uploaded.
- If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write “*This is a true original copy of the diploma for (applicant’s full name)*” on the copy, and include their name, title, phone, and email address on the copy. The copy *cannot* be faxed or sent over email; it must be mailed to the graduate program.

_____ International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School’s [minimum score requirements](#).

The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized [English-speaking countries](#). Note: If you have not done so

PROGRAM CHECKLIST

(Continued)

High Ability (HA) Teacher Licensure– EDST

already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your [online application](#). We will keep you updated as any items arrive.

Additional options:

MS in Curriculum and Instruction, Concentration in Gifted Education – If you have completed the High Ability licensure, you only need 18 more credits to complete your master’s degree. If you would like to complete your masters’ program, this may be an option to finish. [Website](#)

Gifted, Creative and Talented Graduate Certificate - For educators outside of Indiana, the non-licensure [Gifted, Creative, and Talented Studies Graduate Certificate Program](#) provides professional preparation to support and serve gifted, creative, and talented children and youth.