



Student Name: _____ Student ID #: _____

Advisor Name: _____ Date Accepted to Program: _____

***Students must be admitted to the Urban School Leadership Graduate Certificate BLA program.**

Educational Leadership (24 credits)			
EDUC J500 – Instruction in Context of Curriculum	3		
EDUC A500 – Introduction to Educational Leadership	3		
EDUC A510 – School Community Relations	3		
EDUC A515 – Educational Leadership: Teacher Development & Evaluation	3		
EDUC A608 – Legal Perspectives on Education	3		
EDUC A624 – Educational Leadership: The Principalship K-12	3		
EDUC A635 – Public School Budgeting and Accounting	3		
EDUC A695 – Practicum in Educational Leadership <i>Note: Students must complete a total of 3 credits of the A695 practicum for the building-level administration.</i>	3		

Advisor Signature

Date

Student Signature

Date

Transferred Courses/ Revalidation

Transferred Courses /Revalidation			

Note: Licensure courses cannot be substituted. At the time of certificate/licensure completion, course work cannot be over seven years old.

Revalidation: Courses over seven years old must be revalidated. Revalidation requires students to demonstrate their current knowledge of course material that was not recently taken. Students will work with their faculty advisor and/or Program Coordinator for an approved revalidation plan.

***Courses over ten years old are expired and cannot be used to fulfill the certificate/licensure requirements.**

Advisor Approval: _____ **Date:** _____

Graduation:

To complete the Urban School Leadership Graduate Certificate program, students must submit the Graduate Intent to Graduate Form: <https://education.indianapolis.iu.edu/machform/view.php?id=14290>

- Submission Deadlines
 - May Graduation: January 1st
 - June Graduation: January 1st
 - August Graduation: January 1st
 - December Graduation: November 1st
- June-December graduates can participate in the May Commencement ceremony. Please check the IU Indianapolis Commencement page, for information about the May graduation ceremony. Here is the website: <https://commencement.indianapolis.iu.edu/>

Note: The certificate is posted to the transcript approximately three weeks following the end of the final semester.

Eligibility for the Building Level Administrator License (Indiana)

The Urban School Leadership Graduate Certificate BLA licensure program is an approved program by the Indiana Department of Education (IDOE). To obtain a Building Level Administrator license students must successfully complete the program and meet other relevant IDOE requirements including.

- Hold a Proficient Practitioner or Accomplished Practitioner license.
- Pass the ETS Test #5412: Educational Leadership: Administration and Supervision with a score of 150 or higher. Find the link for the ETS Test information here: <https://praxis.ets.org/state-requirements/indiana-tests.html>
- Valid CPR/AED training at the time of applying for the Building Level Administrator license; here is a list of state approved providers: <https://www.in.gov/doe/educators/educator-licensing/cpr-and-aed-certification/>
- Complete the Suicide Prevention Training Certificate. here is a link to the School of Education module: <https://iu.instructure.com/enroll/69AD7J> Note: Anyone with this link and IU credentials can enroll.

Licensing Application Process

Applicants that have completed a Building Level Administrator Program may apply online through the License Verification and Information System (LVIS). Note: *Students may apply after the certificate is posted to the transcript.

- Log-in to the Indiana LVIS Portal and create an individual profile. Be sure to indicate that IU Indianapolis is the "recommending university."
- LVIS Portal/Instructions: <https://www.in.gov/doe/educators/educator-licensing/lvis/>

Application Documents (Domestic Students)-All Application documents should be written in English

- **Personal Statement(upload online)-** Please use the writing prompts as a guide for your statement.

Writing prompts:

- Are you an Elementary or Secondary Education licensed teacher in Indiana? If so, what license do you hold?
- What are your personal, academic, and career goals?
- How will this program help you meet your academic and career goals?
- What experiences have prepared you for this program?

This statement should be no more than three double-spaced pages, with a 12-point font.

- **Two Letters of Recommendation(upload online)**

The letters of recommendation must be professional, on letterhead, and signed. Select recommenders who can attest to and describe your character, skillset, experiences, and abilities.

Please note: The application will require you to submit your recommender's email; an email request will automatically be sent to the recommender on your behalf.

- **Transcripts(upload online)**

Submit an unofficial transcript for each institution

- **Proof of License(upload online)**

Please provide a copy of your teaching license

Additional Application Documents (International Students only)

International Applicants-If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant.

English Proficiency

- The IU Indianapolis School of Education will accept a TOEFL score of 79 for the Internet-based version exam; the TOEFL cannot be over (2) years old. Please note: The English for Academic Purposes exam (EAP) is waived with a TOEFL score of 100. Here is information about the TOEFL: <http://www.ets.org/toefl/> . If you complete an online exam (TOEFL iBT Home Edition or TOEFL Essentials), you will be required to complete the English for Academic Purposes(EAP) exam.
- Here is information about the EAP: <https://liberalarts.indianapolis.iu.edu/programs/eap/>
- Here is information about English Proficiency: <https://international.indianapolis.iu.edu/admissions/how-apply/graduate/english.html>
- Here is a list of countries for English Proficiency Exemptions, if you received the equivalent of a U.S. Bachelor's degree from these countries: <https://international.indianapolis.iu.edu/admissions/english-speaking-countries-grad.html>

Student Visa

- *If you are on a Visa status or will need to use a Visa to pursue your education at IU Indianapolis, please contact the Office of International Affairs. Their number is (317) 274-7000. Here is where to access their Visa information: <https://international.indianapolis.iu.edu/visas/index.html> . Here is a link to their contact page: <https://international.indianapolis.iu.edu/about/contact.html>*