PROGRAM CHECKLIST

HIGH ABILITY LICENSURE PROGRAM (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.

Completed applications should be submitted by the deadlines listed below.

<table>
<thead>
<tr>
<th>Deadlines: TERM</th>
<th>TECR DEADLINE</th>
<th>GRADUATE APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Start</td>
<td>July 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Start</td>
<td>November 15</td>
<td>December 15</td>
</tr>
<tr>
<td>Summer Start</td>
<td>April 15</td>
<td>May 15</td>
</tr>
</tbody>
</table>

☐ Make sure this is the right program for you. Check out the website.

☐ Complete the Transcript Evaluation and Credential Review (TECR) request here.
  - Click on Start Your TECR Process (complete the form)
  - In the Area of Interest, select the following:
    - Pay ($35) and submit the TECR request.
    - High Ability Addition – to an Indiana State Instructional License
  - If you have any questions about the TECR, please contact licensure@purdue.edu.

*Only one set of original transcripts need to be sent to Purdue. Please send them to gradadm@purdue.edu ATTN: Graduate School Admissions. If you request official transcripts be sent to the Purdue Graduate School, those can be accessed by the licensing advisors for your TECR. If a TECR deadline is less than 7 business days away, official transcripts may be ordered and sent from the issuing institution to licensure@purdue.edu (This only meets the TECR requirement, not the Graduate School requirement for continued enrollment.)

☐ Create an application account to start your Graduate School application.

☐ Login to the Graduate School application using your account credentials.
PROGRAM CHECKLIST
(Continued)

High Ability Licensure Program (HA)

- Complete the following sections of the application based upon your enrollment objective:
  - Degree Seeking (High Ability Licensure Program (Teacher License Educational Studies))
    - Applicant Information - Personal Background, Emergency Contact, Residency
    - Campus and Program
      - Campus: Select “West Lafayette”
      - Proposed Graduate Major: Select “Educational Studies”
      - Area of Interest: “High Ability”
      - Degree Objective: Select “Teacher Licensure”
      - Course Delivery: Select “Distance (online or off-campus location)”
    - Complete licensure form
    - Education Background
    - Supplemental Form (not required)
    - Employment & Other History
    - Statement of Purpose
    - Resume Upload
    - Fellowship Applicant Essay Upload (not required)
    - Recommendations (not required)
    - Acknowledgments
    - Faculty Selections (not required).

*There is no application fee for the graduate admissions application.

- **Statement of Purpose** Essay is required for all applicants. Your statement is an opportunity to show the Admissions Committee who you truly are and explain why the program is an ideal fit for you and your interests. Typically, 300-500 words concerning your purpose for undertaking or continuing graduate study, your reasons for wanting to study at Purdue, and your research interests, professional plans, and career goals. Consider addressing any major deficiencies in your application (such as a low GPA) and how you plan to overcome those experiences and achieve success as a graduate student.

- **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.
  - For **International** Transcripts:
    - For the TECR, different requirements apply from the Indiana Department of Education, including an official evaluation of Foreign Studies from a member of the
High Ability Licensure Program (HA)

National Association of Credential Evaluation Services. Please contact licensure@purdue.edu for more information. For a list of members, go to www.naces.org/members.html. Please send the original report to OTEL at licensure@purdue.edu.

- For the graduate application, the transcripts/diploma requirements from the Graduate School can be found at the documents required by country webpage. Unofficial international transcripts may be accepted for admission and should be uploaded with the application.

☐ Your resume should provide the admissions committee with more information than what’s included in the application and focus on what they need to know to better evaluate your admission. A graduate resume is different than a job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.
  - The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)
  - Separate your work and non-work experiences into different sections
  - Include all your experiences – not just the ones targeting a specific job
  - Some of the most commonly included categories in a graduate school resume are:
    - Objective
    - Education
    - Academic Experience/Highlights
    - Employment
    - Volunteer, Community, and/or Extra-Curricular Involvement
    - Certifications/Professional Development

☐ 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 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.
High Ability Licensure Program (HA)

Additional options:

Gifted, Creative, and Talented Education Graduate Certificate (GCT) – This is the same 12 credits but is not a licensure program. An initial instructional license is not needed for admissions. [Website](#)

MS in Curriculum and Instruction, Concentration in Gifted Education – If you have completed the GCT or HA, you have 12 of the 30 credits needed for your master’s degree. If you would like to complete your masters program, this may be an option to finish. [Website](#)