BUILDING LEVEL ADMINISTRATOR LICENSE PROGRAM (BLA)

The Building Level Administrator Licensure Program leads to an Additional - Indiana Instructional Practitioner license. Because this is a licensure program, a Transcript Evaluation and Credential Review (TECR) must be completed prior to admission. 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 edgrad@purdue.edu to help you through the admissions process. The following checklist will assist you in completing your Graduate School application, your Transcript Evaluation and Credential Review (TECR) and preparing your documents supporting both applications.

Completed applications should be submitted by the deadlines listed below.

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<tr>
<th>Term</th>
<th>TECR Deadline</th>
<th>Graduate Application Deadline</th>
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<tr>
<td>Fall Start</td>
<td>July 15</td>
<td>August 1</td>
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<tr>
<td>Spring Start</td>
<td>December 1</td>
<td>December 15</td>
</tr>
<tr>
<td>Summer Start</td>
<td>April 1</td>
<td>April 15</td>
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- 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, Under the Administrative License Programs (Online or Hybrid) select one of the following:
    - Building Level Administrator (Principal)
  - Pay ($35 TECR application fee) and submit the TECR request.

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

*No admissions application fee is needed. If the application is completed correctly, the fee will be waived when you hit the submit button. If you do pay an application fee, please note it is non-refundable. If the system says the fee is owed, please contact edgrad@purdue.edu to find the error.

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

Degree Seeking (Educational Studies – Teacher Licensure (EDST-TL))-
  o Applicant Information - Personal Background, Emergency Contact, Residency
  o Campus and Program
    > Campus: Select “West Lafayette”
    > Proposed Graduate Major: Select “Educational Studies”
    > Area of Interest: “Educational Leadership and Policy Studies”
    > Degree Objective: Select “Teacher License”
    > Course Delivery: Select “Distance (online or off-campus location)”
  o Complete licensure questionnaire
  o Education Background
  o Supplemental Form (not required)
  o Employment & Other History
  o Statement of Purpose
  o Resume Upload
  o Fellowship Applicant Essay Upload (not required)
  o Recommendations (not required)
  o Acknowledgments
  o Faculty Selections (not required)

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 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.

Purdue University Online – College of Education Office of Graduate Admissions · Purdue University Graduate School
155 South Grant Street, Young 170 · West Lafayette, IN 47907 · edgrad@purdue.edu
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- 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. 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.

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. Our Graduate Studies office will review your transcripts to determine if you qualify for this waiver.

You may check the status of your submitted application by logging into your online application. Once your application is submitted, you may email any missing materials to edgrad@purdue.edu to be uploaded with your application. Please review your application to ensure that all recommendations and transcripts are marked as received. You will receive an email from the Graduate Studies office once your application is complete and ready to be reviewed by faculty and the Graduate School.

Additional Options:

**MS Educational Studies, Educational Leadership and Policy Studies** – The 21-credit hours earned in the Building Level Administrator licensure program can be transferred to be used for the master’s degree. Only three more classes are needed. Check out the website.