

## ON LINE REGISTRATION

### **APPLY ON LINE - (NEW)**

Effective July 1, 2006 applicants are able to apply for Original Licenses, Additions, Changes and Renewals of Licenses on Line. The following instructions will assist applicants in this process:

#### **ORIGINAL LICENSE:**

1. Be prepared with a valid credit card before logging on
2. Navigate your web browser to:  
<http://www.doe.in.gov/educatorlicensing/tols2.html>
3. Select instruction page
4. If you qualify proceed as directed on instruction page.
5. Click Register Button
6. Complete all data boxes and then you will be receiving an email in a few minutes with a temporary ID and password
7. Go to email and get your temporary userID and password
8. You will need to log in with your ID and password and immediately you will be asked to change your password.
9. Once you have successfully changed your password, you will need to log in again with your ID and new password.
10. Complete the application information page and provide your credit card information to the secured web site
11. Once you press the submit button, it is final, and your application fee is not refundable.
12. The application form will be uploaded to the Indiana Department of Education./ Division of Professional Standards
13. If you correctly identified Valparaiso University as your preparing institution, your application will be downloaded to the license advisor's web site.
14. The license advisor will review your application and must verify the receipt of passing Praxis Scores and CPR training certification for initial licensure.
15. Once all application procedures have been approved by the licensing adviser, it will be download to the DPS website and you should receive your license within 2 to 4 weeks.
16. Keep your User ID and password for all future actions (additions, renewals)

#### **Renewal of Rules 46-47 licenses**

All applications for renewal of current or expired licenses should follow steps 1 thru 14 of the above procedure. For step 15 the license adviser will need to verify 6 hours of continuing education coursework (3 of the 6 crs. need to have been taken at VU). Official transcripts must be sent to the licensing adviser of Valparaiso University prior to applying for on-line application.

#### **Renewal of Rules 2002 licenses**

This process is conducted through your school corporation if employed in the State of Indiana. If not employed in Indiana, contact license adviser for

Department of Education - Valparaiso University  
instructions on how to proceed with renewing and maintaining your current license.  
Del.Gillispie@valpo.edu

The PDF Footer