License Evaluation Request
Office of Teacher Education Services
BALL STATE UNIVERSITY
Instructions for Requesting an Evaluation

PLEASE READ COMPLETELY BEFORE REQUESTING AN EVALUATION FOR AN EDUCATION LICENSING PROGRAM.

A. Who should complete this application?
   Individuals who have an undergraduate degree and who are interested in completing an education licensing program at Ball State University (whether they are seeking original licensing, an addition to an existing license, or a professional license) should complete this form.

B. Who should not complete this application?
   Graduates who wish to obtain a second baccalaureate degree or did not meet the required minimum overall grade point average of 2.500 at the time the degree (BA, BS) was completed, should not complete this form. If you are seeking a second baccalaureate degree, or if the overall GPA requirements are not met, contact the Office of Admissions at (765) 285-8300. Coursework may not be taken or repeated after earning the degree in order to raise the overall GPA.

C. When does one request an evaluation?
   Evaluation requests are accepted at any time during the calendar year.

D. What happens to the request form once it has been submitted to the Office of Teacher Education Services?
   When the items below have been submitted, the transcript evaluation will be conducted by the Licensing Coordinator. After all materials have been reviewed, a letter will be issued citing the coursework required for program completion and licensure. Programs change, if coursework has not been initiated within a year, please contact OTES for an update. (A student taking coursework before an evaluation is received does so at his/her own risk. Please note prerequisites, corequisites, and the sequence of professional education classes in course catalogs.)

E. Whom do I contact if I have questions regarding completing this evaluation form?
   Contact the Office of Teacher Education Services (765) 285-1168 or otes@bsu.edu

F. Where should the completed request form be returned?
   Office of Teacher Education Services, TC 205, Ball State University, Muncie, IN 47306

Please include the following items in your evaluation request packet:

1. Copies of transcripts from all institutions attended. We will use copies but graduate admissions need official transcripts.
2. If you are not a graduate of Ball State University, a cashier’s check or signed money order made payable to Ball State University for the amount due. There is a $35.00 charge for each program area evaluated. See page Three. **There is no charge for individuals who are graduates from Ball State University.**
3. The completed evaluation request form.
4. Verification of teaching experience from the central office of your most recent school corporation,
5. Attach a course description from a course catalog or a syllabus for each course that you wish to substitute for a Ball State course. **Grades received from courses not taken at Ball State must be a grade of “C” or higher.**

NOTE: *Return all items listed above in one mailing. Incomplete application packets will not be processed.
*An academic or faculty advisor is unable to officially advise a student for licensure until the evaluation has been completed.
*If an evaluation is not requested before coursework is completed for licensure, the individual will be charged the evaluation fee before the license application will be processed.
Transcript Evaluation Request for Ball State University Education Licensing Programs

Date of request ___________________ Date received by office ____________________

1. Name (included all names ever had)
   Last ___________________ First ___________________ Middle ___________________
   Maiden/Other Name ____________________________________________________________

2. Ball State ID Number (if assigned) ___________________ or SSN # ___________________

3. Telephone Number (_____) _______________ E-mail Address _________________________

4. Current Address

5. List degree earned, date, university and grade point average (GPA).
   Degree ______ Date ______ Institution _______________________________________ GPA ______
   Degree ______ Date ______ Institution _______________________________________ GPA ______
   Degree ______ Date ______ Institution _______________________________________ GPA ______
   Degree ______ Date ______ Institution _______________________________________ GPA ______

6. If currently enrolled at Ball State University, please list current program __________________

7. If applicable, list licenses currently held, indicating state and level. Attach a copy of each.
   a. ___________________________________________________________________________
   b. ___________________________________________________________________________

8. If you have taught during the past ten years, please submit a letter verifying teaching experience
   on school corporation letterhead signed by the Superintendent or personnel office. This
   documentation will be reviewed as part of the “Professional Education” component for each
   program.
Please check the area(s) below in which you are requesting an evaluation.

| INSTRUCTIONAL: Please be aware that some programs may not be available at the advanced level. Refer to: [http://www.bsu.edu/teachers/article/0,,23782--00.html](http://www.bsu.edu/teachers/article/0,,23782--00.html) for programs offered at Ball State University. |
|-----------|-----------|
| **Fee**   |           |

### Elementary and Early Childhood:

- ______ Generalist: Early Childhood (P-3rd)  
  $35.00  
  $_____

- ______ Generalist: Early Childhood Education/Exceptional Needs: Early Childhood (P-3rd)  
  $35.00  
  $_____

- ______ Generalist: Early and Middle Childhood (Elementary Education; K-6th)  
  $35.00  
  $_____

- ______ Generalist: Early and Middle Childhood (Elementary Education) with Exceptional Needs: Mild Intervention (Dial Major; K-6th)  
  $35.00  
  $_____

- ______ Elementary Reading  
  $35.00  
  $_____

### Senior High/Junior High/Middle School:

- ______ Business/Business Services/Marketing  
  $35.00  
  $_____

- ______ English as a New Language (English Language Learners)  
  $35.00  
  $_____

- ______ Family and Consumer Sciences  
  $35.00  
  $_____

- ______ Health  
  $35.00  
  $_____

- ______ Health and PE  
  $35.00  
  $_____

- ______ Journalism  
  $35.00  
  $_____

- ______ Language Arts (English)  
  $35.00  
  $_____

- ______ Mathematics  
  $35.00  
  $_____

- ______ Middle School Math  
  $35.00  
  $_____

- ______ Jr. High/Middle School Math addition to an Elementary License  
  $35.00  
  $_____

- ______ Engineering and Technology (formerly Industrial Arts)  
  $35.00  
  $_____

### Science

- ______ Chemistry  
  $35.00  
  $_____

- ______ Earth/Space Science  
  $35.00  
  $_____

- ______ Life Sciences (Biology Education)  
  $35.00  
  $_____

- ______ Psychical Sciences  
  $35.00  
  $_____

- ______ Psychics  
  $35.00  
  $_____

### Social Studies (Select at least 2 areas below for initial license)

- ______ Historical Perspectives  
  $35.00  
  $_____

- ______ Economics  
  $35.00  
  $_____

- ______ Geography  
  $35.00  
  $_____
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<tr>
<th>Area</th>
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<tbody>
<tr>
<td>Government and Citizenship</td>
<td>$35.00</td>
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<td>Psychology</td>
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<td>Exceptional Needs (Special Education)</td>
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<tr>
<td>Intense Intervention</td>
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<td>Hearing Impaired</td>
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<td>Visual Arts</td>
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<td>Theater</td>
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<tr>
<td>Music: General and Instrumental</td>
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<tr>
<td>Music: General and Vocal</td>
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<tr>
<td>High Ability (Gifted and Talented) Education</td>
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<td>Physical Education</td>
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<td>World Languages</td>
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<td>Building Level Administrator **</td>
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<td>District Administrator **</td>
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<tr>
<td>Director of Career/Technical Education</td>
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<tr>
<td>Director of Curriculum and Instruction</td>
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<tr>
<td>Superintendent</td>
<td>$35.00</td>
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<td>** Offered as a graduate program only.</td>
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</tbody>
</table>

** Offered as a graduate program only.

TOTAL DUE (money order or cashier’s check made payable to Ball State University) $____

(For non-Ball State graduates, the minimum fee for an evaluation is $35.00 per subject area unless otherwise noted. Currently there is no charge for Ball State graduates.)

Please allow two weeks processing time once the materials have been received. Processing may take longer if the evaluation needs to go to the department first.

By submitting this form, I agree to the conditions of the request(s), understand the information provided, and agree to have this information (including Social Security Number) remain on file in the Office of Teacher Education Services for future auditing, reporting, and licensing purposes.

________________________________________
Signature

________________________________________
Date