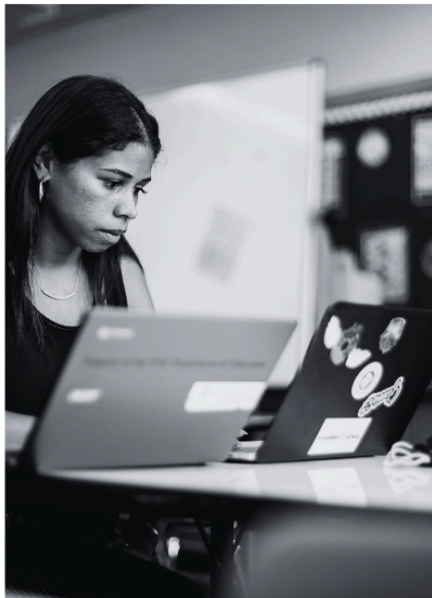


# Certification Overview

Teach For America Indianapolis



# Corps Member Teacher Certification & Promise to Our Communities

We believe that all students deserve an excellent education in order to have the skills and agency to live the life of their choosing. For our program, this starts by making sure our students engage with and learn with a diverse network of highly qualified teachers. As such, we make a promise to our schools, communities, and families that 100% of our teachers are legally licensed to teach. Not only is it a promise we make to our communities, but it is also a requirement of the schools and networks we place in. We also know that these systems and structures were built upon racist systems and policies. While we have to work within that system to make sure you're licensed, it's on us to advocate for equitable practices that dismantle systems of oppression in education.

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# Certification Overview

## Summary

Licensure is the umbrella for the two-year process of earning and maintaining a teaching license in Indiana. Certification is the subject you'll teach and the age range that accompanies it.

Corps Members who aren't already certified will earn a temporary license, the Transition to Teach License (T2T), that allows them to teach with the same privileges as a traditionally trained teacher. Your Transition to Teach (T2T) license is the two year temporary license that you receive around the first day of school (FDOS). Your T2T allows you to hold full certification, and therefore legally be able to teach, while completing your graduate program at the University of Indianapolis.

## State Requirements to be Certified by the First Day of School

**In order to apply for your Transition to Teach license by August 2024, the following needs to be completed:**

- All Corps Members must pass the Praxis exam by December 14, 2024.
  - For Corps Members who have below a 3.0 GPA or did not major in their subject must test by July 8, 2024
- You have taken and passed a CPR/AED certification course
- You have taken and passed an online Suicide Prevention course
- You have created your [LVIS account](#) (your online Indiana State licensure account)
- You have a letter of admissions from the University of Indianapolis

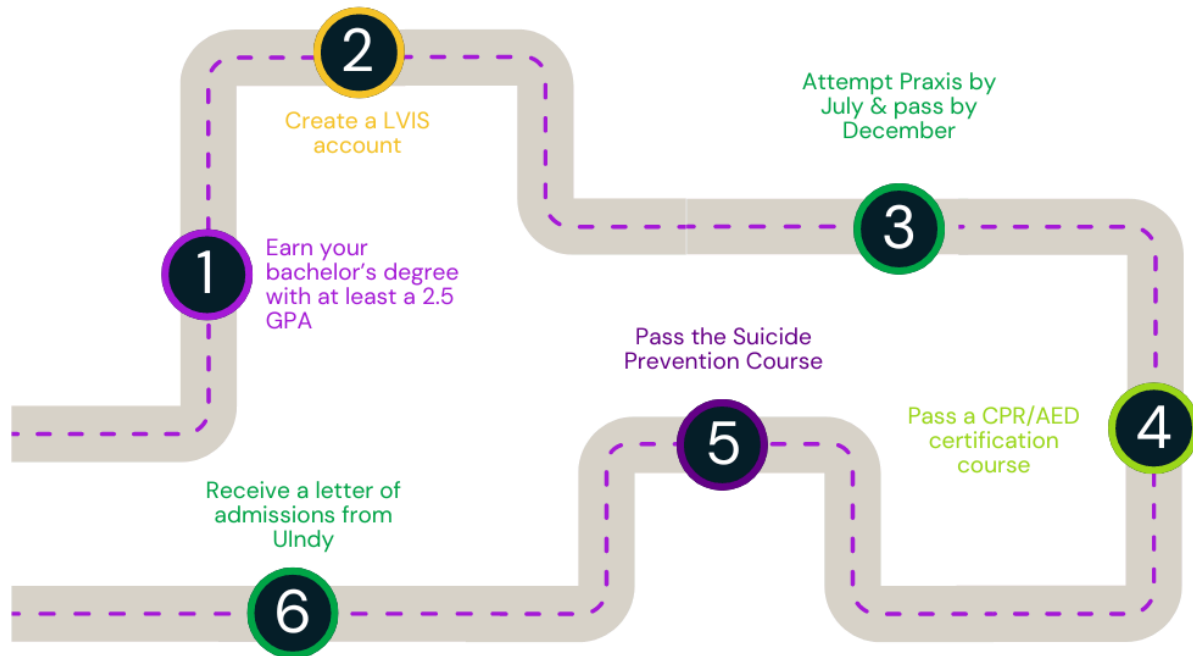
All of the action items and directions are listed in Docebo!

**Once you have completed the above action items you will be able to apply, via your LVIS account, for your Transition to Teach license.** In most instances approval takes 1-3 months. Schools allow for a grace period, should there be a gap between when you apply and when you are approved for your license. However, it is important you can document that you have applied and that your review is pending with the State. **We will support you in ensuring you have applied for your T2T no later than August 30th 2024 (as to meet this requirement).**

If you are unable to complete any of the steps above then unfortunately you would not be able to be licensed by the first day of school and would need to pursue an emergency release from Teach For America and return to the corps during the following school year when you are able to earn an alternative license.

## Process to be Certified by First Day of School

### Being Certified by the First Day of School



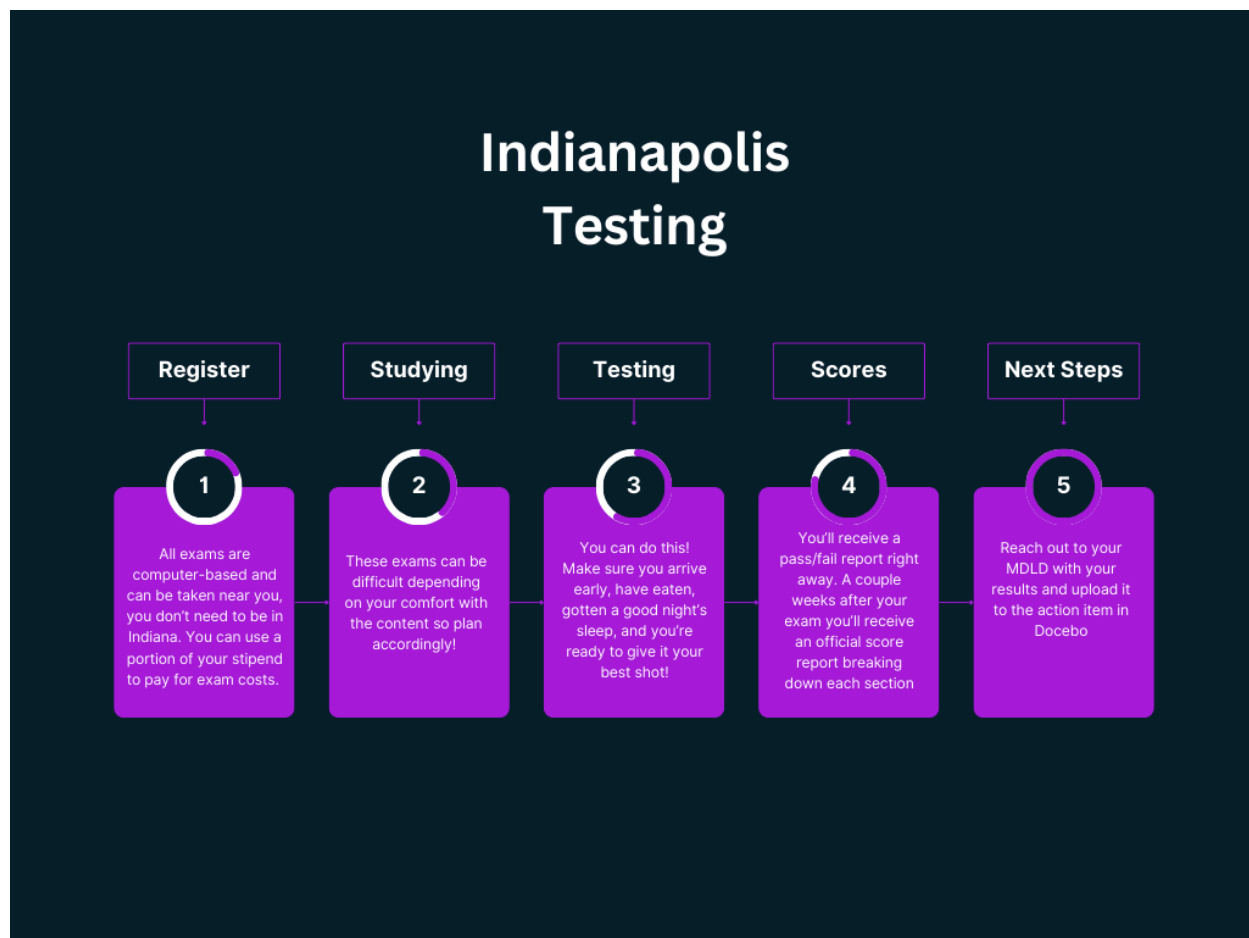
At the end of this process corps members will hold a Transition to Teach license, which is valid for 3 years. Any additional actions or requirements that need to be met to maintain, renew, or upgrade your license will be previewed at the end of this document.

## Certification Testing

All Corps Members will be required to pass a content exam by December 14, 2024 and a pedagogy exam by the end of the 2 years in TFA in order to earn your Initial Practitioner's License. For Corps Members who have below a 3.0 GPA or did not major in the secondary subject they'll be teaching, UIndy is requiring you attempt your Praxis exam by July 8, 2024. All Corps Members must pass by December 14, 2024.

Previously, Teach For America Indianapolis had communicated that certain Corps Members were exempt from passing the Praxis until the end of their 2 years in the program. Throughout conversations in Spring 2024, we have aligned with UIndy that it is beneficial for your student experience and licensure options to begin testing now. Both TFA and UIndy are committed to 100% of the Corps Members going through our programs to attain licensure by the end of your 2

years--affording you the most options post corps (and this has not been a commitment of our past partners). Testing now can potentially reduce the worry of the Praxis hanging over your corps experience and can lead to fulfilling the promise of the program in full certification. As such, we will require *all* CMs to attempt their Praxis exam by July, 2024, and to pass by December, 2024.



## Step 1- Registering to Test

You can see the different exam options below along with price and passing score. When you're ready to register, you can visit the [Praxis website](#) and locate your state and required content exam. The tests are computer-based so you don't need to be in the region. Praxis offers both test center options and an at-home test option. Please talk to your MDLD about what option may be best for you. Exams range from \$130 to \$180 for subject-specific content exams. [If finances are a barrier for you to register for your exam, you will be able to request an early disbursement of a portion of your stipend to help pay for your exam costs.](#)

Subject	Exam Name	Price	Passing Score
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Elementary Education (grades K-5)	5006 Elementary Education Assessment	\$170	To pass this exam, you must pass both subtests (Reading & Language Arts & Social Studies qualifying score is 160, Math and Science's qualifying score is 158)
Biology	5236 Biology: Content Knowledge	\$130	Qualifying score is 154
Chemistry	5246 Chemistry: Content Knowledge	\$130	Qualifying score is 146
Secondary General Math	5165 Mathematics: Content Knowledge	\$130	Qualifying score is 159
Secondary Social Studies	<a href="#">Will depend on the specific type of social studies you want to pursue</a>	\$156	Qualifying scores are 148-156
Secondary English	5038 English Language Arts: Content Knowledge	\$130	Qualifying score is 167
Spanish: World Language	5195: Spanish	\$160	Qualifying score is 166

## Step 2- Studying for your Test

You can find study resources under your subject's exam [on Praxis' website](#). Click on your exam and locate the Prepare for your Test tab. Teach For America has also partnered with study.com to provide free accounts to all 2024 Corps Members.

- You can find full instructions to access Study.com in [this PDF](#).
- Please use your **TFA email address** ([firstname.lastname.24@tfacorps.org](mailto:firstname.lastname.24@tfacorps.org)) when signing up.
- Please use the **access code** for **our region only**, which you can find in [the PDF](#).

These exams can be pretty difficult, especially if you don't have a lot of experience with your subject's content or haven't engaged with it in some time. **We strongly suggest creating a study plan to follow [using this template](#) to create a study plan and then holding yourself to it.** Devote at least 10 hours or more to studying so you feel prepared for your exam. You can also connect with other Corps Members who are teaching your subject to learn more about how they're approaching their exam and potentially study together.

You can learn more about [test taking strategies here](#) if that's helpful for you!

## Step 3- Taking Your Test & Sharing Results with TFA

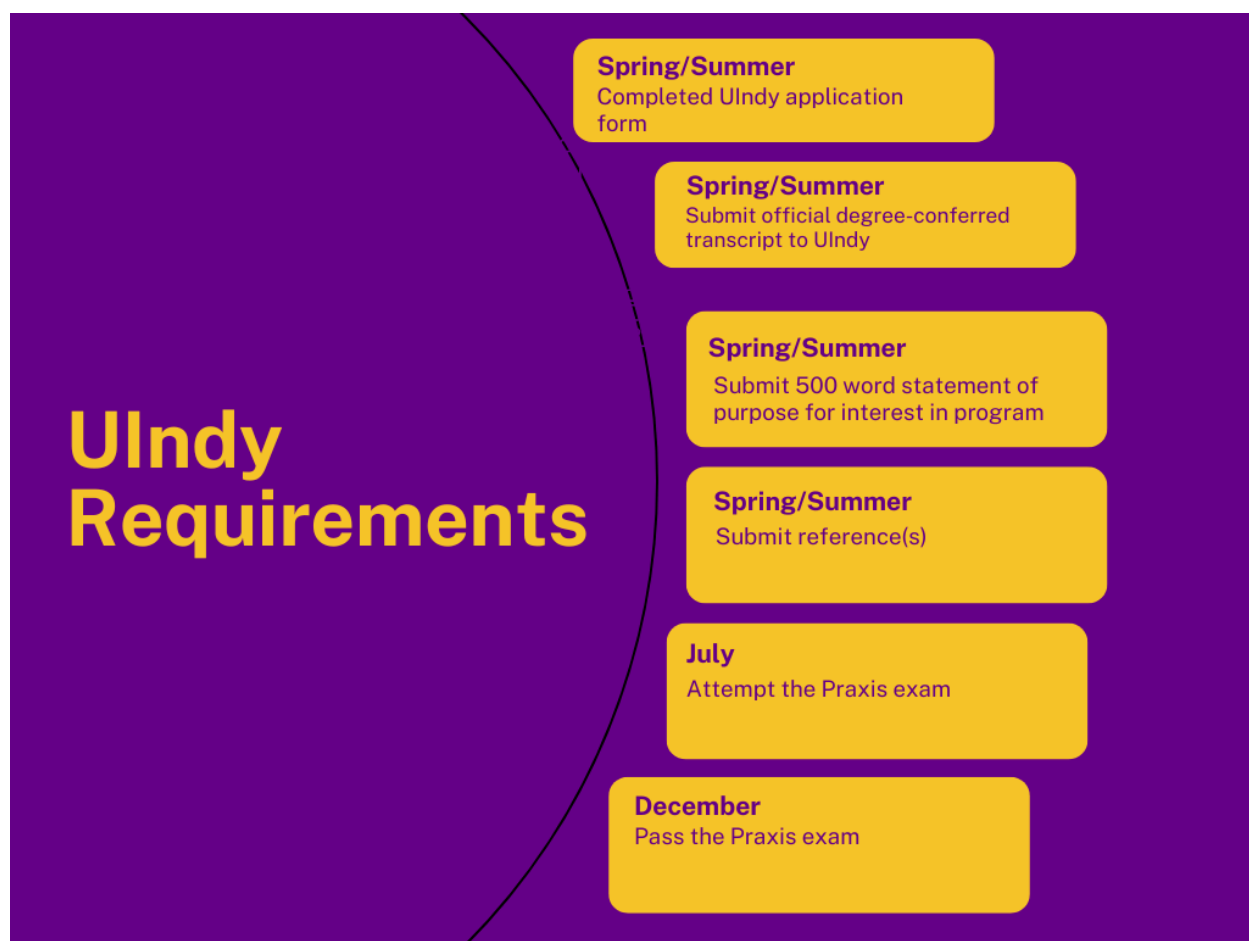
After you put in all of that preparation studying, you're ready to take your exam! Make sure you get a good night's sleep, eat a meal, drink water, and show up to your testing site early just in case something comes up. After taking your test you'll receive a report on your screen letting you know if you passed or failed. A couple weeks after your exam you'll receive an email with your official score report that breaks down your performance for each section and your final score. You can find the exact date you'll receive your score report on the [testing website here](#). Your quick report after the exam and your final result on your score report will not change! But the score report is helpful to get guidance on your areas of strength and areas for improvement. After your exam please reach out to your MDLD to let them know how you did and upload your print-out and score report to the assigned action item in Docebo.

**What happens if you fail?** It happens! While we know you studied hard, sometimes it takes a couple attempts to get comfortable taking the exam in such a high-stakes environment or sometimes life just happens! If you fail, you will meet with your MDLD to go over your score report, create a [study plan](#), and identify what study resources you need to focus on.

## University Partner Enrollment

As mentioned above, we partner with the University of Indianapolis as our certification partner for licensure in the state of Indiana. We partner with UIndy because they are a proven teacher preparation program, because their mission and view of education aligns with our work and core values, and they're financially feasible graduate programs compared to other programs.





## Step 1- Application

Starting in the spring, we will have you complete the following action steps to apply for and enroll in the University of Indianapolis. These action items will be in Docebo for you to complete.

- Complete online application form
- Submit a 500 word statement of purpose highlighting your interest in the program and how it will benefit your practice.
- Submit an official degree-conferred transcript to UIndy
- Submit 2 letters of recommendation
- Pass Praxis content exam for your subject by December 14, 2024
  - For Corps Members who have below a 3.0 GPA or did not major in their subject must test by July 8, 2024

## Step 2- Tuition

For Corps Members pursuing the licensure-only track at UIndy, your tuition will be covered by the AmeriCorps education award so you can expect zero out of pocket costs for the program. Corps Members will be responsible for out of pocket expenses such as books.



If you're interested in also pursuing the Master of Arts in Teaching degree there will be additional costs.

### Step 3- Courses you'll take

While it is a state requirement to enroll in UIndy for certification, it will also be a key driver of your development as an impactful educator. Your courses will help you learn valuable skills and strategies to implement in the classroom. You can see examples of the types of courses you'll take below.

- Elementary (link coming soon!)
- [Secondary Subjects](#)

## State Licensure Actions

You can see the state requirements for applying for a T2T below. Please reach out to your MDLD if you have any questions.

### Create your LVIS account

Register [here](#) (all you need to do is create an account; no further steps are needed after that. You will not use this account again until you apply for your T2T in August)

### Complete Suicide Prevention Training

You can select from a series of approved Indiana online programs [here](#). The suicide prevention course is free and can be completed online, please save your "certificate of approval" you will need it to apply for your T2T in August.

### Complete CPR/AED certification

To see approved CPR/AED/Heimlich training programs, [click here](#). TFA will most likely set-up a class for Corps Members that is cost effective. More information to come.

### Apply to UIndy and complete enrollment requirements

See above for instructions on applying to UIndy! Once you have applied, and completed all their action steps, you will receive your letter of admission. Save this as you will need it to apply for your T2T in August.

## Pass Praxis Content Exam

As we talked about in the testing section, all Corps Members are required to pass their Praxis content exam by December 14, 2024.

## Apply for your T2T

Once steps 1-5 have been completed you will be able to apply for your T2T license. You can find all instructions for completing that process [here](#).

You cannot begin the application process until steps 1-5 have been completed. Teach For America will prompt you to apply in early August via email.

## During Corps Commitment

### Maintaining Your License

During your 2 year corps commitment, you will need to stay enrolled in your UIndy classes and pass the required courses. Failure to do so could result in losing your T2T and dismissal from Teach For America.

### Additional Testing

Towards the end of your second year in the corps or the beginning of your third year as a teacher, you will need to pass a Principles of Learning exam for your assigned subject. Your classroom experience will be pivotal in helping you prepare for your exam, which is why you aren't required to take this exam until you have that experience under your belt. You can locate your assigned subject and the [required Principles of Learning exam here](#). You will be responsible for the \$156 exam fee.

*Elementary :*

[Principles of Learning & Teaching: Grades K – 6  
5622](#)

Passing score: 160

*Secondary:*

[Principles of Learning and Teaching: Grades 7 – 12  
5624](#)

Passing score: 157



## Frequently Asked Questions

### Why was I given the subject placement I was given?

We look to assign your subject placement based on a balance of your preferences in your application, the hiring need in our landscape, and your experience with the courses you took in college as an indicator of preparedness for a Praxis content exam. For example, we know that in our hiring landscape there is a high need for STEM teachers and a lower need for Humanities teachers. We can't field an entire corps of Humanities teachers even though there may be a high preference from applicants, so we look to balance subject assignments to meet the needs of our school partners and ensure a smooth hiring process for you. In addition, we know that passing the Praxis can be a barrier given comfort with the content. We look to assign you to a subject where you have previous experience to help ease that transition and give you a strong foundation for your studying.

### What are the different grade levels and/or subjects I can teach under my certification area?

We place in the following subjects and grade ranges:

- Elementary: K-5
- Biology: 9-12
- Chemistry: 9-12
- Physics: 9-12
- Secondary English: 6-12
- Middle School Science: 6-8
- Secondary Mathematics: 6-12
- Middle School Mathematics: 6-8
- Secondary Social Studies: 6-12

### What are the current corps members in Indianapolis certified in?

- Elementary: 11 CMs, 37% of the corps
- Biology: 3 CMs, 10% of the corps
- Chemistry: 0 CMs in the 2023 corps
- Secondary English: 5 CMs, 17% of the corps
- Middle School Science: 1 CM, 3% of the corps
- Secondary Science: 3 CMs, 10% of the corps
- Secondary Mathematics: 5 CMs, 17% of the corps
- Secondary Social Studies: 2 CMs, 7% of the corps