

**Initial Pre K-12 Specialty License Checklist**

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| Licensee’s Name: | File Number: |
| Application Date: | Issue/Review Date: |
| Consultant’s Name: | License Type: 500 |

**Documents Required:**

Social Security number provided, (Copy of card needs to be provided, if social not placed on application)

Official sealed Bachelor’s degree from a regionally accredited college or university

24 semester hours in Pre K-12 Education program course work

Student Teaching

3 semester hours of credit in the teaching of reading for those who first entered any college or university on or after August 1, 2001

24 semester hours in teaching field, e.g., language arts, or social studies with 12 of those hours earned at the upper division (300 or above)

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| Currently holds a Special Education License |
| Currently holds an Elementary License and has 3 credit hours in Secondary Pedagogy **OR** took the Professional Knowledge exam in Secondary |
| Currently holds a Secondary License and has 3 credit hours in Elementary Pedagogy **OR** took the Professional Knowledge exam in Elementary |

**Exams:**

Passage of Essential Academic Skills

Passage of Assessment of Professional Knowledge Secondary or Elementary

Passage of the Content Knowledge Assessment in the first endorsement plus coursework

**For office use only:**

Email sent requesting:

Level 1: 5 year license issued   
 Level 1CS: 1 year license issued

Teaching of Reading Courses  Student Teaching  Exams

Comments: