Using Class Presentations and Technology to Simplify the Licensure Application Process

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Overview of Presentation

▶ Teacher Licensure at Kent State

▶ The Past: Paper applications

▶ What we created and why

　▶ Student Demo

　▶ Admin Demo

▶ Improving the process

▶ Technology enhancements

Teacher Licensure at Kent State

▸ College of Education, Health and Human Services (EHHS) - undergraduate, graduate, and certificate programs in many areas including teacher licensure

   ▸ Approximately 3400 undergraduate and 1400 graduate students

▸ Licensure programs at 5 campuses and 3 colleges outside of EHHS

▸ Licensure programs including:

   ▸ Initial Licensure such as: Early Childhood, Middle, Secondary Education, Special Education, Physical Education, School Health, Modern and Classical Language, Visual Arts, and Music Education

   ▸ Endorsements including: 4th/5th, Reading, TESOL

   ▸ Advanced programs including: School Psych, School Counseling, Principal and Superintendent

▸ Approved 500 applications in 2016, 485 in 2017, 514 licensure applications in 2018

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The Past: Paper Applications

- ▶ Created printed application packets for each student
- ▶ Students submitted application to the office
- ▶ Checked for all needed documents to confirm that application was completed and correct
- ▶ Stamped Certification Officer signature and date
- ▶ Entered data into Access database for tracking
- ▶ Make copies of applications and send to state via snail mail
- ▶ Errors in paperwork were more common
  - ▶ Missing signature
  - ▶ Parts of application left blank

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History of Paper to Electronic

▶ Notified Summer 2013 that we'd be moving to electronic applications January 1, 2014

▶ Happy about the change! But needed to adjust our system to collect necessary data

▶ Put together a committee to re-imagine the licensure application process from start to finish

▶ Questions:

  ▶ What information do we need to collect for accreditation?

  ▶ What information do we need from students?

  ▶ What logistics do we need to consider?

  ▶ What does the flow look like from start to finish

▶ Process mapping

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Original Online Licensure Process
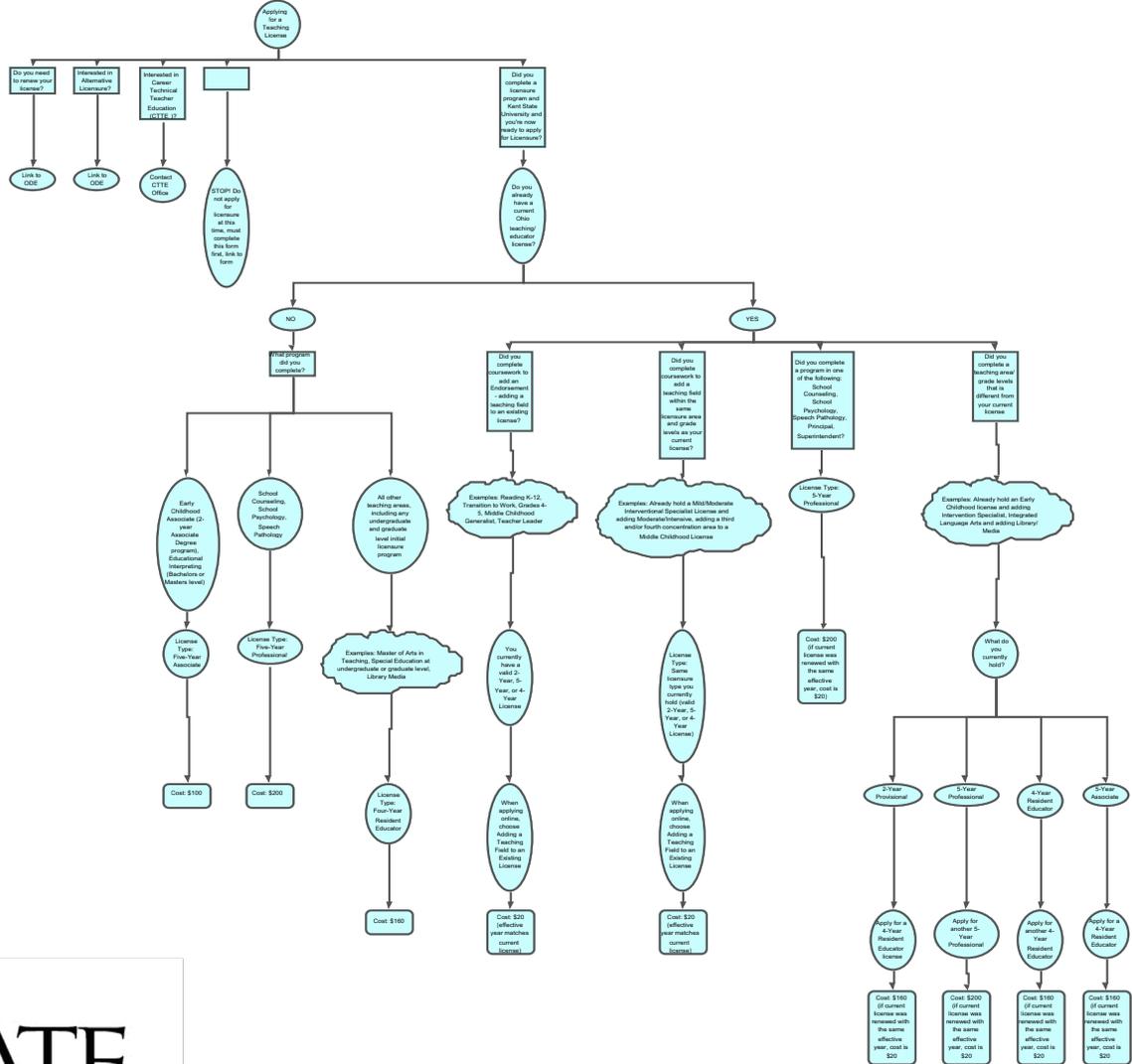
Student Side Demo

Admin Side Demo

Improving the Process

▶ Communication

  ▶ Reaching out to faculty about the new process

  ▶ Getting the word out to seniors and graduate students

    ▶ Presenting to Inquiry Seminar classes

    ▶ Provide handout with important links and information

    ▶ Walk them through the process

▶ Future Plans

  ▶ Regional campuses

    ▶ Possible site visits

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Technology Enhancements

▶ Adding new test as they become active

▶ Removing old Praxis test when they are no longer accepted

▶ Uploading other supporting documentation

▶ Letter of completion request

▶ Creating email account licensure@kent.edu

▶ State ID Numbers

  ▶ Tracking student employment with state issued credentials file

▶ Coming Soon

  ▶ Searching for maiden name

  ▶ Student can edit existing but not completed application

  ▶ Checking that the student has completed the modules covering material required by the state

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Questions?

Thanks for Listening!!