

INDIANA UNIVERSITY SOUTHEAST  
School of Education  
Office of Licensing Advisor HH0029  
4201 Grant Line Road  
New Albany, IN 47150-6405  
(812) 941-2386

**PROCESS FOR IUS UNDERGRADUATES  
TO APPLY FOR A  
KENTUCKY “Statement of Eligibility”**

Kentucky issues new teachers a “Statement of Eligibility”. This Statement qualifies a person to be hired as a teacher in KY and to participate in the Kentucky Teacher Internship Program. Upon successfully completing the internship, the teacher then applies for a regular license.

**All applicants must submit the following materials to the IUS Office of Licensing Advisor:**

- An application form for your Statement of Eligibility (TC-1, available from Student Services, HH0029; download at [http://www.kyepsb.net/documents/Cert/TC-1\\_Application.pdf](http://www.kyepsb.net/documents/Cert/TC-1_Application.pdf)).
- There is no fee for a Statement of Eligibility.
- An official transcript, showing your Education degree. You may ask the Registrar’s Office to send it directly to our office (address above).
- Official, passing score reports for all required PRAXIS tests must be on file in the Student Services office before the application can be processed.

**You SHOULD NOT Send Your Application Directly to the  
Kentucky Department of Education**

**An IU Southeast License Advisor MUST Submit the  
Application Materials with a recommendation!!!**

Please Note: KY does not license teaching minors—only majors. KY does not grant a license for the IN certification area of Physical Science (not enough Chemistry or Physics to be considered a “major” in either).