



Dear Participant,

Thank you for choosing a Connecting Link Online course. The Connecting Link is proud to offer its high-quality, graduate-level continuing education courses through Valparaíso University. We trust that your experience with us will be meaningful and enriching. **Please thoroughly review the following information.**

#### **Before Starting Your Course**

We know that an important part of your Connecting Link experience is the receipt of credits from our academic partner. In order to facilitate this process, the following documents must be completed and returned to The Connecting Link:

- Valparaíso University Registration Form
  - This form is required for every course.
- Valparaíso University Graduate Admission Application\*
- Principal's Letter Verifying Status as Professional Educators\*
- Photocopy of your Teaching License\*
  - You must submit a photocopy of your teaching license even if it has expired.

\*These forms are required with your FIRST online or site-based course (or if it has been two or more years since you have completed a course.)

*Please mail your completed forms to: The Connecting Link, Attn: Registrar, 5126 Ralston St., Ventura, CA 93003  
Or, fax them to: The Connecting Link, Attn: Registrar at 805-654-0738*

**Please note:** Our academic partners cannot issue grade reports or transcripts without receiving your registration paperwork. We recommend that you send your university registration forms to The Connecting Link as soon as your course starts. The Connecting Link will forward your forms to our partner along with your final grade.

Additional Forms included in your materials: \*\*

Valparaíso University Teacher Certification License Renewal Checklist

\*\* The Connecting Link will **not** collect these additional forms. These forms are to be completed and sent to the appropriate agency when you have completed all license renewal requirements.

#### **Accessing your Course**

Connect to the Internet. In your Internet browser's (e.g. Internet Explorer, Mozilla Firefox, Google Chrome) address bar type: [www.connectinglink.com](http://www.connectinglink.com) and press Enter. This will take you to the TCL website where you can choose to **Login** to access your course. You will enter the email address and password you used when you registered for the course.

**Please note:** Self-paced online courses may be accessed upon receipt of this notice. We suggest you wait until you receive your course textbook/material(s) to log in. If applicable, you will receive these items within seven to ten days.\*

Structured-online courses have specific start and end dates; therefore, you will not have access to your course until the course start date. If there are textbooks or other printed materials associated with your course, you will receive those items one to three days before your course start date.\*

**\* Not all courses require textbooks; please refer to your course confirmation email.**

#### **Completion of Your Course**

Grades are typically posted within one-three weeks of course completion. A completion letter containing the course details, grade and a tuition receipt will then be made available on the TCL Student Portal. TCL will notify you by email when your grade is posted and the completion letter is available for download.



If you require transcripts, please submit the transcript request form directly to the academic partner. **Please submit your request only after you have received your completion letter from The Connecting Link.** The transcript request form is included below.

- Valparaiso Transcript Request Form

*Depending on the partner, transcript processing time may take up to three weeks.*

**Please note:** Our academic partners will record your course as taking place at the time that they **receive** your grade and registration forms. In other words, your course will be transcribed as a fall course if you complete the course in the summer term, but your grades or registration items are not received by them until the fall term. Please check the university's website to determine semester start and end dates.

For further assistance or information, please contact [pam@connectinglink.com](mailto:pam@connectinglink.com) or by phone at (888) 550-5465, Ext. 5113.

Sincerely,

Online Education Coordinator



# Graduate Professional Educator Registration Form

## For Classes through The Connecting Link

This form must be filled out completely. Please PRINT clearly.

|                          |              |            |  |
|--------------------------|--------------|------------|--|
| Course #<br>CTED _____   | Course Title |            |  |
| Course Dates (start-end) | Location     | Instructor |  |

Have you ever taken a course offered through Valparaiso University? ☐ Yes ☐ No

If yes, approximate date and most recent course taken \_\_\_\_\_

Number of years you have worked in education \_\_\_\_\_

### **PERSONAL INFORMATION**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender ☐ Male ☐ Female

Last name (please print) First Middle Previous Name(s)

### PERMANENT ADDRESS

No. and Street Apt # City State Zip  
( ) ( )  
Home Phone (area code and #) Work Phone (area code, #, ext.)

PRESENT MAILING ADDRESS (If different from above address) This address is valid until \_\_\_\_\_

No. and Street Apt # City State Zip

Send Grade Report to: ☐ Permanent Address OR ☐ Present Mailing Address

### **ACADEMIC INFORMATION**

List the college or university from which you have earned your highest degree. Individuals registering for graduate CTED courses must hold a baccalaureate degree.

| School/College | Location (City, St.) | From | To | Major Field | Degree & Date |
|----------------|----------------------|------|----|-------------|---------------|
|                |                      |      |    |             |               |

The credit offered for this course is designated as *graduate professional credit/continuing education*. Graduate professional credit is defined as 'CTED' on Valparaiso University transcripts and is posted in semester hours. Graduate professional credit is intended to fulfill requirements for licensure renewal and career advancement when the student has obtained prior approval from his/her district personnel office. Continuing education graduate credits may generally not be applied to Valparaiso University's graduate programs without the prior written approval of the student's program director. Students interested in applying Valparaiso University graduate professional credits into a graduate degree program at another institution are advised to obtain prior written approval from that institution. Valparaiso University cannot guarantee the acceptance of these credits into any degree program.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Valparaiso University

## Application for Admission to The Graduate School through The Connecting Link

### I. PERSONAL INFORMATION

Name:

First Middle Last Former

Home Address:

Street City State Zip

( ) ( )

Day Phone (Home/Office) Evening Phone (Home/Office) Email Address

- - / / ☐ Male ☐ Female

Social Security Number Date of Birth

Race:

(Optional)

☐ American Indian/Alaskan

☐ Asian

☐ Black/African American

☐ Mexican American

☐ Hispanic/Latino

☐ Puerto Rican

☐ Hawaiian/Other Pacific Islander

☐ White/Caucasian

☐ Multi-Racial

### II. ENROLLMENT PLANS

Term Attending: ☐ Fall ☐ Spring ☐ Summer Year: 20\_\_

### III. EMPLOYMENT BACKGROUND

Name of School or

Employer: Job Title/Description:

Address: School Phone Number:

May we contact you at work? ☐ Yes ☐ Prefer Not

Will you receive employer reimbursement? ☐ Yes ☐ No ☐ Don't Know

### IV. EDUCATIONAL BACKGROUND

Have you ever taken coursework at Valparaiso University? No ☐ Yes, as an ☐ Undergraduate ☐ Graduate

College/University Degree Earned (BS/BA/Masters Degree) or CE Credits

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## V. SELECTION OF VALPARAISO UNIVERSITY

1. Order the factor(s) (1=most important) that have led you to choose this course (rank all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Reputation of VU            | <input type="checkbox"/> Course Topic  | <input type="checkbox"/> Cost/Value Ratio             |
| <input type="checkbox"/> Location of Course Offering | <input type="checkbox"/> Course Format | <input type="checkbox"/> Other (please specify) _____ |

2. Please list other institutions through which you have taken or intend to take professional education coursework: \_\_\_\_\_

## VI. REQUIRED APPLICATION MATERIALS

- ☐ Copy of Teaching License (photocopy only)    ☐ Current    ☐ Expired (license renewal)    ☐ Suspended

Check only one of the boxes (A or B) that follow:

- A. ☐ If currently employed in the teaching profession, a brief letter from your superintendent or principal verifying current professional status is required. If you chose this selection, do you plan to renew your license by taking (choose one)
- ☐ TCL courses,
  - ☐ another (non-TCL/VU) course elsewhere,
  - ☐ one TCL course this term and a second another term?
- B. ☐ If not employed as a teacher, are you taking this course for license renewal?    ☐ Yes    ☐ No

When do you anticipate renewing your teaching license? Approximate Date: \_\_\_\_\_

### Special Notes of Importance:

- This application will not be submitted to Valparaiso University by your TCL instructor unless the accompanying copy of the license and, if you are currently employed in the teaching profession, the statement from the superintendent or principal are included.
- It takes approximately two weeks to issue an official transcript *after* Valparaiso University receives course grades from the TCL instructor. Our experience has shown that we typically receive grades from the TCL instructor about two to four weeks after the end of the course.
- If you need to consult the licensure adviser in the Education Department prior to enrolling in coursework for license renewal please email your questions to [TCL.Education@valpo.edu](mailto:TCL.Education@valpo.edu).
- TCL coursework may or may not be acceptable for license renewal outside Indiana. Please consult your state requirements.

Valparaiso University does not unlawfully discriminate on the basis of gender, disability, race, color, age, national origin or ancestry in the admission of students nor in its hiring and employment practices.

*"I submit this application as a true and complete statement of facts for your consideration."*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Do Not Write Below This Line. Office Use Only

### Return Application and Required Materials to:

The Connecting Link  
5126 Ralston Street  
Ventura, CA 93003  
Phone: 1-888-550-5465 ext. 5114  
Fax: 805-654-0738  
Email: [mramirez@edmc.edu](mailto:mramirez@edmc.edu)  
Email: [TCL.education@valpo.edu](mailto:TCL.education@valpo.edu)  
Website: [www.valpo.edu/grad](http://www.valpo.edu/grad)

Sent to Committee: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Application Denied: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date Approved by Dean: \_\_\_\_\_

Valparaiso University  
Office of Graduate Studies  
1700 Chapel Drive  
Kretzmann Hall, Room 116  
Valparaiso, IN 46383

If you have not taken a Valparaiso class within the past two years, use this form letter completed by your superintendent or principal, to verify your current professional status. (If you are unemployed or not currently employed in the teaching profession, please write *not employed* on the form and sign it.) **Turn this form into your instructor on the first day of class along with a copy of your most current teaching license. For students completing courses online, forms may be faxed to 805-654-0738.**

To Whom It May Concern:

\_\_\_\_\_ is a teacher in good standing at

\_\_\_\_\_ school located in \_\_\_\_\_.

I recommend this teacher for graduate coursework at Valparaiso University without hesitation.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
School Address

\_\_\_\_\_  
School Phone

## **LVIS Information**

LVIS is the Indiana Department of Education's (IDOE) Licensing Verification and Information System. This new online application system has been designed with enhanced self-service features to make it easier and faster for you to apply for and receive your credentials. Please note that the State of Indiana no longer accepts paper copies of 9331 forms.

1. Create a Profile
2. Login on site
3. Apply for License Renewal
4. Indicate Valparaiso University as Licensing Agent.
5. Pay for License (\$35 + Processing fee)

<http://www.doe.in.gov/educatorlicensing/LVIS.html> is where you can watch webinars that will walk you through the process of setting up a profile and applying online through the LVIS portal.

## **Indiana Licensing Requirements**

### **CPR-Heimlich Maneuver-AED Certification**

Per IC 20-28-5-3(c), applicants applying for an initial teaching license must have successfully completed training in:

Cardiopulmonary resuscitation that includes a test demonstration on a mannequin, Removing a foreign body causing an obstruction in an airway, and the Heimlich Maneuver; Beginning July 1, 2011, the use of an automated external defibrillator (AED); and Hold a valid certification in each of these procedures from either the American Red Cross or the American Heart Association or other providers as approved by the department.

**\*Beginning July 1, 2012, the requirements above must be met for all license and permit renewals.**

Note: CPR-Heimlich Maneuver training may be delivered primarily on-line, but it must include a "hands-on" training/demonstration component with a mannequin.

### **Licensing Fees**

Fees are charged for the completion of eligibility evaluations for out-of-state and out-of-country graduates and for the processing of each individual license or permit issued by the department. Multiple actions taken on one license generally require only one fee.

For example, an educator may apply to renew an instructional license and at the same time add a new content area to that license with only one (1) fee. But, if an Educator applies to renew two (2) separate licenses (for instance, a Rules 46-47 All Schools instructional license and a Rules 46-47 Administrative and Supervision license) each license will require a separate application and fee.

\$35 for each Educator License or Permit

\$35 for an Evaluation (Out-of-State and Out-of-Country Graduates)

\$15 for a Substitute Permit

**Educators that submit multiple applications at the same time may pay by Visa or MasterCard through LVIS. All transactions will include a processing fee.**

\*All fees are non-refundable

For further information and/or questions regarding license renewal at Valparaiso University, please contact:

*Dr. Del Gillispie,  
Professional Educator License Advisor  
Meier Hall  
Valparaiso University  
Valparaiso, IN 46383  
TEL: 219-464-5078  
FAX: 219-464-6720  
EMAIL: Del.Gillispie@Valpo.Edu*



# Transcript Ordering

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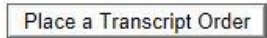
Scrip-Safe is the approved transcript vendor for Valparaiso University. By partnering with Scrip-Safe, Valparaiso University is able to offer express shipping, transcript authentication, shipment tracking, email notification of status updates, 24 hour access to order status information, online payment, and secure electronic delivery options while maintaining our ability to fulfill requests for paper transcripts.

Before ordering a transcript, please be sure to resolve any outstanding obligations to the University, as these will prevent processing of your request.

Students taking courses offered through **The Connecting Link**, please order your official transcript ***at least six weeks after completing courses.***



For more information about Valparaiso University's policy regarding the release of official or unofficial transcripts and verification of enrollment or degree(s), please visit <http://www.valpo.edu/registrar/transcript.php>.

## Instructions for Currently Enrolled Valpo Students

1. Log into **DataVU** online [<http://datavu.valpo.edu/>].
2. Click on the **Students** button.  

3. Click the **Order My Official Transcript** link.
4. Click on the **Place a Transcript Order** button. This will direct you to the Scrip-Safe website and authenticate your identity. Because you logged in through DataVU, your personal identification information will already be filled in for you on the Scrip-Safe website.  

5. Skip to the **Instructions for Placing a Transcript Order through Scrip-Safe** on the next page.

**NOTE:** DataVU access type (student vs. alumni) changes the menus and links available. Current students use the Order My Official Transcript link on the Students menu. Alumni use the Order My Official Transcript link on the Alumni and Friends menu. Student access to DataVU isn't changed from "student" to "alumni" immediately. If your account hasn't yet changed from student access to alumni access, please use the **Instructions for Currently Enrolled Valpo Students**, which point to the Students menu. If your access type has changed, please use the **Instructions for Alumni and The Connecting Link**, which point to the Alumni and Friends menu.

## Instructions for Alumni and The Connecting Link

1. If you don't already have a DataVU user account, request access on the **Alumni and Friends** menu. (If you do have a user account, skip to Step 5.)  

2. Click the **Alum Account Request** link.
3. Complete the **Alum Account Request** form and click the **Submit** button. This information is compared to Valparaiso University student records. This process works best with complete, accurate information. Please be as thorough as possible while completing this form.
4. You will receive an email with additional information once your information has been compared to Valpo student records.
5. Once your user account has been established and your password set, log into **DataVU** online [<http://datavu.valpo.edu/>].
6. Click on the **Alumni and Friends** button.  


7. Click the **Order My Official Transcript** link.

ALUMNI AND FRIENDS - WEBADVISOR FOR ALUMNI AND FRIENDS MENU






### Alumnus Access

[Order My Official Transcript](#)

8. Click on the **Place a Transcript Order** button. This will direct you to the Scrip-Safe website and authenticate your identity. Because you logged in through DataVU, your personal identification information will already be filled in for you on the Scrip-Safe website.

Place a Transcript Order

## Instructions for Placing a Transcript Order through Scrip-Safe

- Recipient Info:** The first question in the transcript order is “Are you requesting that this transcript be sent to yourself?”
  - Selecting Yes will direct the transcript to the email address associated with your Valpo record or a postal address you will provide. This will also add a watermark to the transcript that states “Issued to Student.”
  - Selecting No will take you to the next step, where you enter recipient details.
    - Enter the name of the school/organization/individual where transcript will be sent. Typing in this field will start a list of suggestions for In-Network recipients. If you find the recipient you want among the suggestions, click on it. You’ll then be able to select from their departments with receiving accounts.
    - If you need your transcript to be delivered to a **specific email address** or a department not listed, be sure to specify an email address as the recipient’s address instead of sending it to a school or organization in general. You can do this by clicking on the link that states “If intended recipient is not displayed, click here for other delivery options”.
    - Your transcript will never be delivered by email. An email notification will be sent to the recipient with instructions on downloading your transcript from a secure server.**
- Order Options:** Browse each option and make your selections. You can specify the transcript type, number of copies (if paper, not electronic), shipping method (if paper), and the timing of delivery (if you would like to wait for grades or a degree to be posted).
- Verify Order:** This step shows the details of your order, including the cost. You can add transcript requests to your order, delete requests, edit your request(s), upload PDF attachments to go with your order, cancel your order, or continue to checkout from this screen.
  - Add** a transcript request by clicking “add more transcripts to this order”. 
  - Edit** a transcript request by clicking .
  - Delete** a transcript request by clicking .
  - Upload PDF attachments** to go with your order by clicking “upload documents”. 
  - Cancel** a transcript order by clicking “Cancel Order”. [Cancel Order](#)
  - Once you’ve entered and verified all of the information for your order, click “continue to checkout”. 
- Payment:** In this step, enter your billing address and credit card information to pay for the order.
- Receipt:** This last step serves as a receipt for your transcript order.

You can log back in at any time to check the status of past orders, place new orders, or update your account information.

## Pricing and Shipping Information

- There is a \$3 "online processing fee" for each request. There can be multiple requests within one order. Each request may have different options selected for recipient, number of copies, type of work to show, delivery timing (hold for grades or degree), or shipping.
- Electronic transcripts do not have a "number of copies" field; in order to order multiple copies for multiple recipients within one order, proceed to step 3 and select the option to add more transcripts to the order and then enter the new recipient's information. Repeat this as many times as you would like. Each electronic transcript requested within the order is \$3.
- Printed transcripts can be ordered in any quantity. In step 2 of a request for printed transcripts, there is a field called "Number of copies." For this type of request, a \$3 online fee is charged for the set of printed transcripts, and then a \$2 printing/handling fee is charged per copy. In short, this means that it is cheaper to order multiple printed copies at once than to place separate orders if they're all going to the same recipient.
  - *Example:* 10 printed copies ordered separately would cost \$50. 10 printed copies ordered within the same request for the same recipient would cost \$23.
- Shipping is priced separately, and the options are described and priced in step 2 for your convenience. There is no additional cost for shipping US First Class Mail (Domestic). This shipping method, however, does not allow for tracking and is the slowest method of delivery. If you select electronic delivery or a shipping method of shipping that contains tracking information, the Valparaiso University Office of the Registrar staff will be able to help you track the order and confirm receipt.