BLOCK 1 APPLICATION INSTRUCTIONS

Initial in the blanks after you complete each step. When you complete your application, please attach this initialed instruction page to your application.

1. Print your academic transcript from Buzzin (http://buzzin.emporia.edu).
   a. Login to Buzzin
   b. Click on your Academic Life Tab
   c. In the Student Self Service Links box (in the middle of the page), click on “Student Records”
   d. Click “Academic Transcript”
   e. Click “Submit”
   f. Print

2. Use your Buzzin transcript to complete the attached “BSE Degree Program ESU Elementary Education” form.
   a. Your Buzzin transcript puts all transfer work into ESU course numbers and names. Use the transcript to fill in each course. If you are currently taking the course, write that in the grade box. If you will be taking the course with Block 1, write the semester you will be taking the course in the grade box.
      i. If your transfer work is not on Buzzin, print a transcript from your previous institution(s) to complete this form. You will need to fill in the course number from your previous institution in the transfer courses column. Additionally, you need to check with Registration to make sure your transcripts have been received. If you have not sent your transcript to ESU yet, please have them sent to the Elementary Advising Center.
      ii. Second Bachelors students- your work from your first degree will not be on Buzzin. Please use previous institutions transcripts.
      iii. Please attach to your Block 1 application copies of all of the transcripts you used to record your grades on the BSE Degree Program sheet.
   b. Filling in this form first, will speed the remainder of your Block 1 application. You will submit your transcript and this education form with your Block 1 application. If you do not attach the completed form, your application will not be processed!

3. Go to http://indri.emporia.edu

4. Enter your Username and Password, then click “login”.
   a. Username: same as your email and Buzzin username
   b. Password: same as your email and Buzzin password. If you have any questions or difficulties logging in, please contact the Help Desk at 341-5555 (Toll Free: 1-877-341-5555) or email helpdesk@emporia.edu. The Advising Center does not have username or password information.

5. Click on “Candidate Applications”

6. Click on “Block 1 Application”

7. Update your Student Information by clicking on “Click here to Edit Student Info”
   a. Update information, then click “Submit Form”
      i. Your “StudentID” is your student ID number. Please enter your E number or 000…. number here.
      ii. In the “Teaching Field” box, use the drop down menu to select all areas you are seeking licensure in. If you are only seeking Elementary Education, only select Elementary. If you are also seeking a middle school or ESL licensure you will need to select that area as your second field.
   b. Once the information is submitted, click “Return to Application”

8. Complete the “Click Here to Edit Core Courses” Make sure you use the core course page for the program you are on. There is a NEW and OLD worksheet. If the course list you
see does not match (for example look for College Algebra, should it be there or not) your course list, click on “Click if requirements don’t match” in the ribbon under ADD CORE COURSES. You must select each course from the drop down arrow under CLASS. Then hit SUBMIT and the grades are downloaded from your ESU Transcript.

9. Back on the home page you are now on number 3. Click on “Click Here to Edit Required Courses”. Proceed by completing the same steps as in #8 above. This information is for the required General Education courses that are not part of the Core. Again make sure you are using the correct set of courses. They must match your BSE degree plan. Click on SUBMIT and Return to Application.

10. Open the “100 HOURS OF CHILD ADVOCACY SERVICE” and “Disclosure and Informational Forms completed” by clicking on “Click Here for the Forms”
   a. Print both forms
   b. Important notes for completing the forms:
      i. Make sure you have the 100 hours form completed by your supervisor.
         1. If you already have these hours documented, attach your copy. If
            you did not keep a copy and you believe you turned it in to the
            Advising Center, you will need to check with us to make sure we
            have them on file. If you turned the hours into your Introduction to
            Teaching instructor and not us, we do not have the form.
      ii. Disclosure form- **Initial** the blanks next to the “Yes” or “No” boxes on the disclosure form.
   c. Complete the forms and attach them to the printed application.

11. Once the application is complete, review all information for accuracy.

12. Print the final application.

13. Sign and **initial** the “Signature Form”.

14. Return to the “Student Teacher Applications” main page by clicking on the “Click here to Return to the Applications Page” at the top of the Application page.
   a. Click on “Professional Ed Courses”
      i. You will use the same procedure as you did for #8 and #9 above.
      ii. Print a copy of this form.

15. Make a copy of the completed application for your records including the 100 hours, Disclosure forms, and the Professional Ed Courses.

16. Staple the original application, 100 hours, Disclosure form, the Professional Ed Courses, BuzzIn transcript and all other transcripts you used, BSE Degree program ESU Elementary Education form, and the Signature page together. You must turn in the original signed documents, no copies.

17. **Return application to your ESU advisor’s office:**
   a. **KCKCC** students return application to Jewel Hall, room 3392
   b. **BEST** students return application to 1500 Bldg, room 132
   c. **On-campus** students return to Visser Hall, room 245

**Staple all information together in the following order:**
- Block 1 application (Student Information)
- Core Courses
- Other required General Education Courses
- Professional Education Courses
- Signature Form
- BSE Degree Program
- Buzz In Transcript and all other transcripts you used
- 100 hours
- Disclosure Form
- Block 1 Application Instructions – Blue Sheet