Procedure for Entering Educator Licensure Milestones

**Rationale:** Due to reporting and accreditation requirements, we need to be able to track the candidates’ progress through our licensure programs. In order to do this, we need to be able to rely on the completeness and accuracy of the milestone levels and their effective dates in MyNIU.

Adding a Milestone when some other Milestone already exists for this student:

- Make sure the Academic Career/Program does not say inactive – if it does, you have to go back and add a new milestone under the active Career/Program.
- If Active - Add a new “effective date” by clicking the “+” in the “effective date” row.
- Click on the next “+” in the Milestone Detail section.
- Use the lookup next to “Milestone” and find the one you want to add (or enter the # if you already know it)
- In “Milestone Level” use the lookup to choose the level or enter the # if you know it.
- Set the level to 2 “admitted” only after ALL program entry requirements are met and the candidate is fully admitted to the program. (Do NOT set the level to 2 when candidates are provisionally admitted.)
- There is no need to enter a milestone level of 1 “pursuing”; we don’t use this status in our reporting.

Updating milestone level when candidate leaves the licensure program without completing it:

- Add a new “effective date” by clicking the “+” in the “effective date” row.
- Click “View All” in the Milestone Detail section and find the Milestone you want to update.
- Change the Level to 3 “no longer pursuing” when a candidate leaves the program for whatever reason (such as, to graduate without licensure, to pursue another program of study, to leave the university). In the Comment box, state the reason the candidate is no longer pursuing the program: “counseled out” (program decision) or “candidate initiated” (candidate decision). IN THE COMMENT BOX, TYPE ONLY “COUNSELED OUT” OR “CANDIDATE INITIATED”. NO OTHER COMMENTS ARE NECESSARY.

Updating a Milestone to “Complete”

- Add a new “effective date” by clicking the “+” in the “effective date” row.
- Click “View All” in the Milestone Detail section and find the Milestone you want to update.
- At the bottom of the page, under “Milestone Complete”, use the dropdown and change to “Completed”. Then enter a completion date in “Date Attempted”.
  - For degree programs tied to licensure, enter the graduation date as the “Date Attempted”.
  - For degree programs NOT tied to licensure, enter the date the milestone is being updated in “Date Attempted”.

Checking milestone status for your program: There will be a query available to all NIU users that will allow you to generate a report of the milestone statuses for all of the candidates in your program. This will allow you to ensure that the milestones you entered are accurate and displaying as you intended.

This query can be found among the Campus Queries and is called, NIU_CQ_MILESTONES_BY_MILSTONE.