

TITLE 511 INDIANA STATE BOARD OF EDUCATION

ARTICLE 10.1 TEACHER TRAINING AND LICENSING

Rule 1. Definitions

511 IAC 10.1-1-1 Definitions

Sec. 1. The following definitions in this section apply throughout this title:

- (1) "Accomplished practitioner license" means a license granted to an applicant under 515 IAC 12-1-1.
- (2) "Applicant" means the person or entity that applies for the licenses and permits granted by the board or department under a certain rule.
- (3) "Approved program" means a program that has been approved by the department in accordance with 511 IAC 13-1-1.
- (4) "Assessment" means department approved measurement documenting mastery of state approved standards.
- (5) "Assessment system" means a set of measures that collects and analyzes data on applicant qualifications, candidate and graduate performance, and unit operations to evaluate and improve the performance of candidates, the unit, and its programs.
- (6) "Certificate of eligibility" means a document issued by a state that specifies the details of a license for which an individual has met all substantive licensure requirements.
- (7) "Compact state" means a state that has entered into the Interstate Compact Agreement for any license with a content area established under 511 IAC 15-6-1 through 511 IAC 15-6-30.
- (8) "Content area" means the subject matter an applicant is licensed to teach, or the administrative or service function an applicant is licensed to provide.
- (9) "Day" means a calendar day unless otherwise specified.
- (10) "Department" or "department of education" means the Indiana department of education established under IC 20-19-3.
- (11) "Effective teacher" means a teacher who is effective or highly effective under evaluations that meet the components set out in IC 20-28-11.5.

(12) "General education and subject matter concentration" means curriculum that is based on a content area established under 511 IAC 15-6-1 through 511 IAC 15-6-24. The term does not include curriculum based on professional education and pedagogy.

(13) "Good standing" means an employer did not cancel or suspend the applicant's contract for grounds equivalent to grounds listed under IC 20-28-7-1 or IC 20-28-7-2.

(14) "Governing body" means the group responsible for the governance of one of the following:

(A) school corporation;

(B) school organized by an interlocal agreement under IC 36-1-7;

(C) special education cooperative organized under IC 20-35-5;

(D) cooperating school corporation for vocational education organized under IC 20-37-1-1;

(E) accredited nonpublic school under 511 IAC 6.1-1-1; and

(F) charter school established under IC 20-24-3;

(15) "Initial practitioner license" means a license granted to an applicant under 515 IAC 8-1-1.1

(16) "Institution of higher education" means a college or university accredited by at least one (1) of the following:

(A) A state accrediting authority of the college or university's state of origin.

(B) One (1) of the following regional institutional accrediting organizations:

(i) Middle States Association of Colleges and Schools, Commission on Higher Education.

(ii) New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education.

(iii) North Central Association of Colleges and Schools, Higher Learning Commission.

(iv) North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees.

(v) Northwest Commission on Colleges and Universities.

(vi) Southern Association of Colleges and School, Commission on Colleges.

(vii) Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.

(viii) Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities.

(C) The National Council for Accreditation of Teacher Education/Council for the Accreditation of Educator Preparation

(17) "Interstate Compact Agreement" means the reciprocity agreement under IC 20-38-1.

(18) "Licensing advisor" means a representative of an institution of higher education who acts as an advisor for, and at the request of, the applicant and who has the authority of the approved program to provide the department with information on the applicant's qualifying degree, approved program completed and, if applicable, evidence of teaching experience.

(19) "Out-of-state applicant" means an applicant who:

(A) has completed a baccalaureate degree from an institution of higher education outside of Indiana; or

(B) has a valid license issued by another state.

(20) "Probationary practitioner license" means a license granted to an applicant under 511 IAC 14-1-1.

(21) "Professional education and pedagogy" means a curriculum that is based on the art or science of teaching, including, but not limited to, practice, experience, and a curriculum based on scientifically-based reading instruction, differentiation of instruction and teaching methods, cultural competency, instructional technology, classroom and behavioral management, curriculum development, and the psychology of child development, including, but not limited to, the development of exceptional needs students.

(22) "Professional practitioner license" is a license granted to an applicant under 511 IAC 14-3-1

(23) "Proficient practitioner license" is a license granted to an applicant under 515 IAC 4-2-1

(24) "REPA teacher developmental and content standards" or "developmental standards" or "content standards" means the professional standards recognized by the board in 2010 and located at <http://www.doe.in.gov/dps/standards>, or available for copy at the Indiana Department of Education, 151 W. Ohio St., Indianapolis, IN 46204.

(25) "School setting" means the grades for which the license holder is licensed.

(26) "Reading instruction" means instruction on the five (5) components of scientifically-based reading, which includes the following:

- (A) Phonics.
- (B) Phonemic awareness.
- (C) Fluency.
- (D) Vocabulary.
- (E) Comprehension.

(27) "Student teaching" means a supervised teaching practice occurring near the end of an applicant's approved program.

(28) "Teacher training program" means an institution of higher education that prepares teachers for the workforce.

(29) "Workplace specialist I license" means a two-year license granted to an applicant under 511 IAC 17-1-2.

(29.1) "Workplace specialist II license" means a five-year license granted to an applicant under 511 IAC 17-3-1(d) that is equivalent to a probationary practitioner license.

(29.2) "Workplace specialist probationary practitioner license" means a five-year license granted to an applicant under 511 IAC 17-3-1(d) on or after September 1, 2017 and is the equivalent of a workplace specialist II license.

(30) "Workplace specialist proficient practitioner license" means a five-year license granted to an applicant under 511 IAC 17-3-3 that is equivalent to a professional practitioner license.

(31) "Code of ethical practices and procedures" means the code of ethical practices and procedures developed and published by the department that addresses special concerns regarding appropriate professional practices within the ISTEP, IMAST, and ECAs.

(32) "Department-approved program" means a transition to teaching program that is not offered by an institution of higher education that has been approved by the department to grant a certificate that may result in a participant's eligibility for a probationary practitioner license.

Rule 2. Transition to Teaching Requirements on Approved Programs

511 IAC 10.1-2-1 Transition to teaching; applicability

Sec. 1. (a) This rule implements and supplements IC 20-28-4.

(b) Each approved program under 511 IAC 13-1-1, except approved programs that do not meet the requirements of IC 20-28-4, may offer a transition to teaching program to prepare a qualified person who holds at least a baccalaureate degree to enter the teaching profession through a transition to teaching program.

(c) The transition to teaching program shall include a preparation component to meet Indiana standards for teaching.

(d) Completion of the program and testing requirements as stated under 511 IAC 15-7-1 results in eligibility for a probationary practitioner license.

511 IAC 10.1-2-2 Definitions

Sec. 2. (a) The definitions in this section apply throughout this rule.

(b) "Complete the program" means to be verified by a transition to teaching program as having successfully completed the preparation program.

(d) "Degree" means a degree from a four (4) year institution of higher education.

(e) "Elementary" means a school setting as set forth in IC 20-28-4-4(1)(B).

(f) "Eligible person" means a qualified person who meets the admission requirements of the transition to teaching program.

(g) "Enroll" means to do the following:

(1) Be admitted by a transition to teaching program.

(2) Register for at least one (1) course in the program.

(h) "Participant" means a person who is enrolled in the preparation program.

(i) "Professional experience" means the experience that occurred through full-time employment in an educational related field or in a field in which the person intends to be licensed.

(j) "Program" means the transition to teaching program under this rule.

(k) "Qualified person" means a person who holds the degree and any professional experience required for the intended license.

(l) "Secondary" means a school setting as set forth in IC 20-28-4-4(1)(A).

(m) "Transition to teaching program" means a program under IC 20-28-4 and established under this rule.

511 IAC 10.1-2-3 Eligibility for program in elementary teaching

Sec. 3. A person is eligible to enroll in the program for an elementary school setting in accordance with 511 IAC 15-1-1 if the person has met the following requirements:

(1) Passing the required basic skills assessment or an alternative as approved and published by the department and content knowledge assessment prior to admission to a program; and either of the following:

(A) A baccalaureate degree with a grade point average of at least 3.0 on a 4.0 point scale from an institution of higher education; or

(B) A baccalaureate degree with a grade point average of at least 2.5 on a 4.0 point scale from an institution of higher education and five (5) years of professional experience.

511 IAC 10.1-2-4 Eligibility for program in secondary teaching

Sec. 4. A person is eligible to enroll in the program for a secondary school setting in accordance with 511 IAC 15-2-1 that corresponds to the content area of the degree if the person has met the following requirements:

(1) Passing the required basic skills assessment or an alternative as approved and published by the department and content knowledge assessment prior to admission to a program; and either of the following

(A) A baccalaureate degree with a grade point average of at least 3.0 on a 4.0 point scale from an institution of higher education; or

(B) A baccalaureate or graduate degree with a grade point average of at least 2.5 on a 4.0 point scale from an institution of higher education and five (5) years of professional experience.

511 IAC 10.1-2-4.1 Eligibility for program in P-12 teaching

Sec. 4. A person is eligible to enroll in the program for a P-12 school setting in accordance with 511 IAC 15-3-1 that corresponds to the content area of the degree if the person has met the following requirements:

(1) Passing the required basic skills assessment or an alternative as approved and published by the department and content knowledge assessment prior to admission to a program; and either of the following

(A) A baccalaureate degree with a grade point average of at least 3.0 on a 4.0 point scale from an institution of higher education; or

(B) A baccalaureate or graduate degree with a grade point average of at least 2.5 on a 4.0 point scale from an institution of higher education and five (5) years of professional experience.

511 IAC 10.1-2-5 Preparation

Sec. 5. (a) A department-approved transition to teaching program offered by an institution of higher education may offer the course of study as either undergraduate or graduate level. A department-approved program offered by an entity other than an institution of higher education may offer a non-credit hour based certificate.

(b) The qualified person must meet the general admission standards of the approved program for the credit being awarded.

(d) The course of study may be part of a degree program, but a participant is not required to earn a degree to successfully complete the preparation program.

(e) The preparation shall include the following:

(1) The course work and field and classroom experiences that prepare the participant to successfully master the developmental standards.

(2) The performance assessments defined in the approved program assessment system that document mastery of the developmental standards.

(f) Under IC 20-28-4, preparation shall require not more than the following:

(1) Eighteen (18) credit hours for secondary teaching.

(2) Twenty-four (24) credit hours for elementary teaching, including at least six (6) credit hours in reading instruction.

(g) Preparation for P-12 teaching shall require not more than twenty-four (24) credit hours. The department shall provide guidance on the requirements for program design to meet credit hours.

511 IAC 10.1-2-6 Scope of probationary license; application procedures

Sec. 6. (a) A participant who completes the transition to teaching program is eligible for a probationary practitioner license.

(b) The department shall issue a probationary practitioner license that is restricted to the content area or areas in which the program participant has a degree unless the program participant demonstrates to the department sufficient knowledge in other content areas of the license.

511 IAC 10.1-2-7 Annual report by institution

Sec. 8. (a) Each year, the department will provide institutions with the format for the annual program report integrated within the annual accreditation report by a date determined by the department.

(b) An institution shall submit an annual program report to the department, including number of participants who have:

- (1) enrolled and are participating only in the preparation program; and
- (2) completed the preparation program.

(c) An institution shall submit any other information as required by federal statute.

ARTICLE 13. ACCREDITATION OF TEACHER PREPARATION PROGRAMS

Rule 1. Preparation of Educators

511 IAC 13-1-1 Approval of teacher preparation programs

Sec. 1. (a) An accredited teacher preparation program means an organization recognized by the department to prepare educators to meet requirements for licensure.

(b) To be accredited by the department, a teacher preparation program shall do the following:

- (1) Have at least one approved licensure program.
- (2) Meet requirements as approved and published by the department to maintain satisfactory state accreditation status

(3) Develop an assessment system that includes all approved licensure programs under section 2 of this rule.

(4) Require program applicants, as a condition of acceptance to the program, to obtain at least a minimum acceptable score on an assessment established under 511 IAC 15-7-2 that demonstrates proficiency in basic reading, writing, and mathematics or an alternative as approved and published by the department.

(5) Provide current information to the department on the:

- (A) name;
- (B) mailing address;
- (C) electronic mail address;
- (D) telephone number; and
- (E) facsimile number;

of the supervisor of the teacher preparation program

(6) Provide an annual state report to the department.

(c) An approved licensure program shall prepare students to meet REPA teacher developmental and content standards under at least one (1) of the following:

(1) A major or content area under 511 IAC 15-1-1 or 511 IAC 15-4-1.

(2) A major or content area under 511 IAC15-2-2, 511 IAC15-3-2, or 511 IAC 15-5-2. If the major is offered by a teacher training institution, the major must meet or exceed the content requirements of any other major offered by the institution for higher education for that content area.

(3) A minor or concentration under 511 IAC15-1-2, 511 IAC 15-2-2, 511 IAC15-3-2, 511 IAC 15-4-2, or 511 IAC 15-5-2. If the minor is offered by a teacher training institution, the minor must meet or exceed the content requirements of any other minor offered by the institution for higher education for that content area.

(4) The requirements for an administrative license under:

- (A) building level administration;
- (B) district administrator: superintendent;
- (C) district administrator: director of career and technical education;

(D) district administrator: director of curriculum and instruction; or

(E) district administrator: director of exceptional needs.

(5) The requirements for a school services license under:

(A) school counselor.

(6) A masters of arts in teaching for a content area.

(d) The department will make the final determination of the status of all newly proposed and reviews of existing licensure programs applying for approved status

(e) The department shall assist teacher preparation programs in developing quality licensure programs for preparing educators.

(f) The department may reevaluate the status of an approved teacher preparation program or licensure program at any time. The department shall provide written notice of reevaluation to the approved teacher preparation program or licensure program. The department will make the final determination of the accreditation status of the teacher preparation program. Status will be determined on an cycle established by the department. The department will annually review and update status of all approved teacher preparation programs located in the state.

(g) If the department reevaluates the approved licensure program and determines that the approved licensure program does not meet the requirements of this rule, the department may rescind approval. The department shall provide written notice to the program if approval is rescinded.

(h) The board may revoke state accreditation for a teacher preparation program upon recommendation of the department.

(j) The department shall make the final determination on the approval of revisions to and adoption of teacher content and developmental standards

511 IAC13-1-2 Approved program assessment system

Sec. 2. Each teacher preparation program must have an assessment system approved by the department that is in good standing and must implement the following:

(1) evaluates the quality of the each approved licensure program's applicants and programs

(2) documents candidates' mastery of content and developmental standards.

(3) collects and analyzes data on applicant qualifications, performance of candidates and graduates, and program operations for evaluating and improving the programs.

ARTICLE 14. PROBATIONARY AND PROFESSIONAL PRACTITIONER LICENSES

Rule 1. General Provisions

511 IAC 14-1-1 Probationary practitioner license

Sec. 1. (a) A probationary practitioner license is:

(1) valid for five (5) years from the date the application is received by the department;
and

(2) equivalent to an initial standard license under IC 20-28-5-12.

(b) An applicant is eligible for a probationary practitioner license if the applicant has met one (1) of the following requirements:

(1) Has completed the school setting requirements set forth in one (1) of the following:

(A) 511 IAC 15-1-1

(B) 511 IAC 15-2-1

(C) 511 IAC 15-3-1

(D) 511 IAC 15-4-1

(E) 511 IAC 15-5-1

(2) Is an out-of-state applicant and completed the requirements set forth in 511 IAC 16-2-2.

511 IAC 14-1-2 Application requirements for all licenses issued by the department

Sec. 2. (a) An initial or renewal application for any license must include the following:

(1) A completed electronic application approved by the department.

(2) The fee prescribed by the department, which will be submitted electronically.

(b) All necessary evidence of eligibility, as requested by the department.

Rule 2. Renewal of Licenses

511 IAC 14-2-1 Definitions

Sec. 1. (a) The definitions in this section apply throughout this rule (511 IAC 14-2)

- (b) "Supervisor" means the license holder who has direct authority over another license holder.
- (c) "Administrative license" means a license that includes at least one (1) content area under 511 IAC 15-6-25 through 511 IAC 15-6-29.
- (d) "School services license" means a license that includes a content area established under 511 IAC 15-6-30.
- (e) "License renewal report" includes the professional growth plan prepared by the applicant under section 3 of this rule and any other information required by the department to process the application for renewal.
- (f) "Professional growth experiences" means professional experiences verified by the building level administrator, supervisor, or department as completed.

511 IAC 14-2-2 Application requirements for renewal of licenses

Sec. 2. (a) An application for renewal of a probationary practitioner license must include the following:

- (1) A completed application form approved by the department.
 - (2) The renewal fee prescribed by 511 IAC 16-1-2,
 - (3) Documentation issued by the local governing body and applicant that the requirements of section 3 of this rule have been met.
- (b) Prior to September 1, 2017 an application for renewal of a professional practitioner license must include the following:
- (1) A completed application form approved by the department.
 - (2) The renewal fee as established and published by the department.,
 - (3) Documentation issued by the local governing body and applicant that the requirements of section 3 of this rule have been met.
- (c) Applicants for license renewal shall provide all necessary evidence of eligibility

511 IAC 14-2-3 Professional growth plan; renewal

Sec. 3. (a) This section applies to the holder of the following:

- (1) A professional practitioner license under 511 IAC 14-3-1, prior to September 1, 2017
- (2) A probationary practitioner license under 511 IAC 14-1-1

(b) The holder of a license under subsection (a) is an applicant for purposes of this rule and shall renew his or her license for an additional term by one (1) of the following:

(1) Completion of the process for certification by the National Board of Professional Teaching Standards (NBPTS) in a content area for which the NBPTS offers certification and submission to the board of written verification from the NBPTS that the certification process has been completed, regardless of whether the licensee succeeded in earning NBPTS certification.

(2) Submission of a license renewal report that demonstrates that the requirements of the professional growth plan have been met in accordance with subsections (c) through (h).

(3) Submission of official transcripts listing completion of six (6) semester hours of college or university coursework.

(c) A professional growth plan is documentation of professional growth experiences. The professional growth plan must include a minimum of ninety (90) professional growth experience points. The professional growth experience points shall be calculated with one (1) clock hour qualifying for one (1) professional growth experience point based on, but not limited to, the following activities:

(1) In-service workshops.

(2) Professional workshops and conferences.

(3) Mentoring of beginning teacher.

(4) Cooperating teacher for any college field experience including student teaching.

(5) Workshop presentation.

(6) Curriculum development.

(7) Educational committee membership.

(8) School accreditation activities.

(9) College credit: 1 semester hour = 15 professional growth points.

(10) Educational publication.

(11) Educational research.

(12) Participation in the school improvement planning process.

(13) Professional growth experiences that improve curriculum knowledge, instructional skill, classroom management skills, or any other professional growth experiences.

(d) To qualify for renewal, completed professional growth experience points must be verified by at least one (1) of the following:

(1) A building level administrator where the applicant is employed at the time of renewal.

(2) An immediate supervisor of the applicant if the applicant is applying for the renewal of an administrative license or school services license.

(e) The building level administrator or immediate supervisor shall provide written notice to the license holder of the verification or the refusal to verify made in subsection (d).

(f) If an applicant is not employed at the time of renewal, the department shall verify or refuse to verify the applicant's professional growth experience points.

(g) The department shall provide written notice to the license holder if the department denies a request under subsection (f).

(h) Professional growth points or certification renewal units earned prior to July 1, 2010 apply to an applicant's first renewal after July 1, 2010.

511 IAC 14-2-4 Professional growth plan; appeal

Sec. 4. (a) If a building level administrator or immediate supervisor under section 3(d) of this rule refuses to verify professional growth experience points, the applicant may request a review of his or her professional growth points by the superintendent of the entity in which the applicant is employed by submitting a written request for review to the superintendent within fifteen (15) days of the applicant's receipt of the written notice under section 3(e) of this rule.

(b) If a request is made in accordance with subsection (a), the superintendent shall review the determination and provide the applicant and the building level administrator or immediate supervisor with a written decision within five (5) days of the request that:

(1) refuses to verify; or

(2) verifies;

the professional growth experience points.

(c) If the superintendent refuses to verify the applicant's professional growth experience points, the applicant may request a review of their professional growth experiences points by the department. The department shall verify or refuse to verify the applicant's professional growth experience points by applying the criteria established and published by the department. The department shall notify the applicant of its decision in writing.

511 IAC 14-2-5 Probationary practitioner license; renewal

Sec. 5 (a) A holder of any probationary license who is not eligible to move to a professional practitioner license is eligible to renew at the probationary level upon their own request if they meet the requirements under 511 IAC 14-2-2(a)

(b) A holder of a professional license who is not eligible to renew at the professional level may renew at the probationary level request if they meet the requirements under 511 IAC 14-2-2(a)

Rule 3. Professional Practitioner

511 IAC 14-3-1 Professional practitioner license

Sec. 1. (a) A professional practitioner license is a renewable five (5) year license.

(b) an applicant is eligible for a professional practitioner license if the applicant meets one (1) of the following requirements:

(1) Holds a probationary practitioner license with a content area established under:

(A) 511 IAC 15-6-1 through 511 IAC 15-6-24 and received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5;

(B) 511 IAC 15-6-25 through 511 IAC 15-6-29 and received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5; or

(C) 511 IAC 15-6-30 and received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5.

(c) Evaluation ratings received under the following licenses and permits may be used when determining eligibility for a professional practitioner license:

(1) probationary practitioner license

(2) professional practitioner license

(3) transition to teaching permit

(4) emergency permit, provided the ratings are in the same content area as the professional license

(5) charter school teacher permit

(6) reciprocal permit

(d) The professional practitioner license shall include the following:

(1) The content area listed on the probationary practitioner license.

(2) The school setting listed on the probationary practitioner license.

(3) Any content area added under 511 IAC 15-7-1 (d).

511 IAC 14-3-2 Professional practitioner license; expiration and renewal

Sec. 2. (a) A professional practitioner license is valid for five (5) years from the date the application has been received by the department.

(b) A professional practitioner license may be renewed for subsequent five (5) year periods if the applicant meets the following:

(1) Prior to September 1, 2017, has met the requirements for renewal under 511 IAC 14-2-2(b)

(2) On or after September 1, 2017, has met the performance requirements for obtaining a professional practitioner license under 511 IAC 14-3-1

511 IAC 14-3-3 Applicants are responsible for delay

Sec. 3. An applicant is responsible for any delays in the issuance of a renewal license if the license renewal report is received by the department less than thirty (30) days prior to the license's expiration date.

511 IAC 14-3-4 Incomplete applications

Sec. 4. An incomplete application will not be processed. The applicant is responsible for any delays caused by the submission of an incomplete application.

Article 15: SCHOOL SETTINGS AND LICENSE CONTENT AREAS

Rule 1 Elementary

511 IAC 15-1-1 Elementary school setting

Sec. 1. (a) An applicant is eligible for the elementary school setting if the applicant meets the requirements set forth in the following:

- (1) Section 2 of this rule.
- (2) At least one (1) content area set forth in the following:
 - (A) 511 IAC 15-6-14
- (3) 511 IAC 15-7- 1.
- (4) IC 20-28-5-3(c).

(b) An applicant who meets the requirements of subsection (a) is eligible for a kindergarten through grade 6 school setting.

511 IAC 15-1-2 Elementary education curriculum requirements

Sec. 2 To be eligible for the elementary school setting set forth in section 1 of this rule, an applicant must successfully meet the developmental and content standards by at least one (1) of the following:

- (1) Completed a baccalaureate degree from an institution of higher education that includes the following:
 - (A) A minor or concentration in any of the content areas listed in section 1(a)(2); and
 - (B) A major or content area in education from an approved program that includes the following:
 - (i) General education and subject matter concentration that aligns to the REPA teacher standards.
 - (ii) Professional education and pedagogy that aligns to the REPA teacher standards.
 - (iii) A minimum of ten (10) weeks of full-time student teaching with an effective teacher who holds a professional, proficient, or accomplished practitioner license during the later stages of the program.
- (2) Completed the following requirements:
 - (A) A non-education baccalaureate degree from an institution of higher education.
 - (B) One (1) of the following:

(i) An education minor or concentration from an approved program that includes:

(AA) A minimum of ten (10) weeks of full-time student teaching with an effective teacher who holds a professional, proficient, or accomplished practitioner license during the later stages of the program.

(BB) Professional education and pedagogy that aligns to the REPA teacher standards for elementary education.

(ii) A transition to teaching program established in 511 IAC 10.1-2.

(3) A baccalaureate degree from an institution of higher education and a masters of arts in teaching approved by the department in a content area determined by the department to substantially apply to a content area listed in section 15-1-1(a)(2) of this rule.

Rule 2 Secondary School

511 IAC 15-2-1 Secondary school setting

Sec. 1. (a) An applicant is eligible for the secondary school setting if the applicant meets the requirements set forth in the following:

(1) Section 2 of this rule.

(2) At least one (1) content area set forth in the following:

(A) 511 IAC 15-6-1 through 511 IAC 15-6-6.

(C) 511 IAC 15-6-17 through 511 IAC 15-6-18.

(D) 511 IAC 15-6-20.

(E) 511 IAC 15-6-22 through 511 IAC 15-6-24.

(3) 511 IAC 15-7-1.

(4) IC 20-28-5-3(c).

(b) An applicant who meets the requirements of subsection (a) is eligible for grades 5 through 12 school setting.

511 IAC 15-2-2 Secondary education curriculum requirements

Sec. 2. To be eligible for the secondary school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards by meeting either of the following requirements:

(1) Completed the following:

(A) A baccalaureate degree from an institution of higher education that includes a major or content area determined by the department to substantially apply to a content area listed in section 1 (a)(2) [*section 1 (a)(2) of this rule*], and

(B) One (1) of the following:

(i) An education minor or concentration from an approved program that includes the following:

(AA) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, or accomplished practitioner license.

(BB) Professional education and pedagogy that aligns to the REPA teacher standards for secondary education.

(ii) Completion of a transition to teaching program as set forth in 511 IAC 10.1-2.

(2) A baccalaureate degree from an institution of higher education and a masters of arts in teaching approved by the department in a content area determined by the department to substantially apply to a content area listed in 511 IAC 15-2-1 (a)(2)

Rule 3 Preschool through grade 12

511 IAC 15-3-1 P-12 school setting

Sec. 1. (a) An applicant is eligible for the P-12 school setting if the applicant completed the requirements set forth in the following:

(1) 511 IAC 15-7-1

(2) Section 2 of this rule.

(3) At least one (1) content area set forth in the following:

(A) 511 IAC 15-6-7 through 511 IAC 15-6-12.

(B) 511 IAC 15-6-15 though 511 IAC 15-6-16.

(C) 511 IAC 15-6-19.

(D) 511 IAC 15-6-21.

(4) IC 20-28-5-3(c).

(b) An applicant approved by the department for the P-12 school setting in accordance with subsection (a) is eligible for prekindergarten through grade 12 school settings in the qualifying content area.

(c) An applicant is eligible for the school setting P-12 if the applicant completed a transition to teaching program under 511 IAC 10.1-2.

511 IAC 15-3-2 P-12 curriculum requirements

Sec. 1.8. To be eligible for the P-12 school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards by meeting any one (1) of the following requirements:

(1) Completed the following:

(A) A baccalaureate degree from an institution of higher education that includes a major or content area determined by the department to substantially apply to one (1) of the content areas listed in section 1 of this rule.

(B) One of the following:

(i) An education minor or concentration from an approved program that includes:

(AA) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, or accomplished practitioner license.

(BB) Professional education and pedagogy that aligns to the REPA teacher standards

(ii) Completion of a transition to teaching program as set forth in 511 IAC 10.1-2.

(2) A baccalaureate degree from an institution of higher education and a masters of arts in teaching approved by the department in a content area determined by the department to substantially apply to a content area listed in 511 IAC 15-3-1.

Rule 4 Early Childhood

511 IAC 15-4-1 Early childhood education setting

Sec. 1. (a) An applicant is eligible for the early childhood setting if the applicant meets the requirements set forth in the following:

(1) Section 2 of this rule.

(2) 511 IAC 15-6-13

(3) 511 IAC 15-7-1

(4) IC 20-28-5-3(c).

(b) An applicant who meets the requirements of subsection (a) is eligible for a prekindergarten through grade 3 (P-3) school setting.

511 IAC 15-4-2 Early childhood education curriculum requirements

Sec. 2. To be eligible for the early childhood education school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards by at least one (1) of the following requirements:

(1) Completed a baccalaureate degree from an institution of higher education that includes the following:

(A) A minor or concentration in any of the content areas listed in section 1(a)(2) [*section 1(a)(2) of this rule*]; and

(B) A major or content area in education from an approved program that includes the following:

(i) General education and subject matter concentration that aligns to the REPA teacher standards.

(ii) Professional education and pedagogy that aligns to the REPA teacher standards for early childhood education.

(iii) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, or accomplished practitioner license.

(2) Completed the following requirements:

(A) A non-education baccalaureate degree from an institution of higher education.

(B) An education minor or concentration from an approved program that includes:

(i) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, or accomplished practitioner license.

(ii) Professional education and pedagogy that aligns to the REPA teacher standards for early childhood education.

(3) A baccalaureate degree from an institution of higher education and a masters of arts in teaching approved by the department in a content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

Rule 5 Middle School

511 IAC 15-5-1 Middle school setting

Sec. 1. (a) An applicant is eligible for the middle school setting if the applicant meets the requirements set forth in the following:

(1) Section 2 of this rule.

(2) At least one (1) content area set forth in the following:

(A) 511 IAC 15-6-18.

(B) 511 IAC 15-6-20.

(C) 511 IAC 15-6-22 through 511 IAC 15-6-23.

(3) 511 IAC 15-7-1.

(4) IC 20-28-5-3(c).

(b) An applicant who meets the requirements of subsection (a) is eligible for a grade 5 through grade 9 school setting.

511 IAC 15-5-2 Middle school curriculum requirements

Sec. 2. To be eligible for the middle school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards of either of the following requirements:

(1) Completed the following:

(A) A baccalaureate degree from an institution of higher education that includes a major or content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule, and

(B) An education minor or concentration from an approved program that includes:

(i) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional , proficient, or accomplished practitioner license.

(ii) Professional education and pedagogy that aligns to the REPA teacher standards for middle school education.

(2) A baccalaureate degree from an institution of higher education and a masters of arts in teaching approved by the department in a content area determined by the department to substantially apply to a content area listed in section 1 (a)(2) of this rule.

Rule 6 Licensure Content Areas

511 IAC 15-6-1 Business

Sec. 1. (a) If the department determines an applicant meets:

(1) the requirement of 511 IAC 15-2-2 to be eligible to teach business; and

(2) all other applicable requirements under this title;

the license shall list "business" as a content area.

(b) The holder of a license with business is eligible to teach business in the school setting listed on the license.

511 IAC 15-6-2 Career and technical education: agriculture

Sec. 2. (a) If the department determines an applicant:

(1) meets the requirement of 511 IAC 15-2-2 to be eligible to teach career and technical education: agriculture;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in agriculture or one thousand five hundred (1,500) clock hours of supervised work in agriculture under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: agriculture" as a content area.

(b) The holder of a license with career and technical education: agriculture is eligible to teach agriculture in the school setting listed on the license.

511 IAC 15-6-3 Career and technical education: business information and technology

Sec. 3. (a) If the department determines an applicant:

(1) meets the requirement of 511 IAC 15-2-2 to be eligible to teach career and technical education: business information and technology;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in business services and technology or one thousand five hundred (1,500) clock hours of supervised work in business services and technology under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: business information and technology" as a content area.

(b) The holder of a license with career and technical education: business services and technology is eligible to teach career and technical education; business information and technology in the school setting listed on the license.

511 IAC 15-6-3.5 Career and technical education: marketing

Sec. 3. (a) If the department determines an applicant:

(1) meets the requirement of 511 IAC 15-2-2 to be eligible to teach career and technical education: marketing;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in marketing or one thousand five hundred (1,500) clock hours of supervised work in marketing under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: marketing" as a content area.

(b) The holder of a license with career and technical education: marketing is eligible to teach marketing in the school setting listed on the license.

511 IAC 15-6-4 Career and technical education: family and consumer sciences

Sec. 4. (a) If the department determines an applicant:

(1) meets the requirement of 511 IAC 15-2-2 to be eligible to teach career and technical education: family and consumer sciences;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in family and consumer sciences or one thousand five hundred (1,500) clock hours of supervised work in family and consumer sciences under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: family and consumer sciences" as a content area.

(b) The holder of a license with career and technical education; family and consumer sciences is eligible to teach family and consumer sciences in the school setting listed on the license.

511 IAC 15-6-5 Career and technical education: health science education

Sec. 5. (a) If the department determines an applicant:

(1) meets the requirement of 511 IAC 15-2-2 to be eligible to teach career and technical education: health science education;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in health science or one thousand five hundred (1,500) clock hours of

supervised work in health occupations under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: health science education " as a content area.

(b) The holder of a license with career and technical education: health science education is eligible to teach health science education in the school setting listed on the license.

511 IAC 15-6-6 Career and technical education; trade and industrial education

Sec. 6. (a) If the department determines an applicant:

(1) meets the requirement of 511 IAC 15-2-2 be eligible to teach career and technical education: trade and industrial education;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in trade and industrial education or one thousand five hundred (1,500) clock hours of supervised work in trade and industrial education under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: trade and industrial education" as a content area.

(b) The holder of a license with career and technical education: trade and industrial education is eligible to teach in the specific trade and industrial education content area in the school setting listed on the license.

511 IAC 15-6-7 Computer education

Sec. 7. (a) If the department determines an applicant meets:

(1) the requirements of 511 IAC 15-3-2 to be eligible to teach computer education; and

(2) all other applicable requirements under this title;

the license shall list "computer education" as a content area.

(b) The holder of a license with computer education is eligible to teach computer education in the school setting listed on the license.

511 IAC 15-6-8 Teachers of English Learners

Sec. 8. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-3-2 to be eligible to serve students who are English Learners; and
- (2) all other applicable requirements under this title;

the license shall list "Teachers of English Learners" as a content area.

(b) The holder of a license with Teacher of English Learners is eligible to teach English Learners in the school setting listed on the license.

511 IAC 15-6-9 Exceptional needs-Mild

Sec. 9. (a) If the department determines an applicant meets:

- (1) the requirements under sections 511 IAC 15-1-2, 511 IAC 15-2-2, or 511 IAC 15-4-2 to be eligible to serve students with exceptional needs;
- (2) the concentration developmental and content standards for:
 - (A) "Exceptional Needs; Mild Intervention"; and
 - (B) A content area established under 511 IAC 15-6-11, 511 IAC 15-6-12, 511 IAC 15-6-13, 511 IAC 15-6-14, 511 IAC 15-6-18, 511 IAC 15-6-20, 511 IAC 15-6-22, or 511 IAC 15-6-23

- (3) all other applicable requirements under this title;

the license shall list "exceptional needs-mild" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with a content area established under subsection (a) is eligible to teach students with exceptional needs in the school setting listed on the license.

511 IAC 15-6-10 Exceptional needs-Other

Sec. 21. (a) If the department determines an applicant meets:

(1) the requirements under 511 IAC 15-1-2, 511 IAC 15-2-2, 511 IAC 15-3-2, 511 IAC 15-5-2 to be eligible to serve students with exceptional needs;

(2) the concentration developmental and content standards for:

(A) "Exceptional Needs; Intense Intervention";

(B) "Exceptional Needs; Blind and Low Vision"; or

(C) "Exceptional Needs; Deaf and Hard of Hearing"; and

(3) all other applicable requirements under this title;

the license shall list "exceptional needs" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with a content area established under subsection (a) is eligible to teach students with exceptional needs in the school setting listed on the license.

511 IAC 15-6-11 Fine arts

Sec. 11. (a) If the department determines an applicant meets:

(1) the requirements under 511 IAC 15-3-2 to be eligible to teach fine arts; and

(2) the concentration developmental and content standards for:

(A) "Fine Arts; Visual Arts";

(B) "Fine Arts; Vocal and General Music";

(C) "Fine Arts; Instrumental and General Music";

(D) "Fine Arts; Theater Arts";

(3) all other applicable requirements under this title;

the license shall list "fine arts" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with fine arts is eligible to teach in the specific fine arts content area in the school setting listed on the license.

511 IAC 15-6-12 World languages

Sec. 12. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-3-2 to be eligible to teach a world language; and
- (2) all other applicable requirements under this title;

the license shall list as a content area the specific world language for which the applicant is qualified.

(b) The holder of a license with a content area established under subsection (a) is eligible to teach in the specific language in the school setting listed on the license.

511 IAC 15-6-13 Early childhood education

Sec. 13. (a) If the department determines an applicant meets:

- (1) the requirements of 511 IAC 15-4-2; and
- (2) all other applicable requirements under this title;

the license shall list "early childhood education" as a content area.

(b) The holder of a license with the content area of early childhood education is eligible to teach all subjects in the school setting listed on the license.

511 IAC 15-6-14 Elementary generalist

Sec. 14. (a) If the department determines an applicant meets:

- (1) the requirement of 511 IAC 15-1-2; and
- (2) all other applicable requirements under this title;

the license shall list "elementary generalist" as a content area.

(b) The holder of a license with a content area of elementary generalist is eligible to teach all subjects in the school setting listed on the license.

(c) If the department determines an applicant who meets the requirements of subsection (a) has a major or minor substantially equivalent to a concentration in:

- (1) language arts;

- (2) mathematics;
- (3) science;
- (4) social studies;
- (5) exceptional needs;
- (6) early childhood; or
- (7) fine arts;

the license shall list the applicable concentration or concentrations.

511 IAC 15-6-15 High ability education

Sec. 15. (a) If the department determines an applicant:

- (1) meets the requirements under 511 IAC 15-3-2 to teach students with high ability;
- (2) has completed sufficient course work toward the REPA teacher standards for teaching high ability students.
- (3) meets all other applicable requirements under this title;

the license shall list "high ability" as a content area.

(b) The holder of a license with high ability is eligible to teach high ability students in the school setting listed on the license.

511 IAC 15-6-16 Health and Physical Education

Sec. 16. (a) If the department determines an applicant meets:

- (1) the curriculum requirements under 511 IAC 15-3-2 to be eligible to teach health and physical education; and
- (2) all other applicable requirements under this title;

the license shall list "health and physical education" as a content area.

(b) The holder of a license with health is eligible to teach health and physical education in the school setting listed on the license.

511 IAC 15-6-17 Journalism

Sec. 17. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-2-2 to be eligible to teach journalism; and
- (2) all other applicable requirements under this title;

the license shall list "journalism" as a content area.

(b) The holder of a license with journalism is eligible to:

- (1) teach journalism; or
- (2) serve as a:
 - (A) newspaper advisor; or
 - (B) yearbook advisor;

in the school setting listed on the license.

511 IAC 15-6-18 Language arts

Sec. 18. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-2-2 or 511 IAC 15-5-2 to be eligible to teach language arts; and
- (2) all other applicable requirements under this title;

the license shall list "language arts" as a content area.

(b) The holder of a license with language arts is eligible to teach language arts or speech in the school setting listed on the license.

511 IAC 15-6-19 School Librarian

Sec. 19. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-3-2 to be eligible to provide library or media services; and
- (2) all other applicable requirements under this title;

the license shall list "school librarian" as a content area.

(b) The holder of a license with school librarian is eligible to provide library or media services in the school setting listed on the license.

511 IAC 15-6-20 Mathematics

Sec. 20. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-2-2 or 511 IAC 15-5-2 to be eligible to teach mathematics; and
- (2) all other applicable requirements under this title;

the license shall list "mathematics" as a content area.

(b) The holder of a license with mathematics is eligible to teach mathematics in the school setting listed on the license.

511 IAC 15-6-21 Reading

Sec. 21. (a) If the department determines an applicant meets:

- (1) the requirements under 511 IAC 15-3-2 to be eligible to teach reading; and
- (2) all other applicable requirements under this title;

the license shall list "reading" as a content area.

(b) The holder of a license with reading is eligible to teach reading in the school setting listed on the license.

511 IAC 15-6-22 Science

Sec. 22. (a) If the department determines an applicant meets either of the following:

- (1) the requirements under 511 IAC 15-2-2 to be eligible to teach science; and
 - (A) the developmental and content standards for:
 - (i) "Life Science";

- (ii) "Physical Science";
- (iii) "Physics";
- (iv) "Chemistry"; or
- (v) "Earth/Space Science"; and

(B) all other applicable requirements under this title; or

(2) the requirements under 511 IAC 15-5-2 to be eligible to teach science; and all other applicable requirements under this title

the license shall list "science" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with science is eligible to teach the science areas of concentration in the school setting listed on the license.

511 IAC 15-6-23 Social studies

Sec. 23. (a) If the department determines an applicant meets either of the following:

(1) the requirements under 511 IAC 15-2-2 to be eligible to teach social studies; and

(A) the developmental and content standards for:

- (i) "Economics";
- (ii) "Geographical Perspectives";
- (iii) "Government and Citizenship";
- (iv) "Historical Perspectives";
- (v) "Psychology"; or
- (vi) "Sociology"; and

(B) all other applicable requirements under this title; or

(2) the requirements under 511 IAC 15-5-2 to be eligible to teach social studies; and all other applicable requirements under this title

the license shall list "social studies" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with social studies is eligible to teach in the social studies areas of concentration in the school setting listed on the license.

511 IAC 15-6-23.5 Virtual Instruction

Sec. 24. (a) If the department determines an applicant meets:

(1) the requirements under 511 IAC 15-2-2 to be eligible to provide virtual instruction;
and

(2) all other applicable requirements under this title;

the license shall list "virtual instruction" as a content area.

(b) The holder of a license with virtual instruction is eligible to provide virtual instruction in the school setting listed on the license.

511 IAC 15-6-24 Engineering and Technology

Sec. 24. (a) If the department determines an applicant meets:

(1) the requirements under 511 IAC 15-2-2 to be eligible to teach engineering and technology; and

(2) all other applicable requirements under this title;

the license shall list "engineering and technology" as a content area.

(b) The holder of a license with engineering and technology is eligible to teach engineering and technology in the school setting listed on the license.

511 IAC 15-6-25 Building level administrator

Sec. 25. (a) The content area "building level administrator" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the building level administrator's assessment under 511 IAC 15-7-2.

(2) Prior to September 1, 2017, holds a standard, professional, proficient, or accomplished practitioner license with at least one (1) content area established under 511 IAC 15-6-1 through 511 IAC 15-6-24 and under 511 IAC 15-6-30.

(2.1) On or after September 1, 2017, holds a professional practitioner license at least one (1) content area established under 511 IAC 15-6-1 through 511 IAC 15-6-24 and under 511 IAC 15-6-30.

- (3) Successfully completes an approved program in building level administration.
- (4) May obtain a master's degree or higher.

(b) The holder of a license with the content area building level administrator is eligible to serve as a building level administrator in any school setting

511 IAC 15-6-26 District level administrator: superintendent

Sec. 26. (a) The content area "district level administrator: superintendent" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the district level administrator's licensure assessment under 511 IAC 15-7-2.

(2) Successfully completes the following:

(A) A masters degree or higher at an institution of higher education.

(B) An approved district administrator: superintendent program.

(3) Prior to September 1, 2017, holds a standard, professional, proficient, or accomplished practitioner license.

(3.1) On or after September 1, 2017, holds a professional practitioner license.

(b) The holder of a license with the content area district level administrator: superintendent is eligible to serve as an administrator in any school setting.

511 IAC 15-6-27 District level administrator: director of career and technical education

Sec. 27. (a) The content area "district level administrator: director of career and technical education" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the district level administrator's licensure assessment under 511 IAC 15-7-2.

(2) Prior to September 1, 2017, holds one (1) of the following licenses:

(A) A standard, professional, proficient, or accomplished practitioner license with at least one (1) of the content areas in career and technical education under 511 IAC 15-6-1 through 511 IAC 15-6-6 and 511 IAC 15-6-24.

(B) A workplace specialist proficient practitioner license with two (2) years of full-time teaching experience in an accredited vocational school in the grade level and vocational content area listed on the license.

(C) A standard, professional, proficient, or accomplished practitioner license that includes any content area under section 511 IAC 15-6-25 through 15-6-26 or under 511 IAC 25-6-28.

(2.1) On or after September 1, 2017, holds one (1) of the following licenses:

(A) A professional practitioner license with at least one (1) of the content areas in career and technical education under 515 IAC 8-1-511 IAC 15-6-1 through 511 IAC 15-6-6 and 511 IAC 15-6-24 .

(B) A workplace specialist proficient practitioner license with two (2) years of full-time teaching experience in an accredited vocational school in the grade level and vocational content area listed on the license.

(C) A professional license that includes any content area under 511 IAC 15-6-25 through 15-6-26 or under 511 IAC 25-6-28

(3) Successfully completes an approved district administrator: director of career and technical education program.

(4) Obtain a master's degree or, if already degreed, completed additional course work in a district administrator: director of career and technical education program that is approved by the board to offer such a degree.

(b) The holder of a license with the content area district level administrator: director of career and technical education is eligible to serve as an administrator in a career and technical education school in the school setting listed on the license.

511 IAC 15-6-28 District level administrator: director of curriculum and instruction

Sec. 28. (a) The content area "district level administrator: director of curriculum and instruction" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the district level administrator's licensure assessment under 511 IAC 15-7-2.

(2) Prior to September 1, 2017, holds a standard, professional, proficient, or accomplished practitioner license with at least one (1) content area established under 511 IAC 15-6-1 through 511 IAC 15-6-24.

(2.1) On or after September 1, 2017, holds a professional practitioner license with at least one (1) content area established under 511 IAC 15-6-1 through 511 IAC 15-6-24.

(3) Successfully completes an approved district administrator: director of curriculum and instruction program.

(4) Obtain a master's degree or, if already degreed, completed additional course work in a district administrator: director of curriculum and instruction program that is approved by the board to offer such a degree.

(b) The holder of the license with a content area district level administrator: director of curriculum and instruction is eligible to serve as an administrator in any school setting.

511 IAC 15-6-29 District level administrator: director of exceptional needs

Sec. 29. (a) The content area "district level administrator: director of exceptional needs" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the district level administrator's licensure assessment under 511 IAC 15-7-2.

(2) Prior to September 1, 2017, holds a standard, proficient, accomplished, or professional practitioner license with one (1) of the following:

(B) a content area in exceptional needs under 511 IAC 15-6-9 through 511 IAC 15-6-10;

(C) a building level administrator content area under 511 IAC 15-6-25;

(D) a school psychologist under 515 IAC 8-1-46 or communication disorders under 515 IAC 8-1-16.

(2) On or after September 1, 2017, holds a professional practitioner license with one (1) of the following:

(B) a content area in exceptional needs under section 511 IAC 15-6-9 through 511 IAC 15-6-10 ;

(C) a building level administrator content area under 511 IAC 15-6-25;

(D) a school psychologist under 515 IAC 8-1-46 or communication disorders under 515 IAC 8-1-16.

(3) Successfully completes an approved district administrator: director of exceptional needs program.

(4) Obtain a master's degree or, if already degreed, completed additional course work in a district administrator: director of exceptional needs program from an institution of higher education that is approved by the board to offer such a degree.

(b) The holder of the license with the content area district level administrator: director of exceptional needs is eligible to serve as an administrator in any school setting.

511 IAC 15-6-30 School services: school counselor

Sec. 30. (a) The content area "school services: school counselor" shall appear on the license if the department determines the applicant successfully completes the following:

- (1) a master's degree from an approved school counselor program or, if already degreed, has completed additional course work from an approved school counselor program; and
- (2) after August 31, 2013 successfully completes the school counselor assessment under 511 IAC 15-7-2.

(b) The holder of a license with a content area of school services: school counselor is eligible to serve as a school counselor in prekindergarten through grade 12, and the setting "P-12" shall appear on the license.

511 IAC 15-6-31 Temporary superintendent license

Sec. 31. (a) An applicant shall be granted a temporary superintendent license if a governing body submits a written request to the department for a temporary superintendent license on behalf of the applicant. The written request must include the following:

(1) A content area in accordance with subsection (b).

(2) Documentation on the applicant's applicable knowledge or experience.

(3) Documentation that the applicant has obtained a master's degree or higher from an accredited institution of higher education.

(b) The content area for the temporary superintendent license is "district level administrator: superintendent".

(c) The holder of a temporary superintendent license is eligible to serve as a district level administrator: superintendent in the prekindergarten through grade 12 school setting within the governing body's jurisdiction.

(d) A temporary superintendent license is valid until the termination or expiration of the applicant's contract with the governing body in subsection (a).

(e) An applicant or governing body is not limited to one (1) temporary superintendent license.

511 IAC 15-6-32 Temporary Building Level Administrator license

Sec.32. (a) An applicant shall be granted a temporary building level administrator license if a governing body submits a written request to the department for a temporary building level administrator license on behalf of the applicant. The written request must include the following:

(1) A content area in accordance with subsection (b).

(2) Documentation on the applicant's applicable knowledge or experience.

(3) Documentation that the applicant holds or is eligible to hold a professional practitioner license.

(b) The content area for the temporary building level administrator license is "building level administrator".

(c) The holder of a temporary building level administrator license is eligible to serve as a building level administrator in the prekindergarten through grade 12 school setting within the governing body's jurisdiction.

(d) A temporary building level administrator license is valid until the termination or expiration of the applicant's contract with the governing body in subsection (a)

(e) An applicant or governing body is not limited to one (1) temporary building level administrator license.

Rule 7. Teacher Proficiency Assessment

511 IAC 15-7- 1 Test requirements and exemptions

Sec. 1. (a) To:

(1) demonstrate proficiency in a content area as described in 511 IAC 15-6-1 through 511 IAC 15-6-30; and

(2) be eligible for inclusion of the content area on the license;

an applicant for a probationary practitioner license or an applicant for the addition of a content area on an existing license under subsection (e) must obtain at least the minimum acceptable score on a content area assessment under section 2 of this rule.

(b) In addition to the requirements of subsection (a), an applicant for a probationary practitioner license with a content area established under 511 IAC 15-6-1 through 511 IAC 15-6-24 must complete the following requirement:

(1) After August 31, 2013, obtain at least a minimum acceptable score on an assessment established under section 2 of this rule that demonstrates proficiency in pedagogy.

(c) An applicant with a disability that needs to be accommodated during the administration of an assessment is responsible for notifying the testing company of the need for the accommodation when applying to take the assessment.

(d) The holder of any instructional license under this title may add content areas listed in 511 IAC 15-6-1 through 511 IAC 15-6-8, 511 IAC 15-6-11 through 511 IAC 15-6-12, and 511 IAC 15-6-15 through 511 IAC 15-6-24 for which the applicant has successfully completed the testing requirements set forth in subsection (a). Applicants for the addition of 511 IAC 5-6-2 through 15-6-7 (the CTE content areas) must complete the required clock hours of work experience as well as the testing requirement.

(e) The holder of any instructional license under this title may add content areas listed in 511 IAC 15-6-9 through 511 IAC 15-6-10 and 511 IAC 15-6-13 through 511 IAC 15-6-14 for which the applicant has successfully completed the testing requirements set forth in subsection (a) beginning September 1, 2013.

(f) For the purposes of licensure, tests will expire five (5) years after the date they were taken.

511 IAC 15-7- 2 Minimum acceptable scores

Sec. 2. (a) The department shall approve assessments and determine minimum acceptable scores for:

(1) assessments required for an applicant to demonstrate proficiency in a content area as described in 511 IAC 15-6-1 through 511 IAC 15-6-30;

(2) assessments required for an applicant to demonstrate proficiency in basic reading, writing, and mathematics; and

(3) assessments required for an applicant to demonstrate proficiency in pedagogy.

(b) Prior to taking final action to approve assessments and determine minimum acceptable scores, the department shall do the following:

(1) Provide public notice of the proposed action at least thirty (30) days prior to taking final action. The public notice shall include the following:

(A) A summary of each assessment

(B) The proposed minimum acceptable scores for each assessment.

(C) The time period in which the department will accept public comments.

(2) Accept and consider public comment.

(c) In taking final action to approve the assessments and minimum acceptable score, the department shall establish the effective date of the approved assessments and minimum acceptable scores that shall be not sooner than 90 days after the date of the final action.

(d) An applicant who obtains at least the minimum acceptable score on an assessment required under section 1 of this rule during the time the applicant is enrolled in an approved program may use that score even if a different score or a different assessment is required at the time of application for the license.

ARTICLE 16. ISSUANCE AND REVOCATION OF VARIOUS LICENSES AND PERMITS

Rule 1. General Provisions

511 IAC 16-1- 1 Certificates and licenses issued under prior rules; recognition

Sec. 1. (a) All licenses and certificates issued under the provisions of prior rules governing teacher education and certification shall remain in effect and shall retain the validity and coverage provided by the licenses or certificates. License holders completing requirements

for renewals, additions, and conversion to a higher level license shall meet the provisions of this title.

(b) All life licenses issued under prior rules shall continue to be valid for the life of the holder.

(c) All provisional or standard licenses issued under prior rules shall be considered equivalent to the proficient practitioner license.

(d) Prior to September 1, 2017, proficient and accomplished practitioner license holders who are unable to renew their license at the professional level due to insufficient effectiveness data may renew with a proficient practitioner license if they meet the requirements under 515 IAC 1-7-12 (b)

(e) Prior to September 1, 2017 initial practitioner license holders shall renew with a probationary practitioner license upon their own request by completing the application form approved by the department.

(f) All persons who have begun an approved teacher preparation program for initial licensure under prior rules and regulations will have until August 31, 2013, to complete the program. Applications for licensure under prior rules, including evidence of successful completion of testing requirements, must be received by the department no later than December 31, 2013.

(g) A license that is valid on the first day of school in the school in which the license holder is employed is considered valid for the duration of that school year.

(h) On or after September 1, 2017 the proficient practitioner license shall no longer be issued.

511 IAC 16-1- 2 Application Fees; licensing fund

Sec. 2. (a) The following fees are nonrefundable application fees for a license, certificate, or permit the amount of which will be determined by the department:

- (1) Issuance of an original license
- (2) Renewal
- (3) Add or delete a license area
- (4) Conversion to a professional license
- (5) Substitute certificate

- (6) Evaluation of a license
- (7) Evaluation of an out-of-state transcript, per licensing area
- (8) Duplicate
- (9) Degree change
- (10) Permit

(b) An applicant may combine any two (2) or more actions for renewal, to add a license area, to drop a license area, or for conversion to a professional license in the same application, and pay a fee for only one (1) of the actions.

(c) An applicant may combine any one (1) or more actions for degree change in an application with any one (1) or more actions for renewal, to add a license area, to drop a license area, or for conversion to a professional license, and pay a fee for only one (1) of the actions.

(d) In the event that a fund for fees exists at the time the fees are due, an applicant shall pay the fees to the department, which shall deposit the fees in the licensing fund.

Rule 2 Application requirements; out-of-state applicant procedures

511 IAC 16-2- 1 Application requirements; Indiana graduates

Sec. 1. An applicant for a probationary practitioner license shall provide the following to the department:

- (1) A completed application on the department approved form.
- (2) Documentation of passing scores on any required assessments. Each applicant shall request that the testing service send the official score report to the department.
- (3) The established fee for issuance of the license.
- (4) Proof of compliance with IC 20-28-5-3(c).
- (5) Any additional documentation as determined by the department or required by law.

511 IAC 16-2-2 Application requirements; Out-of-state applicants

Sec. 2. An out-of-state applicant for a probationary practitioner license shall submit the following materials to the department:

- (1) A completed application on the department approved form.

- (2) Documentation of passing scores on any required assessments. Each applicant shall request that the testing service send the official score report to the department.
- (3) The established fee for issuance of the license.
- (4) An official transcript from each institution of higher education attended.
- (5) If applicable, a copy of a valid teaching license or a certificate of eligibility issued by another state.
- (6) Any other documentation of eligibility as determined by the department.
- (7) If the applicant has previous experience, documentation of the experience that includes the following:
 - (A) School setting and content area.
 - (B) Dates of employment.
 - (C) Accreditation status of the schools in which the applicant completed his or her teaching experience.
 - (D) Documentation of good standing in each experience.

511 IAC 16-2- 3 Out-of-state applicants; eligibility; content

Sec. 3. (a) An out-of-state applicant is eligible for a probationary practitioner license if the applicant meets the following requirements:

- (1) Complies with section 2 of this rule.
- (2) Successfully completes test requirements under 511 IAC 15-7-2 (a)(2) and 511 IAC 15-7-2 (b)(2), or comparable requirements as determined by the department.
- (3) Meets one (1) of the following requirements:
 - (A) Holds a valid license or certificate of eligibility from a compact state and has completed a program approved by the compact state that is required for certification of education personnel in that compact state. The program must require completion of a baccalaureate degree and a supervised field experience.
 - (B) Holds a valid license or certificate of eligibility from a compact state that has agreed to Section III(B)(1) of the Interstate Compact Agreement and the applicant:
 - (i) holds a baccalaureate degree; and

(ii) completed an alternative certification program approved by the member state.

(C) Holds a bachelor's degree from a teacher education program approved by NCATE/CAEP or a state accredited teacher preparation program in good standing.

511 IAC 16-2- 4 Out-of-state teacher applicants; reciprocity

Sec. 4. (a) An out-of-state applicant who does not qualify for a license under section 3 of this rule is eligible for an Indiana reciprocal permit if the applicant holds a valid license or certificate of eligibility issued by another state.

(b) An applicant eligible for a reciprocal permit under this section shall be issued a permit in the:

(1) content areas of the out-of-state license or certificate of eligibility that are equivalent to Indiana content areas; and

(2) school settings of the out-of-state license or certificate of eligibility that are equivalent to Indiana school settings.

(c) A probationary practitioner license will be issued when all course work and proficiency assessment deficiencies have been corrected,

(d) A reciprocal permit is valid for one (1) year and is nonrenewable.

511 IAC 16-2- 5 Visiting teacher license

Sec. 5. (a) A visiting teacher license is a three (3) year nonrenewable license.

(b) An applicant is eligible for a visiting teacher license if:

(1) the applicant provides documentation from the Ministry of Education, or comparable office of the teacher's country of origin, that demonstrates the applicant:

(A) is of good moral character;

(B) is a citizen of another country who is in the United States or will be entering the United States, and whom an Indiana school corporation has agreed to employ as a teacher;

(C) holds the United States equivalent of the bachelor's degree from an accredited institution;

(D) has completed curriculum requirements as determined by the department to be equivalent to requirements under 511 IAC 15-1-2, 511 IAC 15-2-2, 511 IAC 15-3-2, 511 IAC 15 4-2, or 511 IAC 15-5-2.

(E) has teaching or related professional experience; and

(F) demonstrates English language proficiency;

(2) the employing Indiana school superintendent submits an application for a visiting teacher license; and

(3) the applicant provides the established fee to the department for the issuance of the license.

(c) The license shall include the content area or areas and school setting or settings for which the department determines equivalency under subsection (d).

(d) The department shall determine the equivalent content area or areas and school setting or settings of the visiting teacher license based on one (1) or both of the following:

(1) The content area or areas and school setting or settings listed on the license issued by another country.

(2) The applicant's curriculum under subsection (b)(1)(D).

(e) This rule does not apply to teachers licensed in another country and employed by accredited Indiana schools through memoranda of understanding between the department and ministries of education of other countries.

511 IAC 16-2- 6 Dual credit teacher

Sec. 6 (a) A teacher holding any license that makes them eligible to teach in a secondary setting may teach a course for which dual credit may be awarded by an institution of higher education if all of the following conditions are met:

(1) Completes a major of at least 36 hours in the subject or a related subject to the area in which they will teach the dual credit course;

(2) At least three prior years of teaching experience; and

(3) On or after September 1, 2017, received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5.

511 IAC 16-2- 7 Creditable experience for licensing

Sec. 7 (a) The minimum amount of service to be counted as one (1) year of creditable experience shall be the equivalent of one hundred twenty (120) full days acquired during the regular school calendar. A half-year shall be credited for service equivalent to sixty (60) full days, or more, but less than one hundred twenty (120), acquired during the regular school calendar. Two (2) half-years of credit may be combined for credit not to exceed one (1) year. Not more than one (1) year of creditable service shall be granted for services rendered within a twelve (12) month period beginning July 1 and ending June 30.

(b) Active military experience shall qualify the holder of a license for extended validation of the license for a period equivalent to the time spent in active duty military service and not exceeding two (2) years providing the military service occurred during the validation period of the probationary or professional practitioner license. Copies of military discharge papers must be submitted to the department to qualify for this extended validation.

Rule 3 License Revocation and Suspension

511 IAC 16-3-1 License revocation, suspension, surrender; authority; grounds; procedures

Sec. 1. (a) The department may suspend or revoke a license under IC 20-28-5-7 upon the written recommendation of the superintendent of public instruction.

(b) The state superintendent may recommend suspension or revocation of a license on the basis of a violation of the code of ethical practices and procedures.

(c) The state superintendent may recommend a period of suspension not to exceed three (3) years.

(d) If the license has not expired by the end of the period of suspension, and the department determines that the license holder has successfully completed all requirements for reinstating the license, the department shall reinstate the license for any remaining period upon the written request of the license holder.

(e) The validity period of a license shall not be extended, and any renewal requirements shall not be waived at the time of reinstatement of a license suspended or revoked under subsection (a), or surrendered under subsection (g).

(f) The department may revoke a license under subsection (a) for an indeterminate period of time; provided, however, that the license holder may petition the department for reinstatement at any time subsequent to the passage of three (3) years calculated from the date of revocation.

(g) The department may accept a license holder's voluntary surrender of the license as a suspended or revoked license under subsection (a).

(h) If, prior to seeking a probationary teaching license or the renewal of a teaching license, an applicant has committed an act for which a teaching license may be suspended or revoked, the application may be denied on that basis. The applicant may petition for administrative review of that denial as allowed by IC 4-21.5-3, in which case a hearing, known as a fitness hearing, shall be held to determine the applicant's fitness to hold a teaching license.

(i) An individual who petitions the department for reinstatement of a revoked license and an individual required to participate in a fitness hearing under subsection (h) before receiving a probationary practitioner license shall have the burden of proving fitness to hold a license. A petition for reinstatement shall be denied if reinstatement would violate any court order or court-approved agreement. In making a determination of fitness, the department shall consider the following factors:

- (1) The likelihood the conduct or offense adversely affected, or would affect, students or fellow teachers, and the degree of adversity anticipated.
- (2) The proximity or remoteness in time of the conduct or offense.
- (3) The type of teaching credential held or sought by the individual.
- (4) Extenuating or aggravating circumstances surrounding the conduct or offense.
- (5) The likelihood of recurrence of the conduct or offense.
- (6) The extent to which a decision not to issue the license would have a chilling effect on the individual's constitutional rights or the rights of other teachers.
- (7) Evidence of rehabilitation, such as participation in counseling, self-help support groups, community service, gainful employment subsequent to the conduct or offense, and family and community support.

(i) IC 4-21.5-3 shall govern the following proceedings:

- (1) A hearing on the suspension of a license under subsection (a).
- (2) A hearing on the revocation of a license under subsection (e).
- (3) A reinstatement hearing under subsection (f).
- (4) A fitness hearing under subsection (h).

(j) The sanctions provided for under this section are intended to be remedial rather than punitive.

(k) Any proceeding under subsection (i) shall be conducted by an administrative law judge on behalf of the department.

Rule 4 Permits

511 IAC 16-4- 1 Emergency permits

Sec. 1. (a) An emergency permit is valid only for the school year during which it is granted.

(b) To qualify for an emergency permit, the applicant must submit the following:

(1) An application for an emergency permit submitted by an employing school superintendent between July 1 and February 1 of the school year for which the emergency permit is requested but not later than four (4) weeks after the applicant for the emergency permit begins service.

(2) Documentation from the employing school superintendent certifying an emergency need for the applicant in the content area or areas or the school setting or settings of the request.

(3) The established fee for issuance of the license.

(4) The license being renewed, if applicable.

(5) All necessary evidence of eligibility.

(6) Any additional documentation.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution of higher education.

(c) The department may grant an applicant with an expired Indiana license a one-time nonrenewable emergency permit for continuing education if the applicant provides documentation that the applicant has not been employed as a full-time or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(d) An emergency permit is renewable annually in the same content area or areas or school setting or settings upon completion of appropriate coursework until such time as the applicant's employing school district is conducting annual evaluations under IC 20-28-11.5. Beginning with the 2013-2014 academic year, an emergency permit is renewable in the same content area or areas or school setting or settings if the applicant receives effective or highly effective evaluation ratings based on an evaluation that meets the components outlined in IC 20-28-11.5, if the superintendent submits an application for an emergency permit.

511 IAC 16-4- 2 Transition to teaching permit

Sec. 2. (a) A transition to teaching permit:

- (1) is valid for three (3) years from the date of application; and
- (2) may not be renewed.

(b) To qualify for a transition to teaching permit, the applicant must:

- (1) meet all of the requirements of IC 20-28-4-5;
- (2) be enrolled in an approved teacher preparation program that meets the requirements of IC 20-28-4-4;
- (3) pass the basic skills assessment or an alternative as approved and published by the department and content area assessment prior to admission.
- (4) provide documentation to the department that the applicant is enrolled in an approved transition to teaching program; and
- (5) provide documentation from the school corporation that the school corporation has fulfilled the requirements of IC 20-28-4-11(c).

(c) To obtain a transition to teaching permit, the applicant must submit the following:

- (1) An application for a transition to teaching permit.
- (2) The established fee for issuance of the license.
- (3) An official transcript showing successful completion of a baccalaureate degree from an institution of higher education.
- (4) Documentation from the employing school superintendent certifying the following:
 - (A) A fully certified and highly qualified teacher is not available for the position.
 - (B) The program participant is the best qualified candidate for the position.
- (5) Documentation from the licensing advisor where the program will be completed that the candidate has enrolled in an approved transition to teaching program in the subject area requested.

(d) Transition to teaching permits are valid for the remainder of the school year if the permit expires on a date after the beginning of the school year.

(e) Upon completion of the transition to teaching program established under 515 IAC 1-6, an applicant will receive the probationary practitioner license recommended by the licensing advisor at the institution of higher education in which the program was completed.

(f) Before receiving the probationary practitioner license, the applicant under a transition to teaching permit must complete the testing requirements set forth in 511 IAC 15-7-1 (b) (1).

511 IAC 16-4- 3 Substitute Teacher Permits

Sec. 3. (a) A substitute permit is a renewable three (3) year license issued upon application from the Indiana school district superintendent

(b) A permit may be renewed upon application.

511 IAC 16-4- 3.1 Substitute teacher permit; application

Sec. 3.1 (a) An application for a substitute permit must include the following:

(1) A completed application on the department approved form.

(2) The established fee for issuance of the permit.

(b) An incomplete application will not be processed. A new fee may be required as a result of submitting an incomplete application. The applicant and the school district are responsible for any delays in licensing processing caused by the submission of an incomplete application.

511 IAC 16-4- 3.2 Substitute teacher; eligibility

Sec. 4.2 (a) A school district shall not employ persons holding a substitute permit when licensed teachers are available.

(b) Any person who holds a valid Indiana probationary practitioner or professional practitioner-license, initial practitioner, proficient practitioner, standard, professional and accomplished practitioner license, emergency permit, visiting teacher permit, charter teacher permit, or transition to teaching permit may serve as a substitute teacher.

(c) A person may not serve as a substitute teacher without a valid permit issued by the department unless the person meets the criteria of subsection (b).

(d) Substitute teaching experience shall not count as regular teaching experience.

(e) The substitute permit is valid only for the requesting school district, unless the school district has a reciprocity plan with another district.

(f) "Substitute teacher" means a teacher, as defined in IC 20-18-2-22:

(1) working in the public schools of Indiana; and

(2) holding a substitute permit issued by the department.

511 IAC 16-4- 4 Charter school teacher permit

Sec. 4. (a) A charter school teacher permit is a five (5) year renewable license.

(b) An applicant is eligible for a charter school permit if:

(1) the applicant teaches or is eligible to teach in an Indiana charter school,

(2) the applicant has a bachelor's degree with at least a 3.0 GPA on a 4.0 scale in a content area related to that which the applicant intends to teach; and

(3) the applicant has passed content area licensure assessments as set forth in 511 IAC 15-7-1(a) and as required by the department to teach in the area which the applicant intends to teach

(c) The charter school permit is renewable after 5 years if the applicant received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5

511 IAC 16-4- 5 Adjunct teacher permit

Sec. 5 (a) An adjunct teacher permit is a five (5) year renewable license.

(b) An applicant is eligible for an adjunct teacher permit if:

(1) the applicant teaches or is eligible to teach part-time in any Indiana public school,

(2) the applicant has a bachelor's degree with at least a 3.0 GPA on a 4.0 scale in a content area related to that which the applicant intends to teach; and

(3) the applicant has passed content area licensure assessments as set forth in 511 IAC 15-7-1(a) and as required by the department to teach in the area which the applicant intends to teach.

(c) The adjunct teacher permit is renewable after 5 years if the applicant received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5.

ARTICLE 17. WORKPLACE SPECIALIST LICENSES

Rule 1. Requirements and Procedures for the Issuance of Workplace Specialist Licenses

511 IAC 17-1-1 Definitions

Sec. 1. The following definitions apply throughout this article:

(1) "Basic skills test" means the diagnostic instrument as agreed on by the workplace specialist university consortium used to assess:

(A) reading;

(B) mathematics; and

(C) language arts;

skills of individuals holding a workplace specialist license.

(2) "Career and technical student organization" or "CTSO" means an organization for individuals enrolled in a career and technical education program that engages in career and technical activities as an integral part of the instructional program.

(3) "Occupational experience" includes documented practical experience in the specific occupational licensing area. The term does not include teaching experience.

(4) "Professional development plan" or "PDP" means a plan signed by the:

(A) workplace specialist teacher; and

(B) area director of career and technical education;

that outlines the activities and hours as set forth in section 3.3(c) of this rule.

(5) "Workplace specialist teacher" means a teacher who is licensed to teach in a grades 9 through 12 vocational or career and technical education program that has been approved by the department.

(6) "Workplace specialist university consortium" means a group of university personnel assigned by the department that are eligible to teach the workplace specialist teacher training program.

511 IAC 17-1-2 Basic requirements

Sec. 2. An applicant for any workplace specialist license must meet the following requirements:

- (1) Hold a high school diploma.
- (2) Be accepted for employment as a workplace specialist teacher in a recognized content area listed on the license by one (1) of the following:
 - (A) An Indiana school corporation;
 - (B) A cooperating school corporation for career and technical education organized under IC 20-37-1-1; or
 - (C) An accredited education program offered by the department of correction.
- (3) Provide documentation of occupational experience in accordance with 511 IAC 17-2-2 of this rule in the specific career and technical occupational area.
- (4) Complete the application process required by the department.

Rule 2 Application Requirements; Experience Requirements

511 IAC 17-2-1 Application requirements

Sec. 1. To be eligible for any workplace specialist license, the applicant must submit the following:

- (1) The appropriate completed application form for licensing. The application must contain the signature of the area director of career and technical education verifying the teacher's employment in an approved career and technical education program.
- (2) The established fee for the issuance of the license.
- (3) Any additional documentation required by the department.

511 IAC 17-2-2 Occupational experience requirements

Sec. 2. (a) An applicant for any workplace specialist license must meet the occupational experience requirements in this subsection. "Occupational experience" means documented

experience in the specific career and technical occupational licensing area that meets one (1) of the following:

(1) Six thousand (6,000) clock hours of occupational experience within the last five (5) years in the specific occupational area requested on the license; or

(2) In addition to four thousand (4,000) clock hours of occupational experience within the last ten (10) years in the specific occupational area requested on the license, one (1) of the following:

(A) Completion of a state-approved occupational competency exam in the occupational area;

(B) Completion of a two (2) year associate's degree or higher from an institution of higher education in the specific occupational area listed on the license; or

(C) Completion of an approved apprenticeship or internship program that is a regular part of the training for that specific occupation.

(b) Occupational experience must be verified in one (1) of the following ways:

(1) A letter of work experience on company letterhead, including the following:

(A) Dates of employment.

(B) Job duties and titles.

(C) Number of hours completed.

(2) Self-employment verification by profit and loss statements from tax forms clearly indicating that area of employment is the same as what is requested on the license. The department may request other documentation, such as verification of the business through the Indiana Chamber of Commerce, to support the tax forms.

511 IAC 17-2-3 Out-of-state applicants

Sec. 3. Any applicant from another state will be subject to the requirements set forth in 511 IAC 17-2-2 regardless of the license they may hold in another state. The applicant will complete the application requirements set forth in sections 1 and 2 of this rule.

Rule 3 Licenses

511 IAC 17-3-1 Workplace Specialist I License; Workplace Specialist II

Sec. 1. (a) The workplace specialist I license shall include at least one (1) content area that is equivalent to:

(1) the occupational experience requirements met by the applicant under 511 IAC 17-2-2 of this rule; and

(2) career and technical education program subject areas approved by the state board of education under 511 IAC 8.

(b) The workplace specialist I license is valid for grades 9 through 12 in a career and technical education program that has been approved by the department.

(c) The workplace specialist I license may be renewed one (1) time for one (1) additional year at the request of the area director.

(d) The workplace specialist I license may be converted to a workplace specialist II license when the holder has submitted evidence of the successful completion of the following:

- (1) A beginning teacher seminar.
- (2) A basic skills test.
- (3) An approved PDP in accordance with 511 IAC 17-3-3.2 .

(e) The workplace specialist II license is a five (5) year license.

511 IAC 17-3-2 Probationary practitioner application requirements

Sec. 2. (a) Beginning on September 1, 2017, a workplace specialist II license shall constitute a workplace specialist probationary practitioner license.

(b) The application requirements set forth under 511 IAC 17-2-1 shall apply for all workplace specialist probationary practitioner licenses.

(c) The occupational experience requirements set forth under 511 IAC 17-2-2 shall apply for all initial workplace specialist probationary practitioner licenses.

(d) The workplace specialist probationary practitioner license is valid for five (5) years from the date the application is received by the department.

511 IAC 17-3-2.1 Probationary practitioner license; renewal

Sec. 2.1 (a) A holder of any probationary license who is not eligible to move to a professional practitioner license is eligible to renew at the probationary level upon their own request.

(b) A holder of a workplace specialist probationary license who is not eligible to renew at the professional level may renew at the probationary level.

511 IAC 17-3-3 Original professional practitioner requirements and application requirements

Sec. 3. In addition to the application requirements set forth in 511 IAC 17-2-1 of this rule, to be eligible for the workplace specialist professional practitioner license, the applicant must submit evidence of the successful completion the following:

- (1) The beginning workplace specialist teacher assessment
- (2) A basic skills test,
- (3) A workplace specialist teacher training program approved by the department,
- (4) Ratings of effective or highly effective in one (1) of the last two (2) years based on an evaluation that meets the components outlined in IC 20-28-11.5, and
- (5) A professional development plan (“PDP”) following the guidelines set forth in 511 IAC 17-3-3.2(c) of this rule.

511 IAC 17-3-3.1 Validation date of professional practitioner license

Sec. 3.1. The workplace specialist professional practitioner license shall be valid for five (5) years from the date the application has been received by the department.

511 IAC 17-3-3.2 Professional practitioner renewal requirements

Sec. 3.2. (a) Prior to September 1, 2017, in order to renew a workplace specialist professional practitioner license, the applicant must submit a professional development plan (“PDP”).

(b) The PDP must contain all of the following:

(1) The signatures of the following:

(A) The area director of career and technical education.

(B) The applicant.

(2) A minimum of ninety (90) hours of professional development experience in accordance with subsection (c).

(c) To qualify for the renewal, the applicant must have obtained a minimum of ninety (90) professional development points in the five (5) year period immediately preceding the submission of the application for renewal. The professional growth experience points shall be

calculated with one (1) clock hour qualifying for one (1) professional development point if the hour has been verified by the area director of career and technical education.

- (1) College credit up to a maximum of ninety (90) points per renewal.
- (2) In-service workshop up to a maximum of forty-five (45) points per renewal.
- (3) Professional conference or workshop up to a maximum of forty-five (45) points per renewal.
- (4) New teacher mentoring up to a maximum of thirty-six (36) points per renewal.
- (5) Peer assistance up to a maximum of twenty-five (25) points per renewal.
- (6) Internship in specific trade area up to a maximum of forty (40) points per renewal.
- (7) Educational publication up to a maximum of forty-five (45) points per renewal.
- (8) Elected officer in a related state education professional organization up to a maximum of forty-five (45) points per renewal.
- (9) Elected officer in a national organization up to a maximum of ninety (90) points per renewal.
- (10) Successful completion of a nationally-recognized certification program in the content area of the license with an exam up to a maximum of forty-five (45) points per renewal.
- (11) Cooperating teacher for an undergraduate practicum up to a maximum of fifteen (15) points per renewal.
- (12) Curriculum development up to a maximum of forty-five (45) points per renewal.
- (13) Presentation in teaching field or formal setting up to a maximum of ten (10) points per renewal.
- (14) Professional programs or organization committee membership, or both, up to a maximum of thirty (30) points per renewal.
- (15) School accreditation activities up to a maximum of fifty (50) points per renewal.
- (16) CTSO up to a maximum of thirty (30) points per renewal.

(d) All teachers renewing the workplace specialist license may use a maximum of forty-five (45) hours in their licensing and trade area unless the hours are earned in college credit approved by the area director of career and technical education.

(e) To qualify for renewal, completed professional development experience points must be verified by the area director of career and technical education

(f) Professional development points earned prior to July 1, 2010 apply to an applicant's first renewal after July 1, 2010.

(g) Any changes in a PDP must be approved by the area director of career and technical education.

(h) On or after September 1, 2017 a professional practitioner license may be renewed for subsequent five (5) year periods if the applicant has received a rating of effective or highly effective in three (3) of the last (5) years based on an evaluation that meets the components outlined in IC 20-28-11.5.

511 IAC 17-3-3.3 Professional practitioner renewal application requirements

Sec. 3.3. (a) Prior to September 1, 2017, in addition to the application requirements set forth in 511 IAC 17-2-1 of this rule, to renew a workplace specialist professional practitioner license, the applicant must submit the following:

(1) A PDP, as outlined in 511 IAC 17-3-3(b) of this rule, showing the completion of a minimum of ninety (90) points following the guidelines set forth in 511 IAC 17-3-3.2 (d) of this rule.

(2) The license being renewed.

511 IAC 17-3-4 License revocation, suspension, or surrender; authority; grounds; procedures

Sec. 4. All workplace specialist licenses are subject to revocation, suspension, or surrender as outlined in **511 IAC 16-3-1**.

ARTICLE 18. EDUCATIONAL INTERPRETER PERMIT

Rule 1. Interpreter Permit for the Deaf and Hard of Hearing in Educational Settings

511 IAC 18-1-1 Scope

Sec. 1. (a) An interpreter must hold a permit under this article if the interpreter is hired to work with a deaf or hard of hearing student by any one (1) of the following:

(1) A school corporation.

(2) A school organized by an interlocal agreement under IC 36-1-7.

(3) A special education cooperative organized under IC 20-35-5.

(4) A cooperating school corporation for vocational education organized under IC 20-37-1-1.

(5) An accredited nonpublic school under 511 IAC 6.1-1-1.

(6) A nonaccredited nonpublic school.

(b) This rule does not apply to certified teachers with endorsement to teach deaf children unless the person is hired by a public or private school to work as an interpreter.

511 IAC 18-1-2 Definitions

Sec. 2. (a) The definitions in this section apply throughout this rule.

(b) "Board" means the state board of education.

(c) "Code of ethics" means the rules of professional behavior for interpreters approved by the board.

(d) "Department" or "department of education" means the department of education established under IC 20-19-3.

(e) "Educational interpreter" means a person who meets the requirements of this rule for working in the educational setting.

(f) "EIPA" means the educational interpreter performance assessment offered by the EIPA Diagnostic Center at the Boys Town National Research Hospital, 555 N. 30th St., Omaha, NE 68131.

(g) "Professional growth experiences" means professional experiences verified by the building level administrator, supervisor, or department as completed.

511 IAC 18-1-3 Educational interpreter permit

Sec. 3. (a) An educational interpreter permit is a renewable two (2) year permit for an interpreter that is hired to work with a deaf or hard of hearing student under section 1 of this rule.

(b) A permit under this section may be renewed in accordance with section 6 of this rule.

511 IAC 18-1-4 Educational interpreter permit; application

Sec. 4. An applicant for an educational interpreter permit must submit the following:

- (1) A completed application submitted through the online application system.
- (2) A nonrefundable fee submitted through the online application system.

511 IAC 18-1-5 Educational interpreter permit; eligibility

Sec. 5. An applicant is eligible for the educational interpreter permit if the applicant holds a valid high school diploma or equivalent and:

- (1) successfully passes the EIPA written test and successfully completes the EIPA performance test with a score of 3.5 or above; or
- (2) is certified by the National Registry of Interpreters for the Deaf.

511 IAC 18-1-6 Educational interpreter permit; renewal

Sec. 6. (a) An educational interpreter permit may be renewed for a two (2) year period if the applicant submits an application that demonstrates that the requirements of the professional growth plan have been met in accordance with subsection (b).

(b) A professional growth plan is documentation of professional growth experiences. One (1) clock hour of professional development is one (1) professional growth experience point. The professional growth plan must include a minimum of the following:

- (1) Eighteen (18) professional growth experience points in skill development.
- (2) Eighteen (18) professional growth experience points in at least one (1) of the following seven (7) content areas:
 - (A) Deaf culture and history.

(B) Language development and acquisition in children.

(C) Child development.

(D) Foundations in interpreting theory and practice.

(E) Code of ethics for educational interpreters.

(F) Principles and practices of special education.

(G) Audiological issues for students and adults.

(c) To qualify for renewal, completed professional growth experience points must be verified by a building level administrator where the applicant is employed at the time of renewal.

(d) The appropriate corporation-level administrator assigned by the superintendent shall provide written notice to the permit holder of the verification or the refusal to verify made in subsection (c).

(e) If an applicant is not employed by an entity listed under section 1(a) of this rule at the time of renewal, the department shall verify or refuse to verify the applicant's professional growth experience points.

(f) The department shall provide written notice to the permit holder if the department denies a request under subsection (e).

(g) Professional growth points or continuing education units earned prior to June 30, 2011, apply to an applicant's first renewal after July 1, 2011.

511 IAC 18-1-7 Educational interpreter code of ethics

Sec. 7. (a) In addition to all other requirements of this rule, the applicant for a permit under this rule or the holder of a permit under this rule shall comply with the following code of ethics:

(1) Interpreters shall keep all assignment-related information strictly confidential.

- (2) Interpreters shall render the message faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the person or persons whom they serve.
- (3) Interpreters shall not counsel, advise, or interject personal opinions.
- (4) Interpreters shall accept assignments using discretion with regard to skill, setting, and the consumers involved.
- (5) Interpreters shall request compensation for services in a professional and judicious manner.
- (6) Interpreters shall function in a manner appropriate to the situation.
- (7) Interpreters shall strive to further knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues, and reading of current literature in the field.
- (8) Interpreters shall strive to maintain high professional standards in compliance with the code of ethics.

(b) The department may revoke or suspend a permit in accordance with the procedures under **511 IAC 16-3-1** for failure to comply with the code of ethics.

511 IAC 18-1-8 Certification prior to July 1, 2010

Sec. 8. (a) All certifications valid as of June 30, 2010 and issued under the provisions of prior rules governing interpreter standards for the deaf and hard of hearing in educational settings shall remain valid until July 1, 2012.

(b) A permit that is valid on the first day of school in the school in which the permit holder is employed is considered valid for the duration of that school year.

(c) The holder of an educational interpreter certification issued under prior rules is subject to the renewal requirements of **511 IAC 18-1-6**.