



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education

From: Chad E. Ranney, Sr. Director – Policy & Legislative Affairs

Date: October 2, 2019

RE: Approval of Proposed Rule – Amendments to REPA to Account for Recent Statutory Changes

Recommendation: Approve the Proposed Rule concerning the Rules for Educator Preparation and Accountability (“REPA”).

The Proposed Rule amends portions of 511 IAC 10.1 (Teacher Training and Licensing), 511 IAC 13 (Accreditation of Teacher Preparation Programs), 511 IAC 14 (Initial Practitioner and Practitioner Licenses), 511 IAC 15 (School Settings and License Content Areas), 511 IAC 16 (Issuance and Revocation of Various Licenses and Permits), and 511 IAC 17 (Workplace Specialist Licenses) and updates the existing regulatory language to account for the requirements set forth in recently enacted legislation (P.L.143-2019, SEC.20; P.L.275-2019, SEC.2 through SEC.5).

Once the Proposed Rule is approved, Board staff will proceed with the rulemaking process. The rulemaking process shall proceed as follows:

- Board staff will seek a waiver from the Regulatory Moratorium as required by Financial Management Circular 2015-1 and Executive Order 13-03.
- Once a waiver is obtained, the Proposed Rule will be published in the Indiana Register.
- Public comments will be accepted.
- Board staff will conduct a public hearing.
- Public comments and suggested edits will be presented to the Board for the Board’s consideration.
- The Board will vote to approve the Final Rule.

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

Authority: IC 20-28-2-6; IC 20-28-4

Affected: IC 20-28-4

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 by the board and published by the department.~~

~~(2) [Voided by P.L.127-2016, SECTION 25, effective March 23, 2016.]~~

~~(3) Has~~ earned a baccalaureate degree with a grade point average of:

~~(A) (1)~~ at least 3.0 on a 4.0 point scale from an institution of higher education; or

~~(B) (2)~~ at least 2.5 on a 4.0 point scale from an institution of higher education and has five (5) years of professional experience.

(Indiana State Board of Education; 511 IAC 10.1-3-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 10.1-3-4 Eligibility for program in secondary teaching

Authority: IC 20-28-2-6; IC 20-28-4

Affected: IC 20-28-4

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 by the board and published by the department.~~

~~(2) [Voided by P.L.127-2016, SECTION 25, effective March 23, 2016.]~~

~~(3) Has~~ earned either of the following:

~~(A) (1)~~ 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. education; or~~

~~(B) (2)~~ 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 has five (5) years of professional experience.

(Indiana State Board of Education; 511 IAC 10.1-3-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 10.1-3-5 Eligibility for program in P-12 teaching

Authority: IC 20-28-2-6; IC 20-28-4

Affected IC 20-28-4

Sec. 5. 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 by the board and published by the department.~~

~~(2) [Voided by P.L.127-2016, SECTION 25, effective March 23, 2016.]~~

~~(3) Has~~ earned either of the following:

- ~~(A)~~ (1) 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.~~ **education; or**
- ~~(B)~~ (2) 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 has five (5) years of professional experience.

(Indiana State Board of Education; 511 IAC 10.1-3-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 10.1-3-6 Eligibility for program in prekindergarten through grade 3

Authority: IC 20-28-2-6; IC 20-28-4

Affected: IC 20-28-4

Sec. 6. A person is eligible to enroll in the program for a prekindergarten through grade 3 (P-3) school setting in accordance with 511 IAC 15-4-1 if the person has ~~met the following requirements:~~

~~(1) Passing the required basic skills assessment or an alternative as approved by the board and published by the department.~~

~~(2) [Voided by P.L.127-2016, SECTION 25, effective March 23, 2016.]~~

~~(3) Has~~ earned a baccalaureate degree with a grade point average of:

~~(A)~~ (1) at least 3.0 on a 4.0 point scale from an institution of higher education; or

~~(B)~~ (2) at least 2.5 on a 4.0 point scale from an institution of higher education and has five (5) years of professional experience.

(Indiana State Board of Education; 511 IAC 10.1-3-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

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

Authority: IC 20-28-2-6

Affected: IC 4-21.5; IC 20-28-9-2

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

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

(1) Have at least one (1) approved licensure program.

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

~~(3) Require program applicants, as a condition of acceptance into 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 by the board and published by the department.~~

~~(4)~~ (3) 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.

~~(5)~~ (4) Provide an annual state report to the department.

~~(6)~~ (5) Meet the following standards for programs:

(A) Professional standards for the accreditation of schools, colleges, and departments of education of the National Council for Accreditation of Teacher Education (NCATE) Chapter 2 of NCATE's Professional Standards for the Accreditation of Schools, Colleges and Departments of Education, January 2002 edition, is hereby incorporated by references. Copies of this publication may be obtained by writing to the National Council for Accreditation of Teacher Education, 2010 Massachusetts Avenue NW, Suite 500, Washington, D.C. 20036-1023. Copies may also be obtained from the Office of Educator Licensing and Development, 115 West Washington Street, South Tower, Suite 600, Indianapolis, Indiana 46204.

(B) Model standards for beginning teacher licensing and of the Interstate New Teacher Assessment and Support Consortium (INTASC). The draft standards section of the Model Standards for Beginning Teacher Licensing and Developments: A Resource for State Dialogue as developed by the Interstate New Teacher Assessment and Support Consortium, 1992 edition, are hereby incorporated by reference. Copies of this publication may be obtained by writing to Interstate New Teacher Assessment and Support Consortium, Council of Chief State School Officers, One Massachusetts Avenue NW, Suite 700, Washington, D.C. 20001-1431. Copies may also be obtained from the Office of Educator Licensing and Development, ~~151 West Ohio Street, Indianapolis, Indiana 46204.~~ **115 West Washington Street, South Tower, Suite 600, Indianapolis, Indiana 46204.**

(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 15-1-2 or 511 IAC 15-4-2.

(2) A major or content area under 511 IAC 15-2-2, 511 IAC 15-3-2, 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 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. 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 level administration;

(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;

(B) school nurse;

- (C) school social worker; or
- (D) school psychologist.
- (6) A master of arts in teaching for a content area.

(d) The department will review and make the recommendation to the board regarding the status of all newly proposed licensing programs and reviews of existing licensure programs applying for approved status.

(e) When determining whether an administrator preparation program should be approved, the board shall consider whether the program meets current educator standards for 511 IAC 15-6-28 and covers the following topics:

- (1) Human capital management.
- (2) Instructional leadership, including evaluating instructional staff.
- (3) Behavior that sets the tone for all student and adult relationships in the school.
- (4) Culture of achievement aligned to the school's vision of success for every student.
- (5) Using data to attain student achievement goals.
- (6) Using technological tools and systems to support effective management of the organization.
- (7) Financial management including building-level budgeting.
- (8) School safety and emergency preparedness.
- (9) Rights and responsibilities of students, families, and school staff.

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

(g) 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 board will make the final determination of the accreditation status of the teacher preparation program. Status will be determined on a cycle established by the department. The department will annually review and update **the** status of all approved teacher preparation programs located in the state.

(h) 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 recommend to the board that approval be rescinded. Any rescission by the board shall be governed by the Administrative Order and Procedures Act (IC 4-21.5).

(i) The board may revoke the state accreditation for a teacher preparation program upon recommendation of the department and a revocation proceeding governed by the Administrative Orders and Procedures Act (IC 4-21.5).

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

(Indiana State Board of Education; 511 IAC 13-1-1; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

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

Authority: IC 20-28-2-6

Affected: IC 20-20-31

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

- (1) A practitioner license under 511 IAC 14-3-1.
- (2) An accomplished practitioner license under 511 IAC 14-4-1.
- (3) An initial practitioner license under 511 IAC 14-1-1.

(b) The holder of a license under subsection (a)(3) may renew ~~his or her~~ **the holder's** license as a practitioner license under 511 IAC 14-3-1 by completing one (1) of the following:

- (1) The requirements of this rule; or
- (2) Completing the beginning teacher residency program under 511 IAC 10.1-4.

(c) The holder of a license under subsection (a)(1) or (a)(2) shall renew ~~his or her~~ **the holder's** license for an additional like term by one (1) of the following:

- (1) Completion of the process for certification by the National Board for Professional Teaching Standards (NBPTS) in its Guide to National Board Certification, 2013 edition, which is incorporated herein by reference, copies of which are available from 1525 Wilson Blvd. Ste. 500, Arlington, VA 22209, or on-line at www.nbpts.org, 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 course work.

(d) A professional growth plan is documentation of professional growth experiences.

(e) For a practitioner license under 511 IAC 14-3-1 and an accomplished practitioner license under 511 IAC 14-4-1, the professional growth plan must include a minimum of ninety (90) professional growth experience points. **For professional growth plans beginning after July 1, 2019, fifteen (15) of the ninety (90) professional growth experience points required under this subsection must meet the requirements set forth in IC 20-28-5-25.**

(f) For an initial practitioner, the professional growth plan must include a minimum of forty (40) professional growth experience points.

(g) 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 (thirty (30) professional growth points) and practicum experience (fifteen (15) professional growth points).
- (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 experience that improve curriculum knowledge, instructional skill, classroom management skills, or any other professional growth experiences.

(h) 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.
- (3) For license holders who are not employed in a school setting, the department.

(i) 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 (h).

(j) 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.

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

(Indiana State Board of Education; 511 IAC 14-2-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 15-7-2 Minimum acceptable scores

Authority: IC 20-28-2-6; IC 20-28-5-12

Affected: IC 4-22-7-7; IC 20-28-5-3

Sec. 2. (a) The board shall approve assessments and determine minimum acceptable scores using psychometrically appropriate techniques for cut score setting for assessments required for an applicant to demonstrate proficiency in:

- (1) a content area as described in:
 - (A) 511 IAC 15-6-1 through 511 IAC 15-6-23;
 - (B) 511 IAC 15-6-25 through 511 IAC 15-6-32; and
 - (C) 511 IAC 15-6-34; **and**
 - ~~(2) basic reading, writing, and mathematics; and~~
 - ~~(3) (2) pedagogy.~~

(b) Prior to taking final action to approve assessments and determine minimum acceptable scores, the board 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) A summary of the cut score setting methodology.
 - (D) The time period in which the department will accept public comment.
- (2) Accept and consider public comment.

(c) In taking final action to approve the assessments and minimum acceptable score, the board shall establish the effective date of the approved assessments and minimum acceptable scores that shall be:

- (1) ninety (90) days or more after the date of the final action, if the board raises the minimum acceptable scores; or
- (2) the date of the final action or later; if the board lowers the minimum acceptable scores.

(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.

(Indiana State Board of Education; 511 IAC 15-7-2; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; filed Apr 1, 2016, 1:44 p.m.: 20160427-IR-511150203FRA)

511 IAC 16-4-6 Career specialist permit

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-28-11.5

Sec. 6. (a) A career specialist permit is a two (2) year renewable license at the secondary level.

(b) An applicant is eligible for a career specialist permit if the applicant **meets one of the following**:

(1) The applicant:

- ~~(A)~~ (A) has a bachelor's degree with at least a 3.0 GPA on a 4.0 scale in a content area for which secondary licenses are issued;
- ~~(B)~~ (B) has passed content area licensure assessments required by the department to teach in the area which the applicant intends to teach;
- (C) demonstrates proficiency in the area of pedagogy under procedures prescribed by the department; and**
- ~~(C)~~ (C) meets the occupational experience requirement provided in section 7 of this rule.

(2) The applicant:

- (A) meets the requirements under subdivision (1)(A) or (1)(B);**
- (B) demonstrates proficiency in the area of pedagogy under procedures prescribed by the department; and**

(C) meets the occupational experience requirement provided in 511 IAC 16-4-7(a)(2).

(c) The career specialist permit is renewable.

(1) For the initial renewal, candidates must submit evidence of completion of the pedagogy component under subsection (d) during the validity of the first two (2) year permit.

(2) For all subsequent renewals, candidates must submit a professional growth plan that is documentation of professional growth experiences. The professional growth plan must include a minimum of forty (40) 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:

(A) In-service workshops.

(B) Professional workshops and conferences.

(C) Mentoring by:

(i) teacher who holds accomplished, professional, proficient, or practitioner license;

(ii) building level administrator.

(D) Cooperating teacher for any college field experience including student teaching thirty (30) professional growth points) and practicum experience (fifteen (15) professional growth points).

(E) Workshop presentation.

(F) Curriculum development.

(G) Educational committee membership.

(H) School accreditation activities.

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

(J) Educational publication.

(K) Educational research.

(L) Participation in the school improvement planning process.

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

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

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

(B) For permit holders who are unemployed, the department.

(4) The building level administrator or immediate supervisor shall provide written notice to the permit holder of the verification or the refusal to verify made in subsection (3) [subdivision (3)].

(5) 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.

(6) The department shall provide written notice to the permit holder if the department denies a request under subsection (5) [subdivision (5)].

(d) A career specialist pedagogy component must be completed and must address all of the following areas:

- (1) Literacy for adolescents in content areas and across the curriculum based on scientifically-based reading research.
- (2) Differentiation of instruction and instructional methods, including methods for students with exceptional needs.
- (3) Classroom and behavioral management, including legal rights and responsibilities of teacher and student.
- (4) Curriculum development, lesson planning, assessment strategies, and using data to inform instruction.
- (5) Psychology of child development, including the development of exceptional needs students.
- (6) Competence in multicultural awareness and technology as an aid to education.

(e) Coursework or training towards the pedagogy component must begin by or before the first month of teaching.

(f) The career specialist pedagogy component may be delivered through school-based professional development, college or university based course work or professional development, an entity that is not an institution of higher education, or a professional education organization.

(g) The provider of a pedagogy component must receive board approval by submitting a proposal to the department that outlines the program to be provided including content to be covered and the qualifications of individuals designing and providing the training. The department shall make recommendations to the board.

(h) Completion of the pedagogy component must be verified by the board-approved provider. (*Indiana State Board of Education; 511 IAC 16-4-6; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA*)

511 IAC 16-4-7 Occupational experience requirements for career specialist permit

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-28-11.5

Sec. 7. (a) An applicant for any career specialist permit must meet the occupational experience requirements in this subsection. "Occupational experience" means documented experience ~~in the~~ related to the specific licensing area that meets **one of** the following:

- (1) ~~The experience Meets meets~~ or exceeds ~~six thousand (6,000)~~ **four thousand (4,000)** clock hours of occupational experience within the last five (5) years ~~in the~~ related to the specific licensing area requested on the license.
- (2) **The experience meets or exceeds five thousand (5,000) clock hours of occupational experience within the last seven (7) years related to the specific licensing area requested on the license.**

~~(b)~~ **(b)** Occupational experience ~~Can~~ be verified in one (1) of the following ways:

- ~~(A)~~ **(1)** A letter of work experience on company letterhead, including the following:
 - ~~(i)~~ **(A)** Dates of employment.

~~(ii)~~ (B) Job duties and titles.

~~(iii)~~ (C) Number of hours completed.

~~(B)~~ (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.

(Indiana State Board of Education; 511 IAC 16-4-7; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 17-1-1 Definitions

Authority: IC 20-28-2-6

Affected: IC 20-28-6

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

~~(1) “Basic skills test” means the Test of Adult Basic Education (TABE), Praxis I, or the Core Academic Skills Assessment (CASA) assessments, which are diagnostic instruments 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)~~ (1) “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)~~ (2) “Occupational experience” includes documented practical experience in the specific occupational licensing area. The term does not include teaching experience.

~~(4)~~ (3) “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 set forth in 511 IAC 17-3-3.

~~(5)~~ (4) “Workplace specialist teacher” means a teacher who is licensed to teach in a grades 5 through 12 vocational or career and technical education program that has been approved by the department.

~~(6)~~ (5) “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.

(Indiana State Board of Education; 511 IAC 17-1-1; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 17-1-2 Basic requirements

Authority: IC 20-28-2-6

Affected: IC 20-28-6; IC 20-37-1-1

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

(1) Hold a high school diploma **and be at least twenty-one (21) years of age.**

(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.

(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 in the specific career and technical occupational area.

(4) Complete the application process required by the department.

(Indiana State Board of Education; 511 IAC 17-1-2; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 17-2-2 Occupational experience requirements

Authority: IC 20-28-2-6

Affected: IC 20-28-2

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)~~ **Five thousand (5,000)** clock hours of occupational experience within the last five (5) years in the specific occupational area requested on the license.

(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.

(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.

(Indiana State Board of Education; 511 IAC 17-2-2; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

511 IAC 17-3-2 Workplace specialist II license

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 2. (a) An applicant for the workplace specialist II license must meet the requirements of one (1) of the following subsections:

(1) Hold a standard, provisional, professional, initial practitioner, proficient practitioner, or accomplished practitioner license;

(2) Hold a workplace specialist I license and submit evidence of the successful completion of the following:

(A) A workplace specialist teacher training program approved by the department.

(B) A beginning teacher seminar.

(C) The beginning workplace specialist teacher assessment.

~~(D) A basic skills test.~~

~~(E)~~ (D) An approved PDP in accordance with section 3 of this rule.

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

(c) The workplace specialist II is valid for five (5) years from the date the application is received by the department and is equivalent to a practitioner license.

(Indiana State Board of Education; 511 IAC 17-3-2; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)

