

# ARTICLE 17. WORKPLACE SPECIALIST LICENSES

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

### 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) "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 511 IAC 17-3-3.

(5) "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) "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.

(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)*

## Rule 2. Application Requirements; Experience Requirements

### 511 IAC 17-2-1 Application requirements

Authority: IC 20-28-2-6

Affected: IC 20-28-6

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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.

*(Indiana State Board of Education; 511 IAC 17-2-1; 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) 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 17-2-3 Out-of-state applicants**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 3. Any applicant from another state will be subject to the requirements set forth in section 2 of this rule 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. *(Indiana State Board of Education; 511 IAC 17-2-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA)*

## **Rule 3. Licenses**

### **511 IAC 17-3-1 Workplace specialist I license**

Authority: IC 20-28-2-6

Affected: IC 20-28

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

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- (1) the occupational experience requirements met by the applicant under 511 IAC 17-2-2; and
- (2) career and technical education program subject areas approved by the Indiana state board of education under 511 IAC 8.
- (b) The workplace specialist I license is valid for grades 5 through 12 in a career and technical education program that has been approved by the department.
- (c) The workplace specialist I license may renewed one (1) time for one (1) additional year at the request of the area director.
- (d) The occupational experience requirements set forth under 511 IAC 17-2-2 shall apply for all workplace specialist I licenses.
- (e) The workplace specialist I license is a two (2) year license. (*Indiana State Board of Education; 511 IAC 17-3-1; 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; or
- (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) 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*)

### **511 IAC 17-3-3 Workplace specialist II renewal requirements**

Authority: IC 20-28-2-6  
Affected: IC 20-28

- Sec. 3. (a) In order to renew a workplace specialist II license, the applicant must submit a 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 as follows:
    - (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.

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- (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) Any changes in a PDP must be approved by the area director of career and technical education. (*Indiana State Board of Education; 511 IAC 17-3-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA*)

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

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 4. All workplace specialist licenses are subject to revocation, suspension, or surrender as outlined in 511 IAC 16-3-1. (*Indiana State Board of Education; 511 IAC 17-3-4; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA*)

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