

## ARTICLE 5. SUBSTITUTE TEACHER'S PERMIT

*NOTE: The statutory authority to adopt rules under IC 20-28-2-6 was transferred from the Advisory Board of the Division of Professional Standards to the Indiana State Board of Education by P.L.90-2011, SECTION 1, effective July 1, 2011.*

### Rule 1. Substitute Permits

#### 515 IAC 5-1-1 Permits

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-28-5; IC 20-28-6

Sec. 1. (a) A substitute permit is a renewable three (3) year license issued upon application from the Indiana school district superintendent as defined by the Indiana school district substitute plan provided for in section 3 of this rule.

(b) A permit may be renewed upon application. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-1; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2325; readopted filed Nov 23, 2009, 3:55 p.m.: 20091223-IR-515090804RFA; filed Mar 31, 2010, 3:43 p.m.: 20100414-IR-515090481FRA*)

#### 515 IAC 5-1-2 Substitute teacher permit application

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-28-5; IC 20-28-6

Sec. 2. (a) An application for a substitute permit must include the following:

(1) A completed application form approved by the department, including the signature of the superintendent or designee.

(2) A nonrefundable fee in the form of a cashier's check, certified check, or money order in the amount required under 515 IAC 9-1-31.

(b) An incomplete application may be returned. 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. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-2; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2325; readopted filed Nov 23, 2009, 3:55 p.m.: 20091223-IR-515090804RFA; filed Mar 31, 2010, 3:43 p.m.: 20100414-IR-515090481FRA*)

#### 515 IAC 5-1-3 Substitute plan

Authority: IC 20-28-2-6

Affected: IC 20-28-5; IC 20-28-6

Sec. 3. (a) A school district substitute plan must contain the following:

(1) A school district's requirements for a substitute permit.

(2) The minimum of a high school diploma earned from an accredited school.

(3) A plan for reciprocity with other Indiana school districts providing for their utilization of substitute teachers who were licensed by the school district submitting the plan, if applicable.

(4) Training and mentoring procedures for first year substitute teachers.

(5) Any additional documentation, as may be required by the department.

(b) A school district must have a current substitute plan on file with the department. The school district must submit any changes to the plan thirty (30) days prior to implementation of those changes. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-3; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2325; readopted filed Nov 23, 2009, 3:55 p.m.: 20091223-IR-515090804RFA; filed Mar 31, 2010, 3:43 p.m.: 20100414-IR-515090481FRA*)

#### 515 IAC 5-1-4 Substitute teacher; eligibility

Authority: IC 20-28-2-6

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

Sec. 4. (a) A school district shall not employ persons holding a substitute permit when licensed teachers are available.

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(b) Any person who holds a valid Indiana initial practitioner, proficient practitioner, or accomplished practitioner license, emergency permit, visiting 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 to be used toward converting an initial practitioner license to a proficient practitioner or accomplished practitioner license, waiving the proficiency test, or waiving the beginning residency program.

(e) The substitute permit is valid only for the requesting school district, unless the school district has a reciprocity plan with another district as described in section 3 of this rule.

(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.

*(Advisory Board of the Division of Professional Standards; 515 IAC 5-1-4; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2326; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308; readopted filed Nov 23, 2009, 3:55 p.m.: 20091223-IR-515090804RFA; filed Mar 31, 2010, 3:43 p.m.: 20100414-IR-515090481FRA)*

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