

## ARTICLE 10. WORKPLACE SPECIALIST LICENSES REQUIREMENTS

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

#### 515 IAC 10-1-1 Purpose

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 1. The purpose of this rule is to define how teachers may obtain a workplace specialist license. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-1; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

#### 515 IAC 10-1-2 Definitions

Authority: IC 20-28-2-6

Affected: IC 20-28-6

Sec. 2. 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) "Beginning teacher" means a person who:

- (A) holds a workplace specialist initial practitioner license;
- (B) is employed as a workplace specialist teacher under a contract described in IC 20-28-6;
- (C) is a designated teacher; or
- (D) has not:

- (i) successfully completed the required assessments under this rule; or
- (ii) met the waiver requirement as set forth in section 9(b) of this rule.

(3) "Beginning teacher seminar" means the program initiated after the workplace specialist teacher begins teaching.

(4) "Beginning workplace specialist assessment" means:

- (A) a portfolio assessment, if one has been approved by the department for the workplace specialist license, as required by section 11 of this rule;
- (B) if no portfolio assessment has been approved by the department for the workplace specialist license, an alternative assessment or experience approved by the department; or
- (C) any general assessments of professional teaching knowledge and performance related to standards based teaching as the department may by rule require.

(5) "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.

(6) "Department" means the Indiana department of education.

(7) "Director of career and technical education", for purposes of this rule, may serve in the capacity of the building principal or superintendent.

(8) "Mentor" means a teacher who:

- (A) meets the requirements of section 15 of this rule;
- (B) has outstanding teaching skills; and
- (C) is assigned by a director of career and technical education to guide the beginning teacher toward attaining skills and practices necessary for excellence in teaching.

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

(10) "PDP representative" means the person:

- (A) appointed by the workplace specialist university consortium; or
- (B) established by the department.

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

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- (A) teacher;
- (B) director of career and technical education; and
- (C) PDP representative;

that outlines the activities and points, as set forth in section 14(c) of this rule, that a teacher will complete for continuing education.

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

(13) "Workplace specialist university consortium":

(A) means a group of university personnel assigned by the department to oversee the beginning teacher seminar; and

(B) is eligible to sign the teacher's initial PDP.

*(Advisory Board of the Division of Professional Standards; 515 IAC 10-1-2; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009)*

**515 IAC 10-1-3 Occupational experience requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 3. (a) A candidate 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 accredited institution in the specific occupational area listed on the license.

(C) 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 may be verified 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, at the request of staff, request other documentation, such as verification of the business through the Indiana Chamber of Commerce, to support the tax forms.

*(Advisory Board of the Division of Professional Standards; 515 IAC 10-1-3; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009)*

**515 IAC 10-1-4 License type**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 4. (a) Individuals applying for licensure after January 1, 2009, will receive the workplace specialist license.

(b) The workplace specialist license will:

(1) incorporate the language set forth in 515 IAC 8-1-2; and

(2) include at least:

(A) one (1) content area; and

(B) one (1) school setting.

(c) The content area listed on the license shall be taken from the approved content area list (511 IAC 6.1-5.1-9 and 511 IAC 6.1-5.1-10.1) of the department.

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(d) The school setting listed on the license shall always be high school. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-4; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-5 Basic requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2; IC 20-37-1-1

Sec. 5. A candidate 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:
  - (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 section 3 of this rule in the specific career and technical occupational area.
- (4) Complete the application process required by the department.

(*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-5; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-6 Application requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 6. 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 evidence of the applicant's criminal history and the applicant's Social Security number.
- (4) Applicants for licensing shall provide all necessary evidence of eligibility.
- (5) Any additional documentation as the department may by rule require.

(*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-6; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-7 Initial practitioner application requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 7. In addition to the application requirements set forth in section 6 of this rule, to be eligible for a workplace specialist initial practitioner license, the applicant must submit verification of the following:

- (1) The appropriate occupational experience as outlined in section 3 of this rule.
- (2) A high school diploma.

(*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-7; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-8 Validation date of initial practitioner license**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 8. The workplace specialist initial practitioner license:

- (1) shall be valid for two (2) years from the date the application has been received by the department; and
- (2) may be renewed for one (1) additional year at the request of the director of career and technical education providing the

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applicant has met the employment criteria noted in section 3 of this rule.

In order to renew this license, the applicant must complete all the requirements listed in section 6 of this rule. The license may be converted to the workplace specialist proficient practitioner license when the holder has completed all requirements of the assessment program as described in this rule. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-8; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

### **515 IAC 10-1-9 Original proficient practitioner requirements and application requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 9. (a) In addition to the application requirements set forth in section 6 of this rule, to be eligible for the workplace specialist proficient practitioner license, the applicant must submit the following:

(1) Evidence of the following:

(A) The successful completion of the following:

(i) The beginning teacher seminar.

(ii) The beginning workplace specialist teacher assessment.

(B) The completion of a basic skills test.

(2) An approved PDP.

(b) The beginning teacher seminar, the beginning workplace specialist teacher assessment, and the basic skills test may be waived if the teacher holds one (1) of the following:

(1) Any proficient practitioner instructional, school services, or administration license.

(2) Any:

(A) standard;

(B) provisional; or

(C) professional;

instructional, school services, or administration license and a minimum of two (2) years of full-time teaching experience in an accredited school for kindergarten through grade 12.

(*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-9; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

### **515 IAC 10-1-10 Validation date of proficient practitioner license**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 10. The workplace specialist proficient practitioner license shall be valid for five (5) years from the date the application has been received by the department. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-10; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

### **515 IAC 10-1-11 Assessment portfolio**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 11. (a) Workplace specialist teachers are required to complete an assessment portfolio as part of their initial practitioner license requirement. The assessment portfolio requirements are set forth in 515 IAC 4-2-5.

(b) Incomplete assessments:

(1) will not be scored; and

(2) are subject to the rules set forth in 515 IAC 4-2-16.

(*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-11; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-12 Support by school and school employees**

Authority: IC 20-28-2-6

Affected: IC 20-20-31; IC 20-28-2

Sec. 12. (a) A school and its employees shall support a beginning teacher in an assessment program by doing the following:

(1) Supporting the teacher and mentor by allowing adequate time for the teacher and the mentor to communicate about the teacher's work.

(2) Appointing a mentor who meets the criteria adopted by the department.

(3) Monitoring changes made by the department, if any, in the applicable teaching and mentor standards and the assessment program.

(4) Maintaining access to electronic messaging (e-mail) and responding to any inquiries made by the department or under the assessment plan in a timely manner.

(5) Accommodating teachers who begin teaching during the school year, for example, at the start of the spring semester or other grading period, by providing support and mentoring activities until the beginning of the next school year, which would qualify as the first assessment year under this rule.

(b) On or before October 1 of the first assessment year, or within fifteen (15) days of the teacher's employment if the teacher is employed after October 1, the director of career and technical education or other appropriate supervisor must notify the department on the department's form of the following:

(1) The name of the following:

(A) The employing school corporation.

(B) The school in which the teacher is teaching.

(C) The mentor assigned to the teacher.

(2) Necessary information to assure accurate payment of the mentor stipend, if funds are available, as set forth in 515 IAC 4-2-10(c).

(c) On or before October 1 of the second assessment year, the director of career and technical education or other appropriate supervisor must notify the department on the department's form of the following:

(1) The name of the following:

(A) The employing school corporation.

(B) The school in which the teacher is teaching.

(C) The mentor assigned to the teacher.

(2) Necessary information to assure accurate payment of the mentor stipend as set forth in 515 IAC 4-2-10(c).

*(Advisory Board of the Division of Professional Standards; 515 IAC 10-1-12; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009)*

**515 IAC 10-1-13 Minimum criteria for mentor**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 13. All mentors shall be subject to the minimum criteria for mentors as set forth in 515 IAC 4-2-10. *(Advisory Board of the Division of Professional Standards; 515 IAC 10-1-13; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009)*

**515 IAC 10-1-14 Proficient practitioner renewal requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 14. (a) In order to renew a workplace specialist proficient practitioner 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 PDP representative.

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(C) The applicant.

(2) The minimum of ninety (90) continuing education points to be completed for the renewal of a workplace specialist license.

(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 subject to the following limitations:

- (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 state 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 national recognized certificate program 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) points in their licensing and trade area unless the points are earned in subsection (c)(1) or (c)(9).

(e) Any changes in a PDP must be approved by both the:

- (1) director of career and technical education; and
- (2) PDP representative.

*(Advisory Board of the Division of Professional Standards; 515 IAC 10-1-14; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009)*

**515 IAC 10-1-15 Proficient practitioner renewal application requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 15. In addition to the application requirements set forth in section 6 of this rule, to renew a workplace specialist proficient practitioner license, the applicant must submit the following:

- (1) A PDP, as outlined in section 14(b) of this rule, showing the completion of a minimum of ninety (90) continuing education renewal points following the guidelines set forth in section 14(d) of this rule.
- (2) All documentation supporting the completion of the ninety (90) continuing education renewal points.
- (3) A PDP, as outlined in section 14(b) of this rule, showing the minimum of ninety (90) continuing education renewal points following the guidelines set forth in section 14(d) of this rule, to be completed for the next renewal.
- (4) The license being renewed.

*(Advisory Board of the Division of Professional Standards; 515 IAC 10-1-15; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009)*

**515 IAC 10-1-16 Beginning teacher assessment program**

Authority: IC 20-28-2-6

Affected: IC 20-28-2

Sec. 16. (a) The holder of the initial workplace specialist license must successfully complete a beginning teacher assessment

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program that will include the following:

- (1) A mentor assigned from the school district.
- (2) A portfolio assessment.
- (b) Teachers eligible to serve as a mentor must hold at least one (1) of the following:
  - (1) A proficient practitioner instructional license.
  - (2) Any:
    - (A) standard instructional license;
    - (B) occupational specialist II license; or
    - (C) provisional instructional license;

and two (2) years of full-time teaching experience in an accredited kindergarten through grade 12 school.

- (3) A professional instructional license.
- (4) An accomplished practitioner instructional license.
- (c) Mentor teachers:

- (1) must follow the requirements set forth in 515 IAC 4-2-8; and
- (2) will be trained in training programs as set forth in 515 IAC 4.

(d) The holder of the initial workplace specialist license who does not successfully complete the beginning teacher assessment program may be given a third year at the request of the area director of career and technical education and follow the procedures set forth in section 6 of this rule.

(e) The beginning teacher assessment requirements will be waived if the holder has met the requirements set forth in section 9(b) of this rule. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-16; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-17 Out-of-state applicants**

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

Sec. 17. Any applicant from another state will be subject to the requirements set forth in sections 3 and 5 of this rule regardless of the license they may hold in another state. The applicant will complete the application requirements set forth in sections 6 and 7 of this rule. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-17; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-18 Previous rules**

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

Sec. 18. Holders of the occupational specialist license issued under 515 IAC 1-1-88 through 515 IAC 1-1-95 will be grandfathered into the workplace specialist license at the time of their renewal providing they are eligible under section 5 of this rule. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-18; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

**515 IAC 10-1-19 License revocation, suspension, or surrender; authority; grounds; procedures**

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

Sec. 19. All workplace specialist licenses are subject to revocation, suspension, or surrender as outlined in 515 IAC 9-1-18. (*Advisory Board of the Division of Professional Standards; 515 IAC 10-1-19; filed May 30, 2008, 10:23 a.m.: 20080625-IR-515070457FRA, eff Jan 1, 2009*)

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