

## ARTICLE 4. PROFESSIONAL EDUCATOR LICENSE TEACHERS

### Rule 1. General Provisions; Definitions

#### 515 IAC 4-1-1 Purpose

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 1. The purpose of this article is to define how teachers may obtain a proficient practitioner license. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-1-1; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3066*)

#### 515 IAC 4-1-2 Definitions

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 2. The following definitions apply throughout this rule [*sic.*] article:

(1) "Assessment" means:

- (A) a portfolio assessment, if one has been approved by the board for the relevant licensing area;
- (B) if no portfolio assessment has been approved by the board for the relevant licensing area, an alternative assessment or experience approved by the board; or
- (C) any general assessments of professional teaching knowledge and performance related to standards-based teaching as the board may by rule require.

(2) "Assessment plan" means that portion of the professional development plans adopted as part of the school improvement activities governed by IC 20-20-31 and 515 IAC 1-5-1.

(3) "Assessment program" refers to the two (2) year period of the initial practitioner license, the first year of which involves working with an assigned mentor. During the second year of the assessment program, the teacher completes the assessment.

(4) "Beginning teacher" means a person who:

- (A) holds an initial practitioner license defined in 515 IAC 8;
- (B) is employed as a teacher under a contract described in IC 20-28-6 or by an accredited nonpublic school (511 IAC 6.1-1-1);
- (C) is a designated teacher;
- (D) has not successfully completed the required assessments under this rule or an equivalent out-of-state assessment;
- (E) has less than two (2) years of creditable teaching experience outside Indiana as defined by rule adopted by the board; and
- (F) is not covered by rules covering the workplace specialist (515 IAC 10 [*sic.*]).

(5) "Board" means the professional standards board.

(6) "Designated teacher" means the teacher primarily identified by the school to have primary academic responsibility for:

- (A) the class; or
- (B) delivery of services specific to the license.

The term includes a teacher-of-record as defined in 511 IAC 7-17-72.

(7) "Equivalent out-of-state assessment" means a standards-based assessment for beginning teachers established by another state that is recognized by the board as substantially equivalent to the beginning teacher assessment under this rule.

(8) "Extended assessment program" refers to the procedure by which an individual denied a proficient practitioner license after completion of all requirements of the assessment program during the second assessment year may obtain that license.

(9) "First assessment year" for a beginning teacher means the first full year of service.

(10) "Indiana mentoring and assessment program" or "IMAP" refers to the process outlined in this rule by which a teacher holding an initial practitioner (515 IAC 8) may obtain a proficient practitioner license.

(11) "Licensing advisor" means a representative of a teacher training institution within Indiana who acts as a teacher advisor for, and at the request of, the applicant.

(12) "Mentor" means a person who is assigned under 515 IAC 4-2-8.

(13) "Mentor faculty trainer" refers to a person who has successfully completed a faculty training program offered by the board.

(14) "Representative" means an individual who is authorized to represent an individual who is unable to deliver materials

under 515 IAC 4-2-5(f).

(15) "Second assessment year" means the year of teaching in an Indiana public or accredited nonpublic school after the first assessment year.

(16) "Standards-based teaching" means teaching based on the standards adopted by the board.

(17) "Teacher" means a professional person as defined by IC 20-18-2-22 whose position in the school corporation requires certain teacher training preparations and licensing.

(18) "Teaching credential" means a license or permit.

*(Advisory Board of the Division of Professional Standards; 515 IAC 4-1-2; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3066; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308)*

**515 IAC 4-1-3 Initial practitioner license equivalency**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 3. The initial practitioner license as used in this rule is defined in 515 IAC 8 and is equivalent to an initial standard license under IC 20-28-5. *(Advisory Board of the Division of Professional Standards; 515 IAC 4-1-3; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3067; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308)*

**515 IAC 4-1-4 Proficient practitioner license equivalency**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 4. The proficient practitioner license as used in this rule is equivalent to a renewed standard license under 515 IAC 1-2-3. *(Advisory Board of the Division of Professional Standards; 515 IAC 4-1-4; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3067)*

**515 IAC 4-1-5 Obtaining a license**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 5. (a) Teachers preparing in Indiana will obtain the initial practitioner license through a certification of successful completion from a teacher preparation program approved under 515 IAC 3 and in the licensure areas defined by 515 IAC 8. Teachers preparing in another state may obtain the initial practitioner license through a certification of successful completion from a teacher preparation program in that state as defined by 515 IAC 9.

(b) A teacher who holds the initial practitioner instructional license may obtain the proficient practitioner license through the assessment program. A teacher who holds a valid license from another state may obtain the proficient practitioner license either through the assessment program or through other board-approved assessments or equivalent out-of-state assessment.

(c) A teacher who holds the initial practitioner administrative (515 IAC 8-1-40 through 515 IAC 8-1-44) or school services license (515 IAC 8-1-45 through 515 IAC 8-1-48) may obtain the proficient practitioner license by completing the assessment during the second year of the initial practitioner license. *(Advisory Board of the Division of Professional Standards; 515 IAC 4-1-5; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3067)*

**515 IAC 4-1-6 Renewable license**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 6. (a) A proficient practitioner license is a renewable five (5) year license issued to a teacher who has successfully completed a two (2) year assessment program. A proficient practitioner license may be obtained under 515 IAC 4-2.

(b) The initial practitioner license may be renewed twice without a recommendation from a licensing advisor if the teacher has not been employed as defined in section 2(4)(B) of this rule.

(c) The initial practitioner license may not be renewed for teachers who have been enrolled in but not completed a second assessment year (section 1(15) of this rule) or an extended assessment program (section 2(11) of this rule) unless a request for

additional time (515 IAC 4-2-5(d)) has been granted.

(d) The initial practitioner license shall not be renewed for teachers who do not obtain a qualifying score on the assessment after participation in an extended assessment program. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-1-6; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3067*)

## **Rule 2. Proficient Practitioner**

### **515 IAC 4-2-1 License**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 1. (a) A proficient practitioner license is a renewable five (5) year license issued to a teacher who has successfully completed a two (2) year assessment program. A beginning teacher may obtain a proficient practitioner license by completing any general assessment adopted by the board under to *[sic.]* this rule and by completing the required assessment of a portfolio completed during the assessment program in a licensing area for which the board has approved a portfolio assessment or by completing an alternate assessment or experience defined by the board if the board has not approved a portfolio assessment for the licensing area.

(b) Each teacher seeking a proficient practitioner license shall complete a portfolio, or alternate assessment or experience, in the second assessment year. The teacher must complete the portfolio or alternate assessment or experience designated by the board for the licensing area that appears on the teacher's initial practitioner license.

(c) An applicant for a proficient practitioner license must have completed either the portfolio or alternate assessment or experience within two (2) years of the effective date of the initial practitioner license, except for an applicant in an extended assessment program or an applicant who holds an emergency permit (515 IAC 9-1-19 through 515 IAC 9-1-24). (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-1; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3067*)

### **515 IAC 4-2-2 License application**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 2. (a) An application for a proficient practitioner license or renewal of an initial practitioner license (section 3(b) of this rule) must include the following:

(1) A completed application in a format approved by the board.

(2) A limited criminal history report from the Indiana state police, dated no earlier than one (1) year prior to the date the application is received by the board.

(3) A nonrefundable fee in the amount established in 515 IAC 1-2-19, in the form of a cashier's check, certified check, money order, or by electronic payment if the board accepts fees electronically.

(4) The initial practitioner license or equivalent as determined by the board.

(5) For a proficient practitioner license only, documentation described in section 4 or 5 of this rule that the assessment program or an equivalent experience recognized by the board has been successfully completed.

(b) An incomplete application may be returned. The applicant may be required to also submit a new fee as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-2; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3068*)

### **515 IAC 4-2-3 License application; additional requirements**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 3. (a) In addition to the items in section 2 of this rule, an application for a proficient practitioner license from a candidate completing the assessment program in Indiana must contain the following:

(1) If a portfolio is required, a completed portfolio, in a format approved by the board.

(2) If a portfolio is not required, a completed alternate assessment or documentation of completed experiences, in a format

approved by the board.

(3) Documentation of the results of any general assessment as required by the board.

(4) A nonrefundable portfolio assessment fee in the amount established in 515 IAC 1-2-19 in the form of a cashier's check, certified check, money order, or by electronic payment if the board accepts fees electronically.

(b) In addition to the items in section 2 of this rule, applications for renewal of an initial practitioner license for individuals who meet the criteria defined in section 12 of this rule must include a recommendation from a licensing advisor. Individuals completing the academic course requirements at an accredited out-of-state institution must submit an official transcript. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-3; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3068*)

#### **515 IAC 4-2-4 License application; additional requirements for out-of-state applicants**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 4. In addition to the items in section 3 of this rule, an application for a proficient practitioner license from an out-of-state candidate who has not completed an assessment program in Indiana must contain:

(1) either proof of:

(A) at least three (3) years of creditable teaching experience in another state; or

(B) documentation of successful completion of an assessment program in another state that the board has recognized as equivalent; or

(2) documentation of the results of any general assessment as required by the board under this rule.

(*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-4; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3068*)

#### **515 IAC 4-2-5 Assessment portfolio**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 5. (a) An application containing a complete assessment portfolio under section 3 of this rule or documentation of an alternate assessment or experience under section 4 of this rule may be submitted anytime during the second assessment year. No application containing an assessment portfolio may be submitted after May 1 of the second assessment year.

(b) Scoring of an assessment portfolio will begin no later than June 30 each year and must be completed by September 1 of that year.

(c) Results of scoring of an assessment portfolio will be reported to the beginning teacher and the principal no later than thirty (30) days after the date by which scoring must be completed under this section.

(d) A teacher may request additional time to submit an assessment portfolio by submitting a request for extension of time in a format approved by the board. A request for extension of time must be received by the board at least thirty (30) days before the deadline to submit the assessment portfolio, and a copy of this request must be transmitted simultaneously to the beginning teacher's principal and superintendent. The request for extension of time must identify the following:

(1) The extraordinary circumstances that prevent timely completion of the portfolio.

(2) Appropriate documentation of the extraordinary circumstances, such as the following:

(A) Medical records or physician's statements in the case of medical situations.

(B) Evidence, such as death certificates or court records, in the case of family situations or statements from the principal and the superintendent in the case of emergency employment reassignment.

(3) A statement of the following:

(A) What work is completed.

(B) What work remains to be completed.

(C) Why completion is impossible in the time remaining.

(e) An appropriate extension may be granted if warranted.

(f) A request under subsection (d) on behalf of a beginning teacher by the beginning teacher's representative shall be valid if the beginning teacher submits a verification in a format approved by the board within sixty (60) days of submission of the request.

(g) An assessment portfolio completed during an extended assessment program may be submitted upon completion and will be scored within sixty (60) days of submission to the board with results reported immediately to the beginning teacher, the principal,

and the superintendent. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-5; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3068*)

**515 IAC 4-2-6 Teacher in an assessment program**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 6. In addition to the requirements of section 5 of this rule and this section, a teacher in an assessment program shall do the following:

- (1) Demonstrate an understanding of the standards that apply to the initial practitioner licensing.
- (2) Demonstrate an understanding of the school improvement plan adopted under IC 20-20-31.
- (3) Communicate regularly with the assigned mentor according to the school's assessment plan.
- (4) Monitor changes made by the board, if any, in the applicable standards and the assessment program.
- (5) Maintain access to electronic messaging (e-mail) and respond to any inquiries made by the board or under the assessment plan in a timely manner.

(*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-6; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3069; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308*)

**515 IAC 4-2-7 Support by school and school employees**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 7. (a) A school and its employees shall support a beginning teacher in an assessment program by doing the following:

- (1) Adopting an assessment plan, adopted pursuant to rules adopted under IC 20-20-31, that meets the needs of the school and its teachers.
- (2) Supporting the teacher and the mentor by allowing adequate time for the teacher and the mentor to communicate about the teacher's work.
- (3) Appointing a mentor who meets the criteria adopted by the professional standards board and any additional criteria in the assessment plan (515 IAC 4-1-2(2)).
- (4) Encouraging participation by the beginning teacher in the support activities required by the professional development plan.
- (5) Monitoring changes made by the board, if any, in the applicable teaching and mentor standards and the assessment program.
- (6) Maintaining access to electronic messaging (e-mail) and responding to any inquiries made by the board or under the assessment plan in a timely manner.
- (7) Accommodating teachers who begin teaching during a 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 principal of each building or other appropriate supervisor must notify the board on the board's form of the following:

- (1) The name of the institution that recommended the teacher for the initial practitioner license.
- (2) The name of the employing corporation.
- (3) The name of the school in which the teacher is teaching.
- (4) The name of the mentor assigned to the teacher.
- (5) Necessary information to assure accurate payment of the mentor stipend (section 10 of this rule).

(c) On or before October 1 of the second assessment year, the principal of each building or other appropriate supervisor must notify the board on the board's form of the following:

- (1) The name of the employing corporation.
- (2) The name of the school in which the teacher is teaching.
- (3) The name of the mentor assigned to the teacher.
- (4) Necessary information to assure accurate payment of the mentor stipend (section 10 of this rule).

*(Advisory Board of the Division of Professional Standards; 515 IAC 4-2-7; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3069; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308)*

**515 IAC 4-2-8 Mentor requirements**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 8. A mentor assigned to a beginning teacher shall do the following:

(1) Demonstrate a knowledge and understanding of the standards for mentors of beginning teachers approved by the board on June 21, 2000. Copies of these standards can be obtained from the Indiana Professional Standards Board, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204.

(2) Monitor changes made by the board, if any, in the mentor standards, the applicable standards (515 IAC 11 [sic.]), and the assessment program.

(3) Maintain access to electronic messaging (e-mail), and respond to any inquiries made by the board under the assessment plan in a timely fashion.

*(Advisory Board of the Division of Professional Standards; 515 IAC 4-2-8; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3070)*

**515 IAC 4-2-9 Board program to certify mentors**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 9. (a) The board shall maintain criteria for programs to prepare, assess, and certify mentors.

(b) The board shall approve the following:

(1) Programs to certify mentors based on performance and completion of mentor training programs.

(2) Such programs so that mentors are certified to serve.

(c) Beginning with the 2005-2006 school year, to be eligible for payment of a mentor stipend, a mentor must either:

(1) have completed a mentor training program approved by the board; or

(2) be enrolled in a mentor training program approved by the board for which completion will result in certification of the mentor no later than the beginning of the 2006-2007 school year.

*(Advisory Board of the Division of Professional Standards; 515 IAC 4-2-9; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3070)*

**515 IAC 4-2-10 Minimum criteria for mentor**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 10. (a) No later than June 30 of each year, the board shall establish and publish the procedures by which a mentor will receive a mentor stipend.

(b) An assessment plan shall include a requirement that the mentor shall perform the minimum criteria for eligibility for a mentor stipend as established by the board.

(c) If funds are available, a mentor who has met the minimum criteria and who has served as the mentor of a beginning teacher for at least one hundred twenty (120) days shall be eligible for the mentor stipend.

(d) Accredited schools (511 IAC 6.1) shall provide documentation of eligibility for the mentor stipend to the board in a format approved by the board.

(e) Within thirty (30) days of receipt of documentation of eligibility for payment of a mentor stipend, the board shall pay the earned portion of the mentor stipend. This payment shall be made to the school corporation (511 IAC 6.1-1-2(s)) and directly to mentor if an accredited nonpublic school. *(Advisory Board of the Division of Professional Standards; 515 IAC 4-2-10; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3070)*

**515 IAC 4-2-11 Extended assessment program**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

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Sec. 11. (a) The board shall no later than the time frame specified in section 5(c) of this rule notify each beginning teacher who did not successfully complete all required assessments of the teacher's eligibility for an extended assessment program. The notice shall also be given to the beginning teacher's principal and superintendent.

(b) The notification to the teacher shall contain the teacher's initial practitioner license with a new expiration date that allows participation in the extended assessment program during the first school year following the assessment program. It shall also include a statement of intent form for the beginning teacher to complete and provide to the school where the extended assessment program will be completed.

(c) The beginning teacher shall enroll in the extended assessment program by:

(1) submitting the statement of intent form to the school; and

(2) registering with the board in a format approved by the board.

Upon receipt of such notice and of the beginning teacher's completed statement of intent form, the school shall modify its assessment plan to include a personalized program to assist the teacher in completing the extended assessment program.

(d) The board shall develop a model program and information that assist teachers in an extended program.

(e) Upon the request of the beginning teacher or the school in which the extended program will occur, the board shall provide the results of the assessment to the beginning teacher's preparation program or to another preparation program designated by the beginning teacher. The preparation institution shall be invited to assist the teacher and the school in developing the personalized program in the extended assessment program.

(f) A teacher who did not properly apply for a proficient practitioner license and did not properly request an extension of time to apply is not eligible for an extended assessment program. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-11; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3070*)

**515 IAC 4-2-12 Initial practitioner license expiration**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 12. (a) Teachers who have been enrolled in but who fail to complete an assessment program (515 IAC 4-1-6(c) or 515 IAC 4-1-6(d)) are not eligible to renew an initial practitioner license.

(b) Teachers who have not been enrolled in an assessment program within six (6) years of completion of an approved teacher training program (515 IAC 3) will be required to obtain a recommendation from a licensing advisor following the procedures for an initial practitioner license defined by 515 IAC 8.

(c) Teachers eligible for renewal of an initial practitioner license as described in subsection (b) must complete six (6) semester hours of academic credit in the preceding six (6) years. Academic credit must be earned in the content or developmental level listed on the initial practitioner license.

(d) Teachers who obtain an initial practitioner license as described in subsection (c) may be renewed as described in 515 IAC 4-1-6. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-12; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3071*)

**515 IAC 4-2-13 Training programs**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 13. (a) The board must provide training programs for mentor faculty trainers and for scorers of portfolios and alternative assessments.

(b) A mentor who completes an approved mentor training program shall receive a certificate of completion from that program. A copy of this certificate should be submitted to the board with the annual enrollment form for the teacher (section 7(b) of this rule).

(c) A certificate of completion of mentor training is valid for five (5) years. The board will establish criteria for renewal of the mentor training certificate.

(d) The board must train a sufficient number of scorers to allow timely scoring of portfolios and alternative assessments. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-13; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3071*)

**515 IAC 4-2-14 Portfolio assessment**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 14. (a) The board will establish a qualifying score for each portfolio assessment.

(b) Each portfolio assessment will be required for at least three (3) school years before the board may establish a qualifying score for that portfolio.

(c) Until a qualifying score is established, the portfolio assessment may be scored to provide the following:

(1) The teacher with feedback about teaching knowledge and skills.

(2) Information to each preparation program about the quality of its preparation of teachers.

(d) Until a qualifying score is established, the board may score all portfolios completed or may score a statistically valid sample of completed portfolios. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-14; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3071*)

**515 IAC 4-2-15 Portfolio assessment exceptions**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 15. A candidate for an initial practitioner administrative license (515 IAC 8-1-40 through 515 IAC 8-1-44) is required to complete only one (1) assessment program during his or her professional career. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-15; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3071*)

**515 IAC 4-2-16 Incomplete assessment**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 16. (a) An incomplete assessment will not be scored. An incomplete assessment may not be returned to the candidate, who may be required to pay a new fee, if applicable.

(b) The candidate will be notified in writing of the status of an incomplete portfolio.

(c) The candidate is responsible for any delays in license processing caused by the submission of an incomplete assessment.

(d) The board will not be required to provide scoring for partial or incomplete assessments. Receipt of materials after the May 1 deadline will result in a delay of the assessment scoring until the next regularly scheduled scoring activity.

(e) Individuals who submit partial or incomplete assessments are not eligible for an extension as described in section 11 of this rule and are required to resubmit all required materials. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-16; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3071*)

**515 IAC 4-2-17 Speech-language pathology**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 17. Teachers with an initial practitioner license in speech-language pathology (515 IAC 8) may fulfill the requirements of the assessment program by completion of a clinical fellowship recognized by the American Speech-Language-Hearing Association (American Speech-Language-Hearing Association, 10801 Rockville Pike, Rockville, MD 20852) or by completion of an assessment portfolio (515 IAC 4-1-2(1)). (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-17; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3072*)

**515 IAC 4-2-18 Teachers on emergency permits**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6

Sec. 18. (a) Teachers who hold an instructional emergency permit (515 IAC 9-1-19) or emergency permit for administration



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or school services (515 IAC 9-1-20 through 515 IAC 9-1-26) may be enrolled in the first assessment year (515 IAC 4-1-2(9)) during their first year of employment under an emergency permit.

(b) Enrollment of teachers on emergency permits should be completed as described in section 7(b) of this rule.

(c) Mentors of teachers enrolled under this section must meet the criteria described in section 10 of this rule.

(d) Teachers who complete their first assessment year under this section and who do not hold an initial practitioner license must complete the assessment (section 5 of this rule) during the first year of the initial practitioner license. For individuals enrolled under this section, this year shall be the second assessment year (515 IAC 4-1-2(15)).

(e) Teachers who complete their first assessment year under this section and who hold an initial practitioner license may complete the assessment portfolio (section 5 of this rule) during the second assessment year.

(f) Teachers employed on an emergency permit in a content area not listed on the initial practitioner license may renew the initial practitioner license as described in 515 IAC 4-1-6. For these teachers, the first year of employment in a content area listed on the initial practitioner license shall be the second assessment year. (*Advisory Board of the Division of Professional Standards; 515 IAC 4-2-18; filed Jun 7, 2004, 5:00 p.m.: 27 IR 3072*)

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